

Indian Prairie Public Library Board Agenda  
May 19, 2021 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our May 19, 2021 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to [directors@ippl.info](mailto:directors@ippl.info) by 6:15 p.m. May 19, 2021. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:  
US: +1 312 626 6799  
Webinar ID: 813 5205 5531

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

- A. Trustee Oaths of Office  
Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez
- B. Roll Call  
Donald Damon, Marian Krupicka, Crystal Megaridis,  
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
- C. Election of Officers
- D. Mission Statement: We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

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

- E. Public Comment
- F. Communications and Announcements
- G. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, April 21, 2021 Page 3
  - 2. Action on Bills/Additional Bills Page 6
  - 3. Building & Grounds Committee Minutes, April 30, 2021 Page 11
  - 4. Nominating Committee Minutes, May 4, 2021 Page 12
- H. Items Deleted from Omnibus Consent Agenda Action

- I. Library Director’s Report Information
  
- J. Department Reports Information
  - 1. Assistant Director Page 13
  - 2. Marketing Page 15
  - 3. Guest Services Page 17
  - 4. Programming & Outreach Page 20
  - 5. Resource Services Page 23
  - 6. Technology & Maker Services Page 26
  
- K. Staff Report Information  
 Laura Birmingham, Assistant Director/Head of Programming and Outreach – Summer Challenge and Programming
  
- L. Reports Information
  - 1. Treasurer’s Report Page 32 Information
  - 2. RAILS Page 36 Information
  - 3. Building and Grounds Committee (no report)
  - 4. Finance Committee (no report)
  - 5. Planning/Outreach Committee (no report)
  - 6. Policy Committee (no report)
  
- M. Unfinished Business Information
  - 1. Renovation Update
  
- N. New Business Information
  - 1. Committee Appointments Page 41 Action
  - 2. COVID Policy and Safety Practices Page 41 Action
  - 3. Library Hours Page 44 Action
  - 4. Request to Replace Chiller Condenser Coil Page 44 Action
  
- O. Meetings Scheduled  
 Finance Committee – Wednesday, June 9, 1 p.m.
  
- P. Community Events
  
- Q. Library Events
  
- R. Adjournment

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 21, 2021

**Board of Trustees Regular Meeting  
April 21, 2021 – 6:30 p.m.**

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

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

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A. Roll Call

President Suriano called the meeting to order at 6:33 p.m. and stated the following:  
“This meeting is held as a virtual meeting given that the governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or feasible because of the disaster. I have also determined that it is not feasible or practical, due to the disaster and disaster proclamation, to have a library trustee, the library director, or the library's attorney present at the library during the meeting.” Suriano verified that each trustee could hear the discussion. Secretary Megaridis called the roll.

Present: Asma Akhras, Marian Krupicka, Crystal Megaridis, Victoria Suriano  
Absent: Donald Damon  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski  
Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements

- 1. ATLAS Trustee Day, Saturday, May 22

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, March 17, 2021
- 2. Action on Bills/Additional Bills
- 3. Ordinance #2021-1 Authorizing Non-Resident Cards  
Akhras moved, Megaridis seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Krupicka, Megaridis, Suriano. Nays: none. Absent: Damon. Motion carried unanimously

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Based on new information from the CDC, RAILS is no longer requiring that libraries quarantine items before sending them through ILL delivery and we have decided the library will no longer quarantine returned items. We will also stop cleaning tables, computers, and other surfaces but we will provide supplies for patrons who want to clean areas they are using. We are returning to the old way of handling holds. Pulled items will be on the hold shelves for seven days and checked out to the patron at the time of pickup, either inside the building or at the drive-up. Patrons can pay with a credit card at the drive-up. SWAN is working on a way for patrons placing a hold to be able to indicate whether they want to pick up their items inside the building or at the drive-up. Bukovac reported that the library's finances are doing well. Our total non-resident income is over 100% of what she projected. We will be under budget in our spending. There are a few items that will need to be addressed but they can be paid out of the operating budget. These include: the coil in our chiller needs to be replaced and we are checking the warranty and quotes; landscaping costs; with respect to the renovation, Tri-State's review indicated that our strobes and sprinklers are not up to code in some areas and need to be synchronized.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business

- 1. Renovation Update – We've been busy cleaning out the staff workrooms so the men can do the painting and carpeting in those areas. They will be starting on the administration workroom on Wednesday. There is work going on throughout the building. They will be working through the weekend so that we will be ready to reopen on Monday. Bukovac met with the architect and signage company today.

L. New Business

1. Proposed Policy 474 Maker Studio – Megaridis moved, Krupicka seconded to approve Proposed Policy 474 Maker Studio. Ayes: Akhras, Krupicka, Megaridis, Suriano. Nays: none. Absent: Damon. Motion carries unanimously.
2. Changing Day of Monthly Board Meeting – Bukovac received a request from one of the new trustees, Themis Raftis, to change the day of the monthly board meeting because he works on Wednesday evenings. The consensus was that the board meeting should remain on the third Wednesday of every month. The Trustees agreed they each have other responsibilities throughout the month; the election comes every two years and they don't want to set a precedent that the meeting day can be changed whenever someone new has a conflict; people shouldn't run for a position if they can't fulfill the responsibilities; it's not fair to others who wanted to run for the position but didn't because they couldn't make the monthly meeting day. The Trustees would welcome Themis to the Board and they hope he can rework his schedule because it's important to have a full Board. Suriano will contact Themis and let him know what the Board decided. Bukovac will be conducting an orientation with the new trustees on May 4.
3. Resolution #2021-B Honoring Asma Akhras – Suriano read the resolution out loud. Megaridis moved, Krupicka seconded to approve Resolution #2021-B Honoring Asma Akhras. Ayes: Akhras, Krupicka, Megaridis, Suriano. Nays: none. Absent: Damon. Motion carries unanimously.
4. Appointment of Nominating Committee – Damon, Krupicka, and Megaridis will be on the committee.

M. Scheduled Meetings

1. A Building and Grounds Committee meeting is scheduled for April 30 at 10:30 a.m.
2. A Finance Committee meeting was scheduled for June 9, 2021 at 1 p.m.

N. Community Events

O. Library Events

P. Adjournment

At 7:36 p.m. Akhras moved, Megaridis seconded to adjourn the meeting. Ayes: Akhras, Krupicka, Megaridis, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

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Crystal Megaridis, Secretary

ACTION ON BILLS APRIL, 2021

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	5416 - 5505	\$ 183,447.96
Fifth Third-Salaries	990 - 1008	\$ 4,129.97
Hinsdale Bank-Direct Deposits	& 31865 - 32050	\$ 153,875.16

MONTH'S TOTAL: \$ 341,453.09

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of April 30, 2021

Type	Date	Num	Name	Amount
<b>10122 · Fifth Third Checking</b>				
Liability Check	04/01/2021	5416	Nationwide Retirement	286.53
Liability Check	04/01/2021	5417	Vantagepoint	1,126.26
Liability Check	04/01/2021	5418	State Disbursement Unit	493.94
Liability Check	04/01/2021	5419	State Disbursement Unit	156.09
Bill Pmt Check	04/01/2021	5420	Alarm Financial	76.50
Bill Pmt Check	04/01/2021	5421	Blackstone Audio, Inc.	598.98
Bill Pmt Check	04/01/2021	5422	Canon Financial Services, Inc.	221.00
Bill Pmt Check	04/01/2021	5423	Cengage Learning, Inc.	94.21
Bill Pmt Check	04/01/2021	5424	Children's Plus Inc.	185.90
Bill Pmt Check	04/01/2021	5425	Colonial Life	82.53
Bill Pmt Check	04/01/2021	5426	Comcast	193.35
Bill Pmt Check	04/01/2021	5427	Knudsen Construction, Inc.	6,661.00
Bill Pmt Check	04/01/2021	5428	Pioneer Press	29.50
Bill Pmt Check	04/01/2021	5429	Quill LLC	583.92
Bill Pmt Check	04/01/2021	5430	Runco	71.73
Bill Pmt Check	04/01/2021	5431	Sebert Landscaping	301.00
Bill Pmt Check	04/01/2021	5432	Williams., Natalie	22.00
Liability Check	04/01/2021	5433	LIMRiCC	1,404.14
Bill Pmt Check	04/09/2021	5434	Blackstone Audio, Inc.	238.99
Bill Pmt Check	04/09/2021	5435	Case Lots Inc.	695.09
Bill Pmt Check	04/09/2021	5436	Castro, Tori	19.60
Bill Pmt Check	04/09/2021	5437	Cengage Learning, Inc.	46.78
Bill Pmt Check	04/09/2021	5438	Dynergy Energy Services	3,083.22
Bill Pmt Check	04/09/2021	5439	Filis, April	9.00
Bill Pmt Check	04/09/2021	5440	Gap Year Solutions	100.00
Bill Pmt Check	04/09/2021	5441	Garvey's Office Products	27.32
Bill Pmt Check	04/09/2021	5442	Hopwood, Katherine	250.00
Bill Pmt Check	04/09/2021	5443	Investor's Business Daily	349.00
Bill Pmt Check	04/09/2021	5444	Kline, Cindy	10.00
Bill Pmt Check	04/09/2021	5445	Neviol Inc.	7,121.00
Bill Pmt Check	04/09/2021	5446	OverDrive	1,303.86
Bill Pmt Check	04/09/2021	5447	Paige, Dennis H.	300.00
Bill Pmt Check	04/09/2021	5448	Peters, Lesley	300.00
Bill Pmt Check	04/09/2021	5449	Recorded Books, Inc	186.56
Bill Pmt Check	04/09/2021	5450	Schueren, Mary	16.80
Bill Pmt Check	04/09/2021	5451	Specialty Mat Service	330.36
Bill Pmt Check	04/09/2021	5452	SWAN	13,993.00
Bill Pmt Check	04/09/2021	5453	Williams., Natalie	24.00
Bill Pmt Check	04/09/2021	5454	Wlosinski, Maria	11.20
Liability Check	04/15/2021	5455	Nationwide Retirement	86.53
Liability Check	04/15/2021	5456	Vantagepoint	1,126.26
Liability Check	04/15/2021	5457	State Disbursement Unit	493.94
Liability Check	04/15/2021	5458	State Disbursement Unit	133.25
Bill Pmt Check	04/15/2021	5459	AT&T	434.30

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of April 30, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	04/15/2021	5460	Baker & Taylor	8,223.18
Bill Pmt Check	04/15/2021	5461	Canon Financial Services, Inc.	221.00
Bill Pmt Check	04/15/2021	5462	Case Lots Inc.	318.20
Bill Pmt Check	04/15/2021	5463	Groot Industries, Inc.	399.55
Bill Pmt Check	04/15/2021	5464	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	04/15/2021	5465	Ingram Library Services	1,177.41
Bill Pmt Check	04/15/2021	5466	Lo Destro Construction Company	80,172.99
Bill Pmt Check	04/15/2021	5467	Midwest Tape	3,078.02
Bill Pmt Check	04/15/2021	5468	OverDrive	461.95
Bill Pmt Check	04/15/2021	5469	Runco	40.93
Bill Pmt Check	04/15/2021	5470	Schultz., Jack	22.00
Bill Pmt Check	04/15/2021	5471	TMobile	35.07
Bill Pmt Check	04/15/2021	5472	Today's Business	895.00
Bill Pmt Check	04/15/2021	5473	Twidell, Lexy	22.00
Bill Pmt Check	04/15/2021	5474	Unique	26.85
Bill Pmt Check	04/16/2021	5475	Blackstone Audio, Inc.	1,563.57
Bill Pmt Check	04/16/2021	5476	Bottom Line Personal	39.00
Bill Pmt Check	04/16/2021	5477	Call One	264.88
Bill Pmt Check	04/16/2021	5478	Canon Solutions America Inc.	1,104.48
Bill Pmt Check	04/16/2021	5479	Cengage Learning, Inc.	24.79
Bill Pmt Check	04/16/2021	5480	Center Point Large Print	100.63
Bill Pmt Check	04/16/2021	5481	Ingram Library Services	311.34
Bill Pmt Check	04/16/2021	5482	Midwest Tape	2,396.69
Bill Pmt Check	04/16/2021	5483	Product Architecture & Design	3,377.28
Bill Pmt Check	04/16/2021	5484	Thomson Reuters West	88.47
Liability Check	04/29/2021	5485	Nationwide Retirement	86.77
Liability Check	04/29/2021	5486	Vantagepoint	1,148.32
Liability Check	04/29/2021	5487	State Disbursement Unit	493.94
Liability Check	04/29/2021	5488	State Disbursement Unit	20.32
Bill Pmt Check	04/29/2021	5489	Bank of America	8,300.23
Bill Pmt Check	04/29/2021	5490	BCBS	12,805.97
Bill Pmt Check	04/29/2021	5491	Colley Elevator Co.	414.00
Bill Pmt Check	04/29/2021	5492	Colonial Life	82.53
Bill Pmt Check	04/29/2021	5493	Harling School of Irish Dance	100.00
Bill Pmt Check	04/29/2021	5494	Illinois Library Association	300.00
Bill Pmt Check	04/29/2021	5495	Illinois Secretary of State	10.00
Bill Pmt Check	04/29/2021	5496	Kamm Insurance Group	30.00
Bill Pmt Check	04/29/2021	5497	NCPERS Group Life	48.00
Bill Pmt Check	04/29/2021	5498	OverDrive	3,076.06
Bill Pmt Check	04/29/2021	5499	Principal Life Insurance Company	1,138.79
Bill Pmt Check	04/29/2021	5500	Schueren, Mary	16.24
Bill Pmt Check	04/29/2021	5501	The Davey Tree Expert Company	3,950.00
Bill Pmt Check	04/29/2021	5502	VSP Vision	155.61
Bill Pmt Check	04/29/2021	5503	Wingren Landscape, Inc	899.51
Bill Pmt Check	04/29/2021	5504	Choice Cabinet Chicago	2,205.75



# Indian Prairie Public Library District Account QuickReport - Vendors

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As of April 30, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	04/29/2021	5505	Williams., Natalie	22.00
Total 10122 - Fifth Third Checking				183,447.96
<b>TOTAL</b>				<b>183,447.96</b>

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

**April 2021**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	04/05/2021	3,513.27
EFTPS-Federal	Payroll taxes	04/02/2021	19,304.44
ILDOR-State	Payroll taxes	04/16/2021	3,195.93
EFTPS-Federal	Payroll taxes	04/16/2021	17,272.94
ILDOR-State	Payroll taxes	04/30/2021	2,951.38
EFTPS-Federal	Payroll taxes	04/30/2021	16,404.04
IMRF	Payroll Pension	04/30/2021	34,853.64
DAC	Deposit to HRA	04/06/2021	158.41
DAC	Deposit to HRA	04/09/2021	318.77
DAC	Deposit to HRA	04/13/2021	84.21
DAC	Deposit to HRA	04/20/2021	397.40
DAC	Deposit to HRA	04/27/2021	313.44
Nicor	Gas	04/16/2021	0.00
INB Bank/5/3	Credit Card Fee	04/15/2021	38.57
Hinsdale Bank	Fee-Direct Deposit	04/17/2021	88.50

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
April 30, 2021 – 10:30 a.m.

Present: Megaridis, Krupicka, Suriano, Bukovac, Birmingham

The committee walked the grounds and discussed areas that need improvement, such as adding sod, removing dead bushes, adding mulch and general weed clean up.

They discussed replacing the existing pergola with a wider, taller pergola that Joe will build.

It was discussed to add benches and a picnic table to the new patio area, which can be used for seating or programming.

We will add two trees off the Prairie Path on the side closest to Clarendon Hills road entrance. One tree will be donated by the Darien Women's Club.

We identified areas to get design quotes from landscaping companies.

Adjourn 11:12 a.m.

Indian Prairie Public Library  
Nominating Committee  
May 4, 2021 – 9:50 a.m.  
Minutes

Present: Damon, Krupicka, Megaridis

Discuss nominations and make a recommendation of officers to the Board:

1. President: Victoria Suriano
2. Vice-President: Donald Damon
3. Treasurer: Marian Krupicka
4. Secretary: Crystal Megaridis

Adjourn: 10:01 a.m.

## Assistant Director's Report: May 2021

### Building:

We have not had to pay any water bills since March of 2020, due to being closed for COVID and not using much water after starting curbside and reopening to the public. On top of an almost-zero balance, we received our annual sprinkler credit, which put us in a credit balance. Now, as the building has more use, we are starting to use up the credit and we will be back to paying bills.

### Marketing Highlights:

- Dave compiled the monthly website statistics. Here is Indian Prairie's top five visited pages in April:
  1. Programs – 948
  2. Databases A-Z – 626
  3. Hours & Location – 420
  4. eBooks – 419
  5. Job Openings – 372
- Dave is working on recording training videos with our staff trainers on Reader's Advisory for Kids & Teens and Adults, Reference Interview and our Databases. These videos will be used to train new staff as we move forward.
- Jill's Marketing Report is attached.

### Programming and Outreach:

Since taking over the department, I have had one-on-ones with all staff. At each discussion, we reviewed their current project list, upcoming programs, and talked about ways I can help them. I have an all department meeting later this week, where we will be doing some fun "get to know each other" activities as well as doing some program planning for later this summer. I will be doing the staff report at this month's meeting so I will have more to share at the Board Meeting.

I am very excited to announce that Marquitta Harris will be joining us as our new adult programming person! Marquitta brings very rich experience to the position. She has a BA in Sociology and an MS in Psychology. She is on the Burr Ridge 180 School Board and is currently an officer as Treasurer. Marquitta has 12+ years of program experience, working closely with adults with physical and intellectual disabilities. Marquitta will be leading us in programming for people of all ages with disabilities, acting as our liaison for senior services and outreach, as well as planning other adult programming. As Marquitta is currently the Assistant Head of Guest Services, she will transition to our department as new staff are hired in Guest Services and she is able to transfer her responsibilities with them.

Michelle Dukes, Teen Librarian, has submitted her resignation effective June 2<sup>nd</sup>. She and her soon-to-be husband are relocating to Indianapolis where he got a new job and it is where they have family. Michelle is sad to leave us, but is excited about moving nearer to family and her upcoming wedding in June. I have posted the open position and am currently receiving resumes.

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

**IPPL Friends and Foundation:**

- We received \$470.06 from Better World Books for our library discards. The Resource Services staff manages this program.
- The Lawrence Family Foundation has given us \$150 towards the purchase of the outdoor movie screen, so Megan and her husband are helping to support our outdoor movies this summer.

Submitted by: Laura Birmingham

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

**Training**

ILA Mini Marketing Conference—4 hours

This was a dynamic presentation with the highlight being a pr/storytelling professional from a Chicago-area school district and a member from the social media teams from the Field Museum. It was a presentation that was well worth the time that left me inspired with some idea for our library.

**Website**

In April, we made the focus on the home page about using the library from home since we were going to be closed for two weeks.

We continued to update the programming page with featured programs and grab bags. In addition, Dave and I are working on the summer page—which is going to be more comprehensive than the last two years with our programming. Dave also completed the update to the Prairie Patch page. In addition, we made updates to the Sound and the Teen page.

**Dave**

I am very excited for Dave and in his new position in the Maker Studio. Our guests are going to further benefit from his knowledge and dynamic personality. I've been fortunate to have Dave part of the marketing team nearly full-time. During the height of the pandemic in particular, he was instrumental in helping me execute the messaging we needed to get out to the community through making graphics and web updates on the fly. I'm happy that I still will be working with him on the website and video projects. Congrats, Dave!

**Enews**

Enews was sent out Thursdays during the month of April. The link to the adult program calendar is still the most consistently clicked on item. We are holding steady on opens in general.

**General Enews Subscribers**

March 31	17,044
April 30	17,012
Loss/Gain in subscribers	-32

**Specialty Enews Subscribers**

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

### Enews Open & Click Rate

Date	Open Rate	Click Rate
Teen Enews (April 1)	16	4
Biz Connect (April 1)	21	3
April 1	17	13
April 8	21	9
April 15	19	5
April 22	26	6
April 29	18	14

### Social Media

Overall, the social media channels continue to grow organically. This month the growth was slower than we have had on Facebook and Instagram; no change on Twitter and LinkedIn. YouTube had impressive growth with 13 new following, which I think can be attributed to the chicken camera.

Channel	Likes/Followers	+/- (Since March 31)
Facebook (Likes)	2,031	+3
Instagram	765	+5
Twitter	1,117	No change
LinkedIn	169	No change
YouTube	203	+13

### Social Media Posts

This month, our followers enjoyed seeing some of the photos of the renovation while were closed. After the renovation posts, the most popular was about the Rachel Carson program. Several of our followers shared this program, which generated a lot of engagement. The presenter of this program was Leslie Goddard, a library favorite. It always amazes me what people pick up on.



## Circulation Services

April 2021

As a reminder, the library was closed for 2 weeks in April due to construction. Our lower numbers reflect that.

### User Experience

When we reopened on April 26, we went back to an open hold shelf – something our patrons enjoy. This means we are no longer checking out and bagging every item for patrons prior to their pickup. Patrons appreciate having their items held for them for the full 7 days (instead of 4 days). We are doing extra marketing to make sure that patrons know they now need to check their items out themselves before leaving the library. This includes a bright green sticker on each item that says “Check your items out before leaving”. We are now also checking items out as patrons come to the driveup window. This is taking a little longer than before, but most patrons are very understanding. We are working with SWAN in the development of a way for patrons to choose to pick-up at the driveup when they place their holds. This will allow us to have the items on a shelf near the driveup; thus eliminating staff from needing to walk to the hold shelf. We are hoping to have this in place by the end of June.

The drive up continues to be busy. We had 980 patrons use the drive up in April– and that was being closed for two weeks! Our busiest day was Saturday, April 3 with 134 patrons being served. Our busiest hour was that same day from 9am – 10am with 27 cars coming through.

### Community

**Passports:** We accepted 31 passports in April with our busiest day being 4/10 with 5.

**Library Cards:** We issued 35 resident library cards. 14 were initiated remotely.

**Notary Public:** We notarized 25 documents in April.

**Outreach:** Marquitta Harris is now overseeing the homebound delivery program. She has been working with Mary Schueren to use the SWAN outreach module to better serve our patrons. Our volunteer Geri Farganus has been inputting data for us. Beginning May 22 we will begin partnering with Interfaith Community Partners. They are an organization that specializes in driving seniors that don't have a mode of transportation. They will be delivering items to our homebound patrons every other Saturday. They are already providing this service to several neighboring libraries. We look forward to this partnership!

### Staff

Marquitta Harris has accepted a position in the Outreach and Programming Department. Cindy Maiello-Gluecklich has accepted the position of Assistant Head of Guest Services. We will be posting for a part-time Shift Supervisor.

We have hired 3 new Guest Services Associates – Chris Mannix, Brianna Kushta and Skylar Stopen. We are excited to have them join our team.

**Renovation**

The workroom and offices were painted this month – a beautiful blue! Staff are very happy with the color.

During the month of April our shelvers were busy shifting! We estimate that they shifted 2,298 shelves of materials (that is roughly 91,000 items!). This shifting was done to make way for construction. Cindy Maiello-Gluecklich has done a great job coordinating the shifting.

All staff attended a Zoom meeting with Jamie on April 9. Jamie went over the new service model and renovation plan.

**Continuing Education**

Associates, supervisors and I attended training while we were closed. The training included Adult Readers Advisory, K & T Readers Advisory, Data Bases, Reference Interview and placing holds. Tori Castro, Mary Schueren and Jimmy Doan were trained on Circulation functions. Tori and Mary also completed their passport training. All staff are now working toward being able to help patrons with whatever questions they may have.

Marquitta Harris is working with Laura Birmingham on developing hospitality training. She has attended several webinars and is doing reading on the subject.

April 21	SWAN Circulation User Group	Debbie Sheehan/Cindy Maiello-Gluecklich
April 23	SWAN Outreach User Group	Marquitta Harris
April 27	SWAN Update	Debbie Sheehan
April 28	Circulation Roundtable	Debbie Sheehan

Debbie Sheehan  
Head of Circulation Services

Circulation Statistics											
Month	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
July	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174
Aug.	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438
Sept.	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419
Oct.	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228
Nov.	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386
Dec.	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447
Jan.	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870
Feb.	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445
Mar.	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377
Apr.	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453	54,270	# 11,631	# 29,586
May	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	
June	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	
Yearly											
Total	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	414,370
	*Parking lot construction										
	#Covid 19										

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

**Community**

Michelle Dukes coordinated the annual Teen Job Fair. The event was held virtually on April 17, on zoom at 11 a.m. Businesses that were represented included Culver’s, Johnson Orthodontics, and SportsKids Inc. 17 people attended the program.

Monica Dzierzbicki worked with the leader and members of the Darien Dragon 4H Club, IPPL Marketing, Technology Services and Heather Forester Jensen, to develop programs and activities for the 2021 Egg Incubation project. The egg incubation project includes an egg incubator for two dozen fertilized Leghorn chicken eggs at IPPL, the 'Hatching Soon' web page and live cam stream that has been used by area schools as part of lesson planning, and virtual programs presented through Zoom.

*The Egg Incubation Partnership is in its 5<sup>th</sup> year.*

**Business Services**

Biz Connection email newsletter sent out April 1. 293 Sent, 18.4% open rate

T.J. Szafranski attended the April 7 Willowbrook/Burr Ridge Chamber luncheon. It was the first time the luncheon was held in-person since early 2020. Spotlight member talks given by Staples, Kids M.D., and ASI Accurate Partitions. Committee reports included

- Business Expo – planned for Fall 2021, date TBD
- Cruisin '66 – August 7, 2021
- Golf Outing – Fall 2021, date TBD

**Beanstack**

In April, 2 new readers joined Beanstack and 6 individuals enrolled in a new reading challenge. In total, patrons earned badges and logged 600 books. Below is the current active reader count per challenge:

- Financial Literacy for Adults: 1 reader
- Financial Literacy for Teens (Grades 6-12): 0 readers
- Read Woke: 5 readers
- 1,000 Books Before Kindergarten: 3 readers
- Baby Book Bees: 3 readers

**Seed Library**

Number of Checkouts: 4  
Number of Seed Packets Checked Out: 11  
Number of Donations: 1 (one large watermelon seeds)

**Programs**

In April, Programming & Outreach staff presented 35 programs serving 1,010 people.

**Kids**

*Meet the Easter Bunny*

This event was a way for patrons to enjoy a safe alternative to the typical Easter egg hunts and bunny visits that are so popular in communities during this time.

- Jack Schultz ordered a costume and acted the part of the Easter Bunny

- Heather Forster Jensen photographed and managed the line
- Lexy Twidell created an egg scavenger hunt in the Prairie Patch
- Natalie Williams supplied plastic eggs filled with candy for the Easter Bunny to give every participant

*It was a true team effort and 246 people attended during the 2.5 hour event*

### Storytime Makers

Lexy Twidell and Heather Forster Jensen finished their Storytime Makers series this month. To keep the series going while the library was closed, Lexy and Heather created grab bags for families to pick up. Then, during one of the Zoom sessions, they demonstrated how to use each prop and gave kids and caregivers ideas for extended play in order to provide fun and learning opportunities even when we had a break in programming. Fifty grab bags were distributed.

### Date – Specific

2-Apr	Barbara's Bookstore Storytime	In person	Lexy, Heather	14
3-Apr	Meet the Easter Bunny	In person	Lexy, Heather, Natalie, Jack	246
6-Apr	Storytime Makers	Zoom	Lexy, Heather	18
7-Apr	Storytime Makers	Zoom	Lexy, Heather	16
8-Apr	Mid-Kids Art of Poetry	Zoom	Monica	3
24-Apr	Show and Tell	Zoom	Heather, Lexy	11
27-Apr	Online - 3D Flower Pots	Zoom	Jack	20
28-Apr	Egg-cellent Stories	Zoom	Heather, Monica	15
29-Apr	Beginning with Baby Session	Zoom	Heather	4
30-Apr	Show and Tell	Zoom	Heather, Lexy	7

### Passive

Shamrock Treasure Hunt	Lexy/Heather	11
Money Smart ages 6-9 Mid-Kids Grab Bag	Monica	72
Money Smart ages 10-12 Mid-Kids Grab Bag	Monica	44
Baby Sensory Grab Bags: Plastic Play Balls	Lexy/Heather	56
Big Coloring Page Bundles	Lexy/Heather	95
Beautiful Birdhouses	Monica	6
IPPL 2021 Monarch Challenge completers	Monica	14
IPPL 2021 Bluestem Challenge completers	Monica	8
IPPL 2021 Caudill Challenge completers	Monica	9
"Fit Matters" Mask Adjustment Kits	Heather	7

### Teens

#### Date – Specific

8-Apr	Catchy Cover Letters (Cancelled)	Zoom	Michelle	0
10-Apr	TASC	Zoom	Michelle	10
17-Apr	Teen Job Fair	Zoom	Michelle	17
28-Apr	Why Gap Years Matter	Zoom	Michelle	3

#### Passive

Job Fair Grab Bags	Michelle	13
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## Adults

### *Oscar Grab Bag*

Heather Forster Jensen created the first grab bags for adults in honor of the 93rd Academy Awards, which aired on Sunday, April 25. Each grab bag included a flyer for the Losing at the Oscars program, a custom-designed ballot, Academy Award BINGO card, a mini Oscar statue paper craft, and a bag of popcorn. Adult grab bags will continue to be created during the summer.

*All 120 bags were gone within 8 days.*

### Date – Specific

7-Apr	Losing At The Oscars	Zoom	Cindy	18
7-Apr	Online Chair Yoga	Zoom	Cindy	24
13-Apr	Online Budget and Bill Pay Tools	Zoom	T.J.	8
14-Apr	Rachel Carson	Zoom	Cindy	38
14-Apr	Online Chair Yoga	Zoom	Cindy	21
21-Apr	Online Chair Yoga	Zoom	Cindy	24
22-Apr	Digital Investment Advisors	Zoom	T.J.	2
23-Apr	Darien Garden Club iNaturalist app	Zoom	Natalie	16
28-Apr	Online Chair Yoga	Zoom	Cindy	20

### Passive

Oscars Grab Bags		Heather	120
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## Continuing Education

15-Apr	LELA Networking Meeting to discuss "No Small Matter" documentary and other topics	Zoom	Lexy
16-Apr	Data that Counts: An Introduction to Census Data for Public Libraries.	Webinar	T.J.
17-Apr	Potty Training Reading and Research	Book	Heather
18-Apr	Potty Training Reading and Research	Book	Heather
23-Apr	Evaluation: The Key to Maximizing the Success of Library Programs	Webinar	T.J.

## Contributing to the Profession

7-Apr	SSAP's Meeting	Zoom	Cindy
15-Apr	Contributed ideas during LELA Networking Meeting	Zoom	Lexy
15-Apr	LACONI OPP SPARK Talk	Zoom	Cindy

*Submitted by T.J. Szafranski, Assistant Head of Programming and Outreach*

## Resource Services Monthly Report

April 2021

This month was busy with interviews, moving the Resource Services workroom to its temporary location, and training staff. We had 31 applicants for the open Resource Services Librarian position. Jamie and I conducted five first interviews and asked two applicants back for second interviews. We have hired Natalie Baddour for the position and her first day is May 24. She comes from Des Plaines Public Library where she was Reader's Advisory Assistant.

Moving Resource Services involved packing up the entire department and moving into what used to be Little Town – what will be the new expanded meeting room. Staff has adjusted and has adapted to the circumstance. We even turned around a huge order in three days that we received from Baker & Taylor right before we had to pack and move the workroom.

Joe, Marissa, and I all prepared training for Guest Services Associates in our database offerings (Joe); kids and teens reader's advisory (Marissa); and answering basic reference questions (me). We had an outside presenter do sessions on adult reader's advisory. We had two sessions each day from Monday through Thursday.

I had been looking for a new solution for staff scheduling for the library instead of using Google Calendar. Brett told me about a product through the Teams application in Office 365 called Shifts. I have been using this product to create staff schedules and am sharing information with the other department heads.

After a conversation with Jamie and Laura, we determined that Resource Services should have another librarian position in the department. We decided that the position would oversee audio-visual collections for all ages. This allows us to take some pressure off Joe and Marissa so that they can concentrate on their other duties. Joe is becoming our reference specialist and because he enjoys working with patrons he will be our primary reference librarian including setting up a "book-a-librarian" type service. He will also assist me in developing the non-fiction and serials collections. It will allow Marissa to focus on the print materials collections for kids and teens as well as allow her to further collaborate and support the work of the Programming & Outreach Department.

Tori Castro, who is currently a part time Adult Services Associate has been promoted to full-time Resource Services Specialist. Tori is currently half way through an MLIS program and she has exhibited excellent customer service in her time at Indian Prairie. The primary purpose of the position is to oversee the day-to-day tasks that go with Reader's Advisory and support the librarians in providing Reader's Advisory services and merchandising the collections.

Anna Hinkley has also been promoted into a new position as Resource Services – Materials Handling Specialist. She will oversee and direct the day-to-day activities of the Resource Services – Materials Handling Associates I.

### Collections

BINGE BOX CATEGORIES - Joe & Anna updated the Classification scheme for Binge Boxes to match the feature films. It will be easier to browse & maintain as the collection grows. We are keeping a few unique categories (Actor, Christmas, Romance). The rest will move to DVD Binge Box Adventure, Comedy, etc.

BIOGRAPHY PROJECT - Natalya is working on Biography call numbers & barcodes. This project is to add the first name of the person being written about to the call number labels. It will help to identify books on specific people especially in large famous families, such as the Kennedys and Roosevelts. Changes are done for A-J. Staff helped during the shutdown by peeling labels & adding barcodes.

CD NOVEL - Diane finished changing CD FICTION spine labels to CD NOVEL.

BARCODE PROJECT - Staff from other departments helped on the Barcode Project during the 2-week shutdown. Still to do: Dewey 929.1 - 999, ESL, paperbacks, remainder of Biography.

### Monthly Highlights

- Joe has fully taken over oversight of the library databases. He arranged a trial of Kanopy – an online video streaming product that specializes in movies that have won awards at film festivals, independent films, and award winning documentaries. We have gotten numerous requests over the last year from patrons for this to be offered. He also arranged trials of Newspapers.com and Heritage Hub which brings together digital cultural heritage resources from across Illinois.
- Marissa collaborated with Jill on a blog post for May to cover Mental Health Awareness month. She also created bibliographies for kids, teens, and adults on the topic of mental health and mental health resources. She has been working on book talks around the Bluestem Award . nominated titles. She has been coordinating with Programming & Outreach on presenting these talks to students in the schools.

### Community

- After losing the tutor from Literacy DuPage who had been moderating the online ESL discussion group, Joe decided to take it on until a new moderator could be found. He finds that he really enjoys it and may decide to continue being the groups' moderator.

### Contributing to the Profession

- Tony & Joe took part in discussions about databases through the SWAN eResource Advisory Committee. Tony officially introduced Joe to the group and Joe will attend these meetings going forward.
- Tony was contacted by the head of Adult Services of Messenger Public Library (North Aurora). She was looking for his job description after he mentioned at a SWAN meeting the change in his role at Indian Prairie. Their Head of Technical Services position has been open for over a year and she was curious about how the role was structured here.
- Tony attended a PORTAL Networking Group meeting. PORTAL is a group of library managers who come from small to mid-size libraries and focuses on discussing issues affecting libraries of this size. We discussed what reopening was looking like for everyone; encountering any staffing issues due to the pandemic; and changes that were being made due to the pandemic.
- Tony, Joe, and Marissa all took part in an internal discussion with all Indian Prairie librarians on providing reference service to different age groups and knowledge that needed to be shared before moving fully into the new service model.

### Continuing Education

- Marissa watched Booklist Middle-Grade Panel and Voices from the Middle: Award-Winners & Dazzling Debuts (Booklist).



Programs

Date	Time	Program	Staff	Attendance
7-Apr	7:00 p.m.	Online - ESL Discussion Group	Joe	3
14-Apr	7:00 p.m.	Online - ESL Discussion Group	Joe	3
10-Apr	7:00 p.m.	Online - Great Decisions Discussion Group	Joe	10
21-Apr	7:00 p.m.	Online - ESL Discussion Group	Joe	7
22-Apr	1:00 p.m.	Online: Genealogy Group	Joe	23
28-Apr	7:00 p.m.	Online - ESL Discussion Group	Joe	3
			<b>Total</b>	<b>49</b>

## Technology & Maker Services Board Report April 2021

### Monthly Highlights

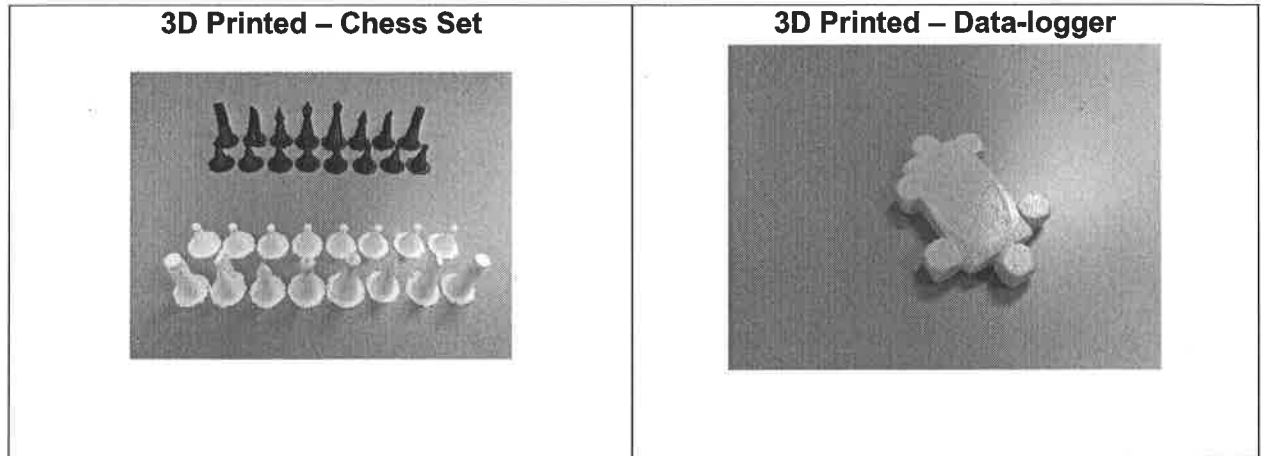
#### Maker Studio Studio

- Sent information to marketing to promote the Maker Studio in the next newsletter.
- We are currently planning programming for July and August to introduce the community to the Maker Studio.

### Statistics

Statistics in all areas were lower in April due to two week closing for renovation.

- 3D Printer- 5 processed requests. Interesting Prints: Chess pieces, data-logger, Nintendo switch parts, whistle and embellished frame.
- Carvey – 1 requests.



- Tech Takeout Checkouts
  - Unique Users - 43
  - Total checkouts - 57
- Curbside Printing- 28

### Public Technology & Maker Programs & Classes

- 3 live class- total attendance/views: 30
- 1 - 1-on-1 Patron Assistance- 0
- 8 on demand recorded YouTube Videos - Total views: 26

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>

Tues. Apr. 13, 6-7:30 p.m.	Online – Bill Pay & Budget Tools	Mike	8 (2 additional YouTube Views)
Thurs. Apr. 22, 6-7:30 p.m.	Online- Digital Investment Advisors	Mike	2 (1 additional YouTube Views)
Tues. Apr. 27, 6:30-7:30	Online- DIY Flower Pots – 3D printer	Jack	20

### Technology Projects

- Brett and I spent a majority of the month moving staff and public computers in different areas of the library related to renovation.

### Training

- I started the orientation and training process for our two new Technology & Maker Associates Luke Davis and Anthony Moninaro on April 21.

### Continuing Education

Jack Schultz attended a webinar on TinkerCAD showing outlining how adults would best use the software.

### Sharing

- Jack shared with other libraries' information on how we store video games and checkout procedures.
- Jack responded to more questions about Rokus and services from Putnam County Public Library.

Ann M. Stovall, Head of Technology & Maker Services, May 6, 2021

STATISTICS FOR	Apr-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	11,156		176,034		
Teen	743		12,363		
Kids	6,740		103,103		
ILLS Sent	1,495		21,515		
TOTAL	20,134		313,015		
Electronic Circulation	9,452		101,355		
GRAND TOTAL CIRC.	29,586		414,370		
% Reciprocal Borrowing	5%		6%		
Patron Visits	6,528		94,026		
<b><u>Current Cards</u></b>					
Resident	35		22,850		
Non-Resident	22		711		
TOTAL	57		23,561		
<b><u>Patron Assistance</u></b>					
Adult - Reference	654		13,556		
Kids - Reference	412		7,472		
Technology - Reference	584		10,873		
TOTAL REFERENCE	1,650		31,901		
Adult - Other	138		1,479		
Kids - Other	2		79		
Technology - Other	6		193		
TOTAL OTHER	146		1,751		
GRAND TOTAL ASST.	1,796		33,652		
<b><u>ILL/Reserves</u></b>					
Holds	4,941		78,314		
ILLS Sent	1,495		21,515		
ILLS Checked Out	2,004		35,079		
ILLS Received	2,004		35,079		
<b><u>Programs - Adult</u></b>					
# Programs	8		110		
Attendance	155		2,300		
<b><u>Technology Classes</u></b>					
# Programs	11		76		
Attendance	56		814		
<b><u>Individual Technology Training</u></b>					
# of Patrons	98		867		
<b><u>Groups</u></b>					
# Programs	3		31		
Attendance	40		295		
<b><u>Others</u></b>					
#Programs	0		0		
Attendance	0		0		
<b><u>Programs - Teen</u></b>					
# Programs	5		91		
Attendance	43		450		
<b><u>Programs - Kids</u></b>					
# Programs	20		497		
Attendance	676		4,570		
GRAND TOTAL ATT.	1,068		9,296		

STATISTICS FOR	Apr-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	664		10,918		
Kids Computers	48		749		
Teen Laptop	1		50		
Adult Laptop	9		71		
<b>TOTAL PATRON USE</b>	<b>722</b>		<b>11,788</b>		
<b>Hours Used</b>					
Adult Computers	475		7,447		
Kids Computers	28		424		
Teen Laptop	5		100		
Adult Laptop	9		104		
<b>TOTAL HOURS USED</b>	<b>517</b>		<b>8,075</b>		
<b>Wireless Total Connections</b>	<b>5,128</b>		<b>43,001</b>		
<b>IPPL Total Web Site Access</b>	<b>13,542</b>		<b>398,791</b>		
<b>IPPL Total Page Views</b>	<b>32,819</b>		<b>581,271</b>		
<b>Subscription Database Logins</b>	<b>2,774</b>		<b>29,681</b>		
<b>Outreach-Homebound</b>					
Items Delivered	123		1,215		
<b>Volunteers</b>					
Number Active	12				
Hours Worked	21		446		
<b>Staff Training Hours</b>	<b>160</b>		<b>727</b>		
<b>Conference Room Usage</b>					
<b>Study Table Usage</b>	<b>43</b>		<b>580</b>		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	503	8	0	511	27	13	35	13
Non-Fiction	38143	172	12	38303	2181	4398	2353	4410
Fiction	30957	280	108	31129	3256	7197	3536	7305
<b>ADULT TOTALS</b>	69603	460	120	69943	5464	11608	5924	11728
<b>KIDS</b>								
Non-Fiction	11777	48	2	11823	718	330	766	332
Fiction	23557	218	48	23727	1959	1171	2177	1219
<b>KIDS TOTALS</b>	35334	266	50	35550	2677	1501	2943	1551
<b>TEEN</b>								
Non-Fiction	508	22	0	530	84	5	106	5
Fiction	4053	36	6	4083	366	116	402	122
<b>TEEN TOTALS</b>	4561	58	6	4613	450	121	508	127
<b>BOOK TOTALS</b>	109498	784	176	110106	8591	13230	9375	13406

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6605	53	0	6658	560	221	613	221
Music CDs	5888	25	3	5910	198	1798	223	1801
Playaway	371	0	0	371	4	3	4	3
DVDs (DVD & Blu-ray)	20691	76	1	20766	1019	1553	1095	1554
<b>ADULT TOTALS</b>	33555	154	4	33705	1781	3575	1935	3579
<b>KIDS</b>								
Audiobooks on CD	576	2	1	577	52	9	54	10
Music CDs	289	4	0	293	22	2	26	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4241	27	3	4265	150	200	177	203
<b>KIDS TOTALS</b>	5219	33	4	5248	230	211	263	215
<b>TEEN</b>								
Audiobooks on CD	226	2	0	228	20	0	22	0
Playaway	20	0	0	20	1	0	1	0
DVDs (DVD & Blu-ray)	1	0	0	1	0	436	0	436
<b>TEEN TOTALS</b>	247	2	0	249	21	436	23	436
<b>AUDIOVISUAL TOTALS</b>	39021	189	8	39202	2032	4222	2221	4230

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Console Games	189	0	0	189	35	0	35	0
Tech Takeout (except digital content devices)	133	0	0	133	22	4	22	4
CD-ROMs	0	0	0	0	0	36	0	36
<b>ADULT TOTALS</b>	322	0	0	322	57	40	57	40
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	160	0	0	160	11	19	11	19
Puzzles (New Aug. 2018)	16	0	0	16	1	1	1	1
Playaway Launch Pads	21	0	0	21	0	3	0	3
<b>KIDS TOTALS</b>	197	0	0	197	12	23	12	23
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	756	0	0	756	94	5	94	5
Board Games	112	0	0	112	18	3	18	3
<b>TEEN TOTALS</b>	874	0	0	874	112	8	112	8
<b>OTHER TOTALS</b>	1393	0	0	1393	181	71	181	71
<b>COLLECTION TOTALS</b>	149912	973	184	150701			11777	17707

eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	23,935	172	24,107	874	1046
eMedia (Overdrive Advantage)	6,804	12	6,816	692	704
Preloaded eReaders	114	0	114	26	26
<b>eBook Totals</b>	<b>354,531</b>	<b>99,772</b>	<b>454,303</b>	<b>1592</b>	<b>1776</b>
<b>AUDIOVISUAL</b>	<b>Previous</b>	<b>Added</b>	<b>Current</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
	<b>Month Totals</b>	<b>Items</b>	<b>Totals</b>	<b>A</b>	<b>Add</b>
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,022	39	6,061	214	253
eMedia Advantage (Overdrive)	1,559	7	1,566	222	229
Preloaded Adult Audiobook iPods	137	0	137	64	64
<b>Audiobook Total</b>	<b>76,990</b>	<b>23843</b>	<b>100,833</b>	<b>500</b>	<b>546</b>
<b>Music</b>					
Hoopla- Year	241,704	0	241,704	N/A	N/A
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,243	2	1,245	27	29
Preloaded Family Roku Titles	187	0	187	4	4
<b>Video Totals</b>	<b>16,467</b>	<b>2</b>	<b>16,469</b>	<b>31</b>	<b>33</b>
<b>Total Audiovisual</b>	<b>335,161</b>	<b>23,845</b>	<b>359,006</b>	<b>2123</b>	<b>579</b>
<b>Collection Totals</b>	<b>689,692</b>	<b>123,617</b>	<b>813,309</b>		<b>2355</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2021

Balance on hand as of March 31, 2021.....	3,027,928.87
Cash Receipts for April.....	26,119.69
Cash Disbursements for April.....	440,468.03
Cash on hand as of April 30, 2021.....	2,613,580.53

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.041%	
General.....	416,824.35
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,883.74
Children's Endowment.....	3,064.59
Endowment.....	11,862.61
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking

General.....	19,561.69
Hinsdale Bank & Trust - Checking.....	13,993.62
Fifth Third - Savings - Rate 0.03%	
General.....	100,227.14
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2021.....	2,613,580.53

FUND BALANCES AS OF 04/30/2021

Corporate Fund.....	626,158.06
Building & Maintenance Fund.....	26,433.38
I.M.R.F. Fund.....	(187.97)
Liability Fund.....	(648.55)
Social Security Fund.....	199.90
Special Reserve Fund.....	(236,566.19)
Deferred Property Taxes.....	104,784.58
Current Liabilites.....	2,198,191.90
Grand Total All Funds.....	2,613,580.53



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

33

Percent of Year: 83.33

	RECEIVED April 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,747,582.19	100.18%	3,740,844.00	-6,738.19
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	1.11	1.90	0.00%	0.00	-1.90
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1.11</b>	<b>3,747,584.09</b>	<b>100.18%</b>	<b>3,740,844.00</b>	<b>-6,740.09</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	23.26	1,598.30	0.00%	0.00	-1,598.30
<b>TOTAL INTEREST</b>	<b>23.26</b>	<b>1,598.30</b>	<b>0.00%</b>	<b>0.00</b>	<b>-1,598.30</b>
<b>DESK MONIES</b>					
45100 · Copier	89.20	1,304.50	56.72%	2,300.00	995.50
45120 · Computer Copies	479.15	5,638.85	75.19%	7,500.00	1,861.15
45130 · Fax	244.64	1,607.22	321.44%	500.00	-1,107.22
45200 · Fines/Fees	964.57	13,482.20	53.93%	25,000.00	11,517.80
45250 · Gifts/Donations	0.00	3.25	0.65%	500.00	496.75
45300 · Lost Materials	160.96	3,342.08	83.55%	4,000.00	657.92
45350 · Non-Resident Fees	2,358.16	71,523.22	152.18%	47,000.00	-24,523.22
45450 · Top Picks	0.00	7.80	0.00%	0.00	-7.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	40.00	515.75	103.15%	500.00	-15.75
45650 · 3D Printing	24.90	222.55	89.02%	250.00	27.45
45660 · Carvey	6.00	16.00	32.00%	50.00	34.00
45700 · Passport Fees	1,200.00	7,570.00	43.26%	17,500.00	9,930.00
45750 · Notary Fees	42.00	692.00	98.86%	700.00	8.00
<b>TOTAL DESK MONIES</b>	<b>5,609.58</b>	<b>105,925.42</b>	<b>100.12%</b>	<b>105,800.00</b>	<b>-125.42</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	700.00	280.00%	250.00	-450.00
46700 · Miscellaneous	0.00	511.31	25.57%	2,000.00	1,488.69
46800 · Collection Agency Fee	20.00	140.00	93.33%	150.00	10.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>20.00</b>	<b>1,351.31</b>	<b>56.31%</b>	<b>2,400.00</b>	<b>1,048.69</b>
<b>GRAND TOTAL</b>	<b>5,653.95</b>	<b>3,909,620.37</b>	<b>100.19%</b>	<b>3,902,205.00</b>	<b>-7,415.37</b>

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

34

Percent of Year: 83.33

	April 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	222,867.29	1,745,757.68	76.10%	2,294,105.00	548,347.32		
61310 · Benefits - Medical / Life Ins.	7,774.71	118,499.69	67.82%	174,732.00	56,232.31		
61330 · Benefits - IMRF	26,646.33	192,153.32	87.71%	219,079.00	26,925.68		
61340 · Benefits - FICA	16,679.21	131,212.24	76.95%	170,513.00	39,300.76		
61400 · Staff Development	1,429.78	4,437.67	29.20%	15,200.00	10,762.33		
61600 · Board Development	449.97	899.97	120.00%	750.00	-149.97		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	280.88	2,192.42	73.08%	3,000.00	807.58		
61730 · Data Expense Reimbursement	107.00	2,620.41					
<b>TOTAL PERSONNEL</b>	<b>276,235.17</b>	<b>2,203,419.40</b>	<b>76.42%</b>	<b>2,883,331.00</b>	<b>682,532.01</b>	<b>3,171,664.00</b>	<b>69.47%</b>
<b>MATERIALS</b>							
62100 · Books	9,795.01	111,850.59	65.54%	170,650.00	58,799.41		
62200 · Periodicals	417.50	14,233.73	54.07%	26,325.00	12,091.27		
62300 · Audio	3,461.84	24,818.80	70.21%	35,350.00	10,531.20		
62400 · Video	4,195.72	22,782.37	51.84%	43,950.00	21,167.63		
62500 · Multi-Media	421.97	1,831.05	16.28%	11,250.00	9,418.95		
62800 · eMaterials	6,990.74	162,798.03	96.50%	168,700.00	5,901.97		
62700 · Console Games	345.33	5,597.38	79.96%	7,000.00	1,402.62		
62800 · ESL	11.99	236.26	23.63%	1,000.00	763.74		
62900 · Materials Supplies	1,478.65	14,943.06	71.16%	21,000.00	6,056.94		
<b>TOTAL MATERIALS</b>	<b>27,118.75</b>	<b>359,091.27</b>	<b>74.01%</b>	<b>485,225.00</b>	<b>126,133.73</b>	<b>533,747.00</b>	<b>67.28%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	7,451.36	46,429.14	64.94%	71,500.00	25,070.86		
63300 · Utilities (1-8-11 · Gas)	0.00	12,846.51	128.47%	10,000.00	-2,846.51		
63300 · Utilities (1-8-12 · Electric)	3,083.22	43,992.74	75.85%	58,000.00	14,007.26		
63300 · Utilities (1-8-13 · Telephone)	467.47	4,711.35	85.66%	5,500.00	788.65		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	10,000.00	10,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	399.55	3,991.84	90.72%	4,400.00	408.16		
63350 · Building Supplies	0.00	6,264.53	104.41%	6,000.00	-264.53		
63400 · Maintenance Supplies	547.88	8,073.44	73.40%	11,000.00	2,926.56		
63500 · Security System Monitoring	76.50	756.00	108.00%	700.00	-56.00		
63600 · Property Maintenance	301.00	22,199.54	55.50%	40,000.00	17,800.46		
63800 · Building Maintenance/Repair	5,511.98	37,341.80	124.47%	30,000.00	-7,341.80		
<b>TOTAL BUILDING</b>	<b>17,838.96</b>	<b>186,606.89</b>	<b>75.52%</b>	<b>247,100.00</b>	<b>60,493.11</b>	<b>370,650.00</b>	<b>50.35%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	595.61	9,201.16	76.68%	12,000.00	2,798.84		
64300 · Photocopy Supplies	118.60	1,758.25	35.17%	5,000.00	3,241.75		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	127.20	950.75	41.34%	2,300.00	1,349.25		
64500 · Postage	-153.55	-810.10	-19.76%	4,100.00	4,910.10		
64600 · Non-Payment Reimbursement	0.00	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	63.84	898.15	59.88%	1,500.00	601.85		
64800 · Organizational Memberships	0.00	1,042.50	29.79%	3,500.00	2,457.50		
64900 · Bank Fees	127.07	1,476.49	49.22%	3,000.00	1,523.51		
<b>TOTAL OPERATION</b>	<b>878.77</b>	<b>14,591.84</b>	<b>43.56%</b>	<b>33,500.00</b>	<b>18,908.16</b>	<b>40,200.00</b>	<b>36.30%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	535.02	5,860.18	58.60%	10,000.00	4,139.82		
65150 · Supplies-Staff Toner	29.00	2,898.72	48.31%	6,000.00	3,101.28		
65160 · Supplies-Technology Services	0.00	515.37	42.95%	1,200.00	684.63		
65200 · Technology-Prof Services	0.00	1,525.00	38.13%	4,000.00	2,475.00		
65300 · Purchase of Equipment	3,057.48	6,518.66	60.64%	10,750.00	4,231.34		
65350 · Tech Takeout	0.00	1,321.19	132.12%	1,000.00	-321.19		

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

35

Percent of Year: 83.33

	April 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65400 · Technology Equip Mnt/Repair</b>	0.00	10,230.83	78.83%	12,979.00	2,748.17		
<b>65500 · Software</b>	1,719.85	9,956.03	118.62%	8,393.00	-1,563.03		
<b>65600 · SWAN</b>	11,997.00	48,331.41	100.72%	47,988.00	-343.41		
<b>65700 · Telecommunications</b>	1,162.72	11,669.34	80.67%	14,465.00	2,795.66		
<b>TOTAL TECHNOLOGY</b>	<b>18,501.07</b>	<b>98,826.73</b>	<b>84.63%</b>	<b>116,775.00</b>	<b>17,948.27</b>	<b>200,000.00</b>	<b>49.41%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	0.00	14,507.50	90.67%	16,000.00	1,492.50		
<b>66200 · Credit Bureau</b>	26.85	724.95	80.55%	900.00	175.05		
<b>66300 · Copier</b>	442.00	2,285.00	65.29%	3,500.00	1,215.00		
<b>66400 · Copier Maintenance Contract</b>	1,104.48	4,249.66	169.99%	2,500.00	-1,749.66		
<b>66900 · Fees - Bond Registrar</b>	40.00	140.00	63.64%	220.00	80.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,613.33</b>	<b>21,907.11</b>	<b>94.75%</b>	<b>23,120.00</b>	<b>1,212.89</b>	<b>35,000.00</b>	<b>62.59%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	12,572.00	105.28%	11,941.00	-631.00		
<b>67200 · Bonding</b>	0.00	1,160.00	100.00%	1,160.00	0.00		
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,009.00	100.00%	2,009.00	0.00		
<b>67400 · Umbrella Liability</b>	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>18,016.00</b>	<b>103.63%</b>	<b>17,385.00</b>	<b>-631.00</b>	<b>25,000.00</b>	<b>72.06%</b>
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	0.00	19,291.21	53.59%	36,000.00	16,708.79		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	0.00	211.61	25.19%	840.00	628.39		
<b>68310 · Marketing Supplies</b>	0.00	217.98	43.60%	500.00	282.02		
<b>68410 · Marketing-Information Printing</b>	0.00	0.00	0.00%	2,200.00	2,200.00		
<b>68500 · Legal Notices</b>	0.00	1,276.85	85.12%	1,500.00	223.15		
<b>TOTAL COMMUNICATIONS</b>	<b>0.00</b>	<b>20,997.65</b>	<b>48.79%</b>	<b>43,040.00</b>	<b>22,042.35</b>	<b>50,000.00</b>	<b>42.00%</b>
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	1,430.32	16,055.81	51.46%	31,200.00	15,144.19		
<b>TOTAL PROGRAMMING</b>	<b>1,430.32</b>	<b>16,055.81</b>	<b>51.46%</b>	<b>31,200.00</b>	<b>15,144.19</b>	<b>40,000.00</b>	<b>40.14%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69200 · Special Reserve Fund</b>	90,211.27	242,449.93	24.25%	1,000,000.00	757,550.07	1,300,000.00	18.65%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00		
<b>69900 · Contingency</b>	2,599.74	8,022.74	37.27%	21,529.00	13,506.26		
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>70000 · Operating Transfer Purchases</b>	0.00	0.00	0.00%	0.00	0.00		
<b>GRAND TOTAL</b>	<b>436,427.38</b>	<b>3,189,985.37</b>	<b>65.07%</b>	<b>4,902,205.00</b>	<b>1,712,219.63</b>	<b>5,866,261.00</b>	<b>54.38%</b>



E-News May 12, 2021

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

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## RAILS News

### Last Chance! Complete Annual Certification by May 15!

All RAILS members must complete the [annual online certification process](#) by May 15 to continue to receive RAILS services and Illinois State Library grants. This year, members use [L2](#) to complete certification, and libraries will no longer need a separate login to certify. Complete the [FY 2020 ILLINET ILL Statistical Survey](#) before starting the certification form. See the RAILS website for [more information](#).



### ALA Advocacy Alert: Funding for Library Infrastructure

May 10-14 marks [United for Infrastructure Week](#) to advocate for improved infrastructure in our libraries. Help make sure libraries get the \$5 billion in the [Build America's Libraries Act](#) to repair, modernize, and construct library facilities in underserved and marginalized communities. Here's what you can do:

- Access the ALA-provided templates and resources on the [Build America's Libraries home page](#) to celebrate the week and to communicate to lawmakers the urgency for libraries to be included in the infrastructure package.
  - **Contact President Biden and Congress** [through ALA's Action Center](#).
  - Use this week to **post to social media** about the infrastructure needs at your library, and/or highlight the critical role your library plays in the community.
    - Use this [informative template](#) on how to craft compelling social media posts.
    - The [example tweet](#) from Blue Island Library shows one impactful way to illustrate the need for this designated funding for infrastructure upgrades in your library.



### My Library Is... Displaying Patrons' Library Stories

Are you looking for a way for your users to share their stories/testimonials about your library? You can put a link for our "Tell Your Library Story" [submission form](#), with your library's name already filled in, on your website.



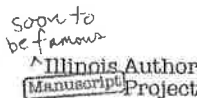
After your patrons start to post their library stories, you can display them on your library's website by retrieving them as a feed.

For HTML code, the method for inserting the feed content, and more specifics, visit the [MyLibraryIs... blog](#) article on this topic.

You can share your own library stories too, by logging into [My Library Is...](#) using your L2 credentials. We welcome contributions from all levels of staff at all types and sizes of libraries!

### 2021 Winner of STBF Manuscript Contest

The Soon to Be Famous Illinois Author Project (STBF) [announces](#) the winner of this year's manuscript contest. Annemarie Mannion of Willowbrook won for her Civil War-era historical fiction novel, *Veritas*.



- Professional manuscript editing courtesy of BiblioBoard
- Professionally designed cover courtesy of BiblioBoard
- Entered as a semi-finalist in the 2022 STBF contest, and more



For more information on the STBF projects, becoming a librarian judge, and entering the contests, visit [soontobefamous.info](http://soontobefamous.info). The 2021 Indie Author Project and De la Página a la Fama contests [are currently accepting submissions](#). STBF will announce those contest winners in October.

## Continuing Education (CE)

### RAILS Discount for HR Source Membership

RAILS is once again offering a discount for membership in [HR Source](#). Qualifying RAILS public libraries may join the association at a greatly reduced fee. Membership includes the HR Hotline, a free HR Checkup, access to members-only resources on the [association's website](#), and more.

Membership runs from July 1, 2021, to June 30, 2022. Join or renew now to receive a full year of benefits. See [additional information](#) or contact [Margae Schmidt](#), RAILS Consulting and Continuing Education Specialist.

### "Socially Distanced Reader's Advisory and Programs" Webinar, May 20

Are you or your patrons virtually Zoomed out? Hear from a panel of librarians about the ways they have continued to offer bibliographies, book talks, author visits, personalized recommendations, and more, all while unable to interact with patrons in person. This webinar is on Thursday, May 20 from 2 to 4 p.m. [View more, and register on L2](#). This program is offered in partnership with the [Adult Reading Roundtable](#).

### Webinar Recording Available: "Reopening the Library: Ventilation and Air Circulation Considerations"

If you missed the April 20 webinar "Reopening the Library: Ventilation and Air Circulation Considerations," [the recording is now available](#) in the RAILS CE Archives. This webinar provides guidance on issues related to air quality in library facilities, with particular attention paid to COVID-19 considerations. Jeff Oke, Client and Project Executive for [IMEG Corporation](#), presented this webinar. Please note: you need to log in with your L2 account to access this content.

### OTHER CE

#### Cataloging Maintenance Center (CMC) Moodle Courses

- **"Subject Analysis,"** July 12-August 22. [Registration](#) is open until July 5 and the course is capped at 35 students.
- **"RDA Book Training,"** September 13-October 24. [Registration](#) is open until September 6 and the course is capped at 30 students.
- **"RDA for Audio and Video Recordings,"** November 8-December 19. [Registration](#) is open until November 1 and the course is capped at 25 students. It is recommended that students take "RDA Book Training" first.
- **NEW! "3D Objects, Kits, and Realia,"** This four-week online course, starting May 24, provides hands-on cataloging of 3D objects, kits, and realia. Cataloging knowledge and experience is suggested. [Registration](#) is open through May 17 and the course is capped at 30 students.

#### Online with the CMC Webinar, May 20

"Cheerios, Rice Krispies, or the Directory of Overseas Jobs?" webinar is on May 20 from 10 to 11 a.m. CMC will record the webinar for those who can't attend the live session. This webinar covers what a serial is, the differences in cataloging a single item vs. cataloging serials, and will demonstrate the fixed-field differences and variable fields that apply to serial records. [Register](#).

#### College of DuPage LTA Program

Did you know students can complete COD LTA program courses online, and all online students pay in-district tuition no matter where in the state you live?

[Registration](#) for summer and fall 2021 is now underway for new and returning students. The summer term is eight weeks and runs from June 8 to August

pandemic.

For more information, please contact [Amanda Musacchio](#), Program Chairperson, College of DuPage Library & Information Technology. For additional information visit <http://cod.edu/ita> and <http://cod.edu/>.

### E-Resources

#### It's Time to Renew eRead Illinois Axis 360!

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



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

[More information about eRead Illinois.](#)

#### E-Content We Love

May is Asian American and Pacific Islander (AAPI) Heritage Month. Check out [this collection](#) of e-books celebrating AAPI heritage - part of the rotating selection of [Popup Picks](#) featured in the BiblioBoard Library of Illinois.



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



### Deals, Discounts, Grants

#### Grants

##### RAILS Equity, Diversity, and Inclusion Training Grants

To help promote education in the area of equity, diversity, and inclusion (EDI), RAILS offers training grants of up to \$2,000 for libraries, networking groups, and library consortia seeking to organize an EDI-focused training event. Eligible events will provide training that raises awareness of the multiple dimensions of EDI. Possible topics could include implicit bias, conducting diversity audits, and creating a more inclusive hiring process.

RAILS will accept applications through May 31. [Read more about this grant opportunity and apply online.](#) Send questions to [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, 630.734.5132.

#### Deals & Discounts

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

#### NEW! Barcodes, Inc. Discounted Hardware for Libraries

[Barcodes, Inc.](#) curated a custom collection of hardware designed specifically for your library's needs. All items listed on the RAILS/Barcodes, Inc. partner page are available at a discount for RAILS members. Further discounts may be available for large purchases.

#### myLIBRO Insights Data Analytics Platform Deal, Plus Lower Pricing for myLIBRO App

The [myLIBRO mobile app](#) assists patrons and students with ILS search, account management, scheduling services, access to digital resources, self-check, and much more.

through a simple request, producing insights, reports, and dashboards. Think of it like Google or Siri for your library's data.

- Register for a myLIBRO demo on [Wednesday, June 9 at 1 p.m.](#)
- **TODAY!** Register for a roundtable "Making Data-Driven Decisions with Your Library's Systems" on [Wednesday, May 12 at 1 p.m.](#) RAILS Data Analysis Manager Grant Halter is a featured panellist In this discussion about how libraries are using data and analytics to get the most out of their ILS systems and improve community engagement.

**OrangeBoy Savannah Discounted Pricing**

[OrangeBoy Savannah](#)® is a Software-as-a-Service (SaaS) community engagement platform that lets you understand your customers' needs in real-time. The software provides a distinct set of tools to measure library performance, understand and respond to demand for library services, report results to the community, allocate resources, communicate with customers, identify patterns of use, secure feedback, and more.

The subscription includes account management and support teams to assist the library with data uploads and integration, messaging support, analysis, campaign strategy and development, customer insights, and more.

Register for an OrangeBoy Savannah webinar on [Tuesday, May 18 at noon](#), or [Thursday, May 20 at 10 a.m.](#)

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## Other Library News

**CPL Allows Patrons to Choose Name on Library Card**

On Tuesday, April 27, Chicago Public Library (CPL) began allowing patrons to choose the name they would like to appear on their library cards. CPL still records the name on the identification in the patron account and can search for a patron using both names, but all communications and the library card list the name the patron chose.

Please make your staff aware that your libraries may see a different name listed on the CPL card from the patron's identification when patrons apply for reciprocal borrowing. Contact [Laura Gorczyca Hanes](#) with any questions.

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## Conferences

and other professional development opportunities

**Save the Date for HSLI Conference**

The Health Science Librarians of Illinois (HSLI) will host their annual conference virtually in 2021. The conference is scheduled from Wednesday, October 27 to Friday, October 29.

Also, save the date for HSLI 2022, in person at Starved Rock State Park, from Wednesday, September 7 to Friday, September 9. For more information, please check the [conference website](#).

**Program Proposals Extended for 2021 AISLE Conference**

AISLE extended the deadline for program proposals to June 15. Submit your program proposal for the 2021 AISLE conference, "Every Child, Every School, A School Librarian." Apply. Contact [conprogramsouth@aisled.org](mailto:conprogramsouth@aisled.org) with questions.

The conference is November 8-9, in person at the I-Hotel and Conference Center, in Champaign. Watch the [AISLE website](#) for more information about the conference.

**Save the Date for POCinLIS Summit**

The People of Color in Library & Information Science ([POCinLIS Summit](#)) takes place Friday, July 23 from 9:30 a.m. to 3:00 p.m. via Zoom.

**Recipient of 2021 ILA Oberman-Rich Award**

Congratulations to Christine Steck, Outreach Services Assistant at St. Charles Public Library. [Christine is the recipient of the 2021 Oberman-Rich Award](#), sponsored by the Illinois Library Association. The award "recognizes the contributions of a support staff member and the role of support staff in libraries."

**RAILS Members Win Board Elections**

Congratulations to the RAILS members who won the following seats on the ILA Board:

- President-Elect, Heather Jagman, DePaul University
- Director-at-Large, Kara Thorstenson, Chicago Public Schools
- Director-at-Large, Michelle Oh, Northeastern Illinois University
- Director-at-Large, Julie Milavec, Downers Grove Public Library
- ALA Councilor, Paul Mills, Fountaindale Public Library

In addition, congratulations to our members elected to seats on the Illinois Association of College & Research Libraries Board:

- Vice President/President-Elect, Dan Matthews, Moraine Valley Community College
- Secretary/Treasurer, Elena Carrillo, University of Illinois at Chicago

**RAILS Library Director News**

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

Luann DeGreve is the interim university librarian at Benedictine University, effective June 1. Jack Fritts retires May 31.

**Library News**

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

- [Hoopston Public Library News: Explore More Illinois](#)
- [Evanston Public Library Releases 2020 Annual Report](#)

**Fast Facts Surveys**

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

- [Library Inventory](#)
- [Disc Cleaning Machines - Large Quantities](#)
- [ADA Widgets on Websites](#)
- [New Roof](#)
- [Checking Video Games](#)

**More Links**

[Library Jobs](#) | [Free/For Sale/Wanted](#) | [Contact RAILS](#)

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## COVID Policy and Safety Practices

As you know the CDC has set new mask guidelines. While there are indications that Governor Pritzker will follow the CDC guidelines, we are still waiting to hear from the governor as I write this. Our current messaging about this is that we will continue to require masks since the mask mandate has not yet been rescinded by the Governor.

The CDC states, "Every business or workplace has its own unique conditions, and CDC guidance allows business owners and employers to implement masking requirements if they choose. As the infographic below indicates, most of the activities that are safe for fully vaccinated individuals to resume without masks are not safe for unvaccinated individuals - even with a mask. Because of this, business owners may choose to require masks in their stores or offices for the health and safety of their employees and clients. Customers are encouraged to be respectful of these requirements and of fellow patrons who continue to wear masks."

As we've seen with COVID, particularly last summer and fall, changes in requirements occurred quickly and required a lot of flexibility. We've all been lately been enjoying the fact that the safety requirements have been stable for a while. The library currently has a policy that states masks must be worn and that the policy will be lifted when the state reaches phase 5 (see attached). The question for the trustees is do we follow the policy set last July and continue to require masks until the state moves into phase 5, or do we adjust according to the orders issued by the governor relative to the new CDC guidelines.

To consider:

- Children are not vaccinated. Does the library have an obligation to require everyone wear masks in order to protect children? That could mean people wear masks in the library for a long time. Given that children are not vaccinated, the library can require that all children wear masks. However, children ages 12 and up are now starting to receive vaccinations and it will be difficult for staff to discern who is age 12 and up and thus vaccinated.
- Many people will expect the library to allow no masks for vaccinated people. (We have been hearing this from a few patrons already.) If the library continues to require masks, there will be confrontations with people who feel we should follow the governor's orders and let them be mask-less.
- There's no easy way to verify if someone is vaccinated so a no-mask policy for vaccinated people is simply a trust situation.
- Most staff are comfortable with not wearing masks, but some are still concerned. If the library decides to allow vaccinated people to not wear masks, I would still consider

requiring staff to wear masks at least until phase 5 to make patrons and other staff feel more comfortable.

- Are we at the point where each person needs to decide what is best for them, and masks are not required at the library?

Also to consider is the social distancing aspect since the CDC has said people with vaccinations don't need to social distance. The number of visitors is very low and social distancing is not a problem. In addition, with the renovation going on, there is little room to add seating. The renovation will finish in mid-June and the new furniture will be set up. Hopefully, the state has moved into phase 5 by then and social distancing is not a requirement.

USE OF LIBRARY FACILITIES

613 Restore Illinois Safety Policy

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

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

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

Approved 7/15/2020

## Request to Replace Chiller Condenser Coil

We have a leak in one of the six condenser coils in the chiller. We can isolate that coil and keep the air conditioning running, but that reduces the efficiency of the chiller and puts more stress on the chiller, possibly creating a need for more repairs.

Joe Eskew received three quotes for replacement of the coil. The work involves reclaiming the refrigerant from the leaking coil.

Kroeschell	\$10,724.00
First Point	\$8,972.00
Carrier	\$8,825.00

I am requesting the Board approve hiring Carrier to replace the chiller condenser coil.



### 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.