

Indian Prairie Public Library Board Agenda  
March 17, 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 March 17, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to [directors@ippl.info](mailto:directors@ippl.info) by 6:15 p.m. March 17, 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: 872 3246 4139

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

A. Roll Call  
Asma Akhras, Donald Damon, Marian Krupicka,  
Crystal Megaridis, Victoria Suriano

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

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.  
We empower and guide each visitor.  
We aspire to bring people together.

C. Public Comment

D. Communications and Announcements  
none

E. Omnibus Consent Agenda		Action
1. Minutes of Regular Board Meeting, February 17, 2021	Page 3	
2. Action on Bills/Additional Bills	Page 7	
F. Items Deleted from Omnibus Consent Agenda		Action
G. Library Director's Report	Page 11	Information

Board Meeting – March 17, 2021 – page 2

H.	Department Reports		Information
	1. Assistant Director	Page 14	
	2. Marketing	Page 15	
	3. Programming & Outreach	Page 18	
	4. Public Services	Page 23	
	5. Resource Services	Page 24	
	6. Technology & Maker Services	Page 27	
I.	Staff Report		
	Joe Popowitch, Resource Services Librarian, Citizenship Services		Information
J.	Reports		
	1. Treasurer's Report	Page 33	Information
	2. Chamber Reports (no report)		
	3. RAILS	Page 37	Information
	4. Building and Grounds Committee (no report)		
	5. Finance Committee (no report)		
	6. Planning/Outreach Committee (no report)		
	7. Policy Committee (no report)		
K.	Unfinished Business		
	1. Renovation Update		Information
L.	New Business		
	1. Request to Close the Library April 12, 2021 – April 25, 2021	Page 42	Action
	2. Request to Hang in the Library a Proclamation Honoring Citizen Advocates in Willowbrook	Page 43	Action
	3. Adjustment of FY20-21 Salary Schedule	Page 45	Action
M.	Meetings Scheduled		
	none		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of February 17, 2021

**Board of Trustees Regular Meeting  
February 17, 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 February 17, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to [directors@ippl.info](mailto:directors@ippl.info) by 6:15 p.m. February 17, 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:

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

US: +1 312 626 6799

Webinar ID: 892 3422 8081

A. Roll Call

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

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

Present: Asma Akhras, Donald Damon (joined meeting at 7:20 p.m.), Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Natalie Williams

Others: Nader Najjar, a Willowbrook patron, listened remotely (with respect to item C) - left at 7:40 p.m.

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

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

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

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

C. Public Comment – Bukovac read aloud Mr. Najjar’s statement regarding removing fines from IPPL. The Board will table discussion for a future meeting, particularly as the budget is prepared for the new fiscal year. They noted that new trustees will be coming onto the board after the election and can participate in the discussion. They asked Bukovac to thank Mr. Najjar for his comments and to let him know the topic will be on a future agenda.

D. Communications and Announcements

1. Herbert to Bukovac re: Thank You for Soap Collection
2. Walsh to Library re: Library Name – Suriano read aloud the email from Mr. Walsh. The Board will table discussion for a future meeting. They again noted that new trustees will be coming onto the board after the election and should be the ones participating in the dialogue.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 20, 2021
2. Action on Bills/Additional Bills  
Megaridis moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Krupicka, Megaridis, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point, Williams gave her staff report (item I). She left the meeting at 7:10 and the Board continued with the rest of the agenda.

G. Library Director’s Report

Bukovac reported that Jennifer Asimakopoulos, Assistant Head of Adult Services, is resigning as of March 18. She has taken a position as Head of Adult Services at Wheaton Public Library. Bukovac said it’s a fabulous opportunity for Jennifer to continue her professional growth. We will be hiring for her position. At the December meeting, Megaridis and Krupicka indicated they knew people who expressed interest in the open trustee position but after further conversation the interested parties changed their minds.

H. Department Reports

- I. Staff Report – Natalie Williams, Head of Youth Services, gave a presentation on Grab Bag Services. This is a new service that was introduced after the library reopened in July. It’s been a way to provide hands-on activities during COVID and now during the renovation. Youth Services puts together bags that include all the supplies and instructions needed to do an activity. To date they have handed out 2,073 bags targeting early literacy, mid-kids, teens, and families. A new grab bag is released every two weeks for each age group. The service has been a wonderful way to keep kids engaged while in-person library events/classes are suspended and all play/learning spaces in the department are closed. Youth Services has also paired grab bags with zoom classes to provide both the materials and interactive instruction. The Board thanked youth services for providing this great outreach service.

#### J. Reports

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

#### K. Unfinished Business

1. Renovation Update – Bukovac had nothing to add to the renovation update in her report.
2. Update on New Service Model – A new service model was developed in 2019 as part of the library's visioning work and strategic planning. We had begun moving to the new model when the library had to close due to COVID. We resumed working on it in the fall of 2020 and have continued to date. The packet contains the power point presentation Bukovac gave to the Board in October 2019 explaining the data and reasoning behind moving to the new service model. Also in the packet is a breakdown of the new departments, their responsibilities and the services they will be providing, and an organizational chart. Bukovac noted that we've had to do things differently during COVID which included cross-training staff on services. Ironically, we were heading in that direction with our new service model before COVID hit. We plan on having the new model completely in place when the renovation is completed.

#### L. New Business

1. Library Rebranding – In September 2019 Bukovac asked if the Board wanted to look at developing a new visual brand for the library. The Board wanted to wait until the renovation design was set in case there was a design element they wanted to stress. The library last went through a visual rebranding in 2006 which included a new logo and color palate. The Board discussed the options for proceeding with a new logo that Bukovac presented in the backup. They would like to wait until the renovation is complete and then see what our graphic designer can do with our current logo to go along with the library's new look. At that point, they can decide whether they want her to go further and do a rebrand for the library.
2. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* – The Per Capita Grant for 2021 requires libraries to review the entire publication. Bukovac noted that IPPL is in good condition. She reviewed the checklist in the packet which indicated the areas where we meet the standard, areas that we need to study further, and areas where we do not meet the standard. Some items may be viable in some parts of the State but may not fit our demographics. Discussion will continue during our strategic plan review this summer.

#### M. Scheduled Meetings

#### N. Community Events

#### O. Library Events

#### P. Adjournment

At 7:48 p.m. Megaridis moved, Damon seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

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Crystal Megaridis, Secretary

ACTION ON BILLS FEBRUARY, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5249 - 5325	\$ 96,347.08
Fifth Third-Salaries	964 - 970	\$ 5,163.92
Hinsdale Bank-Direct Deposits	& 31602 - 31733	\$ 111,168.53

MONTH'S TOTAL: \$ 212,679.53

# Indian Prairie Public Library District Account QuickReport - Vendors

As of February 28, 2021

Type	Date	Num	Name	Amount
<b>10122 - Fifth Third Checking</b>				
Liability Check	02/04/2021	5249	Nationwide Retirement	986.53
Liability Check	02/04/2021	5250	Vantagepoint	1,351.26
Liability Check	02/04/2021	5251	State Disbursement Unit	493.94
Liability Check	02/04/2021	5252	State Disbursement Unit	147.68
Bill Pmt Check	02/04/2021	5253	Asimakopoulos, Jennifer	22.00
Bill Pmt Check	02/04/2021	5254	Castro, Tori	31.36
Bill Pmt Check	02/04/2021	5255	Colonial Life	82.53
Bill Pmt Check	02/04/2021	5256	Consumers' Checkbook	450.00
Bill Pmt Check	02/04/2021	5257	Dames, Mary	14.00
Bill Pmt Check	02/04/2021	5258	Dynegy Energy Services	5,394.20
Bill Pmt Check	02/04/2021	5259	Grasso Graphics	4,608.40
Bill Pmt Check	02/04/2021	5260	Groot Industries, Inc.	391.30
Bill Pmt Check	02/04/2021	5261	Kline, Cindy	10.00
Bill Pmt Check	02/04/2021	5262	Mount Prospect Public Library	16.47
Bill Pmt Check	02/04/2021	5263	NCPERS Group Life	48.00
Bill Pmt Check	02/04/2021	5264	OverDrive	295.65
Bill Pmt Check	02/04/2021	5265	Tumbleweed Press, Inc.	585.93
Bill Pmt Check	02/04/2021	5266	Twidell, Lexy	22.00
Bill Pmt Check	02/04/2021	5267	U.S. Postmaster	1,897.20
Bill Pmt Check	02/04/2021	5268	Univ. of Illinois at UrbanaChampaign	135.00
Bill Pmt Check	02/04/2021	5269	Williams., Natalie	22.00
Bill Pmt Check	02/04/2021	5270	Wlosinski, Maria	24.08
Bill Pmt Check	02/08/2021	5271	American Hoist & Manlift Inc	3,225.00
Bill Pmt Check	02/08/2021	5272	BookPage	588.00
Bill Pmt Check	02/08/2021	5273	Canon Solutions America Inc.	1,844.88
Bill Pmt Check	02/08/2021	5274	Case Lots Inc.	135.30
Bill Pmt Check	02/08/2021	5275	Eskew, Joe	5.59
Bill Pmt Check	02/08/2021	5276	Garvey's Office Products	16.68
Bill Pmt Check	02/08/2021	5277	Kamm Insurance Group	631.00
Bill Pmt Check	02/08/2021	5278	Neviol Inc.	4,725.00
Bill Pmt Check	02/08/2021	5279	Specialty Mat Service	220.24
Bill Pmt Check	02/08/2021	5280	The Kids' Table, LLC	150.00
Bill Pmt Check	02/10/2021	5281	Midwest Tape	5,300.54
Bill Pmt Check	02/12/2021	5282	Allcomm Systems, Inc.	460.00
Bill Pmt Check	02/12/2021	5283	AT&T	434.30
Bill Pmt Check	02/12/2021	5284	Baker & Taylor	7,065.97
Bill Pmt Check	02/12/2021	5285	Baker & Taylor (video)	140.05
Bill Pmt Check	02/12/2021	5286	Call One	263.86
Bill Pmt Check	02/12/2021	5287	Canon Financial Services, Inc.	221.00
Bill Pmt Check	02/12/2021	5288	Cengage Learning, Inc.	87.15
Bill Pmt Check	02/12/2021	5289	Children's Plus Inc.	215.66
Bill Pmt Check	02/12/2021	5290	FedEx	27.71
Bill Pmt Check	02/12/2021	5291	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	02/12/2021	5292	Illinois Secretary of State	10.00



# Indian Prairie Public Library District Account QuickReport - Vendors

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As of February 28, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	02/12/2021	5293	Ingram Library Services	615.15
Bill Pmt Check	02/12/2021	5294	Jensen, Heather Forster	15.00
Bill Pmt Check	02/12/2021	5295	Krumplis, Sylvia	50.00
Bill Pmt Check	02/12/2021	5296	Library Ideas LLC	296.22
Bill Pmt Check	02/12/2021	5297	Midwest Tape	1,851.67
Bill Pmt Check	02/12/2021	5298	OverDrive	1,342.00
Bill Pmt Check	02/12/2021	5299	Runco	29.00
Bill Pmt Check	02/12/2021	5300	SenSource	300.00
Bill Pmt Check	02/12/2021	5301	SWAN	343.41
Bill Pmt Check	02/12/2021	5302	Unique	44.75
Liability Check	02/18/2021	5303	Nationwide Retirement	986.53
Liability Check	02/18/2021	5304	Vantagepoint	1,351.26
Liability Check	02/18/2021	5305	State Disbursement Unit	493.94
Liability Check	02/18/2021	5306	State Disbursement Unit	151.28
Bill Pmt Check	02/24/2021	5307	Allard, Jamie	15.00
Bill Pmt Check	02/24/2021	5308	Bank of America	8,180.72
Bill Pmt Check	02/24/2021	5309	Basecamp Web Solutions	270.15
Bill Pmt Check	02/24/2021	5310	BCBS	13,821.08
Bill Pmt Check	02/24/2021	5311	Current Technologies	5,790.18
Bill Pmt Check	02/24/2021	5312	Dzierzbicki, Monica	16.50
Bill Pmt Check	02/24/2021	5313	Faronics Technologies USA Inc.	708.75
Bill Pmt Check	02/24/2021	5314	Fly Pelican Fly	100.00
Bill Pmt Check	02/24/2021	5315	Meyer, Eileen R.	175.00
Bill Pmt Check	02/24/2021	5316	Midwest Tape	5,808.82
Bill Pmt Check	02/24/2021	5317	OverDrive	2,071.67
Bill Pmt Check	02/24/2021	5318	Principal Life Insurance Company	1,424.24
Bill Pmt Check	02/24/2021	5319	Product LLC	3,351.52
Bill Pmt Check	02/24/2021	5320	Schultz., Jack	22.00
Bill Pmt Check	02/24/2021	5321	Stojak, Marianne	50.00
Bill Pmt Check	02/24/2021	5322	Today's Business	2,727.10
Bill Pmt Check	02/24/2021	5323	VSP Vision	198.68
Bill Pmt Check	02/26/2021	5324	NCPERS.Group Life	48.00
Bill Pmt Check	02/26/2021	5325	Very Smart People	400.00
Total 10122 - Fifth Third Checking				<u>96,347.08</u>
<b>TOTAL</b>				<b><u>96,347.08</u></b>

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

**February 2021**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	02/05/2021	3,475.28
EFTPS-Federal	Payroll taxes	02/05/2021	18,857.68
ILDOR-State	Payroll taxes	02/19/2021	3,636.06
EFTPS-Federal	Payroll taxes	02/19/2021	20,599.90
IMRF	Payroll Pension	02/19/2021	25,758.02
DAC	Deposit to HRA	02/02/2021	821.93
DAC	Deposit to HRA	02/09/2021	1,488.13
DAC	Deposit to HRA	02/11/2021	184.79
DAC	Deposit to HRA	02/17/2021	284.42
DAC	Deposit to HRA	02/23/2021	82.23
Nicor	Gas	02/16/2021	4,365.67
INB Bank/5/3	Credit Card Fee	02/15/2021	97.59
Hinsdale Bank	Fee-Direct Deposit	02/17/2021	57.00

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**Director's Report  
March 2021**

**Agenda**

There are memos as back-up for each of items under New Business. I'll provide an oral report at the meeting for the renovation update.

**Statement of Economic Interest**

You each should have received an email with information about filing the Statement of Economic Interest online. Please print out a copy of the verification email you receive and give it to Maria as it is very important that we track that each trustee filed their statement. You will not receive a similar request from Cook County.

**Renovation**

I will give a full report at the meeting, but wanted to note that I continue to spend time approving details of the plan. This is because the contractor prepares submittals for every aspect of the project, the architect approves them, and they are passed on to me for a final approval. While I did a complete review of the plans, there are so many details that, as I'm reviewing the submittals, I am submitting some additional items as change orders. Some are small such as we need an extra outlet in a certain location. Others cost a bit more such as refinishing the wood railing on the staircase. (Although in this case I've also asked Laura to get a quote from a local refinisher to compare pricing.) I've also been working with the architect on the design of the service desks approved by the board.

**Maker Studio**

Ann, Jack, Jill and I have been working on developing a name and a logo for the new maker space. People simply don't understand "Woldshop" until you explain it to them. We decided that "Maker Studio" will provide better understanding of the space. We also worked with our graphic designer to create a new logo just for the Maker Studio which will help us brand all signage, information, classes, and Tech Takeout, STEM, and Maker kits. The logo is attached to my report.

**New Service Model**

The department heads and I continue to plan for moving to the new service model. Training for the Public Services Associates will occur in April as they learn how to answer easy reference questions and do reader's advisory. Currently the Circulation Associates and Adult Services Associates are sharing the Adult Ask Us Desk and this has proved beneficial in that they are observing the work that each of them do, and learning through that observation. They are also starting to build relationships. Technology Services is planning training for their staff on equipment in the new Maker Studio.

You'll see below that I am having more one-on-ones now as I work with each department head to strategize around how staffing will be arranged in their department, processes that need to

put in place, and identifying needed training. Each department head is fully immersed in planning for the new responsibilities of their department. They are doing an amazing job in planning, preparing their staff, and building relationships with new staff that have come under their supervision.

Adult Services staff are starting to practice with push-to-call walkie talkies which is the direction we will go with all staff who will work in Public Services.

As Laura mentioned, she and I are working on job descriptions, not only creating descriptions for new positions in the service model but also writing the descriptions in a new way that we believe captures the library's culture and emphasis on excellent customer service and the user experience. Laura will be presenting on the work she and Marquitta are doing relative to a new staff initiative around hospitality.

### **Investments**

I prepared a cash flow spreadsheet to track expenses for the renovation and to manage how MPI should provide payouts to the library to pay for the renovation. Working with MPI to understand when bonds are coming due and available cash, I determined that they could provide \$400,000 in May, \$100,000 in July and the rest can be scheduled throughout the fall. (I will continue to work with them on that schedule.) The reason we can put off getting money from MPI until the fall is because we receive the bulk of our tax monies for the new fiscal year in May and June which we can use for operating and renovation expenses, replenishing our operating accounts in the fall with cash from MPI. This allows us to continue earning on our investments. I'm planning for MPI do an investment presentation to the board in June or July.

### **Meetings**

Four contractor/architect meetings  
 Two architect meetings  
 Three department heads meetings  
 Debbie two one-on-one  
 Laura two one-on-ones  
 Natalie three one-on-one  
 Tony three one-on-one  
 Ann two one-on-one  
 Meeting with Cindy Kline and Natalie re Cindy's move to the Programming and Outreach Department and her focus on adult programming.

Jamie Bukovac, Director



MAKER

STUDIO

Let's learn and create!

## Assistant Director's Report: March 2021

### Building:

Joe removed the door between Administration and the Board Room. He also removed the large credenza behind the main Admin desk. This work is in preparation for the eventual creation of the two new rooms (wellness room and an additional study room) as well as preparing for new carpeting and paint the Board Room and workroom.

I am currently getting quotes on landscaping services and lawn care for the new season.

### IPPL Foundation and Friends:

The Book Nook made \$44.61 in February before it was taken down.

### Preparation for the New Service Model:

As we prepare for the new service model, I have been working with Jamie to revamp our existing job descriptions and writing them in a completely new way. We are also starting to use the new department names and position titles. The new job descriptions really highlight our commitment to exceptional customer service.

I have started to develop hospitality training for staff. I have been researching retail models such as Apple, Nordstrom, and Chewy (who are all known for superior customer service practices). Marquitta, who is the Assistant Head of Public Service, will be assisting me in developing the training for our staff. I have given her some materials to read and we will start to discuss best practices for Indian Prairie.

### Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top visited pages for February:
  1. Renovation – 467
  2. Hours/Location – 467
  3. Programs – 465
  4. A-Z Databases – 439
  5. eBooks - 363
- Dave edited and published 10 new videos to our YouTube channel. The most popular video this month was "Meet Helpers at the Grocery Store" with 40 views.
- Dave "retired" the news blogs on the homepage and replaced it with programs and classes. Patrons can view upcoming events quickly and easily, as well as filter by age group.
- Dave created the pictorial renderings that we have hanging on the barriers to the construction areas around the library.
- Jill worked with T.J. on putting together his first BizConnect e-news.
- Jill's Marketing Report is attached.

### Leadership Development:

2/25 Global Leadership Summit: Special Edition

This was a great series of programs that really focused on determining individual strengths and weaknesses in order to work together as a high-functioning team. It has provided some great discussions amongst the Department Heads and with my direct reports on ways to better work to our strengths.

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees  
February 1-28**

**Website**

The website gets updated weekly as part of the weekly marketing plan (that includes the web, enews, and social media.) In February, we updated the renovation page, the COVID-19 page, and the Teen Job Fair page. Minor updates were made to the business page, tax help page, passport page, Ignite Change page, Beanstack page, Mid-Kids page, Early Literacy page, and Museum Pass page.

**Enews**

Enews was sent out Thursdays during the month of February. The issue where we highlighted the community vaccines was the most opened this month. In general, most of our patrons are looking for adult programs, which is among the most popular links that our patrons click on each week.

**General Enews Subscribers**

January 31	16,774
February 28	16,956
Loss in subscribers	+182

**Specialty Enews Subscribers**

Newsletter	Subscribers	+/-
Biz Connect subscribers	295	0
Teen Enews subscribers	151	-1

### Enews Open & Click Rate

Date	Open Rate	Click Rate
Teen Enews (Feb 1)	13	0
Biz Connect	17	2
February 4	25	7
February 11	20	9
February 18	17	8
February 25	18	10

### Social Media

Social Media continues to grow organically; each channel increased this month. The biggest gains were on LinkedIn and YouTube.


Channel	Likes/Followers	+/- (Since Jan. 31)
Facebook (Likes)	2,022	+12
Instagram	740	+15
Twitter	1,111	+6
LinkedIn	170	+2
YouTube	186	+1


### Social Media Posts


Overall, the social media channels continue to grow organically. The engagement that we get is not paid and simply comes from people who are fans of our channels. I'm always very proud of that fact. We communicate a lot of information on our social accounts monthly—including our programs and services. What always gets the love, is when we remind people of our drive-up window. Here are a few comments from two separate social posts regarding the window:


Post One: While you're invited to come into the library and browse for books, you also can enjoy the library without leaving your car. Pick up your holds from our drive-up window. Remember to wear your mask at the window. Not sure what materials you want? Let our expert staff pick. Learn more about how we can make personalized suggestions using the link in the comments.






 **Maureen Well** The library has been a godsend. We've gotten books and DVDs to entertain ourselves as we stay in. Thank you to all the dedicated employees who worked so hard for all of us card holders. We really appreciate all you do. ♡


Love · Reply · Message · 1w  2


 **Christine Moriarty** I've never appreciated this library more. Couldn't have gotten through Covid without it! Thanks!



Love · Reply · Message · 6d  1

 **Goldie Jac** Library services has been a wonderful escape during quarantine.

Love · Reply · Message · 1w   4



 **Amanda Moscato** I love the drive up window and drop off!

Love · Reply · Message · 1w  2





 **Linnert Jeffrey** That's awesome! ♡  1


Love · Reply · Message · 1w

Post Two: Don't get out of your car. Drive-up and we'll give you your library holds. Not sure what you want? Ask our expert staff, and we'll package materials just for you. Give us a call or chat with us on our website. We'd love to hook you up with your next batch of books and movies.

 **Katy Brennan** My library is the best!!!!  1

Love · Reply · Message · 2w

 **Caitlyn Siegel** This has been the best, thank you   

Love · Reply · Message · 2w  1

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

## **Community**

Lexy Twidell, Monica Dzeirzbicki, Michelle Dukes, Jack Schultz and Natalie Williams completed an initiative this month to reach out to community members we have partnered with in the past, or hope to partner with in the future, expressing general appreciation for the work they are doing during the hard times of the Covid-19 pandemic. Staff sent a total of 44 handwritten Valentine cards in the mail, personally expressing gratitude, appreciation, and encouragement to teachers, childcare workers, volunteers, business partners, and more. We hope this will help to foster positive relationships with our community partners and build a strong foundation for any work we are able to do together in the future.

## **Beanstack**

In February, 20 new readers joined Beanstack and 43 individuals enrolled in a new reading challenge. In total, patrons earned 320 badges and logged 622 books.

Below is the active reader count per challenge:

- Winter Read 2021 - Books Like Us: 24 readers
- Read Woke: 13 readers
- 2021 Monarch Challenge: 2 readers
- 1,000 Books Before Kindergarten: 4 readers
- Baby Book Bees: 0 readers

### *Winter Read 2021: Books Like Us*

The Winter Read 2021: Books Like Us Challenge ran from December 27, 2020 to February 27, 2021. This was the first time IPPL's annual Winter Read was offered via Beanstack. Patrons of all ages were able to sign up through the app or use traditional paper logs to keep track of the books they read. Completed logs allowed patrons to enter into a raffle for prizes, and patrons under the age of 18 were able to clear fines from their library cards.

The Beanstack version of the challenge also provided patrons the opportunity to explore authors that Beanstack and the publishing company Simon & Schuster had partnered with in an effort to promote a diverse array of writers. By participating in the challenge, IPPL may be eligible to host a virtual visit with one of these authors in the near future.

Over the course of the two months the challenge ran on Beanstack, roughly 169 patrons signed up for the program (although numbers may be skewed high due to a) staff accounts used to test the challenge and b) patrons with duplicate accounts signing up twice). Those patrons logged 1047 books and earned 655 badges, either through signing-up, logging a particular number of books, researching authors, or completing the challenge.

Overall, the Winter Read Beanstack challenge was the second most popular challenge we have hosted on the platform, only trailing Mission Math, which was held in Summer of 2020.

## **Seed Library**

Number of Checkouts: 5

Number of Seed Packets Checked Out: 9

Number of Donations: 1 (200 marigold and hibiscus seeds)

## Programs

In February, Programming & Outreach staff presented 38 programs serving 568 people.

### *Family Events on Saturday*

Though challenging to maintain a consistent audience when offering Saturday programs in person pre-COVID, Heather Forster Jensen has built an audience for Saturday morning programs virtually over the past several months. The Winter Family Sing-Along in December was the start of a minimum one Saturday per month that Heather would offer a program online. Three additional events have been hosted since, two this month: a special Valentine Storytime (34 attendees) and a Disney Family Sing-Along (42 attendees). In contrast to storytimes and early literacy programs during the week, Saturday programs tend to draw whole families to participate together. At the library's eventual return to in-person programming, Heather intends to explore the continuation of virtual weekend programs and analyze their attendance numbers.

### *Citizen Scientist Series*

Tricia Thompson and Monica Dzierzbicki presented a 3-week Mid-Kids citizen scientist series working with the international Great Backyard Bird Count program. We focused on non-fiction books and online apps for identifying birds that participants can find in their yards and communities. We also shared ideas on using birdwatching tools like binoculars, telescopes, and photographing to aid in their watch and count. We shared safe social distant ways to bird count in nearby areas like Lymon Woods and Waterfall Glen. The kids and families were asked to count the birds seen for at least 15 minutes each day from February 12 through February 14. With the popularity of bird watching, Monica had been contacted by a few adults asking to join the IPPL Bird Count group and share our group registration with them to add to the total IPPL counts. This type of program may have future program potential as an all-ages event.

### *Fireside Storytime*

Lexy Twidell wrapped up Fireside Storytime, a general all ages evening storytime series that ran through January and February. This series was built around sharing cozy, feel good stories, songs, and activities that encouraged kids and their families to spend time together exploring new ways to bond and have fun without relying on a screen. Engagement during this storytime was high, with many kids participating during class as well as sharing their experiences with the extension activities.

### *People in Your Neighborhood*

Lexy Twidell and Tricia Thompson hosted a storytime series called People in Your Neighborhood throughout January and February. The storytime was part of the Ignite Change series and focused on introducing kids and families to various people who serve the community such as firefighters, police officers, doctors, and grocery store workers. Lexy started reaching out to members of the community back in November to acquire partners willing to send a short video clip of themselves sharing about what they do to serve the community. A total of 9 organizations submitted video clips, which were featured during the storytime sessions and posted on the IPPL YouTube page. The idea for this program came from feedback shared at a Parent Advisory Board meeting when parents expressed the feeling that if kids were more familiar with the faces in the community, such as police officers, then maybe it would be easier to see them as helpers rather than someone to be afraid of. Lexy saw this as an opportunity to recognize frontline workers during the Covid-19 pandemic and create a sense of unity amidst the feelings of isolation.

### *Girls Who Code*

Over the course of the last 6 months, Michelle Dukes has been offering virtual Girls Who Code programs on Zoom for teens. One of our goals this year for Teen programs has been to offer meaningful programs with a learning experience component. Another goal has been to train our TASC (Teen Advisory and

Service Committee) members to present Teen lead programs to help prepare them to grow as young leaders. This month, one of our TASC members not only helped Michelle prepare for our Girls Who Code meetings, but lead one herself. Michelle met with her virtually to help train, prepare, and make sure she felt comfortable presenting her first Teen-led program.

Date	Description	K&T Staff	Attendance
2-Feb	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	17
2-Feb	Girls Who Code	Michelle	2
3-Feb	Chair Yoga	Cindy	26
3-Feb	Fireside Storytime	Lexy, Heather	21
4-Feb	Mid-Kids ASP Great Backyard Bird Challenge	Tricia, Monica	4
5-Feb	Make It! Baby Yoda Plushie	Jack, Lexy	18
6-Feb	Black History Month Movie Club	Michelle	3
9-Feb	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	21
9-Feb	Girls Who Code	Michelle	2
10-Feb	Chair Yoga	Cindy	21
10-Feb	Conversation with Elizabeth Berg	Cindy	68
10-Feb	Fireside Storytime	Lexy, Heather	14
11-Feb	Mid-Kids ASP Great Backyard Bird Challenge	Tricia, Monica	4
12-Feb	Lunar New Year Storytime and Craft	Megan	8
13-Feb	Valentines Storytime and Craft	Megan	3
12-Feb	Teen Valentine's Day Cooking Tutorial (canceled)	Michelle	0
13-Feb	Valentine's Storytime	Heather, Lexy	34
13-Feb	Valentine's Day Murder Mystery	Michelle	6
14-Feb	A Jazzy Valentine	Cindy	25
15-Feb	Bitcoin and Cryptocurrency	T.J.	15
16-Feb	Mardi Gras and the Movies	Cindy	26
16-Feb	People in Your Neighborhood Storytime	Lexy, Tricia, Heather	16
16-Feb	Girls Who Code (canceled)	Michelle	0
17-Feb	Answering the Call: Artists of the Harlem Renaissance	Cindy	20
17-Feb	Chair Yoga	Cindy	21
17-Feb	Fireside Storytime	Lexy, Heather	15
17-Feb	Afternoon with an Author - Eileen Meyer/Superlative Lincoln	Monica	6
18-Feb	Presidential Jeopardy (Canceled)	Michelle	0
18-Feb	Mid-Kids ASP Great Backyard Bird Challenge	Tricia, Monica	3
19-Feb	And Then: An Online Finish the story event for teens (canceled)	Michelle	0
20-Feb	TASC	Michelle	11
21-Feb	Mid-Kid Winter Fortress Knockdown	Jack, Monica	8
23-Feb	Silly Hat Celebration	Lexy, Heather	23
23-Feb	Quick Books Online (SCORE Downers Grove Library)	T.J.	38
25-Feb	Chair Yoga	Cindy	26
25-Feb	ASP -Strong Words, My Words an Ignite Change program	Tricia, Monica	0
27-Feb	Book Buddy	Monica	1
27-Feb	Disney Family Sing Along	Heather, Lexy	42
TOTAL:			568

## Grab Bag Events and Activities

### *LittleShop at Home*

Heather Forster Jensen created 76 DIY Valentine grab bags, 10 reserved in advance as an offering to Heather's LittleShop at Home email group. The other 66 bags were picked up from the library in person and via drive-through within the first three days of the month. Grab bags and take-home activities continue to receive high praise from our patrons, one who recently commented, "Thank you for offering such fun activities for kids through all of this." Although the "LittleShop" branding will phase out in the coming months, Heather will be maintaining a grab bag schedule for the early literacy audience, little kids and their families alike.

Date	Description	K&T Staff	Participants
1-Feb	Cup Stacking Challenge grab bag	Monica	45
	LittleShop at Home: DIY Valentines Kits	Heather	76
1-Feb	Heart-shaped Yarn-wrap craft	Michelle	30
	Calendar Math	Lexy, Heather	16
	Dental Health Kits	Lexy	25
	Dental Health Kits	Lexy	10
	"Fit Matters" Mask Adjustment Kits	Heather	17
	LittleShop at Home Activity Packet 6: If You Give a Cat a Cupcake	Heather	9
	LittleShop at Home Activity Packet 7: If You Give a Dog a Donut	Heather	16
	LittleShop at Home Activity Packet 8: If You Give a Mouse a Brownie	Heather	23
	LittleShop at Home Activity Packet 9: If You Take a Mouse to the Movies	Heather	20
		TOTAL:	287

## Continuing Education

Date	Description	K&T Staff	Hours
1-Feb	State of Illinois Sexual Harassment Prevention Training	Monica	0.05
8-Feb	Skills for the Everyday Leader	Michelle	1
8-Feb	Help Teens Build Financial Well-being at Your Library	Michelle	1
8-Feb	5 Ways to Use Art to Raise Anti-Racist Kids	Megan	1.25
10-Feb	Engaging in Antiracism Work: During Black History Month	Monica	1
11-Feb	Makerbot: 3D Printing Material Showdown	Jack	1
19-Feb	Creative Spaces and Family Engagement in Libraries	Lexy	1
21-Feb	State of Illinois Sexual Harassment Prevention Training	Heather	0.25
22-Feb	Preschool Outreach Programmers Meeting	Lexy	2
24-Feb	Teen Reading Lounge: Continuing to Engage Your Teens in a Virtual Space	Michelle	1
25-Feb	Dis/ability Critical Race Studies (DisCrit) for Inclusion in Early Childhood Education: Ethical Considerations of Implicit and Explicit Bias	Lexy	0.5
27-Feb	Anderson's Children's Literature "Breakfast" Author Conference	Monica	3.5
		TOTAL:	13.55

## Contributing to the Profession

Date	Description	K&T Staff
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17-Feb	Shared about Kindergarten Readiness Packet with Joliet Public Library	Lexy
18-Feb	Facilitated a LACONI meet-up about Summer Programming	Natalie
22-Feb	Shared programming ideas at Preschool Outreach Programmers Meeting	Lexy
3-Feb	LACONI Board Meeting	Natalie
24-Feb	Zoom and YouTube Streaming - Listserv	T.J.

*Submitted by Natalie Williams, Head of Youth Services 3/10/2021*

Circulation Services  
February 2021

User Experience

Patrons love the drive up window! We helped 2,493 cars in February. Our busiest day was Wednesday, February 17 with 151 cars and our busiest hour was Wednesday, February 24 from 3-4 with 29 cars! (What was it about Wednesdays in February?)

In early February we were advised by RAILS that we could move to a 24 hour quarantine of items (from 3 days). Patrons are much happier with the shorter amount of time to wait for items to be removed from their cards.

Community

**Passports:** We accepted 40 passports in February with our busiest day being 2/13 with 9.

**Library Cards:** We issued 84 resident library cards. 44 were initiated remotely. We did not issue any student cards.

**Notary Public:** We notarized 92 documents in February.

**Food Drive:** We are continuing the food drive to benefit Our Lady of Peace Food Pantry. Unfortunately, donations have slowed. But the food panty appreciates all that they receive.

**Her Drive:** We had a box in the foyer to take donations of bras, as well as hygiene and menstrual products for underserved communities. Our community was very responsive and the organizers were very pleased with the donations they received.

Renovation

It's so interesting and fun to see things starting to take shape. We have all been amazed by the size of the new work room as well as the new Maker Space. We can't wait to start utilizing the new passport office! Staff have settled in to the Ask Us Desk. It's been busy – especially on Saturdays. We have started having a staff member scheduled as a "Hold-Runner" on Saturday mornings. This person sits in the lobby and goes into the workroom to retrieve holds for patrons. It's been very helpful!

Continuing Education

- Feb. 17      Circulation User Group
- February 23      SWAN Update

Debbie Sheehan  
Head of Circulation Services

## Resource Services Monthly Report

February 2021

As we move further into our new service model, I took complete oversight of Technical Services. So, for this month I am beginning to title my report with the name of the new department, Resource Services. As a recap, this department is responsible for all collection development – ordering, processing, and deaccessioning – as well as promotion of collections through displays and other means. The department also trains library staff in providing reference and reader's advisory services as well as schedules librarians for reference work. We work collaboratively with other department to support their initiatives through the collections we offer.

Shifting and storage of collections continues apace. Science fiction paperbacks and hardcovers have been moved to the south end of the floor. Paperback mysteries have also been moved. In order to do this I spent an evening moving slanted shelving from where paperback mysteries used to be into the tall stacks.

We're excited to be introducing a new collection of VOX books to the youth collection. VOX books are books that have a small, pre-recorded digital player attached to the books. They are meant to be a replacement for traditional read-a-long books that have a book and a CD of the book being read. The CD format continues to be a less popular form as many people no longer have CD players at home or in their cars.

Marissa undertook a reclassification of the picture book collection. When she reviewed the collection she found categories that have become less popular over the years as well as books that would be better served by going under a new category. She pulled these items and Technical Services staff changed out the call numbers on the spines and entered the new information into the catalog.

Prior to retirement, Shirley had arranged joint programming with Downers Grove Public Library in relation to business. The first one took place this month - QuickBooks Online for Small Business – and 38 people attended.

I've been involved in discussions at Department Heads around training staff in providing reference services. I've been researching how other libraries approach this and will be putting training together in order to teach the circulation associates how to do easy reference questions as part of their new positions.

Along with the other department heads, I attended a half-day Global Leadership Summit workshop. We've been implementing what we've learned to get to know our new departments better and how to use the information to build better teams.

Jennifer tendered her resignation effective March 18. I've been working with Jamie on the job description and job ad so that it gets posted quickly.

### Monthly Highlights

- Jennifer hosted *In Conversation with Elizabeth Berg* (68 attended): With registration at 130, T. J. joined us to broadcast the event simultaneously on Zoom (58) and YouTube (10). After reading the book and researching about the author, she prepared questions to ask Berg, and a 45-minute conversation was held before taking questions from the audience. The patron who won the free autographed copy of *I'll Be Seeing You* came in the following Saturday and was very excited.



- Joe has been working on a number of programs that have come to fruition. He partnered with Northbrook and other area libraries to host an online screening of *The Long Shadow*, a documentary about the long-term effects of slavery and Jim Crow on American society. He continues to host the library's online ESL discussion group as well as the Great Decisions discussion group. He also took over ordering adult music CDs, which Ann had previously been selecting.
- Marissa has been working with youth librarians and marketing in preparation for the latest batch of award books to be announced. She merged the LittleShop book collection into the WouldShop and Parenting book collections. She coordinated with Debbie, Cindy G., and Anna on a new procedure for cycling new youth and teen books off the New Book shelves and into the general collection.

### Community

- Jennifer fulfilled two personalized requests for books for adults and one for kids. She and associates filled four requests for book club resources on two new titles and two titles that had been previously requested by other book clubs.
- Joe continues to work with the Southwest Immigrant Project regarding their citizenship classes. He assisted with facilitating placement tests this month.

### Contributing to the Profession

- Jennifer shared information with Schaumburg Township Public Library about how the library is using an Audible account and making access available through loading titles on iPods that patrons can check out.
- Piggybacking off of Jennifer's Elizabeth Berg program, the author donated her works translated into other languages to the library. Joe has been working to distribute these to area libraries that have collections of materials written in the various languages donated.

### Continuing Education

- Tony participated in the Global Leadership Summit half-day workshop.
- Jennifer participated in an ARRT genre study focusing on non-fiction.
- Marissa viewed webinars from Booklist: Showcasing Social-Emotional Learning; Random House Children's Books Spring Preview; Graphic Novel Showcase: Adult and YA Titles Coming This Spring; and Graphic Novel Showcase: Titles for Young Readers Coming This Spring.

### Programs

Date	Time	Program	Staff	Attendance
3-Feb	7:00 p.m.	Online - ESL Discussion Group	Joe	4
9-Feb	7:00 p.m.	Online Book Club: <i>Afterlife</i>	Jennifer	6
9-Feb	7:00 p.m.	Online: DIY Marketing Graphics for Any Skill Level	Shirley	15
10-Feb	7:00 p.m.	Online - ESL Discussion Group	Joe	4

10-Feb	7:00 p.m.	Online - A Conversation with Elizabeth Berg	Jennifer	68
16-Feb	7:00 p.m.	Online - Great Decisions Discussion Group	Joe	5
17-Feb	7:00 p.m.	Online Book Club: <i>Defining Moments in Black History</i>	Jennifer	3
23-Feb	7:00 p.m.	Online: Quickbooks for Small Business	Shirley	38
24-Feb	7:00 p.m.	Online - ESL Discussion Group	Joe	3
			<b>Total</b>	<b>146</b>

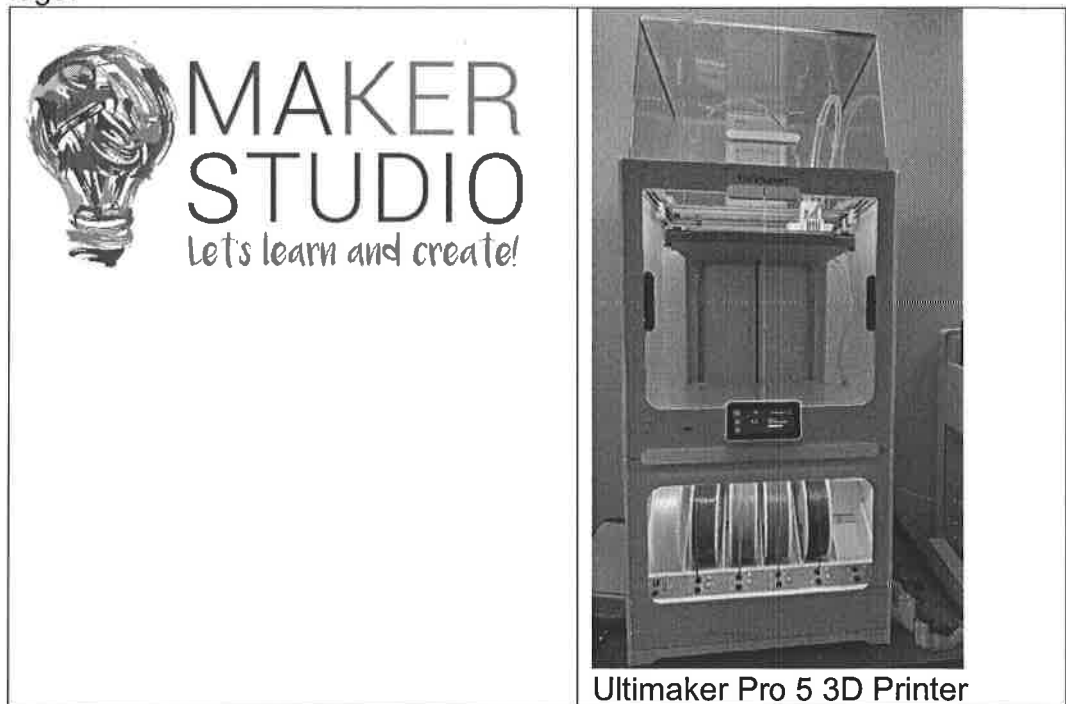
Social Media & e-Newsletter Reach

- Bestseller Preview (send bimonthly, links to both SWAN and Overdrive):
  - 2/1: opened by 192/489 subscribers (39% open rate) and 120 clicks
  - 2/15: opened by 202/488 subscribers (41% open rate) and 86 clicks
- New eBooks (send bimonthly)
  - 2/1: opened by 89/186 (48% open rate) and 40 clicks
  - 2/15: opened by 93/186 (50% open rate) and 23 clicks
- DVD preview - Feb. 17, 2021.
  - Opened by 129/179 (72% open rate) and 102 clicks.

## Technology & Maker Services Board Report February 2021

### Monthly Highlights

- Tech Takeout- Added an additional Chromebook and Wi-Fi hotspot combo from existing equipment. Patrons prefer Chromebooks or laptops that have a Wi-Fi hotspot. We currently have three Chromebooks and four laptops hotspot combos. We consistently have holds on both.
- New Staffing Model- I finished training Tony on classification of adult non-fiction books and cataloging basics. Jack and T.J. are in their new roles as Jack is now part of Technology & Maker Services and T.J. is in Programing & Outreach.
- New Makerspace
  - Then new maker space will be called Maker Studio and this is the new logo.



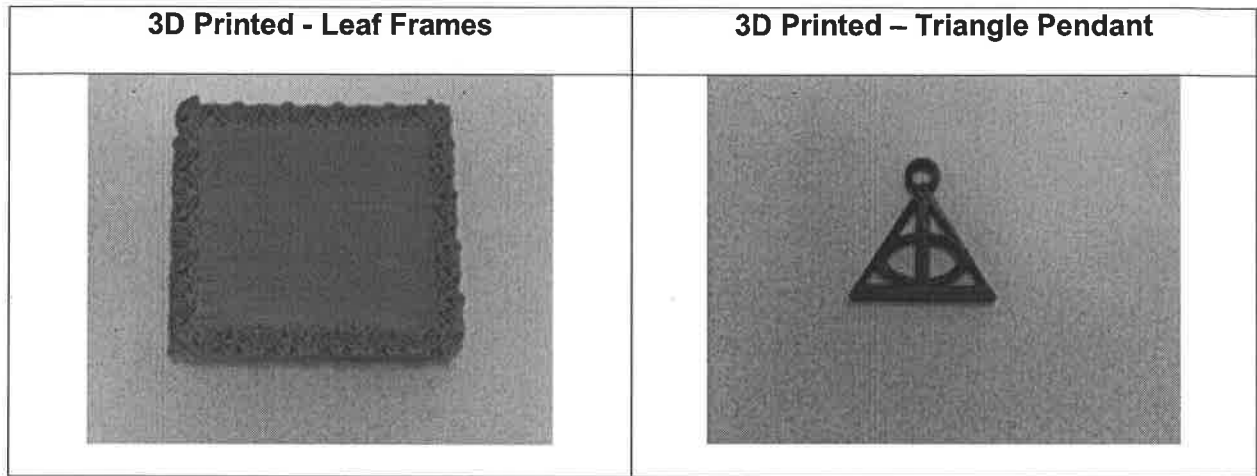
- New 3D Printer- We ordered and received our new 3D printer for the new maker space. Brett has assembled it and is testing and learning about its operating capabilities for staff training and procedures. Some of the features of the new 3D printers include: a bigger build plate so patron can make bigger objects, a temperature controlled enclosure to improve design quality, an air handler to use other types of filaments and a duel print head for using two filament. The second filament is used for rafts/supports for the print job. This type of filament either breaks away

easily or dissolves in water, leaving a smoother finish. We always appreciate the Library Foundation for their support and funding of technology and I personally would like to say thank you.

- o Jack and I have been working on process, procedures and budget for the Maker Studio.

**Statistics**

- 3D Printer- 12 processed requests. Interesting Prints: Leaf frame, Spanish frame and triangle pendant
- Carvey – 0 requests.



- Tech Takeout Checkouts – 97 Unique Users and 136 total checkouts.
- Curbside Printing- 22

**Public Technology & Maker Programs & Classes**

- 2 live class- total attendance/views: 33
- 5 - 1-on-1 Patron Assistance
- 5 on demand recorded YouTube Videos - Total views: 23

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Mon. Feb. 15, 6-7 p.m.	Online - Bitcoin and Cryptocurrency	Mike	15
Fri., Feb 5, 6-7:30 p.m.	Online - Make It! Baby Yoda Plushie	Jack	18

**Continuing Education**

- Ann- Global Leaderships Summit Special Edition Half Day webinar.

STATISTICS FOR	Feb-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	16,435	28,826	145,292	232,202	-37.43%
Teen	1,176	1,525	10,279	15,293	-32.79%
Kids	10,553	15,297	84,203	126,046	-33.20%
ILLS Sent	2,712	3,080	17,228	25,534	-32.53%
TOTAL	30,876	48,728	257,002	399,075	-35.60%
Electronic Circulation	9,569	6,073	81,405	54,104	50.46%
GRAND TOTAL CIRC.	40,445	54,801	338,407	453,179	-25.33%
% Reciprocal Borrowing	5%	14%	6%	14%	
Patron Visits	9,207	23,791	75,747	197,802	-61.71%
<b><u>Current Cards</u></b>					
Resident	84	156	22,850	22,954	-0.45%
Non-Resident	62	68	742	1,040	-28.65%
TOTAL	146	224	23,592	23,994	-1.68%
<b><u>Patron Assistance</u></b>					
Adult - Reference	1,558	2,728	11,507	20,572	-44.06%
Kids - Reference	662	1,462	6,132	14,397	-57.41%
Technology - Reference	1,174	1,860	8,878	11,812	-24.84%
TOTAL REFERENCE	3,394	6,050	26,517	46,781	-43.32%
Adult - Other	112	867	1,162	4,429	-73.76%
Kids - Other	5	113	72	910	-92.09%
Technology - Other	22	49	161	432	-62.73%
TOTAL OTHER	139	1,029	1,395	5,771	-75.83%
GRAND TOTAL ASST.	3,533	7,079	27,912	52,552	-46.89%
<b><u>ILL/Reserves</u></b>					
Holds	7,422	8,067	64,439	61,754	4.35%
ILLS Sent	2,712	3,080	17,228	25,534	-32.53%
ILLS Checked Out	3,896	4,029	28,306	32,749	-13.57%
ILLS Received	3,896	4,472	28,306	36,454	-22.35%
<b><u>Programs - Adult</u></b>					
# Programs	11	14	92	106	-13.21%
Attendance	292	275	1,907	2,387	-20.11%
<b><u>Technology Classes</u></b>					
# Programs	6	8	59	58	1.72%
Attendance	38	85	721	600	20.17%
<b><u>Individual Technology Training</u></b>					
# of Patrons	108	130	566	2,028	-72.09%
<b><u>Groups</u></b>					
# Programs	6	18	22	115	-80.87%
Attendance	25	178	222	1,126	-80.28%
<b><u>Others</u></b>					
#Programs	0	4	0	4	
Attendance	0	86	0	86	
<b><u>Programs - Teen</u></b>					
# Programs	9	6	79	52	51.92%
Attendance	24	98	391	1,283	-69.52%
<b><u>Programs - Kids</u></b>					
# Programs	19	50	457	511	-10.57%
Attendance	258	2,908	3,462	13,034	-73.44%
GRAND TOTAL ATT.	745	3,760	7,269	20,544	-64.62%

STATISTICS FOR	Feb-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	1,105	2,749	8,835	22,635	-60.97%
Kids Computers	73	617	632	5,440	-88.38%
Teen Laptop	0	40	49	509	-90.37%
Adult Laptop	15	113	45	744	-93.95%
<b>TOTAL PATRON USE</b>	<b>1,193</b>	<b>3,519</b>	<b>9,561</b>	<b>29,328</b>	<b>-67.40%</b>
<b>Hours Used</b>					
Adult Computers	795	2,353	6,003	20,343	-70.49%
Kids Computers	43	453	358	3,984	-91.01%
Teen Laptop	0	51	95	524	-81.87%
Adult Laptop	22	153	65	1,187	-94.52%
<b>TOTAL HOURS USED</b>	<b>860</b>	<b>3,010</b>	<b>6,521</b>	<b>26,038</b>	<b>-74.96%</b>
<b>Wireless Total Connections</b>	<b>3,737</b>	<b>9,333</b>	<b>33,610</b>	<b>77,481</b>	<b>-56.62%</b>
<b>IPPL Total Web Site Access</b>	<b>17,609</b>	<b>30,713</b>	<b>368,229</b>	<b>190,194</b>	<b>93.61%</b>
<b>IPPL Total Page Views</b>	<b>37,285</b>	<b>53,832</b>	<b>504,459</b>	<b>388,790</b>	<b>29.75%</b>
<b>Subscription Database Logins</b>	<b>2,387</b>	<b>2,623</b>	<b>22,701</b>	<b>20,259</b>	<b>12.05%</b>
<b>Outreach-Homebound</b>					
Items Delivered	138	144	955	1,181	-19.14%
<b>Volunteers</b>					
Number Active	22	42			
Hours Worked	33	355.25	394	3,151.75	-87.50%
<b>Staff Training Hours</b>	<b>43</b>	<b>91</b>	<b>543</b>	<b>809</b>	<b>-32.88%</b>
<b>Conference Room Usage</b>		<b>496</b>		<b>3,749</b>	
<b>Study Table Usage</b>	<b>90</b>		<b>396</b>		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - February 2021

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	488	7	1	494	11	12	18	13
Non-Fiction	38052	232	239	38045	1797	4105	2029	4344
Fiction	32331	409	855	31885	2519	5086	2928	5941
<b>ADULT TOTALS</b>	<b>70871</b>	<b>648</b>	<b>1095</b>	<b>70424</b>	<b>4327</b>	<b>9203</b>	<b>4975</b>	<b>10298</b>
<b>KIDS</b>								
Non-Fiction	11687	47	1	11733	607	309	654	310
Fiction	23082	281	54	23309	1308	995	1589	1049
<b>KIDS TOTALS</b>	<b>34769</b>	<b>328</b>	<b>55</b>	<b>35042</b>	<b>1915</b>	<b>1304</b>	<b>2243</b>	<b>1359</b>
<b>TEEN</b>								
Non-Fiction	491	10	2	499	64	2	74	4
Fiction	3925	74	3	3996	232	110	306	113
<b>TEEN TOTALS</b>	<b>4416</b>	<b>84</b>	<b>5</b>	<b>4495</b>	<b>296</b>	<b>112</b>	<b>380</b>	<b>117</b>
<b>BOOK TOTALS</b>	<b>110056</b>	<b>1060</b>	<b>1155</b>	<b>109961</b>	<b>6538</b>	<b>10619</b>	<b>7598</b>	<b>11774</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6510	33	14	6529	450	206	483	220
Music CDs	5858	17	0	5875	164	1794	181	1794
Playaway	371	0	0	371	4	3	4	3
DVDs (DVD & Blu-ray)	20510	87	33	20564	804	1519	891	1552
<b>ADULT TOTALS</b>	<b>33249</b>	<b>137</b>	<b>47</b>	<b>33339</b>	<b>1422</b>	<b>3522</b>	<b>1559</b>	<b>3569</b>
<b>KIDS</b>								
Audiobooks on CD	552	10	1	561	24	5	34	6
Music CDs	279	0	0	279	12	2	12	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4238	28	1	4265	93	146	121	147
<b>KIDS TOTALS</b>	<b>5182</b>	<b>38</b>	<b>2</b>	<b>5218</b>	<b>135</b>	<b>153</b>	<b>173</b>	<b>155</b>
<b>TEEN</b>								
Audiobooks on CD	220	2	0	222	14	0	16	0
Playaway	19	1	0	20	0	0	1	0
DVDs (DVD & Blu-ray)	1	0	0	1	0	436	0	436
<b>TEEN TOTALS</b>	<b>240</b>	<b>3</b>	<b>0</b>	<b>243</b>	<b>14</b>	<b>436</b>	<b>17</b>	<b>436</b>
<b>AUDIOVISUAL TOTALS</b>	<b>38671</b>	<b>178</b>	<b>49</b>	<b>38800</b>	<b>1571</b>	<b>4111</b>	<b>1749</b>	<b>4160</b>

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Console Games	186	0	0	186	32	0	32	0
Tech Takeout (except digital content devices)	131	1	0	132	20	4	21	4
CD-ROMs	0			0	0	36	0	36
<b>ADULT TOTALS</b>	<b>317</b>	<b>1</b>	<b>0</b>	<b>318</b>	<b>52</b>	<b>40</b>	<b>53</b>	<b>40</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	161	0	1	160	11	18	11	19
Puzzles (New Aug. 2018)	16	0	0	16	0	1	0	1
Playaway Launch Pads	21	0	0	21	0	3	0	3
<b>KIDS TOTALS</b>	<b>198</b>	<b>0</b>	<b>1</b>	<b>197</b>	<b>11</b>	<b>22</b>	<b>11</b>	<b>23</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	740	0	0	740	78	5	78	5
Board Games	110	2	0	112	16	3	18	3
<b>TEEN TOTALS</b>	<b>856</b>	<b>2</b>	<b>0</b>	<b>858</b>	<b>94</b>	<b>8</b>	<b>96</b>	<b>8</b>
<b>OTHER TOTALS</b>	<b>1371</b>	<b>3</b>	<b>1</b>	<b>1373</b>	<b>157</b>	<b>70</b>	<b>160</b>	<b>71</b>
<b>COLLECTION TOTALS</b>	<b>150098</b>	<b>1241</b>	<b>1205</b>	<b>150134</b>			<b>9507</b>	<b>16005</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- February 2021**

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<b>eBOOKS</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
				<b>Adds</b>	<b>Add</b>
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	23,663	63	23,726	602	665
eMedia (Overdrive Advantage)	6,690	46	6,736	578	624
Preloaded eReaders	100	14	114	12	26
<b>eBook Totals</b>	<b>354,131</b>	<b>99,711</b>	<b>453,842</b>	<b>1192</b>	<b>1315</b>
<b>AUDIOVISUAL</b>					
	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>	<b>Prev. Mo. YTD A</b>	<b>YTD Add</b>
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	5,969	16	5,985	161	177
eMedia Advantage (Overdrive)	1,518	16	1,534	181	197
Preloaded Adult Audiobook iPods	128	2	130	55	57
<b>Audiobook Total</b>	<b>76,887</b>	<b>23831</b>	<b>100,718</b>	<b>397</b>	<b>431</b>
<b>Music</b>					
Hoopla- Year	241,704	0	241,704	N/A	N/A
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,235	5	1,240	19	24
Preloaded Family Roku Titles	187	0	187	4	4
<b>Video Totals</b>	<b>16,459</b>	<b>5</b>	<b>16,464</b>	<b>23</b>	<b>28</b>
<b>Total Audiovisual</b>	<b>335,050</b>	<b>23,836</b>	<b>358,886</b>	<b>1612</b>	<b>459</b>
<b>Collection Totals</b>	<b>689,181</b>	<b>123,547</b>	<b>812,728</b>		<b>1774</b>





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

## Client Update Report

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### Account

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

12/31/2020

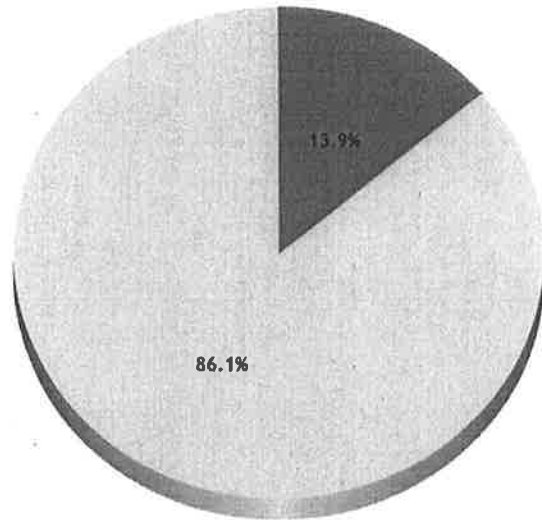


Indian Prairie Public Library District  
 Corporate Account  
 Schwab Account #6415-7790

# Holdings Overview

US Dollar  
 12/31/2020

## Portfolio Allocation as of 12/31/2020

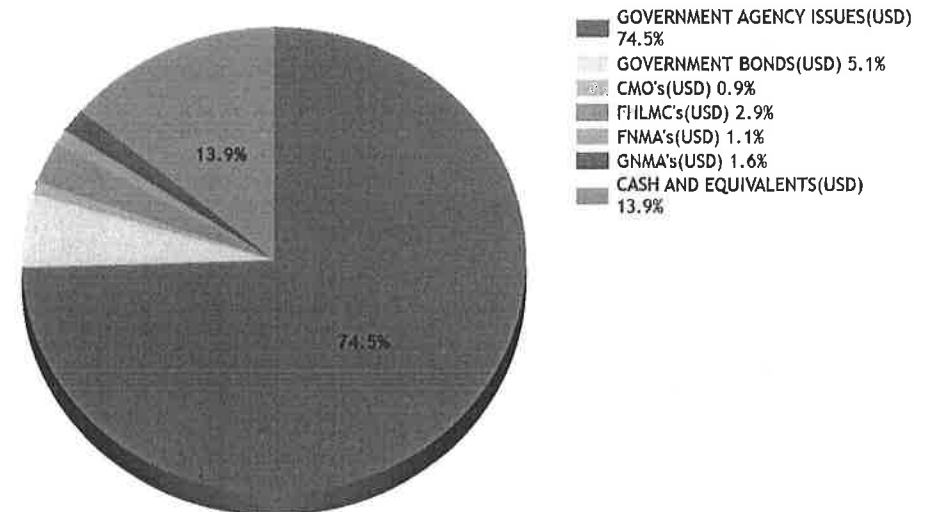


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	281,178.25	13.9	13.9
Fixed Income	1,741,557.96	86.1	86.1
<b>Equity Total</b>	<b>2,022,736.21</b>	<b>100.0</b>	<b>100.0</b>

## Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	281,178.25	13.9
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	164,968.48	8.2
3133xg6e9	Federal Home Loan Banks 5.750% Due 6/12/2026	160,013.37	7.9
3133embh4	Federal Farm Credit Banks 0.530% Due 9/29/2025	150,230.02	7.4
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	149,692.20	7.4
3134gwvs2	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	149,517.99	7.4
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	149,142.60	7.4
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	148,169.50	7.3
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	148,088.04	7.3
3130aeaj9	Federal Home Loan Banks 2.850% Due 5/8/2023	106,749.59	5.3
<b>Top 10 Holdings Total</b>		<b>1,607,750.04</b>	<b>79.5</b>

## Equity Allocation by Security Type





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

# Performance by Asset Class

Net of Fees | US Dollar  
 12/31/2019 - 12/31/2020

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2019	269,868.23	0.00	1,724,981.24	0.00	1,994,849.47
Accrued Interest	0.00	0.00	9,270.81	0.00	9,270.81
Purchases/Contributions	1,692,981.36	0.00	1,675,720.16	0.00	0.00
Sales/Withdrawals	-1,675,720.16	0.00	-1,692,981.36	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-5,826.47	0.00	-5,826.47
Unrealized Gains	0.00	0.00	203.91	0.00	203.91
Interest Income	110.85	0.00	33,460.09	0.00	33,570.94
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-3,270.42	0.00	-3,270.42
Management Fees	-6,062.03	0.00	0.00	0.00	-6,062.03
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 12/31/2020</b>	<b>281,178.25</b>	<b>0.00</b>	<b>1,735,557.57</b>	<b>0.00</b>	<b>2,016,735.82</b>
Accrued Interest	0.00	0.00	6,000.40	0.00	6,000.40
Average Capital Base	655,487.10	0.00	1,348,633.18	0.00	2,004,120.28
Total Fees	-6,062.03	0.00	0.00	0.00	-6,062.03
Total Gain after Fees	-5,951.18	0.00	24,567.11	0.00	18,615.93
IRR for 1.00 Years	-0.91%	0.00%	1.82%	0.00%	0.93%



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

# Portfolio Appraisal

US Dollar  
 12/31/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.86	74,893.27	100.39	75,292.35	3.7	0.1
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	101.21	50,604.99	102.31	51,156.00	2.5	0.1
100,000	Federal Home Loan Banks 2.850% Due 5/8/2023	101.20	101,204.14	106.33	106,330.00	5.3	0.2
50,000	Federal Home Loan Banks 2.375% Due 3/8/2024	100.27	50,136.54	106.79	53,393.16	2.6	0.2
150,000	Federal Home Loan Mtg Corp 0.450% Due 3/28/2025	99.90	149,848.60	99.56	149,343.62	7.4	0.6
150,000	Federal Farm Credit Banks 0.530% Due 9/29/2025	99.92	149,885.97	100.02	150,026.85	7.4	0.5
125,000	Federal Home Loan Banks 5.750% Due 6/12/2026	127.08	158,851.56	127.71	159,634.03	7.9	0.6
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.97	149,956.78	99.62	149,429.70	7.4	0.8
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	109.12	163,683.23	109.58	164,368.48	8.1	0.7
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.95	149,920.41	99.23	148,841.48	7.4	0.8
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	98.42	147,629.70	7.3	1.2
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,919.70	98.49	147,735.50	7.3	1.3
	Accrued Interest				4,302.56	0.2	
			<b>1,498,905.18</b>		<b>1,507,483.44</b>	<b>74.5</b>	<b>0.7</b>
<b>GOVERNMENT BONDS(USD)</b>							
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.94	99,943.54	101.33	101,328.10	5.0	0.2
	Accrued Interest				1,210.42	0.1	
			<b>99,943.54</b>		<b>102,538.52</b>	<b>5.1</b>	<b>0.2</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	4,533.74	101.07	4,338.25	0.2	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	7,175.58	105.18	6,988.21	0.3	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,432.92	115.25	1,527.65	0.1	3.0



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

# Portfolio Appraisal

US Dollar  
 12/31/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	5,888.48	100.57	5,605.03	0.3	1.7
	Accrued Interest				52.89	0.0	
			<b>19,030.72</b>		<b>18,512.02</b>	<b>0.9</b>	<b>1.8</b>
<b>FHLMC's(USD)</b>							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	9,274.25	102.15	8,781.70	0.4	1.7
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	1,688.14	104.98	1,641.93	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	6,378.89	111.60	6,501.19	0.3	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	6,993.95	106.15	7,102.23	0.4	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	25,549.02	106.16	25,274.30	1.2	1.6
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	8,836.77	105.70	8,714.40	0.4	1.7
	Accrued Interest				202.41	0.0	
			<b>58,721.02</b>		<b>58,218.16</b>	<b>2.9</b>	<b>1.5</b>
<b>FNMA's(USD)</b>							
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	0.03	100.42	0.03	0.0	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	656.05	104.16	657.05	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	4,119.87	102.69	3,881.41	0.2	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	9,114.81	106.12	9,071.38	0.4	2.4
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	8,093.47	118.44	8,596.98	0.4	2.6
	Accrued Interest				89.48	0.0	
			<b>21,984.23</b>		<b>22,296.33</b>	<b>1.1</b>	<b>2.2</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	3,169.00	102.28	2,920.59	0.1	3.6



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

# Portfolio Appraisal

US Dollar  
 12/31/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	5,940.24	106.63	5,864.74	0.3	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,848.31	105.34	6,445.17	0.3	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,352.29	111.03	3,415.11	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,746.34	115.90	2,920.55	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,613.74	111.06	2,662.88	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,450.27	112.35	1,492.97	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	3,991.70	115.37	4,352.69	0.2	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,442.78	118.92	1,600.01	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	636.97	118.37	692.12	0.0	2.5
	Accrued Interest				142.64	0.0	
			<b>32,191.64</b>		<b>32,509.48</b>	<b>1.6</b>	<b>2.5</b>
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		281,178.25		281,178.25	13.9	0.0
			<b>281,178.25</b>		<b>281,178.25</b>	<b>13.9</b>	<b>0.0</b>
<b>Total Portfolio</b>			<b>2,011,954.57</b>		<b>2,022,736.21</b>	<b>100.0</b>	<b>0.6</b>



## A Note About This Report

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

## Performance

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

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

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

## ADV & Privacy Policy Offering

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

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2021

Balance on hand as of January 31, 2020.....	3,478,080.99
Cash Receipts for February.....	34,212.50
Cash Disbursements for February.....	292,455.68
Cash on hand as of February 28, 2021.....	3,219,837.81

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.085%	
General.....	1,042,917.07
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,883.18
Children's Endowment.....	3,064.39
Endowment.....	11,861.64
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking	
General.....	4,044.60
Hinsdale Bank & Trust - Checking.....	9,652.02
Fifth Third - Savings - Rate 0.12%	
General.....	100,252.12
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2021.....	3,219,837.81

FUND BALANCES AS OF 02/28/2021

Corporate Fund.....	3,208,297.55
Building & Maintenance Fund.....	36,222.29
I.M.R.F. Fund.....	(187.97)
Liability Fund.....	(648.55)
Social Security Fund.....	199.90
Special Reserve Fund.....	(152,054.86)
Deferred Property Taxes.....	21,207.03
Current Liabilites.....	128,009.45
Grand Total All Funds.....	3,219,837.81



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

34

Percent of Year: 66.67

	RECEIVED Feb 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	79.91	3,747,582.19	100.18%	3,740,844.00	-6,738.19
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.05	0.00%	0.00	-0.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>79.91</b>	<b>3,747,582.24</b>	<b>100.18%</b>	<b>3,740,844.00</b>	<b>-6,738.24</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	77.72	1,524.91	0.00%	0.00	-1,524.91
<b>TOTAL INTEREST</b>	<b>77.72</b>	<b>1,524.91</b>	<b>0.00%</b>	<b>0.00</b>	<b>-1,524.91</b>
<b>DESK MONIES</b>					
45100 · Copier	104.95	999.50	43.46%	2,300.00	1,300.50
45120 · Computer Copies	603.46	4,392.35	58.57%	7,500.00	3,107.65
45130 · Fax	147.26	1,151.95	230.39%	500.00	-651.95
45200 · Fines/Fees	1,163.17	11,333.86	45.34%	25,000.00	13,666.14
45250 · Gifts/Donations	3.25	3.25	0.65%	500.00	496.75
45300 · Lost Materials	114.64	2,828.19	70.71%	4,000.00	1,171.81
45350 · Non-Resident Fees	7,395.12	64,294.16	136.80%	47,000.00	-17,294.16
45450 · Top Picks	0.00	7.80	0.00%	0.00	-7.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	0.00	475.75	95.15%	500.00	24.25
45650 · 3D Printing	18.00	162.95	65.18%	250.00	87.05
45660 · Carvey	5.00	10.00	20.00%	50.00	40.00
45700 · Passport Fees	1,225.00	4,655.00	26.60%	17,500.00	12,845.00
45750 · Notary Fees	76.00	554.00	79.14%	700.00	146.00
<b>TOTAL DESK MONIES</b>	<b>10,855.85</b>	<b>90,868.76</b>	<b>85.89%</b>	<b>105,800.00</b>	<b>14,931.24</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	700.00	280.00%	250.00	-450.00
46700 · Miscellaneous	0.00	501.31	25.07%	2,000.00	1,498.69
46800 · Collection Agency Fee	10.00	120.00	80.00%	150.00	30.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>10.00</b>	<b>1,321.31</b>	<b>55.06%</b>	<b>2,400.00</b>	<b>1,078.69</b>
<b>GRAND TOTAL</b>	<b>11,023.48</b>	<b>3,894,458.47</b>	<b>99.80%</b>	<b>3,902,205.00</b>	<b>7,746.53</b>

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

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Percent of Year: 66.67

	February 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	165,455.85	1,366,253.76	59.56%	2,294,105.00	927,851.24		
61310 · Benefits - Medical / Life Ins.	13,669.86	97,591.26	55.85%	174,732.00	77,140.74		
61330 · Benefits - IMRF	19,692.53	147,209.95	67.20%	219,079.00	71,869.05		
61340 · Benefits - FICA	12,440.79	102,785.64	60.28%	170,513.00	67,727.36		
61400 · Staff Development	382.70	2,685.97	17.67%	15,200.00	12,514.03		
61600 · Board Development	0.00	450.00	60.00%	750.00	300.00		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	459.93	1,611.65	53.72%	3,000.00	1,388.35		
61730 · Data Expense Reimbursement	144.50	2,379.66					
<b>TOTAL PERSONNEL</b>	<b>212,246.16</b>	<b>1,726,613.89</b>	<b>59.88%</b>	<b>2,883,331.00</b>	<b>1,159,096.77</b>	<b>3,171,664.00</b>	<b>54.44%</b>
<b>MATERIALS</b>							
62100 · Books	14,037.52	96,957.06	56.82%	170,650.00	73,692.94		
62200 · Periodicals	588.00	10,751.00	40.84%	26,325.00	15,574.00		
62300 · Audio	1,776.74	18,066.05	51.11%	35,350.00	17,283.95		
62400 · Video	2,960.74	16,963.86	38.60%	43,950.00	26,986.14		
62500 · Multi-Media	154.66	1,373.25	12.21%	11,250.00	9,876.75		
62600 · eMaterials	15,547.42	145,147.59	86.04%	168,700.00	23,552.41		
62700 · Console Games	-128.80	4,730.10	67.57%	7,000.00	2,269.90		
62800 · ESL	92.36	152.47	15.25%	1,000.00	847.53		
62900 · Materials Supplies	1,269.77	12,002.32	57.15%	21,000.00	8,997.68		
<b>TOTAL MATERIALS</b>	<b>36,298.41</b>	<b>306,143.70</b>	<b>63.09%</b>	<b>485,225.00</b>	<b>179,081.30</b>	<b>533,747.00</b>	<b>57.36%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,945.24	34,132.54	47.74%	71,500.00	37,367.46		
63300 · Utilities (1-8-11 · Gas)	4,365.67	10,806.35	108.06%	10,000.00	-806.35		
63300 · Utilities (1-8-12 · Electric)	5,394.20	37,177.96	64.10%	58,000.00	20,822.04		
63300 · Utilities (1-8-13 · Telephone)	466.45	3,777.38	68.68%	5,500.00	1,722.62		
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)	905.30	3,102.02	70.50%	4,400.00	1,297.98		
63350 · Building Supplies	1,100.71	6,264.53	104.41%	6,000.00	-264.53		
63400 · Maintenance Supplies	340.80	7,398.11	67.26%	11,000.00	3,601.89		
63500 · Security System Monitoring	112.50	679.50	97.07%	700.00	20.50		
63600 · Property Maintenance	2,953.45	14,203.54	35.51%	40,000.00	25,796.46		
63800 · Building Maintenance/Repair	3,903.49	28,964.97	96.55%	30,000.00	1,035.03		
<b>TOTAL BUILDING</b>	<b>24,487.81</b>	<b>146,506.90</b>	<b>59.29%</b>	<b>247,100.00</b>	<b>100,593.10</b>	<b>370,650.00</b>	<b>39.53%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,202.61	8,213.76	68.45%	12,000.00	3,786.24		
64300 · Photocopy Supplies	42.17	1,228.28	24.57%	5,000.00	3,771.72		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	119.25	600.95	26.13%	2,300.00	1,699.05		
64500 · Postage	-109.45	-418.95	-10.22%	4,100.00	4,518.95		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	69.44	693.52	46.24%	1,500.00	806.48		
64800 · Organizational Memberships	119.00	1,042.50	29.79%	3,500.00	2,457.50		
64900 · Bank Fees	154.59	1,140.63	38.02%	3,000.00	1,859.37		
<b>TOTAL OPERATION</b>	<b>1,597.61</b>	<b>12,575.33</b>	<b>37.54%</b>	<b>33,500.00</b>	<b>20,924.67</b>	<b>40,200.00</b>	<b>31.28%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	0.00	1,852.18	18.52%	10,000.00	8,147.82		
65150 · Supplies-Staff Toner	72.97	2,669.72	47.83%	6,000.00	3,130.28		
65160 · Supplies-Technology Services	0.00	515.37	42.95%	1,200.00	684.63		
65200 · Technology-Prof Services	0.00	1,525.00	38.13%	4,000.00	2,475.00		
65300 · Purchase of Equipment	459.82	3,461.18	32.20%	10,750.00	7,288.82		
65350 · Tech Takeout	0.00	1,084.24	108.42%	1,000.00	-84.24		

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

Percent of Year: 66.67

	February 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65400 · Technology Equip Mnt/Repair</b>	6,090.18	10,230.83	78.83%	12,979.00	2,748.17		
<b>65500 · Software</b>	3,706.00	8,236.18	98.13%	8,393.00	156.82		
<b>65600 · SWAN</b>	343.41	36,334.41	75.72%	47,988.00	11,653.59		
<b>65700 · Telecommunications</b>	934.30	8,741.99	60.44%	14,465.00	5,723.01		
<b>TOTAL TECHNOLOGY</b>	<b>11,606.68</b>	<b>74,851.10</b>	<b>64.10%</b>	<b>116,775.00</b>	<b>41,923.90</b>	<b>200,000.00</b>	<b>37.43%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	0.00	13,182.50	82.39%	16,000.00	2,817.50		
<b>66200 · Credit Bureau</b>	44.75	671.25	74.58%	900.00	228.75		
<b>66300 · Copier</b>	221.00	1,622.00	46.34%	3,500.00	1,878.00		
<b>66400 · Copier Maintenance Contract</b>	1,844.88	3,145.18	125.81%	2,500.00	-645.18		
<b>66900 · Fees - Bond Registrar</b>	10.00	90.00	40.91%	220.00	130.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,120.63</b>	<b>18,710.93</b>	<b>80.93%</b>	<b>23,120.00</b>	<b>4,409.07</b>	<b>35,000.00</b>	<b>53.46%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	631.00	12,572.00	105.28%	11,941.00	-631.00		
<b>67200 · Bonding</b>	0.00	1,160.00	100.00%	1,160.00	0.00		
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,009.00	100.00%	2,009.00	0.00		
<b>67400 · Umbrella Liability</b>	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	<b>631.00</b>	<b>18,016.00</b>	<b>103.63%</b>	<b>17,385.00</b>	<b>-631.00</b>	<b>25,000.00</b>	<b>72.06%</b>
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	6,505.60	19,291.21	53.59%	36,000.00	16,708.79		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	26.92	210.05	25.01%	840.00	629.95		
<b>68310 · Marketing Supplies</b>	0.00	157.99	31.60%	500.00	342.01		
<b>68410 · Marketing-Information Printing</b>	0.00	0.00	0.00%	2,200.00	2,200.00		
<b>68500 · Legal Notices</b>	0.00	1,276.85	85.12%	1,500.00	223.15		
<b>TOTAL COMMUNICATIONS</b>	<b>6,532.52</b>	<b>20,936.10</b>	<b>48.64%</b>	<b>43,040.00</b>	<b>22,103.90</b>	<b>50,000.00</b>	<b>41.87%</b>
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	1,575.21	13,982.83	44.82%	31,200.00	17,217.17		
<b>TOTAL PROGRAMMING</b>	<b>1,575.21</b>	<b>13,982.83</b>	<b>44.82%</b>	<b>31,200.00</b>	<b>17,217.17</b>	<b>40,000.00</b>	<b>34.96%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69200 · Special Reserve Fund</b>	6,935.76	157,938.04	15.79%	1,000,000.00	842,061.96	1,300,000.00	12.15%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69900 · Contingency</b>	0.00	2,029.01	9.43%	21,529.00	19,499.99		
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>70000 · Operating Transfer Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>GRAND TOTAL</b>	<b>304,031.79</b>	<b>2,498,303.83</b>	<b>50.96%</b>	<b>4,902,205.00</b>	<b>2,403,901.17</b>	<b>5,866,261.00</b>	<b>42.59%</b>

## **Business Services**

### *Biz Connection eNews*

T.J. Szafranski created content for the Biz Connection eNews which was sent out February 25. There were 294 sent with a 19% open rate.

### *Quick Books Online*

On February 23, T.J. attended the Quick Books Online event that IPPL co-hosted with Joy Matterson from Downers Grove. This was the last program in a series that Shirley Jensen had planned before her retirement. The series was created in partnership with Downers Grove Library and SCORE. T.J. will be meeting with Joy in March to discuss future programs.

## **Continuing Education**

### *Learning about Serving Businesses*

In order to learn more about serving businesses, T.J. Szafranski participated in several webinars from the Entrepreneurship in Libraries Series by Every Library. He participated in a training called *Libraries as a Partner in the Entrepreneurial Ecosystem*, presented by Mel Lambert, Director of Adult & Community Services at Kirkwood Public Library. He also attended a class called *New Tools for the Gig: Using Library Resources for e-Ship and Job Hunters*, presented by Paul Steensland, Librarian at St. Louis County Library.

## **Community**

### *Willowbrook Burr Ridge Chamber Meeting*

On March 3, T.J. Szafranski attended the Willowbrook Burr Ridge Chamber Meeting via Zoom. There were some attendees in person and others on the Zoom. They discussed promotion for the After-hours Membership Drive on March 10 and planning for Chamber golf outing. T.J. made contact with Janet Gurreau, the director at Interfaith Community Partners. They will be setting up a call to discuss services for the homebound.



E-News March 10, 2021

[View this message in your browser.](#)

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## RAILS News

**Join the RAILS Board!**

RAILS invites nominations for the following positions on our board:

- Three public library trustees (to be filled by board members at RAILS public libraries)
- Two at large representatives (to be filled by individuals representing any type of RAILS library- academic, public, school, or special)

**Terms for all positions begin on July 1, 2021, and end on June 30, 2024.**

We are looking for candidates that reflect the diversity of the RAILS membership in terms of race, ethnicity, age, geographic location, staff position, and other factors. If you would like to work with a committed team of colleagues representing all types of libraries to help shape the future of a member-driven, vibrant library system, consider nominating yourself for the RAILS Board.

The board meets 11 times per year. During the pandemic, board members have been attending in person at a RAILS service center or via Zoom.

For more information on duties and responsibilities, view the [RAILS Board Member Job Description](#). After you have read the job description, [complete this nomination form](#). The deadline for nominations is 5 p.m. on Friday, March 26. Questions? Contact [Mary Witt](#), RAILS Marketing and Communications Director.

**REALM Project Update: Literature Review and New Toolkit Resources Available**

The REALM Project published its third [systematic literature review](#) of SARS-CoV-2 research summarizing how COVID-19 spreads, its survival on materials and surfaces, and the effectiveness of various prevention and decontamination measures.

They also provided new [toolkit resources](#) with information on vaccines, reopening considerations, social distancing measures, and virtual programming. View the latest toolkit resources to inform your library's planning. [Sign up for the email list](#) to receive future project updates.

**Advocacy Alert: Urge Your Representatives to Build America's Libraries!**

Federal funding for library buildings has not been provided in more than 20 years. The House companion bill of the [Build America's Libraries Act](#) was formally introduced on March 3. The act would prioritize funding to communities with high poverty rates, as part of a strategy to begin to reverse decades of underinvestment in communities of color. The act would provide **\$5 billion** in funding to repair, modernize, and construct library facilities in underserved and marginalized communities.

[Ask your Representative](#) to co-sponsor the Build America's Libraries Act by adding your name to the simple form provided by ALA. **Please do it today!**

**My Library Is... Helping Students Save Money**

In a recent blog post, assistant professor and subject specialist librarian Dee Anna Phares writes about how the library at Northern Illinois

University established the Textbook Affordability Task Force to help combat the high cost of course materials for students. At the same time, they launched a program to provide faculty information on finding high-quality free



More recent blogs and stories:

- [Story Walk Encourages Family Time, Reading, and Exercise](#)
- [Art Month Story](#)
- [The Virtual \(and Physical\) Heart of the School](#)
- [The World Expands While It Contracts](#)

If you'd like to brag about something 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!

#### **De la Página a la Fama (From Page to Fame)**

For the past eight years, the Soon to Be Famous Illinois Author Project (STBF) has leveraged the power and credibility of libraries to identify and promote excellent indie-published authors. This year marks the first year of *De la Página a la Fama*, the Illinois Author Project Spanish-language contest through which libraries are helping to connect readers with local authors writing in Spanish.



The *De la Página a la Fama* contest opens April 1, with a top prize of \$1,000. As with the STBF contest, all entries must be:

- Indie-published
- In an adult fiction or young adult fiction genre
- Written by an Illinois resident
- Available in either ePUB or PDF file

For more details about this new contest, visit the [De la Página a la Fama page](#) of the STBF website or join the [Facebook Live](#) event on March 30.

#### **De la Página a la Fama Contest Live Launch, March 30**

Join the Soon to Be Famous Illinois Author Project (STBF) team on [Facebook Live](#) on Tuesday, March 30, for a live event to kick off the newest contest from STBF - *De la Página a la Fama*. This event will be bilingual (Spanish and English).



The team will share:

- Criteria and steps for writers to submit their works
- Cash, royalties, and recognition prizes
- Why this contest is important for Latino writers, readers, and our communities
- Their favorite reads in Spanish - and participate with yours too!

For updates on *De la Página a la Fama* and all of the latest contest news [visit the STBF website](#).

## Continuing Education (CE)

#### **Directors University**

The fifth annual Directors University will be held via Zoom, June 4–September 24. This four-month series of workshops will train public library directors for their new executive roles. This series will also provide opportunities for networking and team-building through small group discussions.



Approximately 50 participants will be selected to attend, with the intent of maintaining both geographic distribution and variation in library size and structure. Preference will be given to new directors who have not previously attended Directors University. Applicants must have been named the permanent director of the library by May 1. The application deadline is April 16. Additional information is available on the [ILA website](#).

#### **"Winning Library Grants" Two-Week Intensive Webinar Series Begins March 25**

Are you new to writing library grants? Do you need more guidance on how to research grant funders or write a winning grant proposal? Join Stephanie Gerding, MLIS, as she guides you through the process in this two-week webinar series. Gerding will provide individual feedback during and after the course. With a maximum of 30 participants, only one staff member per institution will be permitted to register. The first webinar in this series is on Thursday, March 25, 11:00 a.m.–noon. [See more details and register on L2.](#)

Do you want to learn how to make an infographic to market your library's services? Or do you want to showcase your organization's achievements and demonstrate your value to the community? Join Barbara Alvarez, an informational professional and instructor, as she guides you through the process. In this interactive webinar, participants will learn how to design an infographic that stands out. This webinar is on Tuesday, April 13, 10:00-11:30 a.m. [See more details and register on L2.](#)

#### Recording of "The COVID-19 Vaccine: Employer Options" Now Available

If you missed the live presentation of "[The COVID-19 Vaccine: Employer Options](#)", you can access the recording for a limited time. Presented by HR Source, this webinar covers vaccine distribution, relevant laws that may affect an employer's ability to require the vaccine, and other issues related to employee vaccination. This [recording](#) will be available through Wednesday, March 17.

#### Other CE

##### Online with the CMC, Spring Webinars

If unable to attend a live webinar from the [Cataloging Maintenance Center](#) (CMC), register anyway to be emailed a recording of the event.

- March 18, 2021 - Braille: Decoding the Dots. [Register here.](#)
- April 15, 2021 - Mixing It Up: Mixed Materials. [Register here.](#)
- May 20, 2021 - Cheerios, Rice Krispies, or The Directory of Overseas Summer Jobs? [Register here.](#)

If you have topic suggestions for Online with the CMC, please email [cmc@illinoisheartland.org](mailto:cmc@illinoisheartland.org).

## Networking

#### Virtual Tour of the Field Museum, April 5

Explore the Field Museum library from the comfort of your own computer! Join Museum Librarian and Head of Library Collections Gretchen Rings as she gives a [backstage tour](#) of the Marie Louise Rosenthal Library at the Field Museum on Monday, April 5, noon-1 p.m. Learn how this one-of-a-kind library serves museum staff, visiting scholars, and the public. [Register today!](#)

#### Marketing Forum March Roundtable

Join the [ILA Marketing Forum](#) for its monthly roundtable from 11 a.m.-noon, on Friday, March 19. The theme is summer reading and participants will discuss and share ideas on how to promote summer reading activities and programs in communities.



This roundtable is open to all Illinois library professionals. This event will be recorded, and [registration is required](#). If you have any questions about this event, please contact [Tamara Jenkins](#).

## E-Resources

#### Women's History Month on BiblioBoard

Celebrate Women's History Month with a selection of multi-use e-books about pioneering women of history. The [Celebrating Women's History Month](#) curation is available to everyone in Illinois - there are no holds, no waits, and items can be accessed simultaneously. Furthermore, libraries do not have to sign up to join the BiblioBoard Library, simply add this link (<https://illinois.biblioboard.com/>) to your website to provide patrons with access to the collection. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

#### Monarch, Bluestem, Lincoln, and Caudill Titles Available in eRead Illinois Axis 360

The 2022 Monarch, Bluestem, Lincoln, and Rebecca Caudill Award titles are now available in eRead Illinois Axis 360. eRead Illinois member libraries can find them on their [Axis 360 site](#) today. For more information on joining eRead Illinois, visit [eRead Illinois](#).

#### Webinar Recording Available for "System E-Content and E-Resources for Illinois Educators"

options available to schools all across Illinois, like the eRead Illinois program, statewide services like BiblioBoard and Inkie.org, as well as available deals and discounts.

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## Deals, Discounts, Grants

### **RAILS and AISLE Award 14 MLI Grants to School Libraries**

We are pleased to announce that 14 projects have been selected to receive My Library Is... (MLI) Grants for school libraries. Due to the quality and creativity of the grants, RAILS and AISLE increased the grants offered from 10 to 14.

These grants provide an opportunity for libraries to focus on projects that help tell the library story and that increase visibility and support in schools. Learn more and check out the list of grant recipients on the [RAILS website](#).

### **Deals & Discounts**

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

### **New! Comics Plus Discounted Pricing for K-12 Schools**

With [Comics Plus](#), your students have unlimited, simultaneous access to thousands of age-appropriate digital comics, graphic novels, and manga—at school and at home. Elementary, middle, and high school packages are available, along with educational resources to help integrate comics into your curriculum and/or extracurricular activities. To learn more, [register for a free 28-day trial](#).

### **Save on Bindery Shipping Charges**

Does your library use HF Group AcmeBinding? If so, you can save on bindery shipping charges by using the RAILS bindery pickup program. Your bindery shipments can be placed in RAILS delivery, and HF Group will pick them up from the RAILS Bolingbrook facility when there are four or more orders. [Get details](#) and the pick-up schedule on the RAILS website.

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## Illinois State Library News

### **Computers in Libraries, Discount Available for ILLINET Members**

Computers in Libraries Connect 2021 is on March 23-25. ILLINET members may register with the code "ILLICIL21" to receive \$100 off the cost of their pass to this virtual conference. All RAILS libraries are ILLINET libraries. There is no deadline; the discount is available through the event dates. View [program information](#) and [registration](#).

There are many networking opportunities, including options for video chat with sponsors and attendees.

### **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](#). For more information about the IPLAR survey, please visit the State Library's [IPLAR web page](#).

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## Other Library News

### **Trustee Forum Spring Workshops**

As we approach the one-year anniversary of the COVID-19 pandemic, the [ILA Trustee Forum](#) is converting its traditional Springfield and Oak Brook workshops to a series of webinars on March 13, April 17, and May 15.





contact [Cyndi Robinson](#).

#### Law Day Youth Civics Contest

The United States District Court for the Northern District of Illinois is sponsoring a Law Day Youth Civics Contest. Students enrolled in grades 6–12 in the Northern District of Illinois are invited to submit a video (two minutes or less) which answers the question, “Why are the courts important?”

Submissions will be accepted until Wednesday, March 31. A first (\$500), second (\$250), and third (\$100) place winner will be awarded from each grade level cohort (grades 6-8, grades 9-12). Winners will be announced the week of April 26.

The [fillable entry form can be downloaded here](#). Video entries and entry forms must be [submitted here](#). Additional information, including eligible counties, can be found [here](#).

#### Nominate Someone for an ILA Award

The ILA Awards Committee is accepting nominations for the 2021 ILA Awards! The awards honor and recognize excellence in librarianship in Illinois. Now is the time to nominate a colleague, manager, mentor, or yourself for an award. The [complete list of ILA Awards](#), including criteria and eligibility for each award, is available on the ILA website. The deadline for all award nominations is May 15.

If you submitted a nomination in 2019 or 2020, please contact [Tamara Jenkins](#) to learn how to resubmit the nomination. If you have any questions regarding the ILA Awards, please contact Tamara Jenkins.

## Conferences

and other professional development opportunities

#### Registration is Open for ALA Annual Conference and Exhibition

Registration is open for the 2021 ALA Annual Conference & Exhibition (virtual) on June 23-29. Advance registration rates are available through April 16. [Register today](#).

#### Register to Attend Reaching Forward Illinois!

The Reaching Forward South Conference and the Reaching Forward Conference are joining forces to bring their 2021 virtual conferences to all Illinois libraries on April 15-16, and May 7, respectively. [The combined, Reaching Forward Illinois](#), will allow registrants to attend both conferences for one fee of \$50.



Recordings of the sessions will be available to registrants through August. Additional information, including the full program schedule, is available on the [ILA website](#).

When registering, individuals will need to log into their ILA account. If you are registering someone other than yourself or you need to register a group, please email [ila@ila.org](mailto:ila@ila.org) for assistance. If you have any questions about Reaching Forward Illinois, please contact [Cyndi Robinson](#).

## Member News

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

#### 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.

Tamara Townsend is the new library director at Malcolm X College.

#### 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: A Year of Putting People and Safety First, Reinventing Service](#)
- [Scrappy Rural Librarians Article Featuring Bike the Trail Library to Library](#)

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Request to Close the Library April 12, 2021 – April 25, 2021

When the bid documents were developed the trustees stated that they were comfortable with the library closing the building for two weeks during the construction in order to accommodate certain work that needs to be done. This work includes redoing the lobby flooring, flooring for first floor workrooms, changing the direction of the stairs, floor trenching throughout the first floor to install power, and painting all public areas and the staff areas on the first floor. The contractor has scheduled Monday, April 12 to Friday, April 23 for this work.

I am requesting the building remain closed Saturday, April 24 and Sunday, April 25 so that staff has time to clean and put items back in place such as seating and shelving that goes against walls and the public computers.

While the building is closed we will continue to offer online programming but will not offer any other services as first floor workrooms won't be available. We will use this time to train staff on new responsibilities and work on a variety of projects.

## Proclamation Honoring Citizen Advocates in Willowbrook

DuPage County has prepared a proclamation honoring state, county, and community efforts in shutting down Sterigenics. The proclamation was presented to the Stop Sterigenics group. On behalf of the Stop Sterigenics group, Sri Rao has requested the proclamation be hung in the library. The group held many meetings at the library in their efforts to shut down Sterigenics and also feel the library represents the larger community that was involved in these efforts. The library is a symbol of community and a fitting place to hang the proclamation. If the board agrees, we talked that there could be a small presentation sometime this summer. I also told him that I would like to arrange for key documents and news articles to be included in our digital local history.

**PROCLAMATION**

**HONORING CITIZEN ADVOCATES IN WILLOWBROOK**

**WHEREAS**, DuPage County Chairman Dan Cronin, the County Board, and the DuPage County Health Department became aware of unsafe levels of the chemical ethylene oxide being emitted from the Sterigenics Willowbrook facility beginning in August of 2018, and they immediately acted; and

**WHEREAS**, Chairman Cronin and District 3 Board Members joined local mayors and called on the company to cease operations, citing research from the U.S. Environmental Protection Agency indicating that ethylene oxide is far more dangerous to the public than previously known; and

**WHEREAS**, on behalf of the County, Chairman Cronin and District 3 County Board Members joined Senator John Curran in a request to the Illinois Attorney General and the Illinois Environmental Protection Agency (IEPA) to take immediate legal action revoking the operating permit for Sterigenics until further health and environmental studies on the safety of the air near the facility could be completed; and

**WHEREAS**, in partnership with the Illinois Environmental Protection Agency, the DuPage County Health Department conducted ethylene oxide and ethylene glycol testing of the resident well water supply near the Sterigenics facility; and

**WHEREAS**, the DuPage County Board joined with community activists, neighbors, business owners and residents in calling for a permanent shutdown of the Sterigenics facility in Willowbrook to reduce the danger of exposure to ethylene oxide to the families living in and around the plant; and

**WHEREAS**, through months of hearings, testimony and meetings, residents formed community groups including Stop Sterigenics and EtO Research and Response, joining with Willowbrook Mayor Frank Trilla, Board Members, legislators and other elected officials to educate the public, state and federal lawmakers about the tragic impact exposure to ethylene oxide had on the residents living near the Sterigenics plant; and

**WHEREAS**, while painful and difficult, families who lost loved ones shared their stories of loss due to cancer and other prolonged illnesses following exposure to ethylene oxide, illustrating the devastating impact to the DuPage community and similar communities around the nation; and

**WHEREAS**, these grassroots community efforts undertaken by individual citizens were pivotal in moving public opinion and spurring legislation that ultimately convinced Sterigenics to cease operations in Willowbrook in September of 2019 and to withdraw permit applications from the Illinois Environmental Protection Agency in July of 2020.

**NOW THEREFORE BE IT RESOLVED** that the I, Daniel J. Cronin, Chairman of the Board and members of the DuPage County Board hereby express gratitude and honor citizen advocates whose tireless work supported state and federal efforts to ensure the air we breathe is clean and to protect the health of all Illinois residents, resulting in the withdrawal of Sterigenics from our community and making Willowbrook and surrounding communities safer for DuPage County families.

Enacted and approved this 23<sup>rd</sup> day of February, 2021 in Wheaton, Illinois.



Daniel J. Cronin, Chairman  
DuPage County Board

## Adjustment of FY20-21 Salary Schedule

My request is to approve a new salary schedule that combines grade III staff and grade IV staff in a new grade III with the starting salary of grade IV. The current starting salary for grade III staff is \$13.99 and this change would make the starting salary for all staff in grade IV \$15.87, which is the current starting salary for that grade. This request is in support of the additional responsibilities that staff in grade III will be taking on in the new service model. It also recognizes and gets ahead of the minimum wage adjustments that will result in staff in grade I being paid \$15.00/per hour January 1, 2025.

I had discussed with Vicki re holding a Finance Committee meeting to discuss this, but since four out of the five current trustees would have attended that meeting, we determined it made sense to bring this proposal to the full board.

The new service model combines the circulation associate position and the adult services associate position, as well as some of the responsibilities of the youth services associates, into one position. The starting salary for circulation associates, currently \$13.99, has always been lower than that of the associates in the other two departments, which is currently \$15.87. However, at the time that we developed the service model, most, if not all, of the circulation associates were making over the starting wage of an adult services associate, thus actual salaries of circulation associates in this new position fell above the starting wage for this new position. I did explain to staff in 2019 that since their actual salaries fell above the starting salary, we would not be adjusting their salaries in the new salary range to account for longevity.

Now, it is 2021 and the world has changed because of COVID including that staffing in the library. Since our fiscal year started, 16 staff have resigned. Two librarians, who have been with us for years, resigned, one to retire and one to take a promotion at another library. The rest of the resignations have been long-term associates across all departments and a few staff that had worked a few years for us.

At this point in time we have just one Circulation Associate that has been with the library for a length of time and two associates hired in 2018 and 2019. Five long term circulation staff were part of those who resigned and Debbie is working on filling their positions as we look towards increasing our hours back to normal and move to the new service model. These staff will be hired for the Public Services Associate position which includes the new responsibilities I refer to above. It makes sense to hire them at \$15.87 which recognizes their full responsibilities, and not at a salary of \$13.99 that was set for less responsibilities. In addition, the salary of staff hired previously this fiscal year would be raised to \$15.87 and the three Circulation staff hired prior to this fiscal year would receive adjustments to their salaries commensurate with the change in the starting salary for this position.

We also need to be competitive in the job market. Many libraries have already moved similar positions to \$15.00, some even moving their shelvers and pages to \$15.00 ahead of the state requirement. We also see the local Target advertising a salary of \$15.00 for cashiers.

Given that so many long-term staff have resigned, these changes are easily accommodated in the salary line of the current fiscal year's budget and will fit in the salary budget for the upcoming fiscal year.

Current  
Salary Schedule FY2020-2021

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Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Youth Services Page Substitute Interlibrary Loan Page Summer Youth Services Associate	11.00	15.01
Grade II Technical Services Associate I Youth Services Support Associate	12.34	18.41
Grade III Technology Services Associate Circulation Services Associate Communications Associate Interlibrary Loan Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Substitute Bookkeeper Substitute Associate	13.99	21.00
Grade IV Administrative Associate Youth Services Associate Adult Services Associate Paralibrarian Technology/Digital Services Associate Technology Services Network Technician Assistant Circulation Supervisor	15.87	23.81
Grade V Senior Circulation Supervisor Substitute Librarian	18.02	27.00
Grade VI Assistant Head of Circulation Services	20.83 40,614	31.24 60,921
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Communications Coordinator Building Services Coordinator	23.64 46,090	35.43 69,105
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	26.70 52,066	40.06 78,129
Grade IX Department Head	30.77 59,991	46.16 89,997
Grade X Assistant Director	36.82 71,802	55.25 107,755
Grade XI Library Director	To be set by Board	

### Proposed Adjustment to Salary Schedule FY2020-2021

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 VI Assistant Head of Circulation Services	20.83 40,614	31.24 60,921
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Communications Coordinator Building Services Coordinator	23.64 46,090	35.43 69,105
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	26.70 52,066	40.06 78,129
Grade IX Department Head	30.77 59,991	46.16 89,997
Grade X Assistant Director	36.82 71,802	55.25 107,755
Grade XI Library Director	To be set by Board	





### 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.