

Board Agenda
May 12, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our May 12, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. May 12, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:

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International numbers available: <https://us02web.zoom.us/j/kbfzPgb4uk>

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

- A. Roll Call
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,
Crystal Megaridis, Victoria Suriano
- B. Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.
- C. Public Comment
- D. Communications and Announcements
 - 1. Marchese to Bukovac re: Darien Plan Page 3
 - 2. Darien Transition Plan Page 5
 - 3. Bukovac to Marchese re: Library's Plan Page 10
 - 4. Marchese to Bukovac re: Response to Library's Plan Page 12
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, February 26, 2020 Page 13
 - 2. Minutes of Emergency Board Meeting, March 14, 2020 Page 16
 - 3. Building and Grounds Committee Meeting Minutes,
March 2, 2020 Page 17
 - 4. Action on Bills/Additional Bills (February-April) Page 18
 - 5. Ordinance #2020-2 Authorizing Public Library
Non-Resident Cards Page 31

Board Agenda
May 12, 2020 – 6:30 p.m.

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|----|--|---------|-------------|
| F. | Items Deleted from Omnibus Consent Agenda | | |
| G. | Library Director's Report | Page 33 | Information |
| H. | Reports | | |
| | 1. Treasurer's Report (February-April) | Page 34 | Information |
| I. | Unfinished Business | | |
| | None | | |
| J. | New Business | | |
| | 1. Providing for Return of Materials and Curbside Pick-Up | Page 46 | Action |
| | 2. Staff Compensation | Page 59 | Action |
| | 3. Fines | | Action |
| | 4. Non-Resident Cards | | Action |
| | 5. Authorize Library Director to Make Temporary Policy and Service Changes in Consultation with Board President in Order to Plan and Implement Transitions in Response to COVID-19 | | Action |
| | 6. Budget | | Discussion |
| | 7. Renovation Update | | Information |
| K. | Adjournment | | |

From: Joe Marchese <jmarchese@darienil.gov>

Sent: Tuesday, May 5, 2020 3:25 PM

To: April Padalik <april@darienichamber.com>; Stephanie Gurgone <sgurgone@darienparks.com>; Steven Gorsky <sgorsky@dwfd.org>; Jamie Bukovac <jamieb@ippl.info>; frmike.okeefe@ourladyofmtcarmel.org <frmike.okeefe@ourladyofmtcarmel.org>; smolinaro@tristatefd.com <smolinaro@tristatefd.com>; mbaron@olopdarien.org <mbaron@olopdarien.org>; nskweresdyc@gmail.com <nskweresdyc@gmail.com>; Joan Wayman <Joan@joanwayman.com>; Kerry Foderaro <kfoderaro@cassd63.org>; Bob Carlo <bcarlo@darien61.org>; gpurpura@kingswoodacademy.org <gpurpura@kingswoodacademy.org>; Pokorny Lyp,Arwen <apokorny@hinsdale86.org>; andrew@modelldarien.com <andrew@modelldarien.com>; Tina Beilke <jtnk@comcast.net>

Cc: Michael J. Coren <mjcoren@darienil.gov>; JoAnne E. Ragona <jragona@darienil.gov>; Tom Belczak <tbelczak@darienil.gov>; Thomas Chlystek <TChlystek@darienil.gov>; Ted schauer <tschauer@darienil.gov>; Eric Gustafson <egustafson@darienil.gov>; Joseph Kenny <jkenny@darienil.gov>; Lester Vaughan <lVaughan@darienil.gov>; Mary Sullivan <MSullivan@darienil.gov>; Bryon Vana <bvana@darienil.gov>; Dan Gombac <dgombac@darienil.gov>

Subject: Darien Transition Plan

TO: Darien Community Leaders

Good afternoon; I hope this email finds all of you doing well as we deal with the ramifications of the COVID-19 pandemic. I realize that it hasn't been easy for any of our agencies as we have had to make adjustments to our service programs, our budgets and our staffing. When I ran for mayor last year, I could never have guessed that my tenure would include a crisis that would provide challenges to our economic environment and to the personal health and safety of our residents. I believe we have responded well as a community and I want to thank all of you for your commitment to those you serve; I believe that Darien will be stronger as a result of the efforts of its governmental, civic, business, educational and religious communities.

That said, I would like to share some information with you, and in return ask each of you for your assistance in meeting our future challenges, specifically, how we go about reopening our Darien Community. The City of Darien is a member of the DuPage Mayors and Managers Conference which is comprised of mayors and managers from all thirty-four DuPage County communities. During this crisis, I have had an opportunity to confer with these leaders as we each developed mitigation programs within our community, and I've had an opportunity to learn and adopt programs to Darien that have had success in other communities. In turn, I've had the opportunity to share our proposal for abating our 2019 Food and Beverage Tax to our local restaurants and bars which is a program other municipalities are working to adopt for their own communities. As you probably can guess, this organization through its supportive network has greatly assisted each of our thirty-four communities.

Recently, our discussions have turned to how we can convince Governor Pritzker to adopt a regional approach toward allowing counties such as DuPage to create and adopt programs that would lead to a data driven phasing in of our business, recreational, service, religious and educational programs. Last week, our conference composed a letter to the governor that respectfully and diplomatically urges him to adopt a regional approach to this pandemic. Our DuPage County data is such that we see a clear difference between our needs and concerns and those of Cook and the City of Chicago. Concurrently, we have developed a task force comprised of leaders from the conference along with representatives of the DuPage County Board and the DuPage Public Health Department working to create a phased in program that would allow each community to reopen according to parameters that

would work to bring us online while also monitoring the transmission of the virus. It is our hope to submit this to the governor and receive his approval to implement this plan. All thirty-four communities will have to approve this plan prior to sending it to the governor. As a member of this group, I've had input into this process, and my hope is that we can see this plan implemented prior to May 31.

Any decision by the governor to allow our communities to reopen will have a significant impact on all of you as leaders within our community. Your needs are unique, and the success of reopening our Darien community is dependent on establishing good lines of communication between each of our groups. I would like to formalize that communication process and ask that we all work together in developing our response/plan as it pertains to our individual groups. I would be more than happy to have the City act as the clearinghouse for all of our ideas so that we can properly disseminate information to our residents and each of the groups we serve. I am not an expert in how this might affect each of your groups, but you are, even as you struggle to deal with this crisis, you are best prepared to implement a plan which meets your specific needs; I'm simply asking you to share your plan with the entire group.

I've attached a very rough draft of a transition plan that I submitted to the DuPage Mayors and Managers. While it is a very incomplete plan, it is a start and hopefully as we refine it, it will act to serve all of our needs. Please take a look at this plan and provide me your input. When I receive our task force plan from the DuPage Mayors and Managers, I will share that document with each of you. I want to thank all of you for taking time to consider this offer; please feel free to contact me anytime either by email (jmarchese@darienil.gov), or by phone at 630-353-8108.

I would like to leave you with a quote that I believe has significant meaning for all of us:

"And once the storm is over, you won't remember how you made it through, how you managed to survive. You won't even be sure whether the storm is really over.

But one thing is certain. When you come out of the storm, you won't be the same person who walked in. That's what this storm is all about." Haruki Murakami

Best Wishes to All of You!

Joseph A. Marchese

**Mayor, City of Darien
630-353-8108
Celebrating "50" Years!**

To receive important information from the City of Darien sign up for our electronic newsletter:

DARIEN DIRECT CONNECT

Follow the link and subscribing is simple!

<http://www.darien.il.us/Reference-Desk/DirectConnect.aspx>



CITY OF DARIEN – TRANSITION PLAN

APRIL/MAY PHASE:

Keys to Implementation:

1. Implement Strict Social Distancing
2. Support the Health Care System
3. Increase Symptomatic Testing
4. Support Voluntary Isolation (Specifically those most vulnerable)
5. Encourage Public to Wear Face Masks
6. Monitor Workforce Needs
7. Prioritize Service Program Needs
8. Strategically Leverage Stimulus Funding

Key Actions:

- Business and Local Government and County Offices will be allowed to open and allowed the flexibility to staff their offices in such a way as to provide a safe environment for their employees
 - Employees will wear masks and employ social distancing;
 - Employees who can work remotely will be encouraged to continue working from home;
- Allow Businesses, previously listed as non-essential (retail) to reopen utilizing the same social distancing procedures enacted for previously listed essential (grocery stores) businesses.
 - Employees and customers will be required to wear masks;
 - Businesses will have the flexibility to determine the limit of customers allowed in the store/business at one time;
- Golf courses and state parks will be allowed to reopen
 - *Reference the May 1 Golf Operational Restrictions provided by the Illinois Department of Commerce.*
- Allow restaurants to open for on-site service
 - All dine in will require online or by phone reservations;
 - Patrons must wear face masks into the restaurant;
 - Table seating must allow for 6-10 feet social distancing;
 - Non reservation customers will be seated only if social distancing can be maintained;
 - Restaurant staff must wear gloves and facial masks;
 - Tables must be sanitized between customer seating;
- Barbershops, Hairdressers, Massage Parlors and Other Personal Services

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- Services by appointment only; no walk ins;
 - Customers must wear masks upon entry into business;
 - Staff must wear masks during the duration of their service to the customer;
 - Massage Parlors must sanitize and change linens between each customer appointment;
 - **Automotive Service and Sales will be allowed to reopen**
 - Sales and service by appointment;
 - Sales/service personnel and customers must wear masks;
 - Showrooms should be sanitized daily or individual cars after a customer appointment;

June/July

Keys to Implementation:

1. Strategic Community Reintegration
2. Maintain Physical Distancing
3. Identify Levels of Immunity in the Workforce
4. Maintain Strict Physical Distancing for Vulnerable Populations
5. Maintain Symptomatic Isolation
6. Prevent any reverting back to Previous Phase
7. Institute Employee Normalization
8. Conduct a Workforce Assessment
9. Solicit Community Stakeholder Response

Key Actions:

- **Open governmental offices such as the Department of Motor Vehicles, along with state and local training facilities.**
 - Police/Fire Fighter Training facilities that will insure that our new recruits are receiving the proper training in order to transition to full service public safety positions;
 - Training supervisors and trainees will wear face masks and practice social distancing;
 - Training classes will be reduced in size to promote social distancing;
 - The DMV will reopen in order to facilitate the following in priority order;
 - Real ID Cards
 - Driver's License Renewals

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- CDL Licenses
 - Issuance of New License Plates/Stickers
 - All governmental facilities that reopen will do so with limited access and allow each unit the opportunity to determine limits/restrictions that facility the safety and their personnel and their clientele.
 - **Local Park Districts** that operate recreational programs will have the flexibility to provide services to clientele that allows for social distancing and minimizes the transmission of the virus;
 - *Programs that involve the use of exercise equipment will not reopen at this time;*
 - Programs that involve indoor activity such as aerobics, yoga, etc. will have limited enrollment, more spacing between clients, availability of cleansing stations, while requiring all clients to provide their own equipment;
 - Playgrounds will be open for limited use; signs will be posted limiting the equipment to a specified number of children under parental supervision;
 - Sanitary wipes and cleansing stations will be available at each playground entrance, and parents will be required to wash their child's hands prior to and following the use of the equipment;
 - Ice Arenas will be open for limited open skate; skating equipment not provided by the client will be sanitized following the use of the rental client;
 - *Arenas will NOT be open for team play at this time.*
 - Pre-School and Daycare Programs will be limited in number; park district personnel will be given the flexibility to determine class sizes;
 - Equipment must be sanitized and staff must wear facemasks, and separate clients as much as possible.
 - **Religious Institutions;**
 - Churches will be allowed the flexibility to offer Saturday and Sunday services;
 - Members of the congregation will be seated in every other church pew;
 - Members of the congregation will wear face masks;
 - Church pews will be sanitized prior to and following services;
 - Items such as holy water fountains, church items (crosses, etc.) will not be utilized by the congregation, although parishioners can use their own church materials;
 - Churches distributing "communion" wafers will be required to have all those involved in distributing communion to sanitize their hands prior to distribution of the wafer; only wafers will be distributed;
 - Churches will not hold gatherings in their church halls following services; if a church chooses to hold a seminar for religious reasons

- during the week, attendance will be limited and staff and clients will be required to wear masks and practice social distancing;
- Church services for weddings, Funerals and Baptisms will be limited to no more than 100 participants and must follow guidelines established for Sunday services.
- **Sports Activities/Gatherings:**
 - *Team sporting activities will not take place during this time period.*
 - **Other Sporting Venues:**
 - Bowling alleys will be allowed to open under limited conditions;
 - No more than two bowlers per lane/alley;
 - Bowlers will be separated by at minimum two lanes;
 - Bowling lanes will be sanitized following each use;
 - Bowling shoes and bowling balls used by clients will be sanitized after use;
 - Concessions will be allowed for limited item selections.
 - **Other Entertainment Venues:**
 - Entertainment venues such a movie theatres will be allowed to reopen;
 - Theatres will be limited to two showings in the same seating area each weekday and three times on weekends;
 - Theatre patrons and staff must wear face masks;
 - Seating will be limited and patrons will be required to sit two seats from one another;
 - Theatre personnel will sanitize seats prior to and following movie seatings;
 - Theatres can provide concessions on a limited basis.
 - **Fests, Parades, Concerts:**
 - *The community will refrain from conducting outdoor festivals, parades and concerts during the June/July period.*
 - **Banquet Halls:**
 - Will be allowed to reopen (late June) for events such as weddings, funeral luncheons, family celebrations and special programs;
 - While full seating will be allowed, efforts must be made to separate tables by at least 6 – 10 feet with no more than 6 individuals per table;
 - Personnel must wear face masks;
 - Equipment used must be sanitized between each seating/event.

August/September October - December

Keys to Implementation

1. Reopen Schools
2. Begin Lifting Community Restrictions
3. Maintain Increase in Symptomatic Testing
4. Strategically Reduce Physical Distancing
5. Practice a Strategic Review to Determine Efficiency and Effectiveness of Actions
6. Institutionalize Business Practices that worked effectively during earlier phases of the crisis
7. Develop Revenue Improvement Plan for Community/Governmental Bodies
8. Develop Business Recovery Plan

Key Actions:

- Schools:
 - All public and private institutions will reopen following sanitizing procedures preceding their programs reopening;
 - School personnel should wear masks and practice social distancing;
 - Where possible, class sizes should be set up to separate students as much as possible; schools will have the flexibility to determine how to best meet the needs of their students and the limits that can be reasonably set for operations while maintaining school safety, i.e., staggered scheduling;
 - Special considerations should be made for students who are immuno-compromised;
 - Lunchrooms and other large gathering areas should be limited in use during the August/September time period.

- October/November
 - Health experts indicate that a second wave of the Coronavirus may occur during the October through November time period. They note that second waves are sometimes more dangerous than the first wave, especially as we move into flu season. For that reason, the following actions should be taken:
 - Maintain an abundant supply of PPE equipment;
 - Continue to emphasize social distancing;
 - Continue to emphasize the need to wear masks;
 - Maintain and increase ICU beds, Ventilators and Emergency Room procedures that are currently in use.

From: Jamie Bukovac <jamieb@ippl.info>

Sent: Wednesday, May 6, 2020 12:04 PM

To: Joe Marchese <jmarchese@darienil.gov>; April Padalik <april@darienichamber.com>; Stephanie Gurgone <sgurgone@darieniparks.com>; Steven Gorsky <sgorsky@dwfd.org>; frmike.okeefe@ourladyofmtcarmel.org; smolinaro@tristatefd.com; mbaron@olopdarien.org; nskweresdyc@gmail.com; Joan Wayman <Joan@joanwayman.com>; Kerry Foderaro <kfoderaro@cassd63.org>; Bob Carlo <bcarlo@darien61.org>; gpurpura@kingswoodacademy.org; Pokorny Lyp, Arwen <apokorny@hinsdale86.org>; andrew@modelldarien.com; Tina Beilke <jtnk@comcast.net>

Cc: Michael J. Coren <mjcoren@darienil.gov>; JoAnne E. Ragona <jragona@darienil.gov>; Tom Belczak <tbelczak@darienil.gov>; Thomas Chlystek <TChlystek@darienil.gov>; Ted schauer <tschauer@darienil.gov>; Eric Gustafson <egustafson@darienil.gov>; Joseph Kenny <jkenny@darienil.gov>; Lester Vaughan <LVaughan@darienil.gov>; Mary Sullivan <MSullivan@darienil.gov>; Bryon Vana <bvana@darienil.gov>; Dan Gombac <dgombac@darienil.gov>

Subject: Re: Darien Transition Plan

Hello Mayor Marchese,

I hope you and your family are doing well. Thank you very much for reaching out and sharing Darien's plans. We appreciate the coordinated effort. We also appreciate your efforts in working with the other mayors and the governor to establish a safe and viable reopening plan that is data-driven in support of Darien and DuPage County.

The library has been working hard to do what we can for the community given the restrictions. While staff have been working at home we have been able to institute a chat service as well as route phone calls to staff so that we are able to stay in touch with residents. We had already been offering a wide variety of digital materials and usage of those collections has increased dramatically. Staff have also done an amazing job of developing digital programming options including story times, reading book buddies, crafts, concerts, book discussions, and current event discussions. We've maintained contact with the schools and recently started a weekly zoom meeting of staff from our schools' resource centers.

We've also been printing PPE on our 3D printer, providing Amita Health Care with 134 headbands and 96 chin straps so far.

As a governmental entity the library chose to initially offer only online services to support the governor's stay-at-home order as well as in consideration of what local agencies did. When the governor issued the EO that allows non-essential businesses to start curbside pick-up we felt that this was an area that the library could develop in order to provide materials to our residents. We also know that our residents want to return the materials they currently have in their homes.

We are planning on allowing return of materials in our drive-up exterior book returns starting May 8. These materials would be moved to a holding area in the building for a quarantine period of seven days. Studies currently show that 72 hours is sufficient for quarantine of books, etc. but, with the building closed, we have the space to quarantine for a full week and will err on the side of caution. Adding back this service responds to our residents' requests to get materials out of their homes and return them to the library.

Once the materials are quarantined they will be checked-in and returned to the shelves which leads to the next service we are planning, that of curbside pick-up. We are establishing procedures that provide for the safety of staff and patrons. Staffing would be limited to up to six staff a

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closed, we have the space to quarantine for a full week and will err on the side of caution. Adding back this service responds to our residents' requests to get materials out of their homes and return them to the library.

Once the materials are quarantined they will be checked-in and returned to the shelves which leads to the next service we are planning, that of curbside pick-up. We are establishing procedures that provide for the safety of staff and patrons. Staffing would be limited to up to six staff at a time with staff stations spread out in our 42,000SF building. We've been collecting masks, gloves, disinfectants, hand sanitizer, etc. Curbside would be handled in a manner similar to what restaurants have been doing with the residents remaining in their car and staff placing a bag of items in their trunk or back seat. This curbside service responds to our residents' requests that they want physical materials. We are considering starting the curbside pick-up service on Monday, May 18.

While we have established no time frame for residents returning to the library building, we are working on phased plans for bringing the public into the building that range from allowing a limited number of people at one time with social distancing and no seating in the building to fully operational.

One area of concern that we have for the community is access to the Internet. Given the level of unemployment we're not sure if people are able to continue to pay for Internet service in their homes. We'd be interested in any information as to the need for access to the Internet in our community.

Reading Darien's Transition Plan I feel that providing for return of materials and curbside pick-up aligns with the city's key actions identified for April/May. Please feel free to share with me, or any of our trustees, your thoughts about the library's plans.

Best to all!

Jamie

From: Joe Marchese <jmarchese@darienil.gov>
Sent: Wednesday, May 6, 2020 4:23 PM
To: Jamie Bukovac <jamieb@ippl.info>
Subject: RE: Darien Transition Plan

TO: Jamie Bukovac

Thank you for your response to my email. I appreciate the efforts you are making to serve our community and your future plans (residents returning books and curbside pickup) are excellent ideas. If you like, we will place information in our next Darien Direct Connect as to the dates you've established for book returns (May 8) and curbside pickup (May 18). I'll try to get you more information on Internet Services; when you formalize your curbside pickup program, please let me know and we will put those details out to the public.

We are currently discussing the Governor's Five Phase Restore Illinois Plan and it will be the main topic of my Mayor's Zoom Conference tomorrow morning. I have a number of questions regarding the plan, and hopefully some of my colleagues will have answers to my questions. I promise to keep you informed of any new information that I receive.

Many thanks for detailing your plans for our dissemination --- your efforts are greatly appreciated.

Joseph A. Marchese

Mayor, City of Darien
630-353-8108
Celebrating "50" Years!

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 26, 2020

**Board of Trustees Regular Meeting
February 26, 2020 – 6:30 p.m.**

A. Roll Call

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

Present: Donald Damon, Taylor Frawley, Marian Krupicka, Victoria Suriano

Absent: Asma Akhras, Crystal Megaridis (arrived at 7:45 p.m.)

Staff Present: Jamie Bukovac, Maria Wlosinski

Others:

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

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

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

C. Public Comment

D. Communications and Announcements

- 1. Library Trustee Forum March 14, 2020
- 2. Marchese to Suriano re: 2020 Citizen of the Year

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, January 15, 2020
- 2. Action on Bills/Additional Bills
- 3. Determination to Dispose of Personal Property
Krupicka moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

H. Department Reports

I. Staff Report – none

J. Reports

- 1. Treasurer’s Report – backup in packet.
- 2. Chamber Reports – backup in packet.

- 3. RAILS – backup in packet.
- 4. Building and Grounds Committee – no report.
- 5. Finance Committee – no report
- 6. Planning/Outreach Committee – no report.
- 7. Policy Committee – no report.

K. Unfinished Business

- 1. Proposed Floor Plan and Renovation Budget – Last month Tiffany and Dan from Product Architecture presented a proposed renovation floor plan and budget. Tonight the Trustees reiterated their feeling that the proposed plan falls in line with our patron surveys, staff and trustee discussions as well as our strategic plan and new service model. Damon moved, Frawley seconded to approve the proposed floor plan and renovation budget as presented by Product Architecture at the January 15th Board meeting. Ayes: Damon, Frawley, Krupicka, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.
- 2. Open Trustee Position – Bukovac reported that a library patron from Darien contacted her for information about the open trustee position. Bukovac will send her an application. The Board will conduct interviews at the March Board meeting.

L. New Business

- 1. Fundraising – The Board discussed whether to create an ad hoc committee. Items to be addressed include whether to establish sponsorship levels/naming rights, a kick-start campaign, and general promotion ideas. Bukovac noted that there won't be time for a fundraiser event. It was determined that Bukovac will bring a proposed plan to the April meeting.

M. Scheduled Meetings

- 1. Meeting with Product Architecture, Monday, March 2, 1:30 p.m.

N. At 7:10 p.m. Krupicka moved, Frawley seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Frawley, Krupicka, Suriano. Nays: None. Absent: Akhras, Megaridis. Motion carried unanimously.

O. Return to Open Session

At 7:13 p.m. Damon moved, Frawley seconded to go back into open session. Roll call vote. Motion carried unanimously.

- 1. Closed Session Minutes, 1/16/19 - Krupicka moved, Frawley seconded to approve the closed session minutes dated 1/16/19. Motion carried unanimously.
- 2. Open or Close All Closed Session Minutes - Damon moved, Frawley seconded to keep all closed session minutes closed. Motion carried unanimously.

P. At 7:15 p.m. Damon moved, Frawley seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Damon, Frawley, Krupicka, Suriano. Nays: None.

Absent: Akhras, Megaridis (arrived at 7:45 p.m.). Motion carried unanimously

Q. Return to Open Session

At 8:02 p.m. Krupicka moved, Megaridis seconded to go back into open session. Roll call vote. Motion carried unanimously.

1. Director's Salary Increase – Krupicka moved, Frawley seconded to award a 3% increase and set the Director's salary at \$138,185 per annum and to award a bonus of \$2,500. Motion carried unanimously.
2. Any Other Actions - none

R. Community Events

S. Library Event

T. Adjournment

At 8:08 p.m. Megaridis moved, Frawley seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Donald Damon, Acting-Secretary

16

Indian Prairie Public Library
Emergency Board of Trustees Meeting
March 14, 2020 – 9:30 a.m.
Minutes

Vice President Damon called the meeting to order at 9:35 a.m. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Victoria Suriano (attended by phone)

Absent: Taylor Frawley

Staff Present: Jamie Bukovac, Laura Birmingham

The purpose of the meeting is to discuss COVID-19 closure of the library.

Bukovac reported that the local schools have closed, that the Governor has ruled all schools in Illinois closed through March 30, and that all libraries around us have closed.

Megaridis moved, Damon seconded to follow the Governor's edict and close at 1pm on March 14th and remain closed until Monday, March 30th. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

Akhras moved, Damon seconded to pay all staff during the closure. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

Akhras moved, Krupicka seconded that there be no fines charged during the closure, until at least 4/5. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

Akhras moved, Krupicka seconded to give authority to Bukovac and Suriano to continue to monitor the situation and make decisions as necessary. Ayes: Akhras, Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Frawley. Motion carried unanimously.

At 10:46 a.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Acting-Secretary

Indian Prairie Public Library
Building & Grounds Committee Minutes
March 2, 2020 – 1:30 p.m.

Present: Akhras, Damon, Krupicka, Megaridis, Suriano, Bukovac, Birmingham, Stovall, Sheehan, Williams, Lucarelli, Tiffany Nash, Dan Pohrte, Samantha Sheppard

The architects reviewed a variety of flooring and there was preliminary discussion about the makerspace.

Adjourn 3:10 p.m.

ACTION ON BILLS FEBRUARY 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4173 - 4268	\$ 97,666.14
Fifth Third-Salaries	753 - 770	\$ 6,404.11
Hinsdale Bank-Direct Deposits	& 29818 - 29969	\$ 110,014.85
MONTH'S TOTAL:		\$ 214,085.10

Indian Prairie Public Library District Account QuickReport - Vendors

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As of February 27, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Liability Check	02/06/2020	4173	Nationwide Retirement	934.94
Liability Check	02/06/2020	4174	Vantagepoint	1,380.79
Liability Check	02/06/2020	4175	State Disbursement Unit	493.94
Liability Check	02/06/2020	4176	State Disbursement Unit	166.76
Bill Pmt Check	02/07/2020	4177	Alphagraphics	143.10
Bill Pmt Check	02/07/2020	4178	American Library Association	78.39
Bill Pmt Check	02/07/2020	4179	Art Excursions, Inc.	335.00
Bill Pmt Check	02/07/2020	4180	Baker & Taylor	1,932.83
Bill Pmt Check	02/07/2020	4181	Baker & Taylor (video)	15.98
Bill Pmt Check	02/07/2020	4182	Bal Industries	390.00
Bill Pmt Check	02/07/2020	4183	Blackstone Audio, Inc.	90.00
Bill Pmt Check	02/07/2020	4184	Brodart Co.	35.29
Bill Pmt Check	02/07/2020	4185	Case Lots Inc.	424.45
Bill Pmt Check	02/07/2020	4186	Cengage Learning, Inc.	138.05
Bill Pmt Check	02/07/2020	4187	Children's Plus Inc.	932.89
Bill Pmt Check	02/07/2020	4188	Colonial Life	82.53
Bill Pmt Check	02/07/2020	4189	Comcast	193.35
Bill Pmt Check	02/07/2020	4190	DEMCO	519.15
Bill Pmt Check	02/07/2020	4191	DuPage County Public Works	771.56
Bill Pmt Check	02/07/2020	4192	Dynegy Energy Services	4,475.01
Bill Pmt Check	02/07/2020	4193	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	02/07/2020	4194	Illinois Library Association	300.00
Bill Pmt Check	02/07/2020	4195	Ingram Library Services	266.71
Bill Pmt Check	02/07/2020	4196	Jensen, Heather Forster	7.48
Bill Pmt Check	02/07/2020	4197	Jensen, Shirley P	95.29
Bill Pmt Check	02/07/2020	4198	McLaughlin, R. Joseph	206.00
Bill Pmt Check	02/07/2020	4199	Midwest Tape	6,440.59
Bill Pmt Check	02/07/2020	4200	Neviol Inc.	4,725.00
Bill Pmt Check	02/07/2020	4201	OverDrive	5,454.56
Bill Pmt Check	02/07/2020	4202	Quill	864.63
Bill Pmt Check	02/07/2020	4203	Recorded Books, LLC	182.43
Bill Pmt Check	02/07/2020	4204	Runco	31.22
Bill Pmt Check	02/07/2020	4205	Sebert Landscaping	4,506.00
Bill Pmt Check	02/07/2020	4206	Stovall, Ann	142.45
Bill Pmt Check	02/07/2020	4207	Team One Repair, Inc.	933.00
Bill Pmt Check	02/07/2020	4208	Thomson Reuters West	77.27
Bill Pmt Check	02/07/2020	4209	Today's Business	2,305.00
Liability Check	02/20/2020	4210	Nationwide Retirement	934.94
Liability Check	02/20/2020	4211	Vantagepoint	1,380.79
Liability Check	02/20/2020	4212	State Disbursement Unit	493.94
Liability Check	02/20/2020	4213	State Disbursement Unit	141.11
Bill Pmt Check	02/20/2020	4214	AT&T	437.51
Bill Pmt Check	02/20/2020	4215	Baker & Taylor	2,106.72
Bill Pmt Check	02/20/2020	4216	BCBS	14,170.00

Indian Prairie Public Library District Account QuickReport - Vendors

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As of February 27, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	02/20/2020	4217	Blackstone Audio, Inc.	45.00
Bill Pmt Check	02/20/2020	4218	Book Page	588.00
Bill Pmt Check	02/20/2020	4219	Carrera, Kristin	1,450.00
Bill Pmt Check	02/20/2020	4220	Case Lots Inc.	300.25
Bill Pmt Check	02/20/2020	4221	Cengage Learning, Inc.	290.36
Bill Pmt Check	02/20/2020	4222	Children's Plus Inc.	623.01
Bill Pmt Check	02/20/2020	4223	Dudek, Debra/Fountaindale PL VOIDED	0.00
Bill Pmt Check	02/20/2020	4224	DuPage County Clerk	10.00
Bill Pmt Check	02/20/2020	4225	Groot Industries, Inc.	371.59
Bill Pmt Check	02/20/2020	4226	Ingram Library Services	123.78
Bill Pmt Check	02/20/2020	4227	Lucas Holdings, LLC	635.22
Bill Pmt Check	02/20/2020	4228	Midwest Tape	1,854.94
Bill Pmt Check	02/20/2020	4229	OverDrive	1,560.54
Bill Pmt Check	02/20/2020	4230	Principal Life Insurance Company	1,156.72
Bill Pmt Check	02/20/2020	4231	Product LLC	4,001.73
Bill Pmt Check	02/20/2020	4232	Recorded Books, LLC	106.97
Bill Pmt Check	02/20/2020	4233	Runco	34.59
Bill Pmt Check	02/20/2020	4234	Scharping, Ronald A.	200.00
Bill Pmt Check	02/20/2020	4235	Specialty Mat Service	196.86
Bill Pmt Check	02/20/2020	4236	TMobile	45.55
Bill Pmt Check	02/20/2020	4237	Today's Business	2,627.10
Bill Pmt Check	02/20/2020	4238	U.S. Postal Service (PostageByPhone)	2,000.00
Bill Pmt Check	02/20/2020	4239	Uline	365.03
Bill Pmt Check	02/20/2020	4240	Unique Management	62.65
Bill Pmt Check	02/20/2020	4241	Dudek, Debra	150.00
Bill Pmt Check	02/27/2020	4242	Asimakopoulos, Jennifer	44.03
Bill Pmt Check	02/27/2020	4243	Bank of America	6,381.90
Bill Pmt Check	02/27/2020	4244	Call One	228.82
Bill Pmt Check	02/27/2020	4245	Canon Financial Services, Inc.	221.00
Bill Pmt Check	02/27/2020	4246	Case Lots Inc.	438.90
Bill Pmt Check	02/27/2020	4247	Comcast	193.35
Bill Pmt Check	02/27/2020	4248	Dames, Mary	18.98
Bill Pmt Check	02/27/2020	4249	Dell Marketing L.P.	84.68
Bill Pmt Check	02/27/2020	4250	Fox Valley Fire & Safety	1,270.99
Bill Pmt Check	02/27/2020	4251	FSS Technologies	112.50
Bill Pmt Check	02/27/2020	4252	Goddard, Leslie Elizabeth	325.00
Bill Pmt Check	02/27/2020	4253	Graham Cracker Comics	73.80
Bill Pmt Check	02/27/2020	4254	Hazelgrove, William	250.00
Bill Pmt Check	02/27/2020	4255	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	02/27/2020	4256	Indian Prairie Library Foundation	60.00
Bill Pmt Check	02/27/2020	4257	Jensen, Shirley P	45.51
Bill Pmt Check	02/27/2020	4258	McBriarty, Patrick	250.00
Bill Pmt Check	02/27/2020	4259	NCPERS Group Life	48.00
Bill Pmt Check	02/27/2020	4260	Neviol Inc.	650.00
Bill Pmt Check	02/27/2020	4261	OverDrive	856.93

Indian Prairie Public Library District Account QuickReport - Vendors

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As of February 27, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	02/27/2020	4262	Quill	682.83
Bill Pmt Check	02/27/2020	4263	Runco	6.94
Bill Pmt Check	02/27/2020	4264	Sebert Landscaping	2,852.00
Bill Pmt Check	02/27/2020	4265	Sheehan, Debbie	75.07
Bill Pmt Check	02/27/2020	4266	Sphero, Inc	2,750.98
Bill Pmt Check	02/27/2020	4267	VSP Vision	171.16
Bill Pmt Check	02/27/2020	4268	Wlosinski, Maria	36.23
Total 10122 - Fifth Third Checking				97,666.14
TOTAL				97,666.14

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	02/07/2020	3,485.32
EFTPS-Federal	Payroll taxes	02/07/2020	18,574.12
ILDOR-State	Payroll taxes	02/21/2020	3,468.15
EFTPS-Federal	Payroll taxes	02/21/2020	18,512.38
IMRF	Payroll Pension	02/21/2020	20,424.33
DAC	Deposit to HRA	02/04/2020	207.07
DAC	Deposit to HRA	02/11/2020	175.25
DAC	Deposit to HRA	02/12/2020	162.90
DAC	Deposit to HRA	02/19/2020	329.38
DAC	Deposit to HRA	02/25/2020	225.45
Nicor	Gas	02/11/2020	1,092.85
INB Bank/5/3	Credit Card Fee	02/03/2020	223.85
Hinsdale Bank	Fee-Direct Deposit	02/03/2020	15.00

ACTION ON BILLS MARCH 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4269 - 4348	\$ 102,113.88
Fifth Third-Salaries	771 - 791	\$ 10,993.43
Hinsdale Bank-Direct Deposits	& 29970 - 30124	\$ 110,088.85
MONTH'S TOTAL:		\$ 223,196.16

Indian Prairie Public Library District Account QuickReport - Vendors

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As of March 27, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Liability Check	03/05/2020	4269	State Disbursement Unit	493.94
Liability Check	03/05/2020	4270	State Disbursement Unit	132.57
Liability Check	03/05/2020	4271	Nationwide Retirement	934.94
Liability Check	03/05/2020	4272	Vantagepoint	1,380.79
Bill Pmt Check	03/11/2020	4273	Asimakopoulos, Jennifer	1,180.42
Bill Pmt Check	03/11/2020	4274	Baker & Taylor	7,659.25
Bill Pmt Check	03/11/2020	4275	Blackstone Audio, Inc.	491.21
Bill Pmt Check	03/11/2020	4276	BP Contractors Corp.	4,620.00
Bill Pmt Check	03/11/2020	4277	Carrera, Kristin	650.00
Bill Pmt Check	03/11/2020	4278	Case Lots Inc.	499.75
Bill Pmt Check	03/11/2020	4279	Cengage Learning, Inc.	158.83
Bill Pmt Check	03/11/2020	4280	Center Point Large Print	48.69
Bill Pmt Check	03/11/2020	4281	Children's Plus Inc.	2,934.35
Bill Pmt Check	03/11/2020	4282	Colonial Life	82.53
Bill Pmt Check	03/11/2020	4283	Creekside Printing	6,710.76
Bill Pmt Check	03/11/2020	4284	DEMCO	394.85
Bill Pmt Check	03/11/2020	4285	Edwardsville Public Library	9.95
Bill Pmt Check	03/11/2020	4286	Garvey's Office Products	45.34
Bill Pmt Check	03/11/2020	4287	Grass Roots Press	400.09
Bill Pmt Check	03/11/2020	4288	Heritage House Florist	59.95
Bill Pmt Check	03/11/2020	4289	Ingram Library Services	798.90
Bill Pmt Check	03/11/2020	4290	Jensen, Heather Forster	2.30
Bill Pmt Check	03/11/2020	4291	LaTour, Kristin L. VOIDED	0.00
Bill Pmt Check	03/11/2020	4292	LexisNexis Matthew Bender	159.43
Bill Pmt Check	03/11/2020	4293	Midwest Tape	6,412.58
Bill Pmt Check	03/11/2020	4294	OverDrive	2,192.27
Bill Pmt Check	03/11/2020	4295	RAILS	200.00
Bill Pmt Check	03/11/2020	4296	Recorded Books, LLC	326.67
Bill Pmt Check	03/11/2020	4297	Runco	223.25
Bill Pmt Check	03/11/2020	4298	SenSource	300.00
Bill Pmt Check	03/11/2020	4299	Showcases	233.93
Bill Pmt Check	03/11/2020	4300	The Teaching Company Sales, LLC	289.90
Bill Pmt Check	03/11/2020	4301	Thomson Reuters West	77.27
Bill Pmt Check	03/11/2020	4302	Toulaimat, Sundus	3.50
Bill Pmt Check	03/11/2020	4303	Uline	234.31
Liability Check	03/19/2020	4304	State Disbursement Unit	493.94
Liability Check	03/19/2020	4305	State Disbursement Unit	161.41
Liability Check	03/19/2020	4306	Nationwide Retirement	934.94
Liability Check	03/19/2020	4307	Vantagepoint	1,380.79
Bill Pmt Check	03/23/2020	4308	American Library Association	66.00
Bill Pmt Check	03/23/2020	4309	AT&T	436.38
Bill Pmt Check	03/23/2020	4310	Baker & Taylor	1,376.06
Bill Pmt Check	03/23/2020	4311	Bal Industries	1,080.00
Bill Pmt Check	03/23/2020	4312	CareerBuilder Employment Screening, LLC	109.00
Bill Pmt Check	03/23/2020	4313	Case Lots Inc.	135.65

Indian Prairie Public Library District Account QuickReport - Vendors

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As of March 27, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	03/23/2020	4314	Cengage Learning, Inc.	471.46
Bill Pmt Check	03/23/2020	4315	Chicago Tribune	248.00
Bill Pmt Check	03/23/2020	4316	Children's Plus Inc.	51.93
Bill Pmt Check	03/23/2020	4317	DEMCO	199.59
Bill Pmt Check	03/23/2020	4318	Dynegy Energy Services	3,668.61
Bill Pmt Check	03/23/2020	4319	Fox Valley Fire & Safety	1,479.69
Bill Pmt Check	03/23/2020	4320	Garvey's Office Products	34.37
Bill Pmt Check	03/23/2020	4321	Groot Industries, Inc.	368.81
Bill Pmt Check	03/23/2020	4322	Indian Prairie Library Foundation	250.00
Bill Pmt Check	03/23/2020	4323	Ingram Library Services	49.51
Bill Pmt Check	03/23/2020	4324	Kroeschell Service	8,781.60
Bill Pmt Check	03/23/2020	4325	LM Information Delivery, Inc.	114.23
Bill Pmt Check	03/23/2020	4326	Neviol Inc.	4,725.00
Bill Pmt Check	03/23/2020	4327	OverDrive	1,064.37
Bill Pmt Check	03/23/2020	4328	Pioneer Press	26.00
Bill Pmt Check	03/23/2020	4329	Quill	1,272.38
Bill Pmt Check	03/23/2020	4330	Recorded Books, LLC	40.50
Bill Pmt Check	03/23/2020	4331	Sebert Landscaping	2,357.00
Bill Pmt Check	03/23/2020	4332	Sheehan, Debbie	17.97
Bill Pmt Check	03/23/2020	4333	Specialty Mat Service	196.86
Bill Pmt Check	03/23/2020	4334	TMobile	37.44
Bill Pmt Check	03/23/2020	4335	Unique Management	35.80
Bill Pmt Check	03/20/2020	4336	Bank of America	8,125.07
Bill Pmt Check	03/27/2020	4337	Alarm Financial	76.50
Bill Pmt Check	03/27/2020	4338	BCBS	15,909.27
Bill Pmt Check	03/27/2020	4339	Canon Financial Services, Inc.	221.00
Bill Pmt Check	03/27/2020	4340	Comcast	193.35
Bill Pmt Check	03/27/2020	4341	Dames, Mary	29.93
Bill Pmt Check	03/27/2020	4342	DuPage County Public Works	728.44
Bill Pmt Check	03/27/2020	4343	Eskew, Joe	80.62
Bill Pmt Check	03/27/2020	4344	LM Information Delivery, Inc.	2,029.55
Bill Pmt Check	03/27/2020	4345	NCPERS Group Life	48.00
Bill Pmt Check	03/27/2020	4346	New York Times, The	1,110.93
Bill Pmt Check	03/27/2020	4347	Principal Life Insurance Company	1,339.09
Bill Pmt Check	03/27/2020	4348	VSP Vision	214.32

Total 10122 - Fifth Third Checking
TOTAL

102,113.88
102,113.88

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	03/06/2020	3,652.91
EFTPS-Federal	Payroll taxes	03/06/2020	19,792.06
ILDOR-State	Payroll taxes	03/20/2020	3,584.34
EFTPS-Federal	Payroll taxes	03/20/2020	19,554.60
IMRF	Payroll Pension	03/23/2020	21,965.51
DAC	Deposit to HRA	03/03/2020	314.07
DAC	Deposit to HRA	03/10/2020	168.81
DAC	Deposit to HRA	03/10/2020	259.54
DAC	Deposit to HRA	03/17/2020	89.90
DAC	Deposit to HRA	03/24/2020	100.53
DAC	Deposit to HRA	03/31/2020	63.14
Nicor	Gas	03/16/2020	1,194.59
INB Bank/5/3	Credit Card Fee	03/03/2020	204.94
Hinsdale Bank	Fee-Direct Deposit	03/02/2020	Credit -20.00

ACTION ON BILLS APRIL 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4349 - 4413	\$ 96,099.75
Fifth Third-Salaries	792 - 818	\$ 8,181.79
Hinsdale Bank-Direct Deposits	& 30125 - 30338	\$ 166,436.47
MONTH'S TOTAL:		\$ 270,718.01

Indian Prairie Public Library District Account QuickReport - Vendors

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As of April 30, 2020

Type	Date	Num	Name	Amount
10122 · Fifth Third Checking				
Liability Check	04/02/2020	4349	Nationwide Retirement	934.94
Liability Check	04/02/2020	4350	Vantagepoint	1,380.79
Liability Check	04/02/2020	4351	State Disbursement Unit	493.94
Liability Check	04/02/2020	4352	State Disbursement Unit	147.53
Liability Check	04/10/2020	4353	LIMRICC	1,295.47
Bill Pmt Check	04/10/2020	4354	Baker & Taylor	5,894.45
Bill Pmt Check	04/10/2020	4355	Birmingham, Laura	1,159.35
Bill Pmt Check	04/10/2020	4356	Blackstone Audio, Inc.	352.46
Bill Pmt Check	04/10/2020	4357	Bunn, David	32.16
Bill Pmt Check	04/10/2020	4358	Case Lots Inc.	109.00
Bill Pmt Check	04/10/2020	4359	Cengage Learning, Inc.	212.21
Bill Pmt Check	04/10/2020	4360	Center Point Large Print	147.37
Bill Pmt Check	04/10/2020	4361	Colley Elevator Co.	398.00
Bill Pmt Check	04/10/2020	4362	Colonial Life	82.53
Bill Pmt Check	04/10/2020	4363	Groot Industries, Inc.	366.17
Bill Pmt Check	04/10/2020	4364	Ingram Library Services	78.54
Bill Pmt Check	04/10/2020	4365	Midwest Tape	6,123.38
Bill Pmt Check	04/10/2020	4366	OverDrive	8,272.51
Bill Pmt Check	04/10/2020	4367	PitneyBowes	165.00
Bill Pmt Check	04/10/2020	4368	Recorded Books, LLC	153.37
Bill Pmt Check	04/10/2020	4369	Thomson Reuters West	82.68
Bill Pmt Check	04/10/2020	4370	Uline	88.91
Liability Check	04/16/2020	4371	Nationwide Retirement	934.94
Liability Check	04/16/2020	4372	Vantagepoint	1,380.79
Liability Check	04/16/2020	4373	State Disbursement Unit	493.94
Liability Check	04/16/2020	4374	State Disbursement Unit	166.76
Bill Pmt Check	04/20/2020	4375	AT&T	434.30
Bill Pmt Check	04/20/2020	4376	Baker & Taylor	2,017.16
Bill Pmt Check	04/20/2020	4377	Blackstone Audio, Inc.	135.00
Bill Pmt Check	04/20/2020	4378	Bottom Line Personal	39.00
Bill Pmt Check	04/20/2020	4379	Call One	515.63
Bill Pmt Check	04/20/2020	4380	Dynegy Energy Services	3,309.77
Bill Pmt Check	04/20/2020	4381	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	04/20/2020	4382	Ingram Library Services	15.35
Bill Pmt Check	04/20/2020	4383	Investor's Business Daily	349.00
Bill Pmt Check	04/20/2020	4384	Kwilas, Susan	206.00
Bill Pmt Check	04/20/2020	4385	Lynch, Terrence	150.00
Bill Pmt Check	04/20/2020	4386	Motion Picture Licensing Corporation	208.89
Bill Pmt Check	04/20/2020	4387	Neviol Inc.	4,725.00
Bill Pmt Check	04/20/2020	4388	OverDrive	2,656.38
Bill Pmt Check	04/20/2020	4389	Rivistas Subscription Services	1,023.68
Bill Pmt Check	04/20/2020	4390	Sebert Landscaping	805.00
Bill Pmt Check	04/20/2020	4391	Stovall, Ann	142.50
Bill Pmt Check	04/20/2020	4392	SWAN	11,791.50

Indian Prairie Public Library District Account QuickReport - Vendors

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As of April 30, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	04/20/2020	4393	TMobile	37.44
Bill Pmt Check	04/20/2020	4394	Today's Business	895.00
Bill Pmt Check	04/20/2020	4395	Unique	17.90
Bill Pmt Check	04/20/2020	4396	Wlosinski, Maria	24.73
Bill Pmt Check	04/20/2020	4397	NicholsYehling, Michelle	125.00
Liability Check	04/30/2020	4398	Nationwide Retirement	934.94
Liability Check	04/30/2020	4399	Vantagepoint	1,402.66
Liability Check	04/30/2020	4400	State Disbursement Unit	493.94
Liability Check	04/30/2020	4401	State Disbursement Unit	138.97
Bill Pmt Check	04/30/2020	4402	Bank of America	6,015.40
Bill Pmt Check	04/30/2020	4403	BCBS	12,514.51
Bill Pmt Check	04/30/2020	4404	Canon Solutions America Inc.	412.33
Bill Pmt Check	04/30/2020	4405	Case Lots Inc.	136.80
Bill Pmt Check	04/30/2020	4406	Cengage Learning, Inc.	127.96
Bill Pmt Check	04/30/2020	4407	Malinova, Alena	750.00
Bill Pmt Check	04/30/2020	4408	NCPERS Group Life	48.00
Bill Pmt Check	04/30/2020	4409	OverDrive	1,461.12
Bill Pmt Check	04/30/2020	4410	Principal Life Insurance Company	1,194.84
Bill Pmt Check	04/30/2020	4411	Product LLC	9,000.00
Bill Pmt Check	04/30/2020	4412	Specialty Mat Service	196.86
Bill Pmt Check	04/30/2020	4413	Very Smart People LLC	200.00
Total 10122 · Fifth Third Checking				<u>96,099.75</u>
TOTAL				<u><u>96,099.75</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

April 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	04/03/2020	3,603.74
EFTPS-Federal	Payroll taxes	04/03/2020	19,831.66
ILDOR-State	Payroll taxes	04/17/2020	3,451.58
EFTPS-Federal	Payroll taxes	04/17/2020	18,803.28
IMRF	Payroll Pension	04/30/2020	32,471.52
DAC	Deposit to HRA	04/07/2020	619.00
DAC	Deposit to HRA	04/08/2020	186.54
DAC	Deposit to HRA	04/14/2020	474.85
DAC	Deposit to HRA	04/21/2020	115.83
DAC	Deposit to HRA	04/28/2020	423.66
Nicor	Gas	04/14/2020	1,218.77
INB Bank/5/3	Credit Card Fee	04/13/2020	114.51
Hinsdale Bank	Fee-Direct Deposit	04/17/2020	84.00

ORDINANCE #2020-2

2020 ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2020-2021 fiscal year, commencing July 1, 2020 and ending June 30, 2021, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

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

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2020-2021, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 12th day of May, 2020, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

Director's Report
May 2020

Items:

I've provided the memos and procedures relative to adding back return of materials and providing curbside pick-up. I am not looking for any action but made it an action item in case there is an action the board would like to take.

I've provided a background memo about staff compensation and considerations going forward.

For overdue fines, all items currently checked out are due June 3. Items checked out May 18 will be due June 8. SWAN is providing an option of "no fines for now" where a library can remove fines from their loan rules for a period of time. Some libraries are removing fines into August in support of their Summer Challenge. Westmont and Hinsdale have just passed policy to remove fines for good. Libraries are feeling that, given the unemployment in communities, fines should not be charged. In addition, libraries don't want to handle money once patrons are coming into their buildings. Due to being closed we have not collected fines since March. We budget about \$50,000 in fine revenue per year.

Once libraries closed SWAN changed all library card expiration dates to July 2020 including non-resident cards. During this time we, and other libraries, have offered a digital card that patrons could register for online. We are letting anyone who lives in Darien, Willowbrook, and Burr Ridge sign up for this card. The access to digital materials is good for 90 days from the time they register. We have not had many register for this card. The state library has stated that, "ISL legal counsel has advised that given the current situation and measures to address the pandemic, a flexible interpretation of the nonresident rules should be applied." Many libraries are focusing on providing free non-resident cards to students in their school district. I'm not sure if they'll continue this practice once they start providing physical materials.

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

2/29/2020

Balance on hand as of January 31, 2020.....	3,159,476.04
Cash Receipts for February.....	44,010.74
Cash Disbursements for February.....	280,981.15
Cash on hand as of February 29, 2020.....	2,922,505.63

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.658%

General.....	742,318.20
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,861.64
Children's Endowment.....	3,053.00
Endowment.....	11,818.00
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	67,826.35
Hinsdale Bank & Trust - Checking.....	60,099.41
Fifth Third - Savings - Rate 1.35%	
General.....	100,771.36
Petty Cash/Circulation.....	404.00
Balances as of February 29, 2020.....	2,922,505.63

FUND BALANCES AS OF 2/29/2020

Corporate Fund.....	2,802,898.04
Building & Maintenance Fund.....	21,518.72
I.M.R.F. Fund.....	(9,330.20)
Liability Fund.....	(483.41)
Social Security Fund.....	3,448.74
Special Reserve Fund.....	5,860.64
Current Liabilites.....	98,593.10
Grand Total All Funds.....	2,922,505.63

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

35

Percent of Year: 66.67

	RECEIVED FEBRUARY 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,594,007.41	98.21%	3,659,490.00	65,482.59
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	11.40	0.00%	0.00	-11.40
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,594,018.81	98.21%	3,659,490.00	65,471.19
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	769.27	769.27	0.00%	0.00	-769.27
TOTAL INTERGOVERNMENTAL	769.27	53,930.52	101.45%	53,161.00	-769.52
INTEREST					
43500 · Interest - Investment	1,354.33	19,670.46	131.14%	15,000.00	-4,670.46
TOTAL INTEREST	1,354.33	19,670.46	131.14%	15,000.00	-4,670.46
DESK MONIES					
45100 · Copier	337.10	2,517.41	54.73%	4,600.00	2,082.59
45120 · Computer Copies	1,287.80	10,002.61	66.68%	15,000.00	4,997.39
45130 · Fax	276.14	1,379.70	137.97%	1,000.00	-379.70
45200 · Fines/Fees	3,212.01	28,958.58	57.92%	50,000.00	21,041.42
45250 · Gifts/Donations	0.00	1,054.79	210.96%	500.00	-554.79
45300 · Lost Materials	655.51	7,260.52	90.76%	8,000.00	739.48
45350 · Non-Resident Fees	7,796.65	65,333.73	71.02%	92,000.00	26,666.27
45400 · DVD Fines	21.25	692.50	57.71%	1,200.00	507.50
45450 · Top Picks	6.00	150.00	37.50%	400.00	250.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	0.50	341.89	34.19%	1,000.00	658.11
45650 · 3D Printing	8.60	405.70	162.28%	250.00	-155.70
45660 · Carvey	0.00	43.50	87.00%	50.00	6.50
45700 · Passport Fees	4,235.00	21,976.20	87.91%	25,000.00	3,023.80
45750 · Notary Fees	123.00	1,029.30	73.52%	1,400.00	370.70
TOTAL DESK MONIES	17,959.56	141,433.93	70.44%	200,800.00	59,366.07
OTHER INCOME					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	282.00	588.04	29.40%	2,000.00	1,411.96
46800 · Collection Agency Fee	10.00	130.00	65.00%	200.00	70.00
49000 · Operating Transfer In	4,001.73	26,459.40	0.00%	0.00	-26,459.40
TOTAL OTHER INCOME	4,293.73	28,402.19	979.39%	2,900.00	-25,502.19
GRAND TOTAL	24,376.89	3,837,455.91	97.61%	3,931,351.00	93,895.09

Operating Transfer In reflects \$26,459.40 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$6,555.09

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

36

Percent of Year: 66.67

	February 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	161,484.58	1,364,209.20	60.11%	2,269,405.00	905,195.80	2,317,046.00	58.88%
61310 · Benefits - Medical / Life Ins.	12,640.67	96,653.36	55.32%	174,732.00	78,078.64	184,000.00	52.53%
61330 · Benefits - IMRF	15,243.39	115,039.54	57.14%	201,318.00	86,278.46	212,000.00	54.26%
61340 · Benefits - FICA	12,200.75	103,522.91	60.71%	170,513.00	66,990.09	183,000.00	56.57%
61400 · Staff Development	550.44	10,517.40	52.59%	20,000.00	9,482.60	24,000.00	43.82%
61600 · Board Development	0.00	181.72	18.17%	1,000.00	818.28	2,000.00	9.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	445.53	1,838.55	64.58%	2,847.00	1,008.45	3,800.00	48.38%
TOTAL PERSONNEL	202,565.36	1,697,808.68	59.65%	2,846,078.00	1,148,269.32	2,935,846.00	57.83%
MATERIALS							
62100 · Books	6,811.40	92,206.28	51.98%	177,400.00	85,193.72	180,500.00	51.08%
62200 · Periodicals	814.48	12,430.42	46.86%	26,525.00	14,094.58	28,000.00	44.39%
62300 · Audio	2,421.12	17,565.49	47.03%	37,350.00	19,784.51	40,000.00	43.91%
62400 · Video	4,296.91	25,241.08	56.15%	44,950.00	19,708.92	48,000.00	52.59%
62500 · Multi-Media	2,382.16	5,291.19	47.03%	11,250.00	5,958.81	12,000.00	44.09%
62600 · eMaterials	10,269.91	115,753.75	69.26%	167,140.00	51,386.25	180,000.00	64.31%
62700 · Console Games	19.99	3,676.17	52.52%	7,000.00	3,323.83	7,500.00	49.02%
62800 · ESL	0.00	138.96	13.90%	1,000.00	861.04	1,300.00	10.69%
62900 · Materials Supplies	998.86	12,737.26	60.65%	21,000.00	8,262.74	27,000.00	47.18%
TOTAL MATERIALS	28,014.83	285,040.60	57.75%	493,615.00	208,574.40	524,300.00	54.37%
BUILDING							
63200 · Cleaning Service	5,961.86	45,132.45	63.12%	71,500.00	26,367.55	88,000.00	51.29%
63300 · Utilities (1-8-11 · Gas)	1,092.85	4,524.50	37.70%	12,000.00	7,475.50	26,000.00	17.40%
63300 · Utilities (1-8-12 · Electric)	4475.01	36,153.54	57.39%	63,000.00	26,846.46	78,000.00	46.35%
63300 · Utilities (1-8-13 · Telephone)	426.69	3,237.68	73.58%	4,400.00	1,162.32	15,000.00	21.58%
63300 · Utilities (1-8-14 · Water/Sewer)	771.56	9,060.34	120.81%	7,500.00	-1,560.34	20,000.00	45.30%
63300 · Utilities (1-8-15 · Garbage Disposal)	371.59	3,149.20	78.73%	4,000.00	850.80	17,000.00	18.52%
63350 · Building Supplies	217.74	5,043.88	84.07%	6,000.00	956.12	10,000.00	0.00%
63400 · Maintenance Supplies	2,931.65	8,158.38	74.17%	11,000.00	2,841.62	32,000.00	25.49%
63500 · Security System Monitoring	112.50	414.00	51.75%	800.00	386.00	11,000.00	3.76%
63600 · Property Maintenance	7,358.00	19,945.76	49.86%	40,000.00	20,054.24	55,000.00	36.27%
63800 · Building Maintenance/Repair	1,423.06	11,698.98	39.00%	30,000.00	18,301.02	50,000.00	23.40%
TOTAL BUILDING	25,142.51	146,518.71	58.56%	250,200.00	103,681.29	402,000.00	36.45%
OPERATIONS							
64200 · Supplies - Office	2,007.51	7,490.18	57.62%	13,000.00	5,509.82	16,000.00	12.55%
64300 · Photocopy Supplies	441.81	2,322.65	46.45%	5,000.00	2,677.35	6,000.00	38.71%
64400 · Patron Card Supplies	635.22	635.22	105.87%	600.00	-35.22	1,000.00	63.52%
64450 · Passport Postage	0.00	1,231.30	53.54%	2,300.00	1,068.70	4,000.00	0.00%
64500 · Postage	2,010.45	6,319.46	143.62%	4,400.00	-1,919.46	5,000.00	126.39%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	55.21	1,179.62	157.28%	750.00	-429.62	1,100.00	107.24%
64800 · Organizational Memberships	444	1,625.50	46.44%	3,500.00	1,874.50	4,000.00	40.64%
64900 · Bank Fees	238.85	1,838.06	61.27%	3,000.00	1,161.94	4,000.00	45.95%
TOTAL OPERATIONS	5,833.05	23,248.33	67.29%	34,550.00	11,301.67	44,100.00	52.72%
TECHNOLOGY							
65100 · Supplies-Public Toner	1,136.91	7,256.70	80.63%	9,000.00	1,743.30	10,000.00	72.57%
65150 · Supplies-Staff Toner	0.00	3,631.12	51.87%	7,000.00	3,368.88	8,500.00	42.72%
65160 · Supplies-Maker	0.00	455.17	65.02%	700.00	244.83	1,200.00	37.93%
65200 · Technology-Prof Services	150.00	4,425.00	88.50%	5,000.00	575.00	8,000.00	55.31%
65300 · Purchase of Equipment	2,263.12	8,589.30	50.17%	17,122.00	8,532.70	25,000.00	34.36%
65400 · Technology Equip Mnt/Repair	179.00	6,610.16	66.99%	9,868.00	3,257.84	11,000.00	60.09%
65500 · Software	2,886.25	8,952.99	96.27%	9,300.00	347.01	20,000.00	44.76%

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

39

Percent of Year: 66.67

	February 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	0.00	35,374.50	75.00%	47,166.00	11,791.50	48,000.00	73.70%
65700 · Telecommunications	2,229.76	6,287.93	46.50%	13,524.00	7,236.07	15,000.00	41.92%
TOTAL TECHNOLOGY	8,845.04	81,582.87	68.74%	118,680.00	37,097.13	146,700.00	55.61%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1450.00	9,344.00	30.14%	31,000.00	21,656.00	26,000.00	35.94%
66200 · Credit Bureau	62.65	366.95	40.77%	900.00	533.05	1,200.00	30.58%
66300 · Copier	0.00	1,143.04	38.10%	3,000.00	1,856.96	3,000.00	38.10%
66400 · Copier Maintenance Contract	221.00	2,011.71	80.47%	2,500.00	488.29	3,000.00	67.06%
66900 · Fees - Bond Registrar	10.00	110.00	50.00%	220.00	110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,743.65	12,975.70	34.49%	37,620.00	24,644.30	33,200.00	39.08%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	17,308.00	98.80%	17,518.00	210.00	21,700.00	79.76%
MARKETING							
68110 · Marketing Newsletter	0.00	19,582.02	54.40%	36,000.00	16,417.98	40,000.00	48.96%
68111 · eNewsletter	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
68310 · Marketing Supplies	0.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
68410 · Marketing-Information Printing	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
68500 · Legal Notices	0	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
68600 · Programming	2,531.52	16,397.28	56.16%	29,200.00	12,802.72	35,000.00	46.85%
TOTAL PUBLIC INFORMATION	2,531.52	39,135.69	54.18%	72,240.00	33,104.31	87,200.00	44.88%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
69800 · Operating Transfer Out	4,001.73	26,459.40	0.00%	0.00	-26,459.40	0.00	0.00%
69900 · Contingency	0.00	13,067.18	108.89%	12,000.00	-1,067.18	15,000.00	87.11%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	4,001.73	25,271.64	0.00%	0.00	-25,271.64	0.00	0.00%
GRAND TOTAL	282,679.42	2,370,690.80	60.32%	3,930,251.00	1,559,560.20	5,210,046.00	45.50%

Operating Transfer Out reflects \$26,459.40 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$6,555.09

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2020

Balance on hand as of February 29, 2020.....	2,922,505.64
Cash Receipts for March.....	108,775.18
Cash Disbursements for March.....	294,121.10
Cash on hand as of March 31, 2020.....	2,737,159.72

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.229%	
General.....	569,079.06
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,867.76
Children's Endowment.....	3,056.17
Endowment.....	11,830.32
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	54,697.84
Hinsdale Bank & Trust - Checking.....	61,030.56
Fifth Third - Savings - Rate 0.99%	
General.....	100,840.34
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2020.....	2,737,159.72

FUND BALANCES AS OF 3/31/2020

Corporate Fund.....	2,530,096.32
Building & Maintenance Fund.....	15,729.21
I.M.R.F. Fund.....	(9,330.20)
Liability Fund.....	(483.41)
Social Security Fund.....	3,448.74
Special Reserve Fund.....	5,867.76
Current Liabilites.....	191,831.30
Grand Total All Funds.....	2,737,159.72

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

Percent of Year: 75.00

	RECEIVED MARCH 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	91.77	3,594,099.18	98.21%	3,659,490.00	65,390.82
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	11.40	0.00%	0.00	-11.40
TOTAL PROPERTY TAX & LEVY INTEREST	91.77	3,594,110.58	98.21%	3,659,490.00	65,379.42
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	769.27	0.00%	0.00	-769.27
TOTAL INTERGOVERNMENTAL	0.00	53,930.52	101.45%	53,161.00	-769.52
INTEREST					
43500 · Interest - Investment	900.65	20,571.11	137.14%	15,000.00	-5,571.11
TOTAL INTEREST	900.65	20,571.11	137.14%	15,000.00	-5,571.11
DESK MONIES					
45100 · Copier	199.25	2,716.66	59.06%	4,600.00	1,883.34
45120 · Computer Copies	724.69	10,727.30	71.52%	15,000.00	4,272.70
45130 · Fax	222.03	1,601.73	160.17%	1,000.00	-601.73
45200 · Fines/Fees	2,564.52	31,523.10	63.05%	50,000.00	18,476.90
45250 · Gifts/Donations	0.00	1,054.79	210.96%	500.00	-554.79
45300 · Lost Materials	358.20	7,618.72	95.23%	8,000.00	381.28
45350 · Non-Resident Fees	4,962.65	70,296.38	76.41%	92,000.00	21,703.62
45400 · DVD Fines	22.50	715.00	59.58%	1,200.00	485.00
45450 · Top Picks	0.00	150.00	37.50%	400.00	250.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	5.00	346.89	34.69%	1,000.00	653.11
45650 · 3D Printing	19.30	425.00	170.00%	250.00	-175.00
45660 · Carvey	2.50	48.00	92.00%	50.00	4.00
45700 · Passport Fees	2,030.00	24,006.20	96.03%	25,000.00	993.80
45750 · Notary Fees	34.00	1,063.30	75.95%	1,400.00	336.70
TOTAL DESK MONIES	11,144.64	152,578.57	75.99%	200,800.00	48,221.43
OTHER INCOME					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	30.00	618.04	30.90%	2,000.00	1,381.96
46800 · Collection Agency Fee	10.00	140.00	70.00%	200.00	60.00
49000 · Operating Transfer In	4,620.00	31,079.40	0.00%	0.00	-31,079.40
TOTAL OTHER INCOME	4,660.00	33,062.19	1140.08%	2,900.00	-30,162.19
GRAND TOTAL	16,797.06	3,854,252.97	98.04%	3,931,351.00	77,098.03

Operating Transfer In reflects \$31,079.40 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$6,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00

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Indian Prairie Public Library District Consolidated Expenditures Report for March 2020

Percent of Year: 75.00

	March 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	169,452.70	1,533,661.90	67.58%	2,269,405.00	735,743.10	2,317,046.00	66.19%
61310 · Benefits - Medical / Life Ins.	12,103.82	108,757.18	62.24%	174,732.00	65,974.82	184,000.00	59.11%
61330 · Benefits - IMRF	16,393.65	131,433.19	65.29%	201,318.00	69,884.81	212,000.00	62.00%
61340 · Benefits - FICA	12,740.83	116,263.74	68.19%	170,513.00	54,249.26	183,000.00	63.53%
61400 · Staff Development	1,832.33	12,409.68	62.05%	20,000.00	7,590.32	24,000.00	51.71%
61600 · Board Development	200.00	381.72	38.17%	1,000.00	618.28	2,000.00	19.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	336.03	2,174.58	76.38%	2,847.00	672.42	3,800.00	57.23%
TOTAL PERSONNEL	213,119.31	1,910,927.99	67.14%	2,846,078.00	935,150.01	2,935,846.00	65.09%
MATERIALS							
62100 · Books	13,666.53	105,872.81	59.68%	177,400.00	71,527.19	180,500.00	58.66%
62200 · Periodicals	3,528.71	15,959.13	60.17%	26,525.00	10,565.87	28,000.00	57.00%
62300 · Audio	1,826.13	19,391.62	51.92%	37,350.00	17,958.38	40,000.00	48.48%
62400 · Video	3,622.57	28,863.65	64.21%	44,950.00	16,086.35	48,000.00	60.13%
62500 · Multi-Media	116.22	5,407.41	48.07%	11,250.00	5,842.59	12,000.00	45.06%
62600 · eMaterials	5,602.24	121,355.99	72.61%	167,140.00	45,784.01	180,000.00	67.42%
62700 · Console Games	3,032.93	6,709.10	95.84%	7,000.00	290.90	7,500.00	89.45%
62800 · ESL	515.85	654.81	85.48%	1,000.00	345.19	1,300.00	50.37%
62900 · Materials Supplies	1,717.70	14,454.96	68.83%	21,000.00	6,545.04	27,000.00	53.54%
TOTAL MATERIALS	33,628.88	318,669.48	64.56%	493,615.00	174,945.52	524,300.00	60.78%
BUILDING							
63200 · Cleaning Service	6,001.86	51,134.31	71.52%	71,500.00	20,365.69	88,000.00	58.11%
63300 · Utilities (1-8-11 · Gas)	1,194.59	5,719.09	47.66%	12,000.00	6,280.91	26,000.00	22.00%
63300 · Utilities (1-8-12 · Electric)	3,668.61	39,822.15	63.21%	63,000.00	23,177.85	78,000.00	51.05%
63300 · Utilities (1-8-13 · Telephone)	197.87	3,435.55	78.08%	4,400.00	964.45	15,000.00	22.90%
63300 · Utilities (1-8-14 · Water/Sewer)	728.44	9,788.78	130.52%	7,500.00	-2,288.78	20,000.00	48.94%
63300 · Utilities (1-8-15 · Garbage Disposal)	368.81	3,518.01	87.95%	4,000.00	481.99	17,000.00	20.69%
63350 · Building Supplies	0.00	5,043.88	84.07%	6,000.00	956.12	10,000.00	0.00%
63400 · Maintenance Supplies	1,226.51	9,384.89	85.32%	11,000.00	1,615.11	32,000.00	29.33%
63500 · Security System Monitoring	76.50	490.50	61.31%	800.00	309.50	11,000.00	4.46%
63600 · Property Maintenance	2,357.00	22,302.76	55.76%	40,000.00	17,697.24	55,000.00	40.55%
63800 · Building Maintenance/Repair	10,835.00	22,533.98	75.11%	30,000.00	7,166.02	50,000.00	45.07%
TOTAL BUILDING	26,655.19	173,173.90	69.21%	250,200.00	77,026.10	402,000.00	43.08%
OPERATIONS							
64200 · Supplies - Office	671.10	8,161.28	62.78%	13,000.00	4,838.72	16,000.00	4.19%
64300 · Photocopy Supplies	47.98	2,370.63	47.41%	5,000.00	2,629.37	6,000.00	39.51%
64400 · Patron Card Supplies	0.00	635.22	105.87%	600.00	-35.22	1,000.00	63.52%
64450 · Passport Postage	379.75	1,611.05	70.05%	2,300.00	688.95	4,000.00	0.00%
64500 · Postage	-326.30	5,993.16	136.21%	4,400.00	-1,593.16	5,000.00	119.86%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	105.35	1,284.97	171.33%	750.00	-534.97	1,100.00	116.82%
64800 · Organizational Memberships	0	1,625.50	46.44%	3,500.00	1,874.50	4,000.00	40.64%
64900 · Bank Fees	184.94	2,023.00	67.43%	3,000.00	977.00	4,000.00	50.58%
TOTAL OPERATIONS	1,062.82	24,311.15	70.37%	34,550.00	10,238.85	44,100.00	55.13%
TECHNOLOGY							
65100 · Supplies-Public Toner	919.35	8,176.05	90.85%	9,000.00	823.95	10,000.00	81.76%
65150 · Supplies-Staff Toner	720.22	4,351.34	62.16%	7,000.00	2,648.66	8,500.00	51.19%
65160 · Supplies-Maker	45.60	500.77	71.54%	700.00	199.23	1,200.00	41.73%
65200 · Technology-Prof Services	0.00	4,425.00	88.50%	5,000.00	575.00	8,000.00	55.31%
65300 · Purchase of Equipment	454.53	9,043.83	52.82%	17,122.00	8,078.17	25,000.00	36.18%
65400 · Technology Equip Mnt/Repair	26.17	6,636.33	67.25%	9,868.00	3,231.67	11,000.00	60.33%
65500 · Software	300.00	9,252.99	99.50%	9,300.00	47.01	20,000.00	46.26%

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Indian Prairie Public Library District Consolidated Expenditures Report for March 2020

Percent of Year: 75.00

	March 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	0.00	35,374.50	75.00%	47,166.00	11,791.50	48,000.00	73.70%
65700 · Telecommunications	667.17	6,955.10	51.43%	13,524.00	6,568.90	15,000.00	46.37%
TOTAL TECHNOLOGY	3,133.04	84,715.91	71.38%	118,680.00	33,964.09	146,700.00	57.75%
CONTRACTUAL SERVICES							
66100 · General Professional Services	759.00	10,103.00	32.59%	31,000.00	20,897.00	26,000.00	38.86%
66200 · Credit Bureau	35.80	402.75	44.75%	900.00	497.25	1,200.00	33.56%
66300 · Copier	221.00	1,364.04	45.47%	3,000.00	1,635.96	3,000.00	45.47%
66400 · Copier Maintenance Contract	0.00	2,011.71	80.47%	2,500.00	488.29	3,000.00	67.06%
66900 · Fees - Bond Registrar	0.00	110.00	50.00%	220.00	110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,015.80	13,991.50	37.19%	37,620.00	23,628.50	33,200.00	42.14%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	17,308.00	98.80%	17,518.00	210.00	21,700.00	79.76%
MARKETING							
68110 · Marketing Newsletter	6,710.76	26,292.78	73.04%	36,000.00	9,707.22	40,000.00	65.73%
68111 · eNewsletter	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
68310 · Marketing Supplies	53.11	161.11	32.22%	500.00	338.89	1,000.00	16.11%
68410 · Marketing-Information Printing	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
68500 · Legal Notices	0	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
68800 · Programming	761.50	17,158.78	58.76%	29,200.00	12,041.22	35,000.00	49.03%
TOTAL PUBLIC INFORMATION	7,525.37	46,661.06	64.59%	72,240.00	25,578.94	87,200.00	53.51%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
69800 · Operating Transfer Out	4,620.00	31,079.40	0.00%	0.00	-31,079.40	0.00	0.00%
69900 · Contingency	0.00	13,067.18	108.89%	12,000.00	-1,067.18	15,000.00	87.11%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	4,620.00	29,891.64	0.00%	0.00	-29,891.64	0.00	0.00%
GRAND TOTAL	295,380.41	2,666,071.21	67.84%	3,930,251.00	1,264,179.79	5,210,046.00	51.17%

Operating Transfer Out reflects \$31,079.40 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$6,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2020

Balance on hand as of March 31, 2020.....	2,737,159.72
Cash Receipts for April.....	5,097.56
Cash Disbursements for April.....	351,291.96
Cash on hand as of April 30, 2020.....	2,390,965.32

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.004%	
General.....	307,879.78
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,872.59
Children's Endowment.....	3,058.71
Endowment.....	11,840.09
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	24,167.49
Hinsdale Bank & Trust - Checking.....	6,510.09
Fifth Third - Savings - Rate 0.65%	
General.....	100,878.90
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2020.....	2,390,965.32

FUND BALANCES AS OF 4/30/2020

Corporate Fund.....	2,164,072.70
Building & Maintenance Fund.....	10,487.17
I.M.R.F. Fund.....	(9,330.20)
Liability Fund.....	(483.41)
Social Security Fund.....	3,448.74
Special Reserve Fund.....	5,872.59
Current Liabilites.....	216,897.73
Grand Total All Funds.....	2,390,965.32

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

Percent of Year: 83.333

	RECEIVED APRIL 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,594,099.18	98.21%	3,659,490.00	65,390.82
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	11.40	0.00%	0.00	-11.40
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,594,110.58	98.21%	3,659,490.00	65,379.42
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	769.27	0.00%	0.00	-769.27
TOTAL INTERGOVERNMENTAL	0.00	53,930.52	101.45%	53,161.00	-769.52
INTEREST					
43500 · Interest - Investment	485.24	21,056.35	140.38%	15,000.00	-6,056.35
TOTAL INTEREST	485.24	21,056.35	140.38%	15,000.00	-6,056.35
DESK MONIES					
45100 · Copier	0.00	2,716.66	59.06%	4,600.00	1,883.34
45120 · Computer Copies	0.00	10,727.30	71.52%	15,000.00	4,272.70
45130 · Fax	0.00	1,601.73	160.17%	1,000.00	-601.73
45200 · Fines/Fees	482.48	32,005.58	64.01%	50,000.00	17,994.42
45250 · Gifts/Donations	0.00	1,054.79	210.96%	500.00	-554.79
45300 · Lost Materials	91.12	7,709.84	96.37%	8,000.00	290.16
45350 · Non-Resident Fees	543.19	70,839.57	77.00%	92,000.00	21,160.43
45400 · DVD Fines	0.00	715.00	59.58%	1,200.00	485.00
45450 · Top Picks	0.00	150.00	37.50%	400.00	250.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	45.00	391.89	39.19%	1,000.00	608.11
45650 · 3D Printing	0.00	425.00	170.00%	250.00	-175.00
45660 · Carvey	0.00	46.00	92.00%	50.00	4.00
45700 · Passport Fees	0.00	24,006.20	96.03%	25,000.00	993.80
45750 · Notary Fees	0.00	1,063.30	75.95%	1,400.00	336.70
TOTAL DESK MONIES	1,161.79	153,740.36	76.56%	200,800.00	47,059.64
OTHER INCOME					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	618.04	30.90%	2,000.00	1,381.96
46800 · Collection Agency Fee	0.00	140.00	70.00%	200.00	60.00
49000 · Operating Transfer In	9,000.00	40,079.40	0.00%	0.00	-40,079.40
TOTAL OTHER INCOME	9,000.00	42,062.19	1450.42%	2,900.00	-39,162.19
GRAND TOTAL	10,647.03	3,864,900.00	98.31%	3,931,351.00	66,451.00

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

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

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

BP Contractors Parking Lot Corn Cobbs \$4,620.00

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Indian Prairie Public Library District Consolidated Expenditures Report for April 2020

Percent of Year: 83.333

	APRIL 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	245,387.51	1,779,049.41	78.39%	2,269,405.00	490,355.59	2,317,046.00	76.78%
61310 · Benefits - Medical / Life Ins.	11,724.35	120,481.53	68.95%	174,732.00	54,250.47	184,000.00	65.48%
61330 · Benefits - IMRF	24,234.67	155,667.86	77.32%	201,318.00	45,650.14	212,000.00	73.43%
61340 · Benefits - FICA	18,457.82	134,721.56	79.01%	170,513.00	35,791.44	183,000.00	73.62%
61400 · Staff Development	1,471.85	13,881.53	69.41%	20,000.00	6,118.47	24,000.00	57.84%
61600 · Board Development	0.00	381.72	38.17%	1,000.00	618.28	2,000.00	19.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	335.12	2,509.70	88.15%	2,847.00	337.30	3,800.00	66.04%
TOTAL PERSONNEL	301,611.32	2,212,539.31	77.74%	2,846,078.00	633,538.69	2,935,846.00	75.36%
MATERIALS							
62100 · Books	8,457.25	114,330.06	64.45%	177,400.00	63,069.94	180,500.00	63.34%
62200 · Periodicals	1,411.68	17,370.81	65.49%	26,525.00	9,154.19	28,000.00	62.04%
62300 · Audio	1,588.40	20,980.02	56.17%	37,350.00	16,369.98	40,000.00	52.45%
62400 · Video	443.75	29,307.40	65.20%	44,950.00	15,642.60	48,000.00	61.06%
62500 · Multi-Media	49.08	5,456.49	48.50%	11,250.00	5,793.51	12,000.00	45.47%
62600 · eMaterials	17,383.76	138,739.75	83.01%	167,140.00	28,400.25	180,000.00	77.08%
62700 · Console Games	184.37	6,893.47	98.48%	7,000.00	106.53	7,500.00	91.91%
62800 · ESL	33.17	687.98	68.80%	1,000.00	312.02	1,300.00	52.92%
62900 · Materials Supplies	514.19	14,969.15	71.28%	21,000.00	6,030.85	27,000.00	55.44%
TOTAL MATERIALS	30,065.65	348,735.13	70.65%	493,615.00	144,879.87	524,300.00	66.51%
BUILDING							
63200 · Cleaning Service	4,921.86	56,056.17	78.40%	71,500.00	15,443.83	88,000.00	63.70%
63300 · Utilities (1-8-11 · Gas)	1,218.77	6,937.86	57.82%	12,000.00	5,062.14	26,000.00	26.68%
63300 · Utilities (1-8-12 · Electric)	3,309.77	43,131.92	68.46%	63,000.00	19,868.08	78,000.00	55.30%
63300 · Utilities (1-8-13 · Telephone)	713.50	4,149.05	94.30%	4,400.00	250.95	15,000.00	27.66%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	9,788.78	130.52%	7,500.00	-2,288.78	20,000.00	48.94%
63300 · Utilities (1-8-15 · Garbage Disposal)	366.17	3,884.18	97.11%	4,000.00	115.82	17,000.00	22.85%
63350 · Building Supplies	907.60	5,951.48	99.19%	6,000.00	48.52	10,000.00	0.00%
63400 · Maintenance Supplies	788.90	10,173.79	92.49%	11,000.00	826.21	32,000.00	31.79%
63500 · Security System Monitoring	0.00	490.50	61.31%	800.00	309.50	11,000.00	4.46%
63600 · Property Maintenance	805.00	23,107.76	57.77%	40,000.00	16,892.24	55,000.00	42.01%
63800 · Building Maintenance/Repair	2,987.10	25,521.08	85.07%	30,000.00	4,478.92	50,000.00	51.04%
TOTAL BUILDING	16,018.67	189,192.57	75.62%	250,200.00	61,007.43	402,000.00	47.06%
OPERATIONS							
64200 · Supplies - Office	783.89	8,945.17	68.81%	13,000.00	4,054.83	16,000.00	4.90%
64300 · Photocopy Supplies	0.00	2,370.63	47.41%	5,000.00	2,629.37	6,000.00	39.51%
64400 · Patron Card Supplies	0.00	635.22	105.87%	600.00	-35.22	1,000.00	63.52%
64450 · Passport Postage	0.00	1,611.05	70.05%	2,300.00	688.95	4,000.00	0.00%
64500 · Postage	165.00	6,158.16	139.96%	4,400.00	-1,758.16	5,000.00	123.16%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	24.73	1,309.70	174.63%	750.00	-559.70	1,100.00	119.06%
64800 · Organizational Memberships	0	1,625.50	46.44%	3,500.00	1,874.50	4,000.00	40.64%
64900 · Bank Fees	198.51	2,221.51	74.05%	3,000.00	778.49	4,000.00	55.54%
TOTAL OPERATIONS	1,172.13	25,483.28	73.76%	34,550.00	9,066.72	44,100.00	57.99%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	8,176.05	90.85%	9,000.00	823.95	10,000.00	81.76%
65150 · Supplies-Staff Toner	0.00	4,351.34	62.16%	7,000.00	2,648.66	8,500.00	51.19%
65160 · Supplies-Maker	0.00	500.77	71.54%	700.00	199.23	1,200.00	41.73%
65200 · Technology-Prof Services	0.00	4,425.00	88.50%	5,000.00	575.00	8,000.00	55.31%
65300 · Purchase of Equipment	0.00	9,043.83	52.82%	17,122.00	8,078.17	25,000.00	36.18%
65400 · Technology Equip Mnt/Repair	58.95	6,695.28	67.85%	9,868.00	3,172.72	11,000.00	60.87%
65500 · Software	999.47	10,252.46	110.24%	9,300.00	-952.46	20,000.00	51.26%

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

Percent of Year: 83.333

	APRIL 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	11,791.50	47,166.00	100.00%	47,166.00	0.00	48,000.00	98.26%
65700 · Telecommunications	971.74	7,926.84	58.61%	13,524.00	5,597.16	15,000.00	52.85%
TOTAL TECHNOLOGY	13,821.66	98,537.57	83.03%	118,680.00	20,142.43	146,700.00	67.17%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	10,103.00	32.59%	31,000.00	20,897.00	26,000.00	38.86%
66200 · Credit Bureau	17.90	420.65	46.74%	900.00	479.35	1,200.00	35.05%
66300 · Copier	412.33	2,027.04	67.57%	3,000.00	972.96	3,000.00	67.57%
66400 · Copier Maintenance Contract	0.00	1,761.04	70.44%	2,500.00	738.96	3,000.00	58.70%
66900 · Fees - Bond Registrar	0.00	110.00	50.00%	220.00	110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	430.23	14,421.73	38.34%	37,620.00	23,198.27	33,200.00	43.44%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	17,308.00	98.80%	17,518.00	210.00	21,700.00	79.76%
MARKETING							
68110 · Marketing Newsletter	0.00	26,292.78	73.04%	36,000.00	9,707.22	40,000.00	65.73%
68111 · eNewsletter	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
68310 · Marketing Supplies	32.16	193.27	38.65%	500.00	306.73	1,000.00	19.33%
68410 · Marketing-Information Printing	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
68500 · Legal Notices	0	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
68600 · Programming	1,581.04	17,914.82	61.35%	29,200.00	11,285.18	35,000.00	51.19%
TOTAL PUBLIC INFORMATION	1,613.20	47,449.26	65.68%	72,240.00	24,790.74	87,200.00	54.41%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
69800 · Operating Transfer Out	9,000.00	40,079.40	0.00%	0.00	-40,079.40	0.00	0.00%
69900 · Contingency	0.00	13,067.18	108.89%	12,000.00	-1,067.18	15,000.00	87.11%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	9,000.00	38,891.64	0.00%	0.00	-38,891.64	0.00	0.00%
GRAND TOTAL	382,732.86	3,047,979.07	77.55%	3,930,251.00	882,271.93	5,210,046.00	58.50%

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

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

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

BP Contractors Parking Lot Corn Cobbs \$4,620.00

Adding Services during the Covid-19 Pandemic

I have been working with the Library Board President and the department heads to identify when the library may add the return of materials by patrons and provide physical materials to patrons. We have been monitoring directives and recommendations from the CDC, the White House, OSHA, the governor, state and local agencies, RAILS, SWAN, and other libraries. As stated in the governor's executive order 2020-10 the library was able to determine which essential governmental functions to maintain:

Essential Government Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

The governor's executive order 2020-32 did not change that directive.

The library director received the following opinion from the attorney for RAILS in response to an inquiry requesting definition "welfare" in the phrase "provide for the health, safety and welfare of the public," asking if the word "welfare" in this case has the standard meaning of doing well, good fortune, and happiness and if curbside delivery supports this. The response received:

There are 2 different provisions in the EO for determining what is essential. An essential government function means a service provided by a government body that is needed to

1. ensure the continuing operation of the government agency
- or
2. provide for or support the health, safety and welfare of the public

The Governor left it up to each individual government entity to decide whether a particular function or activity was necessary to continue operation of the government agency OR necessary to provide for or support the health, safety and welfare of the public.

Because that determination is a policy one, and not a legal one, I wouldn't want to decide for a library whether curb side, pickup or delivery services would fall into either of these categories of essential services for that library. That being said, I think it can be legally defensible for a library to determine that providing people with reading materials during a pandemic supports the health, safety and welfare of the library patrons for the very reasons she notes below. I think it is also legally defensible for a library to determine that continuing its library services in this limited fashion is ensuring the continued operation of the library – this activity would seem to fall squarely into library operations.

With executive order 2020-10, the library chose to close the building and focus on providing online resources and programming while maintaining essential administrative duties. Executive order 2020 - 32 not only allows non-essential businesses to provide delivery and curbside pick-up starting May 1 it opens up garden centers and nurseries, golf courses, and state parks all of which require staff to provide certain levels of service. Per this change in expansion of basic services by others in communities the

library is currently planning to open the drive-up returns Friday, May 8 and start curbside delivery the week of May 18.

I have been in a continuous discussion with our neighboring libraries as to what services we should offer. We all agree that libraries are supported by property taxes and we are all public servants. That also creates an impetus to provide as much for our residents as we are able. This chart shows what our neighbors plan on doing:

LIBRARY	Bookdrop	Curbside	Delivery	Days Items Quarantined
Clarendon Hills	18-May	1-Jun		4
Downers Grove	4-May	18-May		7
Hinsdale	11-May	18-May		3 (may extend)
Indian Prairie	8-May	18-May		7
La Grange	4-May	20-May		5
La Grange Park	18-May		27-May	5
Lisle	14-Mar	18-May		
Oakbrook	4-May	13-May		3
Thomas Ford	4-May	18-May		4
Westmont	4-May	18-May		7
Woodridge	1-Jun	1-Jun		3 (may extend)

I have also shared our plans with Mayor Marchese and this is his response:

Thank you for your response to my email. I appreciate the efforts you are making to serve our community and your future plans (residents returning books and curbside pickup) are excellent ideas. If you like, we will place information in our next Darien Direct Connect as to the dates you've established for book returns (May 8) and curbside pickup (May 18). I'll try to get you more information on Internet Services; when you formalize your curbside pickup program, please let me know and we will put those details out to the public.

We are currently discussing the Governor's Five Phase Restore Illinois Plan and it will be the main topic of my Mayor's Zoom Conference tomorrow morning. I have a number of questions regarding the plan, and hopefully some of my colleagues will have answers to my questions. I promise to keep you informed of any new information that I receive.

Many thanks for detailing your plans for our dissemination --- your efforts are greatly appreciated.

Procedures have been developed for providing these services. We've been gathering your input and have made modifications to plans as a result. For example, all studies show the virus is not on surfaces after 72 hours but we will start out quarantining materials for 7 days to make staff more comfortable. Processes are designed to limit exposure to other people as much as possible. Workstations are spread throughout the 42,000sf building. Staff traffic patterns are studied to keep staff away from each other as much as possible. I've written rules for protocols and staff behavior to maintain safety.

If you have ideas around how to improve our processes please do share them with your supervisor or department head.

Protocols during the Covid-19 Pandemic

To keep staff safe while handling returned items and while providing curbside service to our residents we will institute the following protocol:

Staff are required to wear masks and gloves whenever they are in the building or providing curbside delivery outside. Each staff member has at least two masks that they will keep and be responsible for cleaning plus disposable gloves. Staff may wear their own mask.

Staff must follow the recommended practices for avoiding illness such as washing hands, etc.

The library provides recommended cleaning materials and procedures to each staff person to clean their work area as they start work and throughout their shift as they prefer.

The library provides recommended cleaning materials and procedures to each staff person to clean carts and bins before they begin to use them.

The library establishes procedures that reduce the number of touches by different staff of an item or piece of equipment (carts, bins, shelves) as much as is possible.

All doors except restroom doors and exterior doors remain open so that no one needs to touch door knobs.

Staff work stations are scattered throughout the building providing maximum distance between work stations.

Service traffic patterns are studied and laid out to reduce "cross traffic" among staff as much as possible.

Staff should remind other staff that they must social distance properly if that is not occurring.

Staff do not wander the building.

Staff do not congregate and do not approach other staff in the building. If staff require something of another staff member they stay well beyond 6 feet from the other person.

Staff may not share the elevator. Only one staff person on the stairs at a time.

For the foreseeable future part-time, non-supervisory staff who work less than 20 hours will have shifts in the building for not more than 3.5 hours at a time which will not require break time or use of the staff lounge.

Full-time staff, staff who work more than 20 hours and supervisory staff may work more than 3.5 hours in the building with approval from the director. It is recommended that staff not use the staff lounge but bring lunch in some type of cooler along with plates, utensils, etc.

Staff are not expected to check their mailbox during this time. All communication and information will be sent via email.

Staff presence in the building will be recorded so that if someone contracts Covid we can easily identify who was in the building while they were in the building.

As staff enter the building their temperature will be taken with a touchless thermometer and they will be asked a few questions about how they are feeling.

Employees who do not feel well at any time should contact their supervisor.

Expectations for work spaces:

Prior to beginning work, staff clean their workspace with a disinfectant spray or wipe.

Staff wipe down equipment used during their shift.

When possible, staff avoid touching knobs, locks, and other highly used surfaces.

Staff at least 6 feet of distance between one another

When shelving or doing the pick list, staff avoid working in areas already occupied by other staff.

Moving Bins and Quarantine

Monday – Thursday 9:00am – 7:00pm

Friday – Saturday 9:00am – 4:30 pm

Staff person has their mask and gloves on

We are only accepting items that can fit in the book return

1. Check bins regularly to make sure items are not overflowing onto the floor.
2. Bins should only be moved when full except at the end of the day when all bins should be emptied. When a bin is full, use disinfectant to wipe bin handles and all four edges of bins and move it out of the return room.
3. Wipe handles and top edges on an empty bin and place empty bin under chute.
4. When taking a bin to the second floor, remember only one person in the elevator at a time. You can choose to push the bin into the elevator, press the button, leave the elevator and take the stairs to meet the elevator upstairs. Use cleaning supplies to wipe outside and inside elevator buttons before you press the buttons.
5. Adult and AV Bins – These bins will be taken to the Meeting Room. Numbered tables will be set up there. Items will be placed starting with table #1. Stack materials safely and fill each table. Once your bin is empty, take the supplied painters tape and put 6” -12”piece of tape on the table to indicate where the items from your bin ended. Take the marker provided and write the date and time on the tape. Then take an 8-1/2 x 11 sheets of paper and write the date in big letters and attach –hanging down - to the front of the table.
6. Kids & Teens Bins – When you arrive at the second floor, push your bin to the Board room. Unload your bin, stacking items safely on the table- filling table completely before moving on to the next table. Please note the supplies on the kitchen counter. Once your bin is empty, take the supplied painters tape and put 6” -12”piece of tape on the table to indicate where the

items from your bin ended. Take the marker provided and write the date and time on the tape. Then take an 8-1/2 x 11 sheets of paper and write the date in big letters and attach -hanging down - to the front of the table.

7. Once you are done, move the bin back to the holding area in the Circulation Workroom following the elevator procedures.

Removing items from quarantine - Kids & Teens

Staff should have mask and gloves on

Whenever you take a bin or cart – wipe it down.

1. Clean carts will be kept outside of the meeting room in the Little Shop Area. Put on gloves, take a cart and wipe it down.
2. Go into the Board Room, find the items that have been quarantined for 7 days. Look for the oldest time. Place as many items as possible on your cart.
3. Take your cart to the K&T Ask-Us Desk to check-in.
4. Take another clean cart (from the Little Shop area). Wipe down this cart. Check items in from one cart (A) to the other cart (B).
5. Items checked in that belong to other libraries:
 - a. If it is an item that belongs to a library other than Downers Grove, Westmont or Woodridge, the item will be placed in a blue bin located in the book return room. When bins are full, they will be placed in conference room #101 until RAILS delivery starts.
 - b. If it is an item that belongs to Downers Grove (DGS), Woodridge (WRS) or Westmont (WMS), place those items in one of the marked blue bins near your check-in station.
6. Items that trap a hold (they will only be for IPPL patrons)
 - a. Trap the hold and print out hold wrapper.
 - b. Place hold on hold shelf (holding area) in alphabetical order.
7. Once the items are checked in, place cart with the checked in items on it, in the 2nd floor cart corral to be shelved.
8. When you are done checking in cart A, wipe it down with disinfectant so that it is clean in order to put more clean materials on it. Either take it with

you to retrieve more items to check-in, or return where you originally got it
– this would be at the end of a shift.

Removing items from quarantine - Adult

Staff should have mask and gloves on

Whenever you take a bin or cart – wipe it down.

1. Clean carts will be kept outside of the meeting room in the Little Shop Area. Put on gloves, take a cart and wipe it down.
2. Go to the Meeting Room and find the items that have been quarantined for 7 days. Look for the oldest times. Place as many items as possible on your cart.
3. Go into the Circulation Workroom and to the Supervisor Desk. In order to be socially distant, this is where you will check in. Take another clean cart (these are kept behind the Check-Out Desk). Check items in from one cart (A) to the other cart (B).
4. Items checked in that belong to other libraries:
 - a. If it is an item that belongs to a library other than Downers Grove, Westmont or Woodridge, the item will be placed in a blue bin located in the book return room. When bins are full, they will be placed in conference room #101 until RAILS delivery starts.
 - b. If it is an item that belongs to Downers Grove (DGS), Woodridge (WRS) or Westmont (WMS), place those items in one of the marked blue bins near your check-in station.
5. Items that trap a hold (they will only be for IPPL patrons)
 - a. Trap the hold and print out hold wrapper.
 - b. Place hold on hold shelf (holding area) in alphabetical order.
6. Once the items are checked in, place cart B (with the checked in items on it) in the cart corral for a shelver to retrieve and shelve.

7. When you are done checking in cart A, you must wipe down the cart with disinfectant so that it is clean in order to put more clean materials on it. Either take it with you to retrieve more items to check-in, or return where you originally got it – this would be at the end of a shift.

Curbside Pickup Procedures

- Pick-up hours will be Monday – Thursday 12:30 – 3:30 and 4:00 – 7:00, Friday and Saturday 10:00 – 1:00 and 1:30 – 4:30. Hours are subject to change depending on demand for the service.
- Signage will be on entrance door stating no public allowed.
- “Curbside pick-up by appointment”, “library building closed” will be on exterior signs.
- Patrons can place holds through Enterprise or call us to request staff place holds or for subject or readers’ advisory assistance. Holds will be placed for requests even if item is on the shelf.
- Staff will locate picklist items plus holds will be trapped through check-in process (see related procedures.)
- Items will be checked out to patrons and placed in bags, stapled close with a label, and patrons called to schedule pick-up appointments (see related procedures.) There will be up to 10 appointments each half hour that service is provided.
- Tables will be set up for bags ready for pick-up. Once the appointment is made the bag will be place in alphabetical order by last name, first name on the table. When placing the bag on the table look to see if there are any other bags waiting for the same patron and keep bags together.
- Patron will call us when they arrive and give us their name and make and color of vehicle.
- Staff member will find bag of materials, bring bag outside to vehicle (staff person may use a cart to do this), while maintaining social distancing, ask person their name and then place bag in the trunk or back seat.
- No hand to hand contact. If patron gets out of the car staff person may set the items on the ground and walk away.
- If the staff person is approached by a patron asking a question, if the staff person is not comfortable answering the question the staff person may get the team leader to talk with the patron.
- If patrons are late for pickup time, we will hold items throughout the day. After that patron needs to call to make another appointment.
 - We will hold unpicked up material for 2- 3 days depending on space.
- Staffing positions:
 - Checking in

- Pulling items from pick list
- Shelving
- Answering phone calls from parking lot and setting patron appointments
- Delivering bags to cars
- Team leader
- Coverage of phone/chat/email will continue to occur from staff homes

Staff Compensation

At the March board meeting the trustees voted to close the building until March 30 and that all staff would be paid for their normally scheduled hours during that time. The trustees also authorized the board president and the director to make decisions as to how to manage the situation as it developed. Due to the governor's orders the board president and the director determined the library should remain closed and continue to pay all staff salaries. As the library adds back services I thought it best to discuss compensating staff with the full board to determine how we will proceed in the next transition and moving forward.

Essentially the question is, "At what point do the trustees have the expectation that all staff will contribute to the work we do directly for patrons."

I feel strongly that as we start to provide services from the building that all staff should participate in this effort because getting physical materials to our patrons is a priority. However, some of our staff are experiencing anxiety about this and are saying they don't want to participate in this effort.

Most part-time staff work under 20 hours normally. The schedule we created has circulation staff and shelvers working two three-hour shifts per week. Other staff will work one three-hour shift per week along with managing their primary job duties from home as they have been doing. (Technical Services staff will be working on their usual responsibilities in order to make new materials available.) Some circulation staff, such as supervisors, will work some extra hours beyond the two shifts.

I have several questions:

- There are staff who have personal health issues or live with someone who has health issues. Some staff are 65 or older. Should these staff be allowed an accommodation that they do not have to come into the building?
- If so, at what point should they be expected to come into the building?
- If staff are granted an accommodation should they be required to use PTO in order to be paid?
- If a staff member does not have PTO, which is true of our staff who work under 20 hours, should the hours they are scheduled in the building in this transition period be deducted from their pay?
- Or, should staff granted an accommodation be assigned another task that contributes to services for patrons that they can do from home (if there is such a task – could be answering phone/chat/email) and others are expected to come into the building?
- Our full-time staff have been fully working their hours as has some of our part-time staff. At what point does the board expect all staff to be fully working their hours?

I am collecting information from other libraries as to how they are managing staff compensation as they start to add back services. When I have all the information I will provide it to the trustees.



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.