

Indian Prairie Public Library Board Agenda  
March 16, 2022 – 6:30 p.m.

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

- A. Roll Call  
Donald Damon, Marian Krupicka, Crystal Megaridis,  
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements  
None

- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, February 16, 2022 Page 3
  - 2. Action on Bills/Additional Bills Page 6
  - 3. Planning/Outreach Meeting Minutes, January 24, 2022 Page 10

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 11 Information

- H. Department Reports Information
  - 1. Assistant Director Page 14
  - 2. Marketing Page 16
  - 3. Guest Services Page 23
  - 4. Programming & Outreach Page 25
  - 5. Resource Services Page 31
  - 6. Technology & Maker Services Page 34

- I. Reports
  - 1. Treasurer’s Report Page 42 Information
  - 2. RAILS Page 46 Information
  - 3. Building and Grounds Committee (no report)
  - 4. Finance Committee (no report)
  - 5. Planning/Outreach Committee (no report)
  - 6. Policy Committee (no report)

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J. Unfinished Business  
None

K. New Business		
1. Request to Hire Landscape Designer	Page 52	Action
2. Develop Advocacy Plan	Page 55	Discussion
3. COVID Policy and Practices		Action

L. Meetings  
Building and Grounds Committee, Tuesday April 5, 5 p.m.

M. Adjournment

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of February 16, 2022

**Board of Trustees Regular Meeting  
February 16, 2022 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.

Present: Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

Absent: Donald Damon

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Brett Butcher (with respect to K1)

Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements - none

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 19, 2022

2. Action on Bills/Additional Bills

Rao moved, Rodriguez seconded to approve the Omnibus Consent Agenda. Ayes:

Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon.

Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

Bukovac reported that the Darien Community Action Group met at the library on Saturday.

They would like to put together a dynamic community calendar. Also, they are starting to look at ways to support each other on smaller grassroots projects. Hinsdale South students presented an idea for creating a local farmer’s market to the Darien City Council and they have been invited to partner with the DCA Group to explore the possibilities that exist for the concept.

H. Department Reports

I. Staff Report – Laura Birmingham, Head of Programming & Outreach – Tonight Birmingham gave an update on the programming and outreach activities offered for adults. She highlighted our traditional library programs, hands on programs, groups, opportunities to learn and discuss, programs for seniors, and specialty programs. Adult programs in the works include: hands on gardening, open mic night, dungeons & dragons club, programs at senior facilities and at Willowbrook Corner. Bukovac noted the amazing job Birmingham and her staff have done especially in light of the fact that the Programming & Outreach Department has only been fully staffed since November.

J. Reports

1. Treasurer’s Report – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee – Megaridis reported that the committee met on January 24. They discussed the value of advocacy at the Trustee level and identified various ways in which the Trustees can advocate for the library. They would like to create a calendar of community meetings (beginning with local government meetings) that the Trustees can take turns attending. The committee would like to have a brainstorming session with the rest of the Board at next month’s Board meeting.
6. Planning/Outreach Meeting Minutes, January 24, 2022 – This item was inadvertently missed on tonight’s agenda. It will be on next month’s agenda.
7. Policy Committee – no report

K. Unfinished Business

1. Building Automation System – Last month the Board approved spending up to \$140,000 for the purchase and installation of the Honeywell Building Automation System for the library’s HVAC system contingent on further discussion regarding the interconnection between the BAS system and our network. We received three additional quotes and have selected Hayes Mechanical to do the installation at a cost of \$124,914. The library’s Network Technician, Brett Butcher, met with IT at Hayes to discuss ways to handle security when the software is installed. Butcher has determined the approach that will be taken. The installation would be behind the library firewall and not exposed to the internet without VPN access. We don’t see a need for remote login from outside the library at this time but if we do in the future, we can use a cellular connection. With respect to insurance, Bukovac noted that our policy already has cyber security and equipment breakdown coverage in place. The Board asked if library card information or employee information is stored on our network. Butcher confirmed that it is not.

L. New Business

1. Upgrade of HVAC VAV Boxes – The VAV boxes in the building aid in heating and cooling. They are the original boxes installed in 1998. They have the original parts including a piston style damper that is old technology. The original budget in the capital reserves for replacing the dampers on the VAV boxes was \$53,000. The cost for the project will be \$44,450. We are saving \$15,000 on the Building Automation System and the money for the system is coming out of the operating budget. Bukovac will apply that \$15,000 to the VAV project and use only \$30,000 from the capital reserves. A revised capital projects

budget is included in the packet reflecting the adjusted cost for the VAV boxes. Megaridis moved, Krupicka seconded to upgrade the HVAC VAV Boxes at a cost of \$44,450. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

- 2. COVID Policy and Practices – The Board discussed whether or not to require masks in the library if the governor lifts the mask mandate on February 28. Krupicka moved, Rao seconded to give Bukovac and Suriano the authority to make changes to the library’s policy based on State mandates and guidelines. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

M. Meetings to be Scheduled

The Building and Grounds Committee will meet on April 5 at 5 p.m.

N. Adjournment

At 7:42 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

\_\_\_\_\_  
Crystal Megaridis, Secretary

ACTION ON BILLS FEBRUARY, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1162 - 1225	\$ 77,324.30
Republic Paper Pay Checks	2015 - 2018	\$ 1,061.91
Republic Direct Deposits		\$ 124,914.09
MONTH'S TOTAL:		\$ 203,300.30

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## Indian Prairie Public Library District Check Transaction List by Date February 2022

Republic Bank - Operating Account

Transaction Type	Date	Num	Name	Amount
Bill Payment (Check)	02/11/2022	1162	Ingram Library Services	1,139.19
Bill Payment (Check)	02/11/2022	1163	Accurate	29.00
Bill Payment (Check)	02/11/2022	1164	AEP Energy, Inc.	7,038.19
Bill Payment (Check)	02/11/2022	1165	AT&T	434.30
Bill Payment (Check)	02/11/2022	1166	Baker & Taylor	2,383.93
Bill Payment (Check)	02/11/2022	1167	Blackstone Publishing, Inc.	1,077.66
Bill Payment (Check)	02/11/2022	1168	BookPage	972.00
Bill Payment (Check)	02/11/2022	1169	Cengage Learning, Inc.	332.71
Bill Payment (Check)	02/11/2022	1170	Center Point Large Print	50.64
Bill Payment (Check)	02/11/2022	1171	Children's Plus Inc.	2,037.18
Bill Payment (Check)	02/11/2022	1172	Colonial Life & Accident Insurance Co.	82.53
Bill Payment (Check)	02/11/2022	1173	Comcast	197.85
Bill Payment (Check)	02/11/2022	1174	Dancing Cranes Yoga Inc.	240.00
Bill Payment (Check)	02/11/2022	1175	Dell Marketing L.P.	849.90
Bill Payment (Check)	02/11/2022	1176	DEMCO	563.76
Bill Payment (Check)	02/11/2022	1177	Fox Valley Fire & Safety	160.00
Bill Payment (Check)	02/11/2022	1178	Garvey's Office Products	16.64
Bill Payment (Check)	02/11/2022	1179	Heritage House Florist	59.95
Bill Payment (Check)	02/11/2022	1180	Illinois Dept of Innovation & Technology	500.00
Bill Payment (Check)	02/11/2022	1181	JanWay Company USA, Inc.	351.68
Bill Payment (Check)	02/11/2022	1182	Jean Joslyn	75.00
Bill Payment (Check)	02/11/2022	1183	Jungclas, Dan	150.00
Bill Payment (Check)	02/11/2022	1184	Kanopy	289.75
Bill Payment (Check)	02/11/2022	1185	KI	1,666.93
Bill Payment (Check)	02/11/2022	1186	kristinZkreations	1,025.00
Bill Payment (Check)	02/11/2022	1187	Lauterbach & Amen, LLP	275.00
Bill Payment (Check)	02/11/2022	1188	LexisNexis Matthew Bender	211.10
Bill Payment (Check)	02/11/2022	1189	LIMRiCC	413.52
Bill Payment (Check)	02/11/2022	1190	McCully, Nancy	150.00
Bill Payment (Check)	02/11/2022	1191	Merda, Amy E	7.50
Bill Payment (Check)	02/11/2022	1192	Midwest Tape	6,662.82
Bill Payment (Check)	02/11/2022	1193	NCPERS Group Life Insurance	32.00
Bill Payment (Check)	02/11/2022	1194	Neviol Inc.	5,595.00
Bill Payment (Check)	02/11/2022	1195	OverDrive, Inc.	2,420.92
Bill Payment (Check)	02/11/2022	1196	Quill LLC	342.25
Bill Payment (Check)	02/11/2022	1197	Runco Office Supply	680.12
Bill Payment (Check)	02/11/2022	1198	SenSource	330.00
Bill Payment (Check)	02/11/2022	1199	Specialty Mat Service	229.02
Bill Payment (Check)	02/11/2022	1200	The Library Store	65.39
Bill Payment (Check)	02/11/2022	1201	Thomas Interiors Systems, Inc.	3,490.66
Bill Payment (Check)	02/11/2022	1202	Today's Business Solutions, Inc.	2,727.10

Bill Payment (Check)	02/11/2022	1203	Wingren Landscape, Inc	3,406.75
Bill Payment (Check)	02/18/2022	1204	Shermann Thomas	175.00
	02/24/2022	1205	VOID - MISPRINTED	0.00
	02/24/2022	1206	VOID - MISPRINTED	0.00
	02/24/2022	1207	VOID - MISPRINTED	0.00
	02/24/2022	1208	VOID - MISPRINTED	0.00
	02/24/2022	1209	VOID - MISPRINTED	0.00
	02/24/2022	1210	VOID - MISPRINTED	0.00
	02/24/2022	1211	VOID - MISPRINTED	0.00
	02/24/2022	1212	VOID - MISPRINTED	0.00
	02/24/2022	1213	VOID - MISPRINTED	0.00
	02/24/2022	1214	VOID - MISPRINTED	0.00
Bill Payment (Check)	02/24/2022	1215	Blue Cross Blue Shield of Illinois	17,734.18
Bill Payment (Check)	02/24/2022	1216	Groot Industries, Inc.	452.47
Bill Payment (Check)	02/24/2022	1217	India for Everyone	572.17
Bill Payment (Check)	02/24/2022	1218	LACONi	100.00
Bill Payment (Check)	02/24/2022	1219	Laura Lein-Svencner	400.00
Bill Payment (Check)	02/24/2022	1220	NCPERS Group Life Insurance	32.00
Bill Payment (Check)	02/24/2022	1221	Peerless Network, Inc.	295.93
Bill Payment (Check)	02/24/2022	1222	Principal Life Insurance Company	1,473.90
Bill Payment (Check)	02/24/2022	1223	The Davey Tree Expert Company	675.00
Bill Payment (Check)	02/24/2022	1224	VSP Vision Service Plan (IL)	225.02
Bill Payment (Check)	2/28/2023	1225	Business Card	6,425.69
			TOTAL	77,324.30



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

## February 2022

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	02/03/2022	27,915.39
Federal & IL	Payroll taxes	02/16/2022	23,001.97
IMRF	Payroll Pension	01/28/2022	23,275.97
ExpertPay	Garnishments	2/03/2022	671.34
ExpertPay	Garnishments	2/17/2022	649.44
Mission Square	457 Plan	2/04/2022	2,750.00
Mission Square	457 Plan	2/18/2022	2,750.00
Nationwide	457 Plan	2/03/2022	50.00
Nationwide	457 Plan	2/17/2022	50.00
DAC	Deposit to HRA – 5/3	02/01/2022	1,476.21
DAC	Deposit to HRA – 5/3	02/08/2022	332.98
DAC	Deposit to HRA - R	02/08/2022	227.57
DAC	Deposit to HRA	02/15/2022	701.74
DAC	Deposit to HRA	02/23/2022	322.79
Nicor	Gas	02/14/2022	2,027.94
INB	Credit Card Fee	02/11/2022	160.59

Indian Prairie Public Library District  
Planning and Outreach Committee Minutes  
January 24, 2022 – 5:30 p.m.

Call the meeting to order 5:43

Present: Megaridis, Rao, Rodriguez, Krupicka, Birmingham

The group reviewed ILA's Advocacy Toolkit.

Megaridis said she would like the committee to develop some long term goals for trustees.

The group discussed the role of the trustees in advocacy. It was suggested that a calendar of community meetings be developed and trustees take turns attending meetings at least once a year. Megaridis suggested that trustees start attending the local Chamber of Commerce meetings.

The group reviewed the library's 2019-2022 Strategic Plan Initiatives. There were several ideas on many of the initiatives:

- The group discussed ways to support people that speak languages other than English.
- The group said that a representative from our board should make a personal visit to new legislators.
- The Board should always recognize any community accomplishments and trustees should represent the library at special events.
- When we have a large concert or program – introduce trustees that are in attendance and give them a chance to say a few words.

The group discussed next steps:

- Training the other trustees – do a short brainstorming with the whole board (March).
- Develop a meeting calendar. Government meetings is priority to start.
- The library should provide "talking points" for trustees when they start attending meetings.
- The library should create a "Fact Sheet" (annual budget, how many people on staff, sq. footage, other "trivia" about the library).

The committee adjourned at 6:45

## Director's Report

March 2022

### Advocacy Plan

As the chair of the Planning and Outreach Committee, Crystal will lead brainstorming to develop an advocacy plan. The Illinois Library Association has developed a nice tool which is in the packet. You can also find the tool, as well as related videos <https://www.ila.org/advocacy/ready-set-advocate>

### COVID

At first when the mask mandate was removed 99% of the staff and guests were wearing masks. While that number has reduced, staff continue to wear masks at least on the second floor as they work with children. Many staff wear masks in all the public areas out of respect for our guests who are wearing masks.

### Statement of Economic Interest

You each should have received an email with information about filing the Statement of Economic Interest online. The statement completely changed this year and some feel the questions are more difficult and intrusive. We were told the Secretary of State would be providing guidance but we haven't yet received that. However, the Illinois Municipal League has provided a nice tip sheet with definitions. Maria will hand this out at the meeting. Once you fill out the form, 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.

### Willowbrook TIF

The TIF has been revised but is still substantial. The village manager sent me the impact on our revenue and it's dollars and cents – tiny amount each year. The public hearing for the new plan is April 11 at 6:30.

### The Building

The cafe light fixture had been received by the electrical contractor. As they were putting it together, they discovered some parts were missing. They inquired about the missing parts and were told that the parts had been ordered and received but were missing in the warehouse. I have not yet had an update on the missing parts. The building plaques for the vestibule are

ready to be picked up. The meeting room tables and chairs for our younger guests have been delivered.

Brett, our IT Specialist, and Joe are currently installing the new security camera system. Joe has been finishing off window sills by the large windows with ceramic tiles. Hayes Mechanical has surveyed the building and is currently developing their strategy for installing the VAV parts and the building automation system.

Jill and I continue to examine signage needs and the best way to design signs. I directed staff to install two flat screens on the second floor, one at the top of the stairs and the other across from the elevator, that show the programs and meetings occurring each day. The flat screens are next to the floor directories so as to make it easy for people to find the room they are looking for. I'm currently in the process of looking at a variety of furniture for topical displays around the building.

**Administration Office**

I've been directing Mary in setting up a payroll service which includes an online timesheet that is downloaded to a payroll processing service who then processes the paychecks as well as makes the various IMRF, FICA, tax, etc. payments. The company also does the quarterly and year-end federal and state filings. The payroll system was set up in December and we just started using the timesheet system in February. It's working quite well and provides the added benefits of staff being able to go online to see all their payroll, schedule, and time off information. This also frees up Mary from a lot of data entry so that she can focus more of her time on HR, customer service training, management of the cleaning and landscape maintenance services, and management of volunteers. Laura had been doing much of this work so it frees up her time to devote to Programming and Outreach. Plus we're making better use of Mary's strengths and her status as the Administration Office Coordinator.

Setting up these two systems was a lot of work which was done directly by Mary. She's done an amazing job of making sure everything is synced and working as it should be.

**Staff**

The "Guest First Committee" continues to study and work on developing a refresh of our customer service training. We are looking at a date in early summer to hold a staff institute day.

**Meetings**

One Department Heads meeting

One SWAN Administrators meeting

Three meetings with landscapers

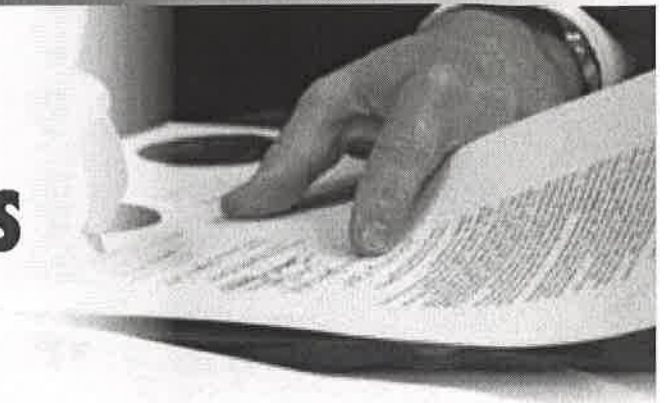
Two one-on-ones with Laura

Two one-on-ones with Toy

One one-on-one with Ann

## FACT SHEET

# STATEMENT OF ECONOMIC INTERESTS FORMS



The Illinois Governmental Ethics Act (5 ILCS 420/) provides that certain elected municipal office holders, candidates, officials and employees are required to file a Statement of Economic Interests.<sup>1</sup>

By February 1 of each year, each municipality is required to notify their local county clerk of individuals that are required to file the form. The county clerk is then required to provide the appropriate form and instructions on how to file the form. The Statement of Economic Interests must be filed by May 1 of each year.

## MUNICIPAL OFFICIALS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected officials and candidates for elected office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
  - are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
  - have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of \$1,000 or greater;
  - have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
  - adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
  - have authority to issue or adopt rules and regulations; or,
  - have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

## REQUIRED DISCLOSURES

Public Act (P.A.) 102-0664, effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

<sup>1</sup> 5 ILCS 420/4A-101.5



## **MUNICIPAL OFFICIALS, WHO ARE REQUIRED TO FILE, MUST DISCLOSE THE FOLLOWING INFORMATION**

- Assets valued in excess of \$10,000, held individually, jointly with a spouse or jointly with a minor child or children;
- Assets in a trust, based on the total value of the assets, regardless of whether distributions have been made;
- Sources of income in excess of \$7,500 annually for the filer and spouse;
- The sale or transfer of assets resulting in capital gains in excess of \$7,500 and the date of the transaction;
- Creditors of a debt in excess of \$10,000 owed by the filer, jointly with a spouse or jointly with a minor child or children;
- Name of the unit of government for which the filer or spouse was an employee, contractor or office holder (not including the position for which the Statement is being filed);
- Names of lobbyists who have an economic relationship with, or are a family member of, the filer; and,
- The source and type of gifts, individually or in the aggregate, in excess of \$500 in the preceding year.

**The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

### **ASSETS INCLUDE:**

- Stocks;
- Bonds;
- Mutual funds;
- Exchange traded funds;
- Commodity futures;
- Investment real estate;
- Beneficial interests in trusts; and,
- Business and partnership interests.

### **ASSETS DO NOT INCLUDE:**

- Personal residences;
- Personal vehicles;
- Savings or checking accounts;
- Bonds, notes or securities issued by federal, state or local governments;
- Medicare benefits;
- Inheritances or bequests;
- Diversified funds;
- Annuities;
- Pensions;
- Retirement accounts;
- College savings plans; and,
- Qualified tax-advantaged savings programs for disability-related expenses or tangible personal property.



### **DEBTS INCLUDE:**

- Any money or monetary obligation owed at any time during the preceding calendar year to an individual, company or other organization, other than a loan that is from a financial institution, government agency or business entity that is granted on terms made available to the general public; or,
- Any debt specifically exempted (see “Debts Do Not Include”).

### **DEBTS DO NOT INCLUDE:**

- Debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them;
- Debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees or authorized committees registered with the Federal Election Commission; or,
- A loan from a member of the filer’s family not known by the filer to be registered to lobby under the Illinois Lobbyist Registration Act.

## **HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?**

Each local county clerk will provide the form and may require the form to be filed electronically or to be filed in written form. An example of a [Statement of Economic Interests form is available via this link](#). A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to municipal officials unless a local ordinance requires that review.

Candidates for municipal office are required to include a receipt for filing a Statement of Economic Interests in their candidate submissions in order to appear on an election ballot.

## **DEFINITIONS IN THE ACT**

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

**CREDITOR:** means an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

**DIVERSIFIED FUNDS:** means investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.





## **DEFINITIONS IN THE ACT** (continued)

**ECONOMIC RELATIONSHIP:** means any joint- or shared-ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or, (ii) an amount in excess of the salary of the Governor (SFY 2022: \$184,800); or, (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or, (ii) an amount in excess of two times the salary of the Governor (SFY 2022: \$369,600).

**FAMILY:** means a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

**FILER:** means a person required to file a Statement of Economic Interests pursuant to this Act.

**INCOME:** means pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

**INVESTMENT REAL ESTATE:** means any real property, other than a filer's personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

**LOBBYING and LOBBYIST:** mean engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

**PERSONAL RESIDENCE:** means a filer's primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

**SECTOR FUNDS:** means investments in mutual funds or exchange traded funds invested in a particular industry or business.

**SPOUSE:** means a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is [available via this link \(5 ILCS 420/Art.1\)](#).

Municipal officials and candidates for municipal office should thoroughly review the Statement of Economic Interests form, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.

## Assistant Director's Report: March 2022

### Building:

We no longer use Neviol for our nightly cleaning. Their service had not been good for a while and I was having constant conversations with them about various problems. We parted ways at the end of February by mutual agreement. Because we needed to get a service right away, I reached out to Bullseye Cleaning, who I have worked with in the past. They are located in Burr Ridge. Their owner, Michael Simmons, was extremely responsive to our last-minute request and was able to get a crew in to start right away. The crew is doing a great job and taking care of some of the detail cleaning that was not done very well.

### IPPL Foundation and Friends:

The book sale brought in \$207.58 in February. Donations have been steadily coming in.

We can't seem to keep enough of the circulating tote bags on hand; they are very popular with our guests. More have been ordered to try to meet the demand.

### Marketing Highlights:

- Here are the five most visited web pages on our website:
  1. Catalog - 692
  2. Job Openings - 440
  3. Databases (All Topics) - 425
  4. Hours/Location - 409
  5. eBooks – 334
- Jill's Marketing Report is attached.
- Marketing staff are currently working on the summer (June-August) newsletter which aim to be in mailboxes the week of May 23<sup>rd</sup>.

### Personnel:

Due to increasing family commitments, Megan Lawrence has submitted her resignation as a P&O Associate. Megan will be a regular employee through March 28<sup>th</sup> and plans to remain as a sub to help us with programs over the summer. Megan plans to continue to volunteer in the Prairie Patch as needed.

### Continuing Education:

I viewed the following webinars in November:

*Teambuilding Secrets*

*ALA's Best Practices for Summer Reading Programs*

*Techniques for Effective Performance Appraisals*

**Meetings:**

- 2/1 Library-Wide Programmers Meeting
- 2/1 Summer Reading Club Planning Meeting
- 2/7 Darien City Council (Farmer's Market Presentation)
- 2/10 Guest First Committee
- 2/14 WBC Coalition Meeting
- 2/16 Board Meeting
- 2/17 Guest First Committee
- 2/17 Department Head Meeting

I have regular on-on-ones with all of my staff on a regular basis. In February, I had fifteen one on ones with eight staff.

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees  
February 2022**

**School Outreach**

We did a virtual backpack about the some of the upcoming events for mid-kids for February and March (attached). We also did a teen-focused list of programs for Lakeview Junior High at their request (attached). Amy and Sarah are doing a great job in making connections, and I'm happy to be part of their school outreach efforts.

**In the Gallery—February**

Display cases: Book and Paper Arts Guild

1st floor gallery: Mary Yezek

2nd floor gallery: Photo Contest Winners

**Website**

Dave completed the forms for personalized suggestions for Natalie and Tori. Minor updates were done for the website including the Teen Job Fair, the chicken page for April, the database page, Ignite Change page, and the Covid-19 page. Dave created a landing page for the study/work area (part of a larger project) to highlight the services available to people studying and working here. The teen webpage is in its final stages.

**Newsletter**

The March, April, May newsletter was dropped at the post office February 22. Plans are being made for the June, July, and August one, which will feature the summer reading club.

**Signage**

I've been working with Jamie on signage for the library. We did a sample directional sign near Guest Services. We also did a menu sign for Technology Services and are planning one for Guest Services. In addition, working with Marissa and Jamie, a sign was created for Early Literacy, highlighting the menu of services available. With Jamie and Tony, we also looked at signage for fiction/nonfiction call numbers, as well as the Kindle/Roku/iPod displays.

**Enews**

While I report the open stats below, it isn't a true reflection because of privacy filters; however, the trend is upward in our open rate.

On another note, we use Constant Contact to produce our enews. Recently, I talked to some other vendors and other counterparts at area libraries on what they are using. Many of these products also feature a marketing automation platform to help drive digital marketing and make better decisions regarding marketing and how we are serving our patrons. In March, Jamie, Tony, and some of the librarians and I will attend a presentation by one of the vendors as a group to ask more questions.

**General Enews Subscribers**

January 31	17,491
February 28	17,466
Loss/Gain in subscribers	-25

**Specialty Enews Subscribers**

Newsletter	Subscribers	+/-
Business Connect subscribers	296	No change

**Enews Open & Click Rate**

As a reminder, the click rates are not an accurate representation of engagement because of privacy filters.

Date	Open Rate	Click Rate percentage
February 3	34	1
February 10	33	1
February 17	34	1
February 24	33	1

**Social Media**

This month, all of our channels grew, with Facebook and Instagram growth larger than normal for the second month in a row.

Social Media Channel	Likes/Followers	+/- (Since January 31)
Facebook (likes)	2,100	+14
Instagram	904	+24
Twitter	1,140	+1
LinkedIn	189	+1
YouTube	216	+1

**Social Media Posts**

On our social media channels, we share everything from library services to program information. Among the posts that get the most engagement were posts about employment at the library, Teen Tech Tutor Help, and the Darien Garden Club/IPPL seed swap.

We had a community member tag us on their personal post about the Maker Studio. A local cos play artist used the Maker Studio to make her costume (see attached.) We plan to interview her in March for a further story.

# LOOKING FOR SOMETHING TO DO?

The library has lots of classes and programs. View the complete listing at [calendar.ippl.info](http://calendar.ippl.info).

**With a day off of school, try one of these drop-in programs.**

## Mid-Kid Craft: Artist Spotlight

**Monday, Feb. 21, 1:30-3:30 p.m.**

For grades 1-6.

Drop by to celebrate the art of Romane Bearden and Faith Ringgold while you design a collage and more using old magazines and other materials. You'll also experience a soundtrack designed to inspire.

## Let's Play Moving Out

**Monday, Feb. 21, 3:30-4:30 p.m.**

For teens

Drop in to play in the teen area on the second floor.

## Blues 101 with Fruteland Jackson

**Wednesday, Feb. 23, 6:30-8 p.m.**

Register at [calendar.ippl.info](http://calendar.ippl.info).

For teens and adults

Join Electro-Fi recording artist Fruteland Jackson, recipient of the Blues Foundation's "Keeping the Blues Alive" award, on a musical exploration into the origins of blues music and history. This interactive journey includes song, lecture, and discussion paired with a legendary performance on guitar. Jackson is also an author, storyteller, and oral historian who created the "All About the Blues" programs within schools. This program is sponsored by the IPPL Friends & Foundation in celebration of Black History Month.



  
Indian Prairie  
Public Library

630/887-8760 | [ippl.info](http://ippl.info)



# MAKER STUDIO

Let's learn and create!

## Make something new!

Have you visited our Maker Studio? Drop in and explore the possibilities of what you can create in an open, flexible shop-like atmosphere. The space is designed for those ages 8+ and is available for exploration, collaboration, one-on-one appointments, and classes led by our expert staff. See [calendar.ippl.info](http://calendar.ippl.info) for classes.

### Try drop-in crafts

Visit during open Maker Studio hours for a new craft each month.

**January:** Resolution magnets

**February:** Crafts for your mental health



This artwork was made on our laser cutter.

## Maker Studio Open Time

Join us for a variety of DIY projects & crafts.

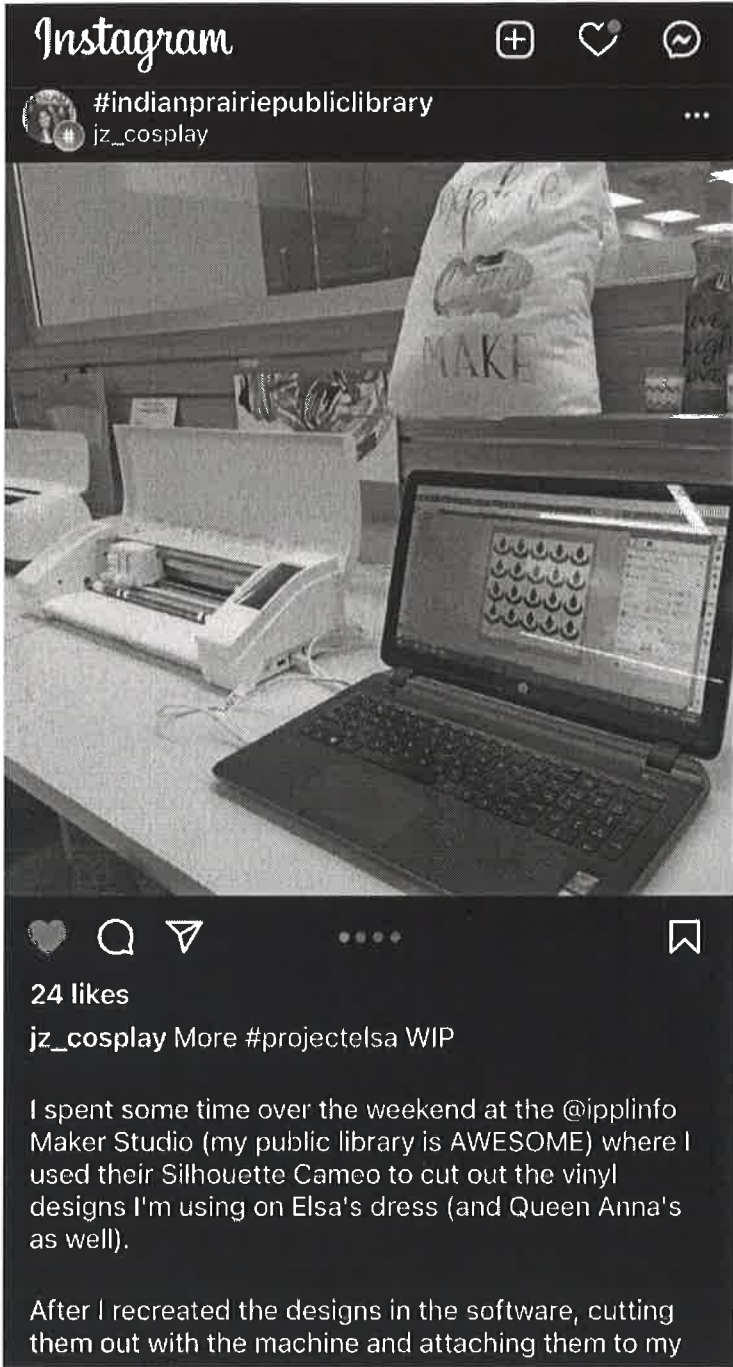
### Mid-Kids Open Maker Studio Creative Time

Tuesdays, January 4-Feb. 22, 3:30-5 p.m.

### Teens Open Maker Studio Creative Time

Thursdays, Jan. 6-Feb. 24, 3:30-5 p.m.





**Instagram**

them out with the machine and attaching them to my dress with an iron was really simple and they look sooo nice!

I picked the white glitter iron on vinyl, but they still need some extra bling with a handful of rhinestones now. (Bc of course they do. Its Elsa!)

Up next is the custom rhinestones for her neckline and she's ALMOST done 😊

#cosplay #cosplayer #cosplaygirl #disneycosplay #costume #cosplaywip #wipwednesday #cosplayfun #elsa #elsacosplay #elsafrozen #elsacosplayer #frozencosplay #disneyfrozen #olafsrozenadventure #sewing #diy #handmade #makerstudio #silhouettecameo3 #makerspace #indianprairiepubliclibrary



# March Events for Teens

Get more information and register at the Indian Prairie Library website: [ippl.info](http://ippl.info)



**Let's Play Cake Bash**  
Tuesday, Mar. 15, 4-5 p.m.

## Yarn Spinners

Saturday, Mar. 19, 2 p.m.

A social club for knitters, crocheters, and other yarn fiber-arts.

## Holi Indian Festival of Love: Color Fight

Saturday, Mar. 19, 6:30 p.m.

Celebrate Holi with a traditional color fight. Be prepared to get messy!

## Rainbow Club

Tuesday, Mar. 29, 7-8 p.m.



A fun, supportive space for LGBTQ+ and their allies to meet, hang out, and have fun. A parents' group meets at the same time.

## Teen Dungeons & Dragons

Tuesday, Mar. 29, 5-7 p.m.

Come live your tabletop RPG dreams. Both beginners and seasoned adventures welcome.

## Maker Studio Drop In

Every Thursday from 3:30-5:30 p.m.

Learn to use our 3D printer, sewing machines, laser engraver and much more.



## Pokemon Go Legendary Raid Hour

Wednesday, Mar. 30, 6 p.m.



Saturday, Mar. 26, noon- 4 p.m.

Get your summer job lined up.  
[teenjobfair.ippl.info](http://teenjobfair.ippl.info)

## Resume Workshop

Monday, Mar. 21, 6-7 p.m.

## Mock Interviews

Tuesday, Mar. 22, 4-7 p.m.

## Headshot Studio

Wednesday, Mar. 23, 5-6 p.m.

## Working While a Minor: Know Your Rights

Thursday, Mar. 24, 6-7 p.m.

# March Events for Middle Schoolers

Get more information and register on the Indian Prairie Library website: [ippl.info](http://ippl.info)

**Hinsdale South Eta Sigma Steppers Performance**  
Friday, Mar. 4, 4-5 p.m.

**Middle School Graphic Novel Group**  
Monday, Mar. 7, 4-5 p.m.

**Pokemon Club**  
Saturday, Mar. 12, 2-3 p.m.



**Middle School Board Game Club**  
Tuesday, Mar. 8, 4-5 p.m.

**Middle School Craft: Donut Coasters**  
Monday, Mar. 14, 4-5 p.m.



**Sewing for Kids**  
Monday, Mar. 14, 3:30-5 p.m.

**Holi Indian Festival of Love: Color Fight**  
Saturday, Mar. 19, 6:30 p.m.

Celebrate Holi with a traditional color fight. Be prepared to get messy!

**Rainbow Club**  
Tuesday, Mar. 29, 7-8 p.m.



A fun, supportive space for LGBTQ+ and their allies to meet, hang out, and have fun.

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Come live your tabletop RPG dreams.  
Both beginners and seasoned adventures welcome.



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Learn to use our 3D printer, sewing machines, laser engraver and much more.



Guest Services  
February 2022

Circulation

76% of our checkouts and renewals were done by self-service. 19% of our checkouts and renewals were done at the desk and 5% were done at the drive up. Circulation is up 4% from February 2021.

We had 936 patrons use the drive up in February.

We checked out or renewed 1994 items. 1074 holds were placed in February for pickup at the drive up.

Community

**Passports:** We accepted 97 passports in February. This is the most passports we have done in any month since Covid started.

**Library Cards:** We issued 124 resident library cards. 32 were initiated remotely.

**Notary Public:** We notarized 148 documents in February. I believe this is the most notaries we have ever done in a month!

Staff

Jimmy Doan, who continued to work for us as an Associate after earning his Master’s Degree, resigned. He found a job in his chosen field. Cindy Dabrowski, an Associate, resigned.

I am currently on a medical leave – recovering from rotator cuff surgery. Although I am working from home, Cindy Maiello Gluecklich is doing a great job of managing Guest Services Department in my absence.

Debbie Sheehan  
Head of Guest Services

Circulation Statistics												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022		
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269		
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949		
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926		
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085		
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654		
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669		
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860		
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102		
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377			
Apr.	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	#, \$ 29,586			
May	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473			
June	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565			
Yearly												
Total	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	352,514		
& Ill sent added ^Missing data--used an average number to get a total *Parking lot construction #Covid 19 \$-closed 2 weeks												

## Programming and Outreach Department Report - March 2022

### Homebound Services:

Programming and Outreach recently took over services to the homebound. At this time, we serve nineteen individuals plus two facilities. Marquitta is the main point of contact for homebound service. She regularly checks-in with our individuals and gets new people started with the service. She also manages volunteers from Interfaith Community Partner who make the bi-weekly deliveries. I recently got staff from Resource Services involved in selecting the materials for the deliveries. Natalie, who selects all the fiction for the library, now manages the selection of books based on their interests. TJ manages requests for music and movies. The new process is going quite well and staff seem to enjoy their roles in the process.

### Teen Job Fair:

I am working with Jen and Sarah on the upcoming Teen Job Fair as this is their first time working on this event. Sarah has done a nice job of planning some programs leading up to the job fair such as a resume workshop, mock interview sessions, a headshot studio employment rights for teens. They are currently reaching out to a wide variety of businesses in the area that hire teens and inviting them to participate in the fair.

### Community:

Amy has been working with Tricia Giron of the Darien Dragons 4H Club to prepare for the arrival of the spring chicken eggs. Hatching should take place in April.

Amy met with Jennifer Major of the Community House to make plans for the WBC Summer Camp at Anne M. Jeans. Amy, Erin and Jordan will be taking turns to visit the camp weekly.

Erin was contacted by the Preschool teacher at the Mecca Center. She will be hosting class visits for 50 students from their Quran Blossoms preschool program. Because there are so many students, Jordan will be helping with activities for the class visits.

Amy arranged classroom visits at Kindi Academy, which is a Montessori school in Darien. They requested a visit for K-3 classrooms so Erin will be assisting with the younger kids.

Jack and Amy hosted a Scout troop in the Maker Studio on February 15.

Marquitta met with Carrie Navins of the Village of Willowbrook to learn about the services they provide to seniors. They produce a senior newsletter and have offered to include information from the library about our senior services and programs. Jill will be coordinating this starting in May.

Sarah is working with the Assistance League Chicagoland West, a local teen volunteer group, to recruit teens for our Teen Tech Tutor program and our Mission Math and Chess Club programs this summer.

Hinsdale South has a new librarian, Sabrina Gillette-Harris, whom Sarah has been in contact with to give her details of all the library has to offer.

Sarah went to the WBC after school program on February 24<sup>th</sup> and did a craft with 20 kids.

Jen attended the Willowbrook-Burr Ridge Chamber Chat Virtual meeting on February 24<sup>th</sup>.

Amy attended Lakeview's Spartan Hour (after school program) on February 24<sup>th</sup>. She brought Sphero robots which were a big hit.

The library will host a blood drive on May 24<sup>th</sup> and October 20<sup>th</sup>.

Later this month, the library will collect supplies for Her Drive. Her Drive is a non-profit organization that provides period products, bras, underwear, and general hygiene products to those in need within our community. Her Drive Darien is sponsored by Hinsdale South High School's Amnesty International Human Rights Club, aiming to aid women during Women's History Month.

### Programs:

In February, the library had 101 programs which 1,042 people attended.

#### Little Kids Program Attendance (all programs in-person)

2/1	Fantastic Families	Jordan	11
2/1	Talented Toddlers	Megan	19
2/3	Talented Toddlers	Jordan	12
2/4	Family Storycraft	Erin	28
2/7	Junior Genius	Erin	4
2/7	BHM Art Projects for Kids	Megan	0
2/8	Fantastic Families	Jordan	22
2/8	Talented Toddlers	Jordan	16
2/9	Junior Genius	Erin	3
2/10	Talented Toddlers	Jordan	13
2/11	Heart Craft Hour	Jordan	28
2/13	It's Your February Birthday	Megan	14
2/14	Junior Genius	Erin	2
2/15	Talented Toddlers	Megan	23
2/15	Fantastic Families	Jordan	11
2/16	Junior Genius	Erin	1
2/17	Talented Toddlers	Jordan	9
2/21	Junior Genius	Erin	6
2/22	Talented Toddlers	Erin	16
2/22	Fantastic Families	Jordan	9
2/23	Junior Genius	Erin	1
2/24	Talented Toddlers	Jordan	27

2/25	Musical Babies	Erin	16
2/26	Movie: Princess & the Frog	Megan	22
2/28	Art Projects for Kids	Megan	4

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

2/1	Creative Time for Mid-Kids	Amy/Jack	12
2/1	Read to a Pet	Amy	12
2/3	Be a Wordsmith!	Amy	2
2/7	Middle School Dungeons and Dragons	Sarah	3
2/8	Maker Studio for Mid-Kids	Amy/Jack	6
2/10	Homeschooling Smart: Architecture	Amy	27
2/12	Mid-Kid Pokémon Club	Amy	6
2/14	Duct Tape Pouch Craft	Sarah	4
2/15	Maker Studio for Mid Kids	Amy/Jack	6
2/15	Mini-STEM Explorers	Amy	6
2/18	Play It: Cake Bash	Amy	5
2/21	Mid-Kid Craft: Artist Spotlight	Amy	9
2/22	Mighty STEM Explorers: Engineering	Amy	6
2/22	Maker Studio for Mid Kids	Amy/Jack	6
2/25	Parent Night Out/Kids Activities	Amy	30

The Homeschooling SMART program continues to not only provide interesting learning activities to mid-kids with their adults; it also provides opportunities for them to connect with other homeschooling families. In the last two months, two new homeschooling families that have moved into our district commented it was a great opportunity to get to know other homeschooling families in town.

Amy reported that the Parents Night Out/Kids Activities went so well that they may try to repeat the program. 12 adults had a great time laser etching mirrors and other activities in the Maker Studio while 18 kids enjoyed a story about an "after hours" library visit, a DIY book craft, and other upstairs. Multiple parents complimented the program, and several kids didn't want to leave even when their parents came upstairs to pick them up.

**Teens:**

2/1	Teen Board Game Club	Sarah	0
2/3	Maker Studio for Teens	Sarah/Jack	2
2/9	Pokémon Go Hour	Sarah	2
2/10	Maker Studio for Teens	Sarah/Jack	3
2/17	Maker Studio for Teens	Sarah/Jack	1
2/19	Teen Crafternoon: Perler Beads	Sarah	0
2/19	Teen Tech Tutors Information Session	Sarah	1
2/21	Let's Play: Moving Out	Sarah	0
2/25	Maker Studio for Teens	Sarah/Jack	2

**Adults:**

2/1	Online- James Taylor and Carly Simon	Cindy	30
2/2	Online- Chair Yoga	Cindy	21
2/3	Movie: Respect	TJ	14
2/5	Collage Workshop: Love Boxes	Laura	13
2/6	Neighbors Together: Many Journeys	Joe	19
2/6	Black History Month Movie: Hidden Figures		4
2/7	Online - Uncovering Egypt	Cindy	26
2/8	Online – Behavioral Interview Skills	Laura	44
2/9	Online – Chair Yoga	Cindy	30
2/12	Chocolate Truffle Workshop	Sarah	10
2/12	Neighbors Together: Writing Your Memoir	Joe	8
2/13	Black History Month Movie: Glory		5
2/14	Neighbors Together Panel	Joe	13
2/15	Online -Frank Lloyd Wright	Cindy	20
2/15	The Longest Shadow Movie/Discussion	Marquitta	3
2/16	Online – Chair Yoga	Cindy	15
2/16	Online- An Evening with Jasmine Guilliory	Laura	1
2/17	Movie: Southside with You	TJ	0 (Snowstorm)
2/18	Dilla Thomas: Urban Historian	Sarah	19
2/19	Doc O'clock: Civil Rights Movement	Sarah	0
2/20	Black History Month Movie: Harriet		6
2/23	Online – Chair Yoga	Cindy	28
2/23	Blues 101 with Fruteland Jackson	Amy	23
2/24	Neighbors Together: Immigrant Experiences	Joe	5
2/27	Black History Month Movie: 42		3

**Business:**

2/3	Online – QuickBooks with SCORE	Jen	68
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**Groups:**

2/2	Online – English Conversation Group	Joe	5
2/3	Nonfiction at Night	Joe	2
2/9	English Conversation Group	Joe	4
2/9	TASC Craft Hour	Sarah	6
2/10	Crime Readers Book Discussion	Tori	6
2/12	Yarn Spinners	Sarah	2
2/16	Online English Conversation Group	Joe	4
2/17	Novel Idea Book Discussion	Natalie	0 (Snowstorm)
2/19	Teen Advisory Service Committee	Sarah	6
2/22	Rainbow Club	Sarah	2
2/23	Great Decisions	Jen	6
2/23	Online English Conversation Group	Joe	4



2/24	Genealogy Club	Joe	16
2/26	Older Adult Connections	Marquitta	1
2/26	Hand Sewing Circle	Sarah	1

Jen hosted her first Great Decisions meeting in February. I attended the session to introduce her to the group. She had a professor from COD to help facilitate the discussion.

Marquitta is changing the name of "Older Adult Connections" to "Vibrant Adults".

#### Passive Programs:

2/1 (1 week)	Hot Chocolate Trace & Count	Erin/Jordan	Little Kids	50
2/1 (2 weeks)	Cards from the Heart	Amy/Erin/Jordan	All Ages	147
2/1 (2 weeks)	Teen Post: Favorite Book	Sarah	Teens	33
2/1 (3 weeks)	Sad or stressed: Leave a tip	Amy/Marissa	Mid Kids	15
2/1 (2 weeks)	Scavenger Hunt: Tigers	Sarah	All Ages	49
2/4 (2 weeks)	Valentine Dinosaur	Erin/Jordan	Little Kids	200
2/14 (2 weeks)	Snowman Shapes	Erin/Jordan	Little Kids	159
2/14 (2 weeks)	Teen Post: Food	Sarah	Teens	14
2/15 (2 weeks)	Scavenger Hunt: Cupid	Sarah	All Ages	17
2/15 (2 weeks)	Kindness Coupon	Amy/Erin/Jordan	All Ages	119
2/21 (1 week)	Coloring	Amy/Marissa	Mid Kids	12
2/21 (1 week)	Alphabet Tracing	Erin/Jordan	Little Kids	180

Sarah came up with the idea for a department-wide monthly "scavenger hunt" where small objects or toys are hidden around the department for children to find. When they find the item, there is a little note on it to bring it to the K&T desk for a prize. Then, the children have the opportunity to re-hide the item somewhere in Kids & Teens. The feedback from kids is absolutely positive and it adds some "surprise and delight" to their visit. The hidden objects are thematic, so they are always something new. For instance, in January, Sarah hid small stuffed tigers (For the Chinese "Year of the Tiger" New Year) and participants received a small red envelope as a prize. This month, there are little leprechauns hiding in the department and kids get a small (not real) gold coin in return. It's been a lot of fun to see all the delighted faces.

#### Continuing Education:

Jen took an ALA 4-week eCourse: *Business Outreach for the Public Librarian*

Erin and Jordan both completed the State of Illinois' food handling certification course.

Jen viewed the ILA webinar *New Job Toolkits*.

Jen attended ALA Connect Live: *Sustainability and Climate Actions for Public Libraries and Our Communities* on February 24.

Marquitta viewed a webinar: *Ageless Grace: Timeless Fitness for the Body and Brain*.

**Contributing to the Profession**

Jen attended ALA's New Member Roundtable online meeting on February 17.

Jen attended ALA's SustainRT on February 18<sup>th</sup>.

Submitted by: Laura Birmingham

## Resource Services Monthly Report

February 2022

Submitted by Tony Lucarelli, Head of Resource Services

I continued this month preparing for AARP Tax Aide service. I met with our site coordinator to receive the intake packets and go over room setups. I created room setups so that people in the Meeting Room would be socially distanced and the tax preparers would have access to power if needed.

I prepared myself and my staff for the new time keeping method. We made it through the first pay period and I made several suggestions to smooth out the process.

With the conflict between Russia and Ukraine, I looked at what we had in the collection that could support a display. We have quite a few books about Russia and Putin's rule over the country. I swapped out the Winter Sports display (as the Olympics had just finished) and put up a display about Russia and the Reign of Putin.

I began working on cleaning up the links from our website to the new Aspen catalog for equipment – Library of Things, Roku, etc. I found that not everything we have in the Library of Things collection was on the website, so this is a valuable undertaking to update the links. Right now, links I have not changed point to the Enterprise catalog and will need to be updated by April 8 when it is expected that Enterprise will sunset for the consortium.

I have been working with Jill, Anna, and T.J. in updating the branding of Roku, Kindle Paperwhites, and eAudiobook iPods. We have been working on signage, locations, making dummy cases, and new call number classifications.

I finalized the Resource Services Acquisitions Associate job description and an ad was posted on February 8. We had 15 applications, decided to interview three candidates, and are in the process of offering the position to one of those interviewees.

April Filis, current Resource Services Acquisitions Associate, is ordering for us part-time while we work to fill her position. Her last day is Friday, April 1.

### Collections

We began working on putting series statements on mystery audiobooks and have completed A-C. Print mysteries are finished in regular type, paperbacks, and large type.

We completed the first pass on putting series statements on junior series. As shelvees shelve, they will pull anything they find that was missed, most likely due to being checked out at the time we made a first pass through the collection. Junior series audiobooks are done A-O.

We had decided to categorize pop, rap, R&B, and rock all under the category of popular, rather than the individual categories, and we are in the process of changing the call numbers to "popular music". We are finding that the entire collection needs cleaning, so Anna is cleaning discs before giving them to Chris to change the call number label and replace broken cases.

Discs that cannot be cleaned are being given to T.J. to determine if ordering a new item is necessary.

### Library Material Displays For February

Lobby Guest Services Desk – Black History Month

Café – Winter Sports (side facing into the Technology Center) through February 22, Russia and the Reign of Putin started February 23; Mysteries (Death on the Nile movie tie-in) (side facing into the café)

1<sup>st</sup> Floor Staircase – Blind Date with a Book – this involved Natalie selecting titles, then she and Tori wrapped them in brown paper and put ribbons on them. Natalie then added genre information, key elements, and author read-a-likes to the wrappers. We even had a guest who thought it was such a cool idea say that we should do it all the time!

Stacks – National Wedding Month

Kids & Teens Entrance (counter top above the end of the board game collection) – Valentine's Day (through February 15), Read Black Voices (through February 27), Dr. Seuss Birthday (February 28)

Junior Fiction – Black History Month

### Monthly Highlights

- Natalie, T.J., & Tori are now in charge of selecting the items delivered to our homebound delivery clients. They will do this every other week to support Outreach.
- T.J. worked with Erin in Programming & Outreach to develop a survey she can use to give out at storytimes for evaluating the presentations. He worked with Marquitta in Programming & Outreach on a survey she can take to Willowbrook Corner to get a sense of what programs and services may be of interest to the residents that utilize services at Anne M. Jeans Elementary School. He also finalized a Library of Things survey with Ann & Jack in Technology and Maker Services that will be sent out in a March e-news.
- Joe finished up the Neighbors Together program series. As part of the series he served as moderator of the book discussion around *Conditional Citizens* and the online program *Many Journeys, One New Home: Immigrants in DuPage County*. Literacy DuPage reports a bump in website traffic, orientation sessions are averaging 6-10 people and training sections have been closed because they are at capacity. He continues to coordinate distribution of tax forms.
- Marissa has had to cancel her Mid-Kids book club due to lack of interest. She is working on adding different book related programs for the summer. She has been working with Sarah in Programming & Outreach on a book club for teens. Unlike a traditional book club, teens will get together to discuss whatever they have been reading. She will give recommendations and show new books. She has also been working on book talks for the award nominated books.
- Natalie has been working on new staff favorites bookmarks. This included designing the new bookmarks, surveying staff for their favorites, and taking staff pictures for the bookmarks. Bookmarks are put into items and then are put out on display in the area

designated for staff favorites, which is the display space in the adult book stacks. She worked on bingo cards for adult summer reading. She called our homebound delivery clients to introduce herself and she worked with Jill on a flyer to introduce herself to them with her picture so they know what she looks like. She also worked on a form to be sent in their deliveries querying them on how they enjoyed the selections and any title/author requests they have for future deliveries.

### Community

- Natalie worked with Shareen Klassing from King-Bruwaert House on list of titles for their internal book club. She helped two local area book club get books for their April discussions.
- Natalie and Tori worked on 15 requests for book club information packets from local book clubs, 14 on new titles and one on a title previously requested by another club.

### Continuing Education & Contributing to the Profession

- T.J. spoke with Addison Public Library about how we handle Audible books on our eAudiobook iPods.
- Joe viewed the webinar *ILA Noon Network: New Job Tookits: Blending Community and Library Resources to Aid Jobseekers*.
- Marissa viewed the webinars *Dismantling Racial Inequity in the Workplace and Diversity in Collection Management* and *Magnificent Middle Grade*.
- Natalie viewed the webinars *Adult Faves* and *Graphic Novels for All* through BookList. She also watched *Mythbusting with Overdrive* through Overdrive.

### eNewsletters

#### **Bestseller Preview**

February 1, 2022 – Sent to 472 addresses, opened 240 times (51% open rate) with 55 click throughs.

February 15, 2022 – Sent to: 471 addresses, opened 244 times (52% open rate) with 86 click throughs.

#### **New eBooks**

February 1, 2022 – Sent to 177 addresses, opened 92 times (52% open rate) with 15 click throughs.

February 15, 2022 – Sent to 176 addresses, opened 95 times (54% open rate) with 10 click throughs.

## Technology & Maker Services Board Report February 2022

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### Technology Services

#### Classes/Programs

6 classes & programs - Total attendance: 37

<u>Date</u>	<u>Class/Program</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Mon. 2/7, 6:30 p.m.	Excel 1: Week 4 of 6	Adult	PRC	6
Tue. 2/8, 6:30 p.m.	Word Basics	Adult	Ann	8
Mon. 2/14, 6:30 p.m.	Excel 1: Week 5 of 6	Adult	PRC	6
Wed. 2/16, 6:30 p.m.	Intro to Google Drive	Adult	Dave	5
Mon. 2/21, 6:30 p.m.	Excel 1: Week 6 of 6	Adult	PRC	6
Tue. 2/22, 6:30 p.m.	PowerPoint Basics	Adult	Ann	6

#### Statistics

- Computer Usage
  - Adult Users: 1,308 Hours: 1,034
  - Adult laptop: 28 Hours: 49
  - K&T Users: 232 Hours: 107
  - K&T Laptops: 25 Hours: 25
- Drive-thru Printing- 6
- Technology Desk Assistance- 672
- 1-on-1 Training: 201
- Wireless Usage- Total Unique Access: 6,638

### Maker Services/Maker Studio




#### Classes/Programs/1-on-1

- 20 classes-Total attendance: 140
- 1 passive program- Mandala Coloring Sheets - Total attendance: 33
- 1-on-1 training: 30




<u>Assistance: 202Date</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 2/1, 3:30-5 p.m.	Mid-Kid Studio Time	Kids	Jack/Amy	12
Thur. 2/3, 3:30-5 p.m.	Teen Studio Time	Teens	Jack/Sarah	2

Tues. 2/8, 3:30	Mid-Kid Studio Time	Kids	Jack/Amy	4
Wed. 2/9, 3:30 p.m.	Drop-in Green Screen Adventure	Kids	Dave	1
Thu., 2/10, 6:30 p.m.	3D Miniatures Painting	8+	Jack	11
Thu., 2/10, 3:30 p.m.	Teen Studio Time	Teens	Jack/Sarah	0
Sat., 2/12, 9:30 a.m.	Laser Engraved Photos on Wood	8+	Jack	5
Mon. 2/14, 3:30 p.m.	Winter Inspired Embroidery	8+	Jack	4
Tue., 2/15, 3:30 p.m.	Mid-Kid Studio Time	Kids	Jack/Amy	9
Wed., 2/16, 10 a.m.	Laser Engraved Keychains	Adults	Jack	8
Thu., 2/17, 3:30 p.m.	Teen Studio Time	Teens	Sarah	0
Thu. 2/17, 6:30 p.m.	Vinyl Transfer T-Shirts	8+	Jack	6
Sun., 2/20, 1:30 p.m.	Laser Engraved Mugs	Adult	Jack	7
Tue., 2/22, 3:30 p.m.	Mid-Kid Studio Time	Kids	Jack/Amy	12
Wed., 2/23, 6:30 p.m.	Drop-in Green Screen Adventure	8+	Dave	2
Thu., 2/24, 3:30 p.m.	Teen Studio Time	Teens	Sarah	0
Fri. 2/25, 6 p.m.	Parents Night Out	Families	Amy/Jack	30
Sat. 2/26, 10 a.m.	Winter Inspired Embroidery	Adults	Dave	5
Mon., 2/28, 3:30 p.m.	Laser Engraved Key Chains	Kids	Jack/Dave	12

**Made in a class**

<p style="text-align: center;"><b>Embroidery</b></p> 	<p style="text-align: center;"><b>Learning Embroidery Machine</b></p> 	<p style="text-align: center;"><b>Embroidery</b></p> 
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## Made using Equipment

<p style="text-align: center;"><b>Embroiderd Quilt Embroidery Machine</b></p> 	<p style="text-align: center;"><b>T-Shirt Silhouette Vinyl Cutter</b></p> 	<p style="text-align: center;"><b>Embroidery Machine</b></p> 
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## Equipment Usage

- 3D Printers- 6
- Button Maker – 19
- Candle Maker-7
- Carving Machine-0
- Cricut (Vinyl)-1
- Ellison Die Cut-3
- Embroidery Machine- 18
- Knitting-4
- Laser Cutter- 56
- Poster Printer – 3
- Sewing Machine- 7
- Silhouette (Vinyl)- 12
- Sizzix (die cut/embossing) - 35

## Websites

Photos on the Maker Studio site were updated.

- Statistics
  - Maker Studio Website Users- 266 Page Views- 1,210
  - IPPL Website Users – 13,942 – Page Views- 42,830

## Library of Things (LOT)

Laptops, Chromebooks & WiFi Hotspots – The Microsoft laptops were replaced with new ones and all devices were relabeled to make it easier for patrons and staff to identify.

- Checkout Statistics (Includes eLibrary Devices)
- Unique Users – 146 ; Total checkouts – 253



**Meetings**

- Jack and I attended the Library Makerspace Networking Group via Zoom.

**Sharing**

- Jack Schultz shared information with a librarian from Michigan about our sewing machine and board Collections.

Ann M. Stovall, Head of Technology & Maker Services, March 10, 2022

STATISTICS FOR	Feb-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	18,088	16,435	152,660	145,292	5.07%
Teen	1,071	1,176	10,421	10,279	1.38%
Kids	12,114	10,553	99,830	84,203	18.56%
ILLS Sent	2,841	2,712	21,587	17,228	25.30%
TOTAL	34,114	30,876	284,498	257,002	10.70%
Electronic Circulation	7,988	9,569	68,016	81,405	-16.45%
GRAND TOTAL CIRC.	42,102	40,445	352,514	338,407	4.17%
% Reciprocal Borrowing	9%	5%	8%	6%	
Patron Visits	22,307	9,207	182,073	75,747	140.37%
<b><u>Current Cards</u></b>					
Resident	124	84	23,931	22,850	4.73%
Non-Resident	72	62	795	742	7.14%
TOTAL	196	146	24,726	23,592	4.81%
<b><u>Patron Assistance</u></b>					
Adult - Reference	1,858	1,558	12,338	11,507	7.22%
Kids - Reference	712	662	5,259	6,132	-14.24%
Technology - Reference	1,091	1,174	8,213	8,878	-7.49%
TOTAL REFERENCE	3,661	3,394	25,810	26,517	-2.67%
Adult - Other	129	112	1,543	1,162	32.79%
Kids - Other	160	5	1,193	72	1556.94%
Technology - Other	72	22	524	161	225.47%
TOTAL OTHER	361	139	3,260	1,395	133.69%
GRAND TOTAL ASST.	4,022	3,533	29,070	27,912	4.15%
<b><u>ILL/Reserves</u></b>					
Holds	6,837	7,422	57,713	64,439	-10.44%
ILLS Sent	2,841	2,712	21,587	17,228	25.30%
ILLS Checked Out	3,884	3,896	27,864	28,306	-1.56%
ILLS Received	4,236	3,896	31,093	28,306	9.85%
<b><u>Programs - Adult</u></b>					
# Programs	26	11	101	92	9.78%
Attendance	442	292	1,608	1,907	-15.68%
<b><u>Technology Classes</u></b>					
# Programs	26	6	115	59	94.92%
Attendance	177	38	700	721	-2.91%
<b><u>Individual Technology Training</u></b>					
# of Patrons	284	108	2,383	566	321.02%
<b><u>Groups</u></b>					
# Programs	15	6	68	22	209.09%
Attendance	64	25	409	222	84.23%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	9	9	51	79	-35.44%
Attendance	11	24	210	391	-46.29%
<b><u>Programs - Kids</u></b>					
# Programs	42	19	237	457	-48.14%
Attendance	457	258	2,260	3,462	-34.72%
GRAND TOTAL ATT.	1,435	745	7,570	7,269	4.14%

STATISTICS FOR	Feb-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Passive Programs - Adult</u></b>					
#Programs	3		15		
Attendance	271		746		
<b><u>Passive Programs - Teen</u></b>					
# Programs	3		21		
Attendance	52		367		
<b><u>Passive Programs - Kids</u></b>					
# Programs	13		52		
Attendance	971		2,991		
<b><u>Computers - Patron Use</u></b>					
Adult Computers	1,308	1,105	11,115	8,835	25.81%
Kids Computers	232	73	1,278	632	102.22%
Teen Laptop	25	0	69	49	40.82%
Adult Laptop	28	15	145	45	222.22%
<b>TOTAL PATRON USE</b>	<b>1,593</b>	<b>1,193</b>	<b>12,607</b>	<b>9,561</b>	<b>31.86%</b>
<b><u>Hours Used</u></b>					
Adult Computers	1,034	795	8,673	6,003	44.48%
Kids Computers	107	43	662	358	84.92%
Teen Laptop	25	0	67	95	-29.47%
Adult Laptop	49	22	199	65	206.15%
<b>TOTAL HOURS USED</b>	<b>1,215</b>	<b>860</b>	<b>9,601</b>	<b>6,521</b>	<b>47.23%</b>
<b><u>Wireless Total Connections</u></b>	<b>6,638</b>	<b>3,737</b>	<b>47,160</b>	<b>33,610</b>	<b>40.32%</b>
<b><u>IPPL Total Web Site Access</u></b>	<b>14,208</b>	<b>17,609</b>	<b>115,154</b>	<b>368,229</b>	<b>-68.73%</b>
<b><u>IPPL Total Page Views</u></b>	<b>44,040</b>	<b>37,285</b>	<b>324,208</b>	<b>504,459</b>	<b>-35.73%</b>
<b><u>Subscription Database Logins</u></b>	<b>2,815</b>	<b>2,387</b>	<b>23,803</b>	<b>22,701</b>	<b>4.85%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	135	138	999	955	4.61%
<b><u>Volunteers</u></b>					
Number Active	16	22			
Hours Worked	108	33	409	394	3.81%
<b><u>Staff Training Hours</u></b>	<b>40</b>	<b>43</b>	<b>612</b>	<b>543</b>	<b>12.71%</b>
<b><u>Room Use</u></b>					
Conference Rooms	403		2,381		
Meeting Rooms					
Library	69		251		
Non-Library	9		43		
Board Room					
Library	8		85		
Non-Library	10		63		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	557	1	0	558	82	14	83	14
Non-Fiction	38622	142	88	38676	4221	5959	4363	6047
Fiction	31010	186	106	31090	6187	10075	6373	10181
<b>ADULT TOTALS</b>	<b>70189</b>	<b>329</b>	<b>194</b>	<b>70324</b>	<b>10490</b>	<b>16048</b>	<b>10819</b>	<b>16242</b>
<b>KIDS</b>								
Non-Fiction	11627	22	18	11631	1185	894	1207	912
Fiction	23354	145	425	23074	3566	3036	3711	3461
<b>KIDS TOTALS</b>	<b>34981</b>	<b>167</b>	<b>443</b>	<b>34705</b>	<b>4751</b>	<b>3930</b>	<b>4918</b>	<b>4373</b>
<b>TEEN</b>								
Non-Fiction	526	4	0	530	164	78	168	78
Fiction	3899	37	0	3936	758	668	795	668
<b>TEEN TOTALS</b>	<b>4425</b>	<b>41</b>	<b>0</b>	<b>4466</b>	<b>922</b>	<b>746</b>	<b>963</b>	<b>746</b>
<b>BOOK TOTALS</b>	<b>109595</b>	<b>537</b>	<b>637</b>	<b>109495</b>	<b>16163</b>	<b>20724</b>	<b>16700</b>	<b>21361</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	6939	39	5	6973	932	292	971	297
Music CDs	4382	9	9	4382	384	1826	393	1835
Playaway	369	0	0	369	6	7	6	7
DVDs (DVD & Blu-ray)	20104	83	30	20157	1808	2539	1891	2569
<b>ADULT TOTALS</b>	<b>31794</b>	<b>131</b>	<b>44</b>	<b>31881</b>	<b>3130</b>	<b>4664</b>	<b>3261</b>	<b>4708</b>
<b>KIDS</b>								
Audiobooks on CD	571	0	2	569	87	54	87	56
Music CDs	293	1	0	294	26	2	27	2
Playaway	114	0	0	114	7	0	7	0
DVDs (DVD & Blu-ray)	4057	14	4	4067	266	507	280	511
<b>KIDS TOTALS</b>	<b>5035</b>	<b>15</b>	<b>6</b>	<b>5044</b>	<b>386</b>	<b>563</b>	<b>401</b>	<b>569</b>
<b>TEEN</b>								
Audiobooks on CD	172	1	1	172	40	74	41	75
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
<b>TEEN TOTALS</b>	<b>188</b>	<b>1</b>	<b>1</b>	<b>188</b>	<b>42</b>	<b>516</b>	<b>43</b>	<b>517</b>
<b>AUDIOVISUAL TOTALS</b>	<b>37017</b>	<b>147</b>	<b>51</b>	<b>37113</b>	<b>3558</b>	<b>5743</b>	<b>3705</b>	<b>5794</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	202	3	0	205	57	9	60	9
Tech Takeout (except digital content devices)	137	0	0	137	26	4	26	4
CD-ROMs	-1	0	0	-1	0	36	0	36
<b>ADULT TOTALS</b>	<b>338</b>	<b>3</b>	<b>0</b>	<b>341</b>	<b>83</b>	<b>49</b>	<b>86</b>	<b>49</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	154	0	0	154	16	19	16	19
Puzzles (New Aug. 2018)	19	0	0	19	4	1	4	1
Playaway Launch Pads	19	0	0	19	0	3	0	3
<b>KIDS TOTALS</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>20</b>	<b>23</b>	<b>20</b>	<b>23</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	776	4	4	776	121	11	125	15
Board Games	122	1	1	122	29	4	30	5
<b>TEEN TOTALS</b>	<b>903</b>	<b>5</b>	<b>5</b>	<b>903</b>	<b>150</b>	<b>16</b>	<b>155</b>	<b>21</b>
<b>OTHER TOTALS</b>	<b>1433</b>	<b>8</b>	<b>5</b>	<b>1436</b>	<b>253</b>	<b>88</b>	<b>261</b>	<b>93</b>
<b>COLLECTION TOTALS</b>	<b>148045</b>	<b>692</b>	<b>693</b>	<b>148044</b>			<b>20666</b>	<b>27248</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - February 2022**

<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)	24,225	50	24,275	832	882
eMedia (Overdrive Advantage)	6,819	1	6,820	721	722
Preloaded eReaders	116	8	124	27	35
<b>eBook Totals</b>	<b>354,838</b>	<b>99,647</b>	<b>454,485</b>	<b>1580</b>	<b>1639</b>
<b>AUDIOVISUAL</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
				<b>A</b>	<b>Add</b>
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,242	19	6,261	329	348
eMedia Advantage (Overdrive)	1,723	10	1,733	335	345
Preloaded Adult Audiobook iPods	147	0	147	73	73
<b>Audiobook Total</b>	<b>77,384</b>	<b>23826</b>	<b>101,210</b>	<b>737</b>	<b>766</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	1,291	1	1,292	65	66
Preloaded Family Roku Titles	191	0	191	5	5
<b>Video Totals</b>	<b>16,519</b>	<b>1</b>	<b>16,520</b>	<b>70</b>	<b>71</b>
<b>Total Audiovisual</b>	<b>335,607</b>	<b>23,827</b>	<b>359,434</b>	<b>807</b>	<b>837</b>
<b>Collection Totals</b>	<b>690,445</b>	<b>123,474</b>	<b>813,919</b>		<b>2,476</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

2/28/2022

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Balance on hand as of January 31, 2022.....	3,022,375.37
Cash Receipts for February.....	48,219.47
Cash Disbursements for February.....	290,150.63
Cash on hand as of February 28, 2022.....	2,780,444.21

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.116%	
General.....	125,532.62
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking .....	(1,417.45)
Republic Bank - Savings - Rate 0.08%.....	1,134,336.84
Republic Bank - Checking General.....	7,728.70
Republic Bank - Payroll Account.....	91,067.45
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2022.....	2,780,444.21

FUND BALANCES AS OF 2/28/2022

Corporate Fund.....	2,820,804.89
Building & Maintenance Fund.....	(2,725.72)
I.M.R.F. Fund.....	(13,486.45)
Liability Fund.....	(2,310.94)
Social Security Fund.....	(3,712.73)
Special Reserve Fund.....	(105,902.24)
Deferred Taxes.....	28,765.46
Current Liabilites.....	59,011.94
Grand Total All Funds.....	2,780,444.21

**Indian Prairie Public Library District  
Consolidated Revenue Report for February 2022**

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Percent of Year: 66.67

	RECEIVED Feb 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	1,545.23	3,891,603.91	100.76%	3,862,097.00	-29,506.91
41150 · Non-current Property Taxes	0.00	1,621.47	0.00%	0.00	-1,621.47
43100 · Interest-Tax Levy	0.00	1.03	0.00%	0.00	-1.03
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,545.23</b>	<b>3,893,226.41</b>	<b>100.81%</b>	<b>3,862,097.00</b>	<b>-31,129.41</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	62,730.28	118.00%	53,161.00	-9,569.28
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>62,730.28</b>	<b>118.00%</b>	<b>53,161.00</b>	<b>-9,569.28</b>
<b>INTEREST</b>					
43500 · Interest - Investment	91.84	566.58	0.00%	0.00	-566.58
<b>TOTAL INTEREST</b>	<b>91.84</b>	<b>566.58</b>	<b>0.00%</b>	<b>0.00</b>	<b>-566.58</b>
<b>DESK MONIES</b>					
45100 · Copier	166.25	1,061.75	46.16%	2,300.00	1,238.25
45120 · Computer Copies	895.43	7,464.05	99.52%	7,500.00	35.95
45130 · Fax	431.64	2,442.89	122.15%	2,000.00	-442.89
45200 · Fines/Fees	383.86	14,691.37	89.04%	16,500.00	1,808.63
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	530.83	3,491.42	87.29%	4,000.00	508.58
45350 · Non-Resident Fees	7,673.30	71,892.12	95.86%	75,000.00	3,107.88
45450 · Hot Picks	12.00	24.00	0.00%	0.00	-24.00
45550 · Meeting Room Rental	106.25	381.25	0.00%	0.00	-381.25
45600 · ILL Fees	5.00	55.99	11.20%	500.00	444.01
45650 · Maker Studio	193.11	1,017.24	203.45%	500.00	-517.24
45700 · Passport Fees	3,080.00	18,690.60	149.53%	12,500.00	-6,190.60
45750 · Notary Fees	158.00	924.00	132.00%	700.00	-224.00
<b>TOTAL DESK MONIES</b>	<b>13,635.67</b>	<b>122,136.68</b>	<b>100.32%</b>	<b>121,750.00</b>	<b>-386.68</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	17.20	538.00	107.60%	500.00	-38.00
46800 · Collection Agency Fee	10.00	30.00	60.00%	50.00	20.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>27.20</b>	<b>568.00</b>	<b>103.27%</b>	<b>550.00</b>	<b>-18.00</b>
<b>GRAND TOTAL</b>	<b>15,299.94</b>	<b>4,079,227.95</b>	<b>101.03%</b>	<b>4,037,558.00</b>	<b>-41,669.95</b>

**Indian Prairie Public Library District  
Consolidated Expenditures Report for February 2022**

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Percent of Year: 66.67

	February 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	179,497.05	1,385,010.35	60.37%	2,294,105.00	909,094.65		
61310 · Benefits - Medical / Life Ins.	16,535.52	109,732.23	57.32%	191,452.00	81,719.77		
61330 · Benefits - IMRF	16,721.41	155,904.78	69.16%	225,440.00	69,535.22		
61340 · Benefits - FICA	13,391.29	103,486.47	58.97%	175,500.00	72,013.53		
61400 · Staff Development	697.63	3,576.54	16.11%	22,200.00	18,623.46		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	5,933.00	104.38%	5,684.00	-249.00		
61720 · Unemployment Insurance	0.00	1,400.22	46.67%	3,000.00	1,599.78		
<b>TOTAL PERSONNEL</b>	<b>226,842.90</b>	<b>1,765,043.59</b>	<b>60.48%</b>	<b>2,918,381.00</b>	<b>1,153,337.41</b>	<b>3,250,000.00</b>	<b>54.31%</b>
<b>MATERIALS</b>							
62100 · Books	5,667.43	84,042.21	52.87%	158,950.00	74,907.79		
62200 · Periodicals	1,379.25	11,785.01	44.77%	26,325.00	14,539.99		
62300 · Audio	1,225.55	12,175.15	37.64%	32,350.00	20,174.85		
62400 · Video	2,550.06	12,416.24	29.25%	42,450.00	30,033.76		
62500 · Multi-Media	41.90	495.25	24.76%	2,000.00	1,504.75		
62600 · eMaterials	6,718.08	127,478.17	69.40%	183,700.00	56,221.83		
62700 · Console Games	109.98	2,585.89	36.94%	7,000.00	4,414.11		
62800 · Damaged Item Replacement	712.30	6,680.34	111.34%	6,000.00	-680.34		
62900 · Materials Supplies	2,013.93	10,886.16	51.84%	21,000.00	10,113.84		
<b>TOTAL MATERIALS</b>	<b>20,418.48</b>	<b>268,544.42</b>	<b>55.97%</b>	<b>479,775.00</b>	<b>211,230.58</b>	<b>525,000.00</b>	<b>51.15%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,824.02	50,161.57	65.32%	76,800.00	26,638.43		
63300 · Utilities (1-8-11 · Gas)	2,027.94	7,570.96	50.47%	15,000.00	7,429.04		
63300 · Utilities (1-8-12 · Electric)	7,038.19	38,073.73	65.64%	58,000.00	19,926.27		
63300 · Utilities (1-8-13 · Telephone)	505.29	3,809.17	63.49%	6,000.00	2,190.83		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	1,600.67	20.01%	8,000.00	6,399.33		
63300 · Utilities (1-8-15 · Garbage Disposal)	452.47	3,322.60	66.45%	5,000.00	1,677.40		
63350 · Building Supplies	0.00	3,390.30	56.51%	6,000.00	2,609.70		
63400 · Maintenance Supplies	409.72	4,438.42	40.35%	11,000.00	6,561.58		
63500 · Security System Monitoring	0.00	378.00	54.00%	700.00	322.00		
63600 · Property Maintenance	4,081.75	24,634.85	61.59%	40,000.00	15,365.15		
63800 · Building Maintenance/Repair	160.00	27,703.74	92.35%	30,000.00	2,296.26		
<b>TOTAL BUILDING</b>	<b>20,499.38</b>	<b>165,084.01</b>	<b>64.36%</b>	<b>256,500.00</b>	<b>91,415.99</b>	<b>350,000.00</b>	<b>47.17%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	903.29	4,396.40	39.97%	11,000.00	6,603.60		
64300 · Photocopy Supplies	164.41	1,155.16	19.25%	6,000.00	4,844.84		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	-347.05	1,098.68	21.97%	5,000.00	3,901.34		
64550 · Passport Postage	349.05	2,033.45	81.34%	2,500.00	466.55		
64600 · Non-Payment Reimbursement	0.00	-960.42	-64.03%	1,500.00	2,460.42		
64700 · Travel	7.50	273.67	18.25%	1,500.00	1,226.33		
64800 · Organizational Memberships	219.00	2,166.00	61.89%	3,500.00	1,334.00		
64900 · Bank Fees	160.59	1,929.81	77.19%	2,500.00	570.19		
<b>TOTAL OPERATION</b>	<b>1,456.79</b>	<b>13,025.73</b>	<b>35.21%</b>	<b>37,000.00</b>	<b>23,974.27</b>	<b>42,000.00</b>	<b>31.01%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	692.57	3,718.92	37.19%	10,000.00	6,281.08		
65150 · Supplies-Staff Toner	47.61	1,800.64	25.72%	7,000.00	5,199.36		
65160 · Supplies-Technology Services	89.65	387.19	129.06%	300.00	-87.19		
65170 · Supplies-Maker Studio	131.74	1,079.72	43.19%	2,500.00	1,420.28		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	1,034.76	9,439.18	55.53%	17,000.00	7,560.82		
65350 · Tech Takeout	88.98	361.84	12.06%	3,000.00	2,638.16		



**Indian Prairie Public Library District  
Consolidated Expenditures Report for February 2022**

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Percent of Year: 66.67

	February 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65360 · Kits</b>	546.97	794.92	15.14%	5,250.00	4,455.08		
<b>65400 · Technology Equip Mnt/Repair</b>	330.00	1,522.80	8.26%	18,436.00	16,913.20		
<b>65500 · Software</b>	2,727.10	11,468.51	80.94%	14,169.00	2,700.49		
<b>65600 · SWAN</b>	0.00	35,663.33	75.20%	47,422.00	11,758.67		
<b>65700 · Telecommunications</b>	1,732.15	9,844.62	65.83%	14,955.00	5,110.38		
<b>TOTAL TECHNOLOGY</b>	<b>7,421.53</b>	<b>76,156.67</b>	<b>53.24%</b>	<b>143,032.00</b>	<b>66,875.33</b>	<b>200,000.00</b>	<b>38.08%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	1,054.00	11,923.50	73.15%	16,300.00	4,376.50		
<b>66200 · Credit Bureau</b>	0.00	286.40	23.87%	1,200.00	913.60		
<b>66300 · Copier</b>	0.00	1,622.00	54.07%	3,000.00	1,378.00		
<b>66400 · Copier Maintenance Contract</b>	0.00	620.08	20.67%	3,000.00	2,379.92		
<b>66900 · Fees - Bond Registrar</b>	0.00	50.00	22.73%	220.00	170.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,054.00</b>	<b>14,501.98</b>	<b>61.14%</b>	<b>23,720.00</b>	<b>9,218.02</b>	<b>35,000.00</b>	<b>41.43%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	11,925.00	100.00%	11,925.00	0.00		
<b>67200 · Bonding</b>	0.00	1,356.00	116.90%	1,160.00	-196.00		
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,009.00	100.00%	2,009.00	0.00		
<b>67400 · Umbrella Liability</b>	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>17,565.00</b>	<b>101.13%</b>	<b>17,369.00</b>	<b>-196.00</b>	<b>25,000.00</b>	<b>70.26%</b>
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	0.00	18,634.33	74.54%	25,000.00	6,365.67		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	0.00	95.00	11.88%	800.00	705.00		
<b>68310 · Marketing Supplies</b>	0.00	966.57	138.08%	700.00	-266.57		
<b>68410 · Marketing-Information Printing</b>	0.00	1,559.98	10.40%	15,000.00	13,440.02		
<b>68500 · Legal Notices</b>	0.00	873.24	58.22%	1,500.00	626.76		
<b>TOTAL COMMUNICATIONS</b>	<b>0.00</b>	<b>22,129.12</b>	<b>49.18%</b>	<b>45,000.00</b>	<b>22,870.88</b>	<b>50,000.00</b>	<b>44.26%</b>
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	2,466.28	16,053.74	43.74%	36,700.00	20,646.26		
<b>TOTAL PROGRAMMING</b>	<b>2,466.28</b>	<b>16,053.74</b>	<b>43.74%</b>	<b>36,700.00</b>	<b>20,646.26</b>	<b>45,000.00</b>	<b>35.67%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	3,490.66	43,130.67	61.62%	70,000.00	26,669.33		
<b>69200 · Special Reserve Fund</b>	0.00	205,225.87	0.00%	0.00	-205,225.87		
<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>	1,666.93	5,877.80	58.78%	10,000.00	4,122.20		
<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>285,316.95</b>	<b>2,612,338.60</b>	<b>64.70%</b>	<b>4,037,477.00</b>	<b>1,425,138.40</b>	<b>4,522,000.00</b>	<b>57.77%</b>

## RAILS News

### **RAILS Board Meeting, March 18**

The RAILS Board meets on Friday, March 18 at 1 p.m., via Zoom. [See agenda/supporting documents](#) when available. Please submit public comments in advance to [Emily Fister](#) to be read aloud at the meeting.

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

### **RAILS Invoices Sent via Email**

Does your library currently receive RAILS invoices by mail? Would you like RAILS invoices for your library (group purchases, eRead Illinois, Find More Illinois, HR Source, Electronic Content Consortium, etc.) to be sent via email? This will help to improve efficiency for your library and RAILS, as well as reduce mailing costs.

If you choose to receive invoices by email, your library will no longer receive hard copies of the invoices through the mail. RAILS will implement this on July 1. [Submit your email contact information to register to receive invoices by email](#). Please respond by April 6.

### **My Library Is... Has More Blog Posts for You**

We have three recent blog posts for you to check out on the [My Library Is... website](#).

- Kathy Gaydos, Marketing & Communications Specialist at Warrenville Public Library District, wrote about last fall's [Welcome Back to the Library campaign](#). She explained how they went about gathering merchant gift cards, the outcomes, and the effects on new library card registrations.
- Karen Sutera, Director at Harvard Diggins Library, wrote about the 11-library effort to celebrate Library Lovers month with the [McHenry County Library Lover's Expedition](#). The Expedition encouraged participants to learn about what libraries have to offer beyond materials. Check out how they used a passport and prizes to entice visitors.
- Jason McCoy, school librarian at Deer Creek-Mackinaw High School, wrote about how the library is [making an impact on the students](#) with an inclusive environment and a variety of 3-D projects that reach across the curriculum. The school was a 2021 recipient of a [My Library Is... Grant](#) for School Libraries.

We welcome contributions from all levels of staff at all types and sizes of libraries! [Upload your own story or blog post](#). Hesitant about writing a post? Contact [Communications](#) and we will set up an interview with you and then write the post.

### **Sparks Podcast**

In our [latest Sparks podcast](#), RAILS Executive Director Deirdre Brennan talks with RAILS Associate Executive Director Monica Harris about our recent strategic planning process: choosing a consultant, virtual tools, member feedback, and much more. They also give advice on how libraries can create their own strategic plans.

**My Library Is... Looking for Advisory Team Members**

RAILS is recruiting new members for the My Library Is... Advisory Team. These individuals will help create awareness and engage all levels of library staff. All types of library workers are encouraged to apply. This is a one-year appointment. [Learn more!](#)

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## Continuing Education

**"Upstander Intervention in Action" Interactive Webinar, March 16**

Have you ever heard a microaggression or witnessed something offensive but didn't know what to say or do? If you want to support people targeted by bigotry but don't know how, this interactive workshop will help you to build awareness and provide tools for safe and effective ways to stand up and intervene.

Participation in this webinar requires either prior attendance at or a viewing of the recording of the February 23 webinar, "[Becoming an Upstander: An Introduction.](#)" A total of two people per library may attend and space is limited. This webinar is on Wednesday, March 16, 1 - 3 p.m. [Register via L2.](#)

**"Data Forecasting: A Crash Course" Webinar, March 31**

Data forecasting is used to predict outcomes based on historical and current data. These outcomes can be strategic decisions such as budgeting, acquisitions, patron behavior, and workforce planning. In this webinar, you will learn the basics of data forecasting and methods for implementation. This webinar will take place on Thursday, March 31, 10 - 11 a.m. [Register via L2.](#)

**OTHER**

**Word of Mouth: Transcribing an Oral History Collection, March 17**

This presentation outlines the technological aspects of undertaking a larger-scale oral history transcription project (256 interviews, 180+ hours). [Get more information on L2.](#)

This is a pre-recorded presentation, but the Cataloging Maintenance Center (CMC) staff will be attending live and will be able to answer questions about creating digitized collections and how the CMC can help. [Register.](#)

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## Networking

### **RAILS Online Roundtable: "The Ins and Outs of Material Challenges," March 17**

Join us for a new event, [RAILS Online Roundtable: "The Ins and Outs of a Material Challenge,"](#) on Thursday, March 17 from 10 to 11 a.m. You'll hear three different library perspectives on planning, policies, and addressing material challenges:

- Amanda Shaffer, School Librarian, Midwest Central High School
- Amelia Kmiec, Branch Librarian, Winnetka-Northfield Public Library District
- Kristin Holzhauser, Director, Pontiac Public Library

This conversation will be for any school or public library looking to update plans or policies or seeking to prepare for potential challenges.

RAILS Online Roundtables are hour-long forums on a specific topic. These forums are held via Zoom and any library staff from any Illinois library are invited to attend. This event will be recorded. [Access previously recorded sessions.](#)

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## E-Resources

### **Upcoming Webinar: eRead Illinois Axis 360 Dashboard Reports Overview, March 29**

[eRead Illinois](#) members, join us for an Axis 360 dashboard reports overview. This webinar provides training on the Axis 360 admin portal with a focus on statistics and reports, including new interactive dashboard reports. If you or your staff are interested in statistical information that can be used for grants, reporting, and more, this hour-long webinar is for you. Sign up for this session to discover and utilize the analytics of your community's eRead-ing habits! The webinar is on March 29 at noon. [More information and to register.](#)

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## Deals, Discounts, Grants

### **LOTE Online for Kids Discount**

RAILS has negotiated advantageous pricing for [LOTE Online for Kids](#), an online database of digital picture books in world languages. This resource helps libraries engage multilingual families in their communities while allowing kids to enjoy books and learn language through the magic of storytelling.

[Register for a LOTE Online for Kids informational webinar](#) on Tuesday, March 22 at 2 p.m.

## GRANTS

### **RAILS My Library Is... Grant for School Libraries: Apply for Up to \$5,000 in Funding!**

Applications are now open for the [2022 My Library Is... Grants for School Libraries](#). These grants are designed to help school libraries tell their story and advance projects for maximum visibility in their schools and communities. This year, there are some slight changes to the awards. Get more [details on conditions and applying](#).

To complete the application, please make sure that you are signed in with your [L2](#) account. Once you are signed in, you have the ability to save your application for future editing.

### **RAILS Continuing Education Event Grant**

[Application Open](#). The deadline is April 1.

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## State Library News

### **March News from ISL**

The Illinois State Library released its monthly e-newsletter for March. There are several articles that will be of interest to our members, including the Live & Learn Construction Grant, Project Next Generation Grant, 2022 IPLAR report, and more. We've made the e-newsletter into a [PDF](#) for you to view, as it is not yet available on the ISL website.

You can also sign up for the *ISL E-News* to find out what is happening at the State Library, including grant offerings, continuing education opportunities, and more. To subscribe to the *ISL E-News*, contact [Joe Natale](#) at 217.558.1745.

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## Other Library News

### **Spring PD-Palooza! Professional Development for School Librarians from AISLE**

AISLE announced its Saturday Series on intellectual freedom, censorship, book challenges, and collection development. Check out these workshops and other upcoming [March and April professional development events](#). Participants earn one professional development hour for each program.

### **4-H Offers New Nature-Based Family Activities**

Beginning April 1, 4-H Adventures in Nature will release theme-based challenges at the beginning of each month. Families can choose to participate in as many of the challenges as they would like, and most challenges can be completed in any outdoor space. Prizes will be awarded to those that complete challenges and submit their results. [Sign up at 4-H Adventures in Nature](#) and get all the details. This program is free and open to the public.

### ***Tú también puedes autopublicar (You Too Can Self-Publish), March 10***

The Soon to Be Famous Illinois Author Project talks with award-winning author Pascuala Herrera **during a live webinar in Spanish**, on March 10 at 6:30 p.m. Pascuala will share what she learned through the process of publishing her biography, *Not Always a Valley of Tears / "No siempre es un valle de lágrimas."* Pascuala was the winner of the 2021 *De la Página a la Fama* contest, which opens again in April.

- More information at [Soon to Be Famous Illinois Author Project](#)
- Live on Facebook: [www.gbpl.info/FBLV](http://www.gbpl.info/FBLV) or [www.facebook.com/soontobefamousauthor](http://www.facebook.com/soontobefamousauthor)
- [Register on Zoom](#)

### **Register for GLAM Virtual Career Fair, April 6**

The University of Illinois Urbana-Champaign School of Information Sciences invites government, library, archive, and museum (GLAM) employers to the upcoming Virtual Career Fair on April 6. [Registration for employers closes on Wednesday, March 16.](#) [Read more](#) about how virtual fairs work and who you'll meet at this event or contact [Michele Plante](#).

### **Virtual Bookmobile Parade Call for Submissions**

This year, ABOS-Outreach (Association of Bookmobile and Outreach Services) is devoting an entire week (April 4-8) to amazing bookmobiles and mobile libraries throughout the world! Please take a moment to [fill out this form to participate in the Virtual Bookmobile Parade](#). The deadline to submit is March 25 at 5 p.m.

### **ARL DEI Institute Survey**

The Association of Research Libraries (ARL) Diversity, Equity, and Inclusion (DEI) Institute Task Force invites members of memory and information institutions, organizations, and communities to provide input into the development and design processes of the ARL DEI Institute by responding to [this survey](#). If you have any questions about the survey, please contact [DeLa Dos](#).

## Conference News

### **In Crisis: What to Do Next, ILA Marketing Forum Mini-Con**

The ILA Marketing Forum holds its next virtual mini-conference on Friday, April 29 from 10 a.m. to

1:30 p.m., covering crisis communication inside and outside the library. The cost is \$15 for ILA personal and institutional members and \$20 for non-members. [Get details and register for the conference](#) on the ILA website.

### ***Seguimos Creando Enlaces (Creating Connections) Conference, May 19***

Save the date for the Annual *Seguimos Creando Enlaces* [conference](#) held virtually on Thursday, May 19. *Seguimos Creando Enlaces* is a free conference that fosters community connections and cultural diversity in public, academic, and special libraries from the U.S., Mexico, and across the globe. Conference sessions are proudly presented in both English and Spanish and include live translation. [Submit a proposal](#) by March 19.

### **Registration is Open for ALA Annual Conference**

The [ALA Annual Conference & Exhibition](#) is June 23-28, in Washington, D.C. [Register](#) before March 31 for the best savings.

### **ARSL Conference, September 14-17**

The Association of Rural and Small Libraries conference is on September 14 - 17 at the Chattanooga Convention Center in Chattanooga, TN. The theme for the conference is Connecting at the Crossroads: On Track to Real Change.

[Registration rates](#), [conference hotels](#), and more can be found on the [2022 conference website](#).

## Request to Hire Landscape Designer

In the interest of moving things along, Marian suggested the board discuss hiring a landscape designer at the March meeting rather than waiting for the Building and Grounds Committee to discuss and make a recommendation in April.

I'm presenting information on three landscape firms with design services based on referrals. None of them will give an exact quote for their design services as the cost of creating the design, plans, costs, etc. depends on the scope of the project. However, after meeting with each one it seems the design cost would be somewhere in the \$800 - \$1,200 range, some of which would be refunded if we use the company for installation of the plants.

All the companies either grow their own plants or source them locally in the Midwest for similar soil conditions. They all assured me they have the staff to do the installation if we choose them.

I asked all of them to provide me with a list of non-residential buildings they've done designs for in the last 5 years. I've included links to each of their websites which show their projects. The information I've included is exactly what they shared with me about their process.

### **Premier Services - <http://www.premierservice.com/>**

I chose Premier Services to interview because they do the landscape design and maintenance for Plymouth Place, a senior living residence in LaGrange. My parents live there and I'm very familiar with the grounds and have always been impressed by how lovely they are. The person at Plymouth Place highly recommends them. While their address is Lemont, Premier's location is in our library district in the south unincorporated area.

Their design process:

1. Consultation
2. Create renderings and a plant book, including their costs to install.
3. Present the design, explaining the rationale for the design as well as maintenance requirements.
4. Apply any revisions we ask for and update cost.

Emphasized that they design with maintenance of the plants in mind. While they would like to do the installation it is not required, the design becomes ours. If we use them for installation, 100% of the design fee is applied to the installation cost.

Non-residential design projects:

- Oak School, Hinsdale, 2019  
Children's outdoor classroom design and installation



- Montessori School (LG Development), Wheeling, 2021  
Design installation
- Templeton Reserve HOA, Oak Brook, 2018  
Planting design and installation
- Willow Springs Village Hall, Willow Springs, 2022  
Paver installation
- Orion Arlington Lakes Apartments, Arlington Heights, 2021  
Planting design and installation
- Orion 59 Apartments, Naperville, 2019  
Patio, grill centers and plating design and installation
- Bauer & Bauer Dentistry, Naperville, 2018  
Planting design and installation
- 340 On The Park, Chicago, 2017  
Planting design and installation
- Herban Produce Facility, Chicago, (LG Development) 2019  
Soil drainage and grading for large garden plots

### **Hinsdale Nurseries - <https://hinsdalenurseries.com/>**

Marian has used Hinsdale Nurseries and they are well known in our area. They are also located in our library district.

Their process includes:

1. Consultation
2. Creating a design presentation with pricing.
3. Making a presentation and getting feedback.

They would also prefer to install, but it's not mandatory. If they do the installation, 50% of the design fee is applied to the installation.

Non-residential design projects:

Village Hall and Police Department of Willowbrook

7760 Quincy Street in Willowbrook

Holy Nativity Church (West gardens and hardscape)  
275 S. Richmond Ave in Clarendon Hills

Welcome to Indian Head Park Sign  
Southeast corner of Plainfield Rd and Wolf Rd intersection

Hinsdale Nurseries (front entry and perimeter of grounds)  
7200 S. Madison St in Willowbrook

Delta Industries  
5235 Katrine Ave in Downers Grove

**Jane Dilworth & Associates - <https://www.janedilworth.com/>**

Vicki is familiar with Jane Dilworth's work. They've done a lot of work in the western suburbs. They are located in Downers Grove.

Their process includes:

1. Consultation – there is a charge of \$150 for consultation which is refunded if we they do the actual design.
2. Develop the design with pricing and make presentation.

They insist on doing the installation (she explained that's how they make their money.) Fifty percent of the design fee will be refunded on the final installation invoice.

At the time of writing this, I have not received their list of non-residential projects.



Illinois Library Association



**READY SET  
ADVOCATE**

A large graphic of a target with concentric circles, positioned behind the main title text.

**Library Advocacy Tool Kit**

# Advocacy Tool Kit

## The Importance and Purpose of Library Advocacy

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Advocacy simply means to actively support a cause. Libraries are our cause. Many people in the community recognize libraries are an important asset, but there are people who feel that technology has made library services obsolete, and the current economic situation sometimes makes their argument compelling. Library supporters must remind their neighbors, community leaders, and elected officials of the fact that libraries provide great learning opportunities, and excellent public service, and serve as invaluable contributors in their communities.

Advocacy is such an easy word, yet so complicated in the minds of many in the library community. Why is it that most library supporters, who themselves are strong community members, don't understand the importance of speaking out in support of their libraries?

This toolkit was created for you, the library supporter, so that you can learn to be a true library advocate. Your voice will make a difference, especially if it is heard at the right time and in the right place and by the right person. All elected officials want to know their constituents; they need to know the opinions and views of their constituents BEFORE they vote on a piece of legislation. Community members want to know how their tax dollars are being spent. You have the responsibility to tell them why libraries are vital and why spending tax dollars on libraries make for successful schools and communities. You can be that person to tell the important library story and make a difference.

**This toolkit is a compilation of basic advocacy tools, and provides guidance on:**

- Why be a library advocate?
- Building relationships
- Telling your library story/message
- Participating in advocacy events
- Communication tools



# Who Should Be a Library Advocate

A library advocate is someone who believes in the value of the library. A library advocate is someone who believes in equitable access to information in a democratic society. A library advocate is someone who works with other library advocates to get the message out on the importance of libraries. A library advocate does not have to work in a library or be a library board member. A library advocate can be anyone who believes in the fundamentals of equal access to information, who has benefitted from the expertise of information professionals, or who loves the library for the many other additional publicly supported services it provides.

## Library advocates can be:

- Community organizations
- Friends of the Library
- Library board members and trustees
- Library users
- Library volunteers
- Library staff
- Business leaders and workers
- Elected officials
- Community leaders
- Educators, administrators, school board members

# What Is Advocacy?

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Advocacy is an activity by an individual or group that aims to influence decisions within political, economic, and social institutions. Advocacy includes activities and publications to influence public policy, laws, and budgets by using facts, relationships, the media, and messaging to educate government officials and the public. Advocacy can include many activities that a person or organization undertakes including media campaigns, public speaking, and commissioning and publishing research.

"Advocacy." Wikipedia, Wikimedia Foundation, 28 November 2020, [en.wikipedia.org/wiki/Advocacy](https://en.wikipedia.org/wiki/Advocacy)

## Advocacy IS...

- Action
- Engagement
- Supporting a cause
- Defining specific issues
- A positive message
- Leading

## Advocacy is NOT....

- Selling
- Marketing
- Begging
- Whining
- Letting someone else do it

## Putting the Advocacy Pieces Together

Advocacy can sometimes seem confusing, because when people talk about advocacy, they may be talking about different pieces of what in fact is an overall process. Some advocates will focus on local issues, others on statewide or federal issues. Whether it's community engagement, building an advocacy network, or getting the message out, all are part of a continuous, sustained process, or continuum, that involves four stages:

1. Laying the groundwork
2. Turning support into action
3. Advocating specific goals
4. Responding to opportunities and threats

Whether the goal is local support or federal legislation, the components are basically the same. Once you understand the pieces, and how they fit together, you will find it easier to be an effective advocate for your library at all levels. That's one of the reasons why involvement at the state level, for instance, can make you a more effective advocate at the local level.

## The Advocacy Continuum

### Laying the Groundwork

- Community engagement
- Building relationship
- Impact measures
- Personal stories

### Turning Support into Action

- Building support networks
- Getting the message out
- Resources for advocates
- Advocacy training

### Advocating for Specific Goals

- Local initiatives
- State funding
- Federal legislation
- International initiatives

### Responding to Opportunities and Threats

- Budget threats
- Legislative challenges
- Censorship challenges



# Why Be a Library Advocate?

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## Library advocates speak out for libraries because:

- They value the mission of publicly funded libraries to serve everyone who lives, visits, or works in their communities
- If those who benefit from library services don't actively support such services who will?
- Communities that hire, elect, and support library workers, trustees, and facilities do so because they value libraries. Supporters in such communities expect that the people they hire and elect will be their voice in fighting for the best library service possible.
- Studies show that if a community has a library, it is a successful community. We also know that this could change with decreased funding and increased technology needs. It is the job of a library advocate to keep the importance of libraries at the forefront of all interested parties' minds.
- Libraries are the safeguard to intellectual freedom. We know that everyone has the right to freedom of opinion and expression, and this right includes the freedom to hold opinions without interference and to seek, receive, and impart information and ideas through any media.
- The message that libraries are unique and valuable must be communicated loud and clear. We know that libraries today are more than just books. We are social places for meetings, we are human services for those who have needs for survival, we are the first door to learning for young children, and we are the place for internet use and training for lifelong learning. We are, and do, so much and we need to shout it out loud in our communities.
- Many people, even some elected officials, have a stereotyped image of libraries based on interactions that took place generations ago. We must update the image of libraries, librarians, and all library staff for the citizenry of the twenty-first century. We have the responsibility to promote our professionalism and worth to everyone.
- Legislators routinely deal with issues like funding cuts, filters, censorship, legislative mandates, and so much more that impact library services. We need to provide a quick response to emerging issues so that their votes can be informed by professional, informed advice.
- We know that in today's world there is intense competition for dollars and we must continue to fight for all library funding.
- Libraries are for everyone, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic status, political affiliation, and other human distinguishing characteristics.

# Getting Started: Know Your Library. Know Your Community.

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All advocacy begins with the community you serve, whether it is a city or town or other district, a college community, a school community, or a non-for-profit community. This means that the first important step is to understand that community, its composition, aspirations, challenges, and goals.

## You also need to know your library:

- Does your library have a mission statement?
- Are your library's strategic goals up to date? Do you know what they are?
- Are you subscribed to local, state and national library system, state, and association e-lists? (ALA, ILA, RAILS, IHLS, ISL)
- Do you know when your library board meets? Are there board packets you can read to learn what the library is doing?
- Do you know where to get the basic data that explains who is using your library?
- Do you know what services your library offers?

## When looking at your community, here are some of the critical questions you need to ask:

- Who are the community leaders/movers and shakers?
- Subscribe to e-lists that your community has available: city, school, park district, chamber, etc.
- Does the community have service organizations?
- What are the key businesses?
- Do you know the school curriculum?
- Can you describe your community?

And as important as understanding your community, you need to be actively engaged there.

## Some questions you need to consider:

- Are you a community leader?
- Are you engaged in your community outside of your library?
- Are you serving in leadership roles in your community?
- Are you attending meetings, events, coffees in your community?
- Do you invite other organizations and businesses to come into your library to promote themselves?
- Are you at the community "table"?
- Is your library serving as a "vehicle" for your community?

It has been said that "All politics is local," and this is particularly true where library advocacy is concerned. A good knowledge and understanding of your library and community and engagement with that community are the foundations of successful advocacy.

## With the knowledge and understanding you have gained, you are ready to become an important advocate. This is because:

- **YOU** are the person who knows what your community needs.
- **YOU** know what your library can do **right now**.
- Both **YOU** and your library exist within a larger community or organization such as your city, faith community, school, or business community
- **YOU** know how your library can fit within that larger community or organization, right now.

Now that you've laid the groundwork, you're ready for the next steps...





# Your Library Message

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Whether communicating with the public, with media, with library users, with community leaders, or with elected officials, it is important to communicate a clear, consistent, and concise message. If you work at a library or serve on a library board, what is your library all about? How are you making a difference in your community and in people's lives? If you're a library user or supporter, what makes the library important to you?

## The "Big Picture"

This message needs to focus on the big picture, but also on the specifics within your community. Some "big picture" messages are shared by all libraries and are the focus of national and statewide public awareness campaigns. Some of them are:

- Libraries transform lives
- Libraries transform communities
- Libraries are essential to lifelong learning
- Libraries are a smart investment—and an incredible value for your tax dollar

A number of other "big picture" messages relate to the current economic and pandemic situation:

- Libraries are first responders for those needing information and assistance
- Libraries are vital to a robust recovery
- Libraries are "bigger than a building"

ILA has developed a series of "Bigger than a Building" talking points that can be used to illustrate how the value of libraries extends far beyond in-building use. These have been particularly valuable messages during the pandemic, with many libraries able to provide only limited in-building access. These messages may be found at [www.ila.org/advocacy/bigger-than-a-building](http://www.ila.org/advocacy/bigger-than-a-building).

A number of resources exist for those working on messages that are specific to various types of libraries: public, school, academic and special. A good Illinois example is the "My Library Is..." project, featuring messages developed by RAILS and IHLS members. These may be found at [www.mylibraryis.org](http://www.mylibraryis.org).

## Your Local Library Message

Within these broad messages, you need to think about your local library message:

- What is unique and special about your library?
- What are your local library's issues?
- How is the library making a difference in your community?
- How has the library served the community during the pandemic, with many traditional services disrupted?
- How will your library help drive the recovery?

Your message is also important if you are looking to achieve specific goals of service improvement:

- What are your goals and plans?
- Are you looking to add services, hours?
- Are you looking to expand or renovate?
- How will these plans make a difference in the community and in people's lives? If you are a library user, how will these plans make a difference to YOU?

All of these messages need to be carefully crafted, concise, and widely shared so that community members and community leaders understand your library's value—and goals.



# Telling Your Library Stories

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As all great communicators understand, it is the specific story—backed by data—that drives home the point. It is the specific stories that dramatically illustrate what statistics only suggest.

## Remember...

The best advocates for change are those people who can tell a story that moves people to action... and you are the one who knows those stories best.

But capturing these stories is not always easy. For the most part, library staff may not be aware of the true impact of the services they provide. Whether they are children, students, parents, businesspeople, or the elderly, libraries have a profound impact on the lives of community members.

What are the components of a compelling library story?

- A problem
- A library intervention
- A happy ending
- One fact
- A real person
- A “phrase that pays”

The good news is that there are hundreds and hundreds of these real stories out there. The trick is to get library users to share those stories with you.

How can you get users to share their stories with you? Libraries can make this easier in a number of ways. Make it a practice to:

- Have a place for library patrons to write, text, or email their library experience
- Learn how to capture stories yourself: Don't be afraid to ask!
- Ask people to share or take photos (with permission)
- Post stories and photos on social media (again, with permission)

With a little practice, your users will appreciate the opportunity to talk about the ways in which the library is impacting their lives. And, you will have a growing array of stories you can use to dramatically illustrate the real impact your library has on real people.

The Reaching Across Illinois Library System, and the Illinois Heartland Library System have pages where you can share library stories—and see what stories other libraries have collected. ILA and the American Library Association always need stories that can show elected officials at the state and federal level how libraries are impacting people's lives. Many millions of dollars in local, state, and federal support have been secured because of the stories that you can tell.

# Using Data—and Stories—to Show Your Library's Impact and Value

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Data has always been—and will continue to be—important in advocating for your library. The fact that your library circulates a million items each year, or that thousands of children attend library story hours is as important as ever. In most communities, the library is the most widely used public service, and provides great monetary value for the tax support it receives. Most people have no idea just how much the library is used.

But the combination of data and the real stories you have now collected can be an incredibly powerful advocacy tool. Whether talking with community members, community leaders, or state and local officials, stories based on real people's experiences provide the emotional connection that numbers alone cannot.

Knowing that 2,000 children participated in the library summer reading program is valuable information, but knowing that James, a five-year-old with reading problems ended up becoming an avid reader over the course of the summer and is now "doing just great in school" this fall makes a much more dramatic point: "Kids who read succeed." Knowing that Jane's homebound elderly mother finds her library books a "life saver" during months of isolation brings dry circulation statistics to life much more than any chart or graph.

Stories can be used in presentations to local community groups, to illustrate talking points, and to support local, state, and even federal initiatives. The story you share can have as great an impact on a Senator in Washington, D.C., as it does on a neighbor next door.

With the messages you have developed—and the stories you can now tell—you are ready to put your advocacy plan into action.

# Developing Your Advocacy Plan

An advocacy plan is defined as a plan that is:

1. A detailed proposal for doing or achieving something
2. An intention or decision about what we are going to do

The good news? You already have a plan: to be a more effective advocate. That's actually the most important step.

## Your Library Advocacy Plan

A large library with many branches and staff may need to have a more complicated plan, but for most libraries a good advocacy plan does not need to be a multi-volume tome. In fact, the simpler it is, the more likely it is to be successful. The easiest way is to select areas of advocacy focus for the coming year, and for each area, identify one or two goals or activities. Here are some examples:

Focus Area	Goal or Activity
Building relationships	Reach out and meet with the heads of two new community groups this fall
Your library message	Develop a basic message about the library that can be shared in written communication, visits with community groups, and staff interactions with patrons
Library stories	Collect a new library story every week
Communicate the message	Share a new library story every week on social media
Developing relationships	Invite three new community groups to visit the library Invite your state rep to hold public office hours at your library



# Developing Your Advocacy Plan

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Having these goals and activities in writing will help keep you focused, and they can easily be shared and discussed with others. Everyone involved with the library—all your stakeholders—should know what the library advocacy goals are and how they can help move them forward.

Probably the simplest and most useful form of plan is a simple annual timeline and/or monthly checklist that outlines what activities need to occur, when they occur, and who does them.

In developing your plan, some of the things you'll need to think about are:

1. Set your goals and key issues: What are you advocating for (your message)?
2. Who is the audience you are advocating to?
3. Develop your talking points
4. Communicate your message: newsletters, social media, emailing, press releases, presentations
5. Who is going to deliver the message?
6. Build your network: Who are your key advocates to help you with your messaging?

Advocacy planning should be incorporated into the library's overall planning, and remember that a plan should always be fluid; it should be examined regularly and updated as circumstances change or as you evaluate the impact of specific activities.

## Your Personal Advocacy Plan

Within the broader context of your library plan, each of us should think about our personal advocacy goals. No matter what role we play in the library, advocacy is a great opportunity to display our leadership skills while advancing the goals of the library and community. And for the many libraries that are one-person operations, your library plan is your personal advocacy plan.

Is my goal to learn how to share the library message, or to find those library stories that demonstrate the library's impact on people's lives? Is my goal to help build better relationships with community groups I am part of? Is my goal to learn more about how I can be part of the advocacy team?

How do you see yourself as a more effective advocate?



# ● Putting Your Advocacy Plan into Action!

Illinois librarians, staff, trustees, friends, and community members are the heart of library advocacy. Successful advocacy grows from building relationships, strong messaging, solid action plans, and community support. Library advocacy should be a part of all libraries. Below are five key steps that all types of libraries can do with great success.

## Advocacy Action Tips for Public, Academic, Special, and School Librarians

### 1. Promote Your Library

- Promote the programs, services, messages, and tools of your library throughout your community, campus, company, and school.
- Create a newsletter, e-blast, and other tools that will reach all of your library users. If you are in a school or academic library, make sure parents and faculty are on your mail and e-mail lists and social media.
- Break the stereotype of the quiet library and unfriendly librarian; be fun, energetic, and open to new ideas.
- Tell your library story, share your library data, be transparent with everything you do, and be transparent with the difference your library is making

### 2. Network

- Get to know the administration staff and department chairs, company department heads, and community leaders. Make sure your library message is reaching them.
- Get to know the support staff for the administration and department chairs to make sure your library message is reaching them as well.

### 3. Be Social

- Don't be a stranger. Attend your community, campus, company, and school functions. Be prepared to talk about your library.

### 4. Make the Library a Destination

- Make your library an attractive, powerful, and fun place to visit, not only in its physical space, but virtual space as well.

### 5. Professional Involvement

- Know what is happening in the library profession. Join ALA and ILA and subscribe to your library system's e-news.
- Know what is happening on a local, state, and national level with advocacy and how you can get involved.
- If for some reason you cannot advocate for your institution, make sure you reach out to ILA or your library system and talk to someone in order for your voice to be heard. ILA has an advocacy committee that you can work with.

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# Building Your Advocacy Network

## Staff and Volunteers

Whether directors, managers, frontline, back-room, full-time, part-time, or volunteers, the people who work in libraries can be your most effective advocates. Effective staff and volunteer advocates:

- Understand their library and their community
- Know the mission of the library and its goals
- Know what services the library is offering
- Know what is happening in the library and in other departments
- Get engaged when they are offered advocacy training opportunities
- Understand and can communicate the library's issues and message
- Understand the difference between advocacy and lobbying

## Frontline Workers Are Key Advocates!

Frontline workers are those who directly interact with customers. In libraries, frontline workers include the circulation desk attendants, greeters, reference librarians, children's and teen librarians, program planners, outreach staff, and more. While the library director and department heads play critical roles in library advocacy, it is the frontline workers who see library users every day and interact with them on a much more personal level.

Frontline employees also tend to live in the community where they work. They use the local grocery stores, attend the local churches, their children are in the local schools, and they interact with their neighbors, who are more than likely to be local library card holders. They are often lifelong residents and know their community from the ground up.

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If you are a frontline staff member, you have an important role to play in advocating for your library. You should not only be aware of what is happening in your library, you should be talking about why your library is so important in your community!

How do you become a more effective frontline advocate?

- Understand your library, know the mission of the library, know what the services are, and what is happening at all times.
- Familiarize yourself with what is happening in the other departments of your library. Maybe attend some of the library programs. Ask if you can assist with programs or outreach programs.
- Make sure you read the library's e-news, website, and internal messages, and stay engaged.
- Ask how you can be a voice for your library. See if you can take some training to help you learn how to be a library advocate.
- Let your supervisor know you want to help promote what is happening in the library and that you want to be an advocate for the library.

# ● Building Your Advocacy Network

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## Library Friends

Every library of every type should think about forming a Library Friends group. Learn more about Friends groups at United for Libraries, a division of ALA, at [www.ala.org/united/friends/factsheets](http://www.ala.org/united/friends/factsheets). This includes not only public libraries; school, academic, and special libraries can all have effective Friends groups. It is always heartening to discover how many people really love the library, and are ready to help you spread the message. An active Friends group is a huge advocacy asset.

## Community Groups and Community Members

No matter what type of library you're involved with, you operate within a "community," whether it's a geographic area such as a municipality, a school district and its students, a college or university community, or a parent institution. Within these communities, population segments can easily be identified.

Sharing your library's message with community members can involve in-person conversations, mailings and newsletters, local media, and social media. The goal is to use multiple channels and to match your delivery mechanism with your audience. You should also be engaging your community through open forums, programs, and social events that provide an opportunity to talk about the library and its message.

And remember...You are not alone! Here are some of the groups that can be part of your support/advocacy network:

- Teachers
- Faculty
- Parent groups
- Students
- Service organizations
- Community leaders
- Chamber of Commerce members
- Who else??



# The Public Library Trustee as an Advocate

The following was taken from Urban Libraries Council; Leadership Brief, *Leadership Roles for Library Trustees*.

The trustee's advocacy role is broad and overarching. It includes raising the library's profile among decision makers and community stakeholders, showing how the library supports community priorities, supporting specific library and program needs and keeping the library and its work visible in the community. Successful advocacy grows out of broad knowledge about the library mission, goals and programs combined with a deep passion for the library as an essential anchor institution and a champion of equity, inclusion and democracy.

Examples of ways trustees carry out their advocacy role include:

1. Communicating with confidence and passion about the important role the library plays in the community in diverse settings rather than only in library-specific meetings
2. Becoming familiar with the range of library programs and services to be able to answer questions and speak with authority
3. Interpreting the library for local leaders to demonstrate how libraries support leadership and community priorities
4. Interacting with local leadership individually and as a group to strengthen connections and address specific issues
5. Wearing a library hat at all times to become known as someone who is connected to, knowledgeable about, and committed to supporting the library
6. Building public awareness of the library particularly among audiences who tend to fall out of the library's natural reach
7. Participating in meetings where library programs and priorities are being discussed and bringing the library into key conversations
8. Writing letters and communicating with decision makers in support of specific library priorities and needs in partnership with the library CEO to ensure consistent messages
9. Embracing advocacy for the library as an ongoing, front-line trustee responsibility

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# Developing a Relationship with Local Officials

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While your federal and state legislators are very important people in the legislative process it is your local officials who will help you build the foundation you need to cement your library's mission and importance in your community. You will be a library advocate when you follow some of these important steps:

- Make sure the mayor and all elected officials of your community are on your mailing and email lists.
- Keep them informed by sending them your periodic library newsletter and other communication pieces.
- If they are on social media, make sure you are following them.
- Invite your elected officials to the library for a tour. Take their picture. Post it in your library newsletter (print and online) and on library social media and website and email a copy to your official.
- When forming focus groups or writing your library's strategic plan, make sure you include your local elected and appointed officials.
- Check to see if your elected officials have a library card. If they do not, contact them and invite them to your library to get one and make a press event out of it.
- Select a program that your official could be involved in, such as a poetry reading, handing out awards to summer reading participants, or the like. Take their picture. Invite the press to cover the event. If the press cannot make it, send them a picture.
- If you have anyone on staff that is good with Photoshop and the ALA READ poster software, consider making READ posters with your elected officials and their favorite books. Hang them in the library, post online, and make sure your elected official gets a framed copy.
- Make space for your elected officials to conduct town halls and open meetings for their constituents in your library. You're not only supporting civic engagement for your community; you are also reinforcing your relationship with your officials.
- If you hear that your elected officials are appearing at a community forum, take time to stop by. Chances are most of the topics won't impact your library, but this is an opportunity for you to see your representative and let the officials know you appreciate their support.
- If possible, attend fundraisers for your elected officials. Your officials will appreciate you being there. Again, take a moment to thank them for their support of library issues.
- Speak to local groups, organizations, and agencies about library services and programming.
- Get involved and encourage your staff to become involved in other aspects of your community as well. Join business networking groups such as the Chamber of Commerce, Rotary, and the like.
- Develop partnerships with the park district, social service agencies, and other governmental and nonprofit entities that are offering programming and solving problems in your community.
- Be a problem solver in your community and bring together other community leaders to discuss local issues, concerns, and initiatives.

# Developing a Relationship with State and Federal Legislators

Never forget that your legislators are impactful people. Every day they make decisions that impact everyone in Illinois, and across the country. Your job is to develop a positive working relationship with them and be an effective advocate for your library.

## What is the first step to getting to know them?

When your legislator gets elected into office make sure you send a letter of congratulations and invite them to your library for a tour. Make sure all of your legislators are on your mail and email lists. If your legislators are on Facebook, you need to friend them. If they are on Twitter, you need to follow them.

## How do I connect with them?

- Make an appointment to meet with them either in your office or their office.
- If you cannot get an appointment directly with your legislator, ask to meet with a staff person. Building a relationship with your legislator's staff is just as important as building a relationship with your legislator. Legislators generally rely heavily on their staff when they are making legislative decisions.

## When I meet with them, what do I say, what do I bring?

- Your first meeting will usually be a short one. You will be introducing yourself and your library and talking briefly about issues that are of importance to your library and its users, who are also their constituents.
- Bring your business cards. You will give one to the administrative assistant or other staff person and one to the legislator.
- Bring things to the meeting that will showcase your library, such as:
  - Statistics about usage of your library.
  - Newspaper or online media that details a recent library program or service.
  - A testimonial from a satisfied patron.
  - Your newsletter featuring upcoming events.
  - The most recent "palm card," which presents ILA's state and federal legislative agenda on one piece of paper (available at [www.ila.org/advocacy](http://www.ila.org/advocacy))
  - An item with your library logo is always appreciated, such as a mug, pencil, or tote bag.

## What do I do after the meeting is over?

- Always end your appointment by thanking your elected officials for their support. Thank the administrative assistant or scheduler for any help they gave you in setting up the appointment.
- Send a thank you letter and enclose any answers to any unanswered questions you might have had during your meeting.



# Developing a Relationship with State and Federal Legislators

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## What else can I do to strengthen my relationship with my legislators?

- If your legislator recently passed a piece of legislation you can support, take the time to congratulate them. The official will appreciate your support.
- Check to see if your elected officials have a library card. If they do not, contact them and invite them to your library to get one and make a press event out of it.
- Invite your elected officials to come for a tour of your library. Take their picture. Post it in your library newsletter (print and online) and on library social media and website and email a copy to your official.
- Select a program that the official could be involved in such as a poetry reading, handing out awards to summer reading participant, and the like. Take their picture. Invite the press to cover the event. If the press cannot make it, send them a picture.
- If you have anyone on staff that is good with Photoshop and the ALA READ poster software, consider making READ posters with your elected officials and their favorite books. Hang them in the library, post online, and make sure your elected official gets a framed copy.
- Make space for your elected officials to conduct town halls and open meetings for their constituents in your library. You're not only supporting civic engagement for your community; you are also reinforcing your relationship with your officials.
- If you hear that your elected officials are appearing at a community forum, take time to stop by. Chances are most of the topics won't impact your library, but this is an opportunity for you to see your representative and let the official know you appreciate their support.
- If possible, attend fundraisers for your elected officials. Your officials will appreciate your being there. Again, take a moment to thank them for their support of library issues.
- You'll think of other ways to engage your legislators as you get to know them. Once they get to know you, they will start to think of you as their expert on library issues and will contact you from time to time to get your take on a specific issue.

# Communicating Your Legislative Message

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Communicating your legislative message can take many different forms. The best way to communicate is to do so in person. The Illinois Library Association (ILA) hosts annual Library Legislative Meet-ups throughout the state at the beginning of each legislative calendar year, usually in the months of February and March. You should be aware of the Meet-ups and make sure you not only attend, but know if your state or federal representatives are attending. If you or your representative can not attend, make sure you follow up with them afterwards so you can make sure they have the important library advocacy messages they need to move any library votes forward with success.

Remember, advocacy does not stop with one event or one meet-up. It continues all year long. Both the American Library Association (ALA) and ILA will reach out to you with high alert advocacy messages throughout the year and ask you to reach out to your representative to let them know how their vote will affect the library. You can communicate with your representative with a letter, phone call, or email. Below are some tips on how to do that with success.

## Letter Writing

Letters are a simple and powerful way to let a legislator know how you feel. Legislators will pay attention to a letter because letters represent votes, and each letter is deemed to represent several like-minded citizens. Remember; with the new security measures, your letter may take up to two to three weeks to get delivered. As a result, for urgent matters it is okay to email your letters. Visit [www.ila.org/advocacy](http://www.ila.org/advocacy) to look up your state and federal officials.

- Individually written letters, rather than mass form letters, make a greater impression on a legislator.
- Make sure you use proper salutations for each representative.
- Always be specific. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, be sure to identify its full name and number, e.g. House Bill: HB\_\_\_\_, Senate Bill: SB\_\_\_\_. Try to send your letter while the issue is still alive.
- State your position. Explain why you support or oppose this particular issue. Keep in mind that local examples concerning the impact of this legislation are very powerful. Be courteous and to the point, keeping your letter focused on one issue.
- Ask for a response. Indicate to your legislator that you would appreciate a reply containing their position on the issue. "Sincerely yours" is a proper way to conclude your letter.
- Follow up. If you agree with your legislator's vote, take the time to let them know that. Similarly, if you disagree with the vote, inform your legislator.
- It is recommended that all written correspondence to your federal legislators be sent to their Illinois district office. This is due to the fact that written communication sent to Washington DC must go through a large amount of security checks and by the time it gets to the legislator it is damaged and the content obsolete. You can find your federal legislators' address by checking their websites.
- Check the Illinois General Assembly website at [www.ilga.gov](http://www.ilga.gov) to find out when the Illinois legislature is in session. When the legislature is out of session it is more effective to send your letter to your legislator's district office.



# Communicating Your Legislative Message

## Telephone Calls

A personal phone call to a legislator or his staff is an effective form of communication. If you already have a relationship with your legislator, it is most likely your phone call will take top priority. Remember, do not get discouraged if your call does not get past the legislator's receptionist. The receptionist will make note of your call and log it as "for" or "against" an issue and relay the message to the legislator or his/her aide.

- Begin your call by giving your name and address.
- If calling about a bill, give the bill name, sponsor, and number.
- Be brief in explaining your position and give examples if possible.
- Add concrete information to support or not support a bill or issue.
- Ask if the legislator has decided on the bill or issue you are calling about.
- If possible, ask if the legislator will co-sponsor the bill you are supporting.
- Always be pleasant and thank the person you are speaking with.
- Always get the person's name that you are speaking with and follow up with a thank you note.

## Email

While email can be very effective with some legislators, please remember that most legislators get hundreds of emails and a phone call or a letter is really the most effective. However, when time is of essence an email should be used. Having a personal relationship with your legislator will make your email more effective. You should follow the same general rules as when writing mailed correspondence.

- Put your name and address at the top of your message so it is clear that you are a constituent.
- Be very brief and personal. If you are working from a form message, personalize it.
- Make your view known in the subject line (e.g., "Support the library") and do not expect a response. Staff may check only the subject lines to gauge public opinion on a particular issue.
- Avoid attachments, because they are rarely read.
- Use e-mail sparingly to avoid being considered "spam."
- Proof carefully, especially when writing in haste. Mistakes may cost you credibility.
- Make sure you include your full name and your complete mailing address, and telephone number so that the legislator knows how to contact you if they find it necessary.
- Illinois legislators have a drop-down box for email on their legislator websites and you can use this when you want to email a legislator.

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# Online Advocacy Resources

There are many excellent tools online for the library community to use to get ready to advocate their message. It would be a good practice for all librarians and library advocates to bookmark some of the following websites and check them daily in order to stay current and fresh with library issues.

The Illinois General Assembly provides links to the following information at [www.ilga.gov](http://www.ilga.gov):

- **Legislation and Laws:** All proposed Illinois bills and resolutions are listed here, along with the Illinois Compiled Statutes and the full text of the Illinois Constitution.
- **Senate:** Here is a full list of the senators with short biographies, the bills they sponsor, their district, their party affiliation, and committee roles. A full list of Senate committees, with transcripts and FOIA information, is also available.
- **House:** Here is a full list of the representatives with short biographies, the bills they sponsor, their district, their party affiliation, and committee roles. A full list of House committees, with transcripts and FOIA information, is also available.

ALA provides the following advocacy topic links at [www.ala.org/advocacy](http://www.ala.org/advocacy):

- Advocacy & Public Policy
- Banned & Challenged Books
- Equity, Diversity & Inclusion
- Intellectual Freedom
- Literacy
- Public Awareness

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ILA provides the following advocacy topic links at [www.ila.org](http://www.ila.org):

- Look Up Your State and Federal Elected Officials
- 2020–2022 Illinois Library Days and Dates to Remember
- Bigger Than a Building
- Advocacy Toolkit
- ILA Public Policy Principles
- Making Your Case
- Top Ten Advocacy Tips
- Policies and Procedures
- Creating or Changing Illinois State Law
- Legislative Issues
- Intro to Property Taxes for IL Libraries
- Illinois Minimum Wage Resources
- Census 2020 Resources
- TIFs and Public Library Districts in IL



# Online Advocacy Resources

## Illinois Resources

- Illinois Library Association, [www.ila.org/advocacy](http://www.ila.org/advocacy)
- Reaching Across Illinois Library System, [www.railslibraries.info](http://www.railslibraries.info)
- Illinois Heartland Library System, [www.illinoisheartland.org](http://www.illinoisheartland.org)
- Illinois State Library, [www.cyberdriveillinois.com/departments/library/](http://www.cyberdriveillinois.com/departments/library/)
- Illinois Association of School Library Educators (AISLE), [www.aisled.org](http://www.aisled.org)
- Consortium of Academic and Research Libraries in Illinois (CARLI), [www.carli.illinois.edu](http://www.carli.illinois.edu)

## Additional Resources

- American Library Association, [www.ala.org/advocacy](http://www.ala.org/advocacy)
- <http://www.ala.org/united/>  
United for Libraries: A division of the American Library Association is geared to Friends of Libraries, Library Trustees and Library Foundations.
- <https://www.facebook.com/geekthelibrary/>  
Geek the Library is a community awareness campaign designed to highlight the vital role of public libraries and raise awareness about critical funding issues.
- <http://www.ala.org/acrl/>  
Association of College & Research Libraries is home to all academic library information, resources, reports, events, and more.
- <http://www.ala.org/aasl/>  
American Association of School Librarians is home to all school library resources, tools, forums, events, and more.
- <https://www.ala.org/pla/>  
Public Library Association is home to all public library resources, tools, forums, events, and more.
- <https://www.sla.org/>  
Special Libraries Association has comprehensive tools for all special librarians.



## Indian Prairie PL

### Federal

Richard Durbin – Senator  
Tammy Duckworth - Senator  
Bill Foster – Representative

### Illinois

John Curran – Senator  
Jim Durkin – Representative

### Local Government:

#### Burr Ridge:

Mayor: Gary Grasso

Trustees:

Anita Mital  
Guy Franzese  
Russell Smith  
Al Paveza  
Antonio Schiappa  
Joseph T Snyder

#### Darien:

Mayor: Joseph A Marchese

Aldermen:

Joseph A Kenny  
Michael J Coren  
Ted V Schauer  
Lester Vaughn  
Thomas M Chlystek  
Mary Coyle Sullivan  
Eric K Gustafson  
Thomas J Belczak

#### Willowbrook:

Mayor: Frank A Trilla

Trustees:

Deborah A Hahn  
Mark Astrella  
Sue Berglund  
Umberto Davi  
Michael Mistele  
Gayle Neal  
Gregory Ruffolo



# Indian Prairie Public Library

## Meeting Ground Rules

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