

Indian Prairie Public Library Board Agenda  
May 18, 2022 – 6:30 p.m.

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

- A. Roll Call  
Donald Damon, Marian Krupicka, Crystal Megaridis,  
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
- B. Mission Statement: We enrich people’s lives by providing opportunities to explore, connect, and be inspired.  
  
Vision Statement: Lives are enriched and dreams are realized.  
  
Values: We value and respect the individual.  
We empower and guide each visitor.  
We aspire to bring people together.
- C. Public Comment
- D. Communications and Announcements
  - 1. Thanks for Night of Noise Page 3
  - 2. Tribune Article re: IPPL Maker Space Distribute @ mtg
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, April 20, 2022 Page 4
  - 2. Action on Bills/Additional Bills Page 6
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Department Reports Information
  - 1. Guest Services Page 10
  - 2. Resource Services Page 12
  - 3. Technology & Maker Services Page 16
  - 4. Programming & Outreach Distribute @ mtg
  - 5. Assistant Director Distribute @ mtg
  - 6. Marketing Distribute @ mtg
- H. Reports
  - 1. Treasurer’s Report Page 20 Information
  - 2. RAILS Page 24 Information
  - 3. Building and Grounds Committee (no report)
  - 4. Finance Committee (no report)
  - 5. Planning/Outreach Committee (no report)
  - 6. Policy Committee (no report)

I. Unfinished Business  
None

J.	New Business		
	1. Approve Acceptance of Art Work for First Floor	Page 30	Action
	2. Approve Acceptance of Art Work for Second Floor	Page 32	Action

K. Meetings  
Finance Committee Meeting, June 7, 5:00 p.m.  
June Board Meeting, June 22, 6:30 p.m.

L. Adjournment

Thank you's received for hosting "Night of Noise"

Thank you so much  
for organizing the Night  
of Noise and being  
such wonderful  
allies in the  
community.

-Peter.

Thank you so  
much for hosting  
us + allowing us  
to celebrate our  
community!!

♡-ollie

Lovely party!  
Thank you so much  
for having us -  
the love there was  
palpable!  
-Maggie

The party was  
really fun. Thank  
you for setting it up  
it was a really good  
experience to meet  
other kids from other  
schools

The Party Rocked  
Like Freddy Fazbear's  
Pizza! 🍕

Thank  
you! 🍕

Thank you very much  
for hosting, much love,

Jello

Thank you  
#slay

Thank you so  
much for hosting  
-Mii

## PRIMETIME

chicagotribune.com/primetime

## Find your makerspace

Libraries go beyond books  
to engage the community

Want to hem your pants or decorate a jean jacket with embroidery? How about using a 3-D printer to create a stake to decorate your garden this summer or using a laser cutter to make an engraved wooden bookmark?

All of these projects and many more are available at the Indian Prairie Public Library in Darien, which, in 2021, became one of the libraries in the Chicago area offering a makerspace.

While they vary in what they offer, a makerspace is generally described as physical space that offers a range of equipment such as electronic equipment, software, a woodshop and/or machine shop, a crafting space, and other tools that patrons, either working alone or in a group, can use to create whatever items they may envision.

As libraries seek to keep patrons engaged, exploring their talents and pursuing their interests, all while using library space, makerspaces have become places where people are gathering to learn, do DIY projects or to accomplish a task that they don't have the right tools to do at home.

Take Maria Garcia as an example. She was at the Indian Prairie library recently sewing elastic into the legs of her pajama bottoms so she won't trip over them.

"I can't afford all of these machines. I can't afford even one of them," says the 64-year-old who lives in Darien.

She has also visited the space previously for other projects such as making campaign-style buttons with colorful graphics and coasters.

## Exploring talents

Encouraging people to complete a DIY project or discover a talent are some of the goals of makerspaces, says Laura Scott, adult services manager at the Park Ridge Public Library.

"I think it's nice to give people the tools to be creative. It's a great way for them to explore their talents," says Scott who notes that one patron recently used a laser cutter to make personalized backpacks as favors for a child's birthday party.

The Park Ridge library's makerspace, which is called The Studio, opened in 2019. The tools and



A library staffer organizes items in the Maker Studio at the Indian Prairie Public Library in Darien, also pictured below.



machines in the studio have a range of functions to help patrons work on nearly any project.

The equipment includes a Silhouette Cameo 3 that can cut over 100 materials including paper, cardstock, vinyl and fabric, a Cricut that can make a wide variety of crafts including custom T-shirts, greeting cards and stickers, a die cut machine that enables users to easily punch out shapes, a heat press and a Janome Magnolia 7330 sewing machine that enables users to

create with 30 decorative stitches.

The Janome Magnolia 7330 is an expensive machine. It sells for \$599 on the company website.

## Trying out tools

Just as Garcia notes, cost is another reason why patrons are using maker spaces.

"You don't have to go out and buy your own sewing machine," says Arcadia McCauley, who handles marketing and public relations for the La Grange Public Library. "You can use one at the

library."

A makerspace is a good way to use equipment for a one-off project or because you're interested in test driving it and may decide to purchase it later, she adds.

The library recently received a grant that it used to purchase 11 Janome Magnolia 7318 sewing machines. Ten of the machines are for use at the library and one is available to check out.

McCauley says her library's makerspace is also part of a bigger trend happening at libraries which are getting involved in offering other more out-of-the-ordinary items for people to check out such as a sewing machine, telescopes or ukuleles.

"We have 10 ukuleles that patrons can check out," McCauley says. "Ukuleles are one of the easier stringed instruments for people to learn so there has been a lot of interest in that."

She says that libraries are offering these items because patrons want them.

"There is a demand for these types of things, along with books and other materials," McCauley says.

## Don't forget digital

The La Grange library also has a digital media lab called Studio 10 West, which contains professional level equipment for video and sound production, and a range of editing software. The purpose of the studio is to allow patrons to produce and edit superior quality video, audio and photos. It also includes such elements as a green screen, microphones, work stations with writing software and access to such programs as Photoshop and InDesign.

The studio has been used by patrons for such endeavors as recording musical performances and sending digital holiday cards.

If you are unsure about how to use the tools in a makerspace, one way to learn is to take part in a class. The libraries offer group programs and classes to help people learn to use the tools.

The Park Ridge library is planning on adding an employee who will be stationed in the space to run classes and help patrons.

"We want to have a devoted employee for the space because we want to offer more classes and programs," Scott says.

## Some requirements

It's a good idea to check out what the rules are for using these spaces before visiting them.

The Studio at the Park Ridge library is available for use by Park Ridge library card holders 14 and older. Before they can use the space, they are required to undergo an orientation, which takes less than an hour to complete.

The makerspace at the Indian Prairie Public Library is open for use by library card holders or students who attend schools in the area who are age 8 and up. They do not have to be accompanied by an adult.

## Makerspace aficionado

Garcia, who enjoys the options at Indian Prairie library, says she has become an avid user of the space. She likes working alongside others working on their own projects and is always inspired by what she sees others creating.

"I've become a poster child for this space," she says. "We love learning from each other and it's beautiful to see the ideas that come out of here."

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 20, 2022

**Board of Trustees Regular Meeting  
April 20, 2022 – 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, Marian Krupicka, Themis Raftis, Christina Rodriguez, Victoria Suriano

Absent: Crystal Megaridis, Sri Rao

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Mike Barcelos from Premier Services regarding K1 of New Business

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.

Values Statement: Acting-Secretary Damon 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. Salah to Library re: Thank You

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 16, 2022
2. Action on Bills/Additional Bills
3. Ordinance #2022-1 Authorizing Non-Resident Cards

Damon moved, Rodriguez seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nays: none. Absent: Megaridis, Rao. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

At this point Mike Barcelos from Premier Services spoke to the Board with respect to item K1 of New Business. The Board continued with the discussion after he left.

G. Library Director's Report

H. Department Reports

I. Reports

1. Treasurer's Report – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report
4. Building and Grounds Meeting Minutes, 3/22/22 – Krupicka moved, Raftis seconded to approve the Building and Grounds Meeting Minutes dated 3/22/22. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nays: none. Absent: Megaridis, Rao. Motion carried unanimously.
5. Finance Committee – no report
6. Planning/Outreach Committee – no report
7. Policy Committee – no report

J. Unfinished Business - none

K. New Business

1. Landscape Design Proposal – Mike Barcelos from Premier Services reviewed their landscape construction proposal with the Board. He discussed the plantings in each of the 11 zones and the parking lot island. There is a one year warranty on all trees and shrubs. This does not include the small perennials or groundcover. The ideal time for planting is the end of May/early June. After that, the next planting window would be September/October. The Board asked about the timeline for our project. If the contract is finalized in the next week, Premier can get the project scheduled for the end of May. The project should take 5 to 6 days to complete. A final walk-thru will take place after completion. Barcelos left after his presentation and the Board continued with the discussion. The Board had approved \$20,000 to come out of capital reserves this fiscal year for landscape improvements. Bukovac noted that we reduced \$30,000 of costs from capital reserves for expenditures that were approved but not needed. Specifically, \$20,000 for furniture, \$5,900 for a t-valve and actuator, and \$4,500 for pumps. The Board also discussed the pergola. In June of 2020 the Board had approved \$4,500 to replace the current pergola with a larger one. Premier's price to provide and install a new one would be well over \$18,000. Bukovac said that we can order a pergola kit for much less and have it installed by our Building Services Coordinator. Krupicka moved, Rodriguez seconded to approve spending \$48,000.00 for the proposed landscape designs for Zones 1 through 11 as presented. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nays: none. Absent: Megaridis, Rao. Motion carried unanimously.
2. Advocacy – This item will be tabled until next month when chairperson Megaridis is in attendance.
3. Close the Library June 10 for Staff Institute Day – Damon moved, Rodriguez seconded to close the library on June 10 for Staff Institute Day. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nays: none. Absent: Megaridis, Rao. Motion carried unanimously.

L. Scheduled Meetings

A Finance Committee meeting was scheduled for May 26 at 6:30 p.m.

M. Adjournment

At 8:29 p.m. Raftis moved, Krupicka seconded to adjourn the meeting. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nays: none. Absent: Megaridis, Rao. Motion carried unanimously.

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Donald Damon, Acting-Secretary

ACTION ON BILLS APRIL, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1315 - 1388	\$ 141,541.08
Republic Paper Pay Checks	2025 - 2028	\$ 1,034.63
Republic Direct Deposits		\$ 117,512.63
MONTH'S TOTAL:		\$ 260,088.34

# Indian Prairie Public Library District Bill Payment List April 2022

10127 Republic Bank Operating Account

Date	Num	Vendor	Amount
04/01/2022	1315	Colonial Life & Accident Insurance Co.	82.53
04/01/2022	1316	Premier Landscape Contractors	2,000.00
04/01/2022	1317	Very Smart People LLC	200.00
04/12/2022	1318	AT&T	365.15
04/12/2022	1319	Current Technologies Corporation	6,030.00
04/12/2022	1320	Illinois Dept of Innovation & Technology	500.00
04/12/2022	1321	Kanopy	228.00
04/12/2022	1322	Lo Destro Construction Company	17,126.60
04/12/2022	1323	Michelle NicholsYehling	160.00
04/12/2022	1324	Patron Point, Inc.	7,000.00
04/12/2022	1325	Premier Landscape Contractors	1,090.00
04/12/2022	1326	SWAN	11,863.00
04/12/2022	1327	Thomson Reuters West	94.66
04/12/2022	1328	Today's Business Solutions, Inc.	1,195.00
04/12/2022	1329	Unique	49.25
04/12/2022	1330	University of Illinois Extension	125.00
04/12/2022	1331	Wlosinski, Maria	11.70
04/21/2022	1332	Accurate	142.00
04/21/2022	1333	AEP Energy, Inc.	64.96
04/21/2022	1334	Alphagraphics	28.10
04/21/2022	1335	Baig of Tricks Entertainment Inc.	225.00
04/21/2022	1336	Baker & Taylor	8,330.56
04/21/2022	1337	Blackstone Publishing, Inc.	824.14
04/21/2022	1338	Bullseye Cleaning Services, Inc.	3,000.00
04/21/2022	1339	Canon Financial Services, Inc.	121.00
04/21/2022	1340	Canon Solutions America Inc.	301.05
04/21/2022	1341	Cengage Learning, Inc.	120.76
04/21/2022	1342	Center Point Large Print	68.24
04/21/2022	1343	Colley Elevator Co.	414.00
04/21/2022	1344	Current Technologies Corporation	3,442.50
04/21/2022	1345	DuPage County Public Works	516.77
04/21/2022	1346	Fox Valley Fire & Safety	789.00
04/21/2022	1347	Garvey's Office Products	179.40
04/21/2022	1348	Groot Industries, Inc.	480.79
04/21/2022	1349	Hayes Mechanical LLC	2,247.00
04/21/2022	1350	Illinois Library Association	525.00
04/21/2022	1351	Ingram Library Services	177.00
04/21/2022	1352	Lauterbach & Amen, LLP	275.00
04/21/2022	1353	Midwest Tape	7,789.08
04/21/2022	1354	OverDrive, Inc.	2,270.98



04/21/2022	1355	Peerless Network, Inc.	218.86
04/21/2022	1356	Pioneer Press	29.50
04/21/2022	1357	Premier Landscape Contractors	27,130.00
04/21/2022	1358	Principal Life Insurance Company	1,477.46
04/21/2022	1359	Quill LLC	123.97
04/21/2022	1360	Runco Office Supply	338.16
04/21/2022	1361	Sheehan, Debbie	24.20
04/21/2022	1362	Specialty Mat Service	343.53
04/21/2022	1363	Suburban Life Media	65.00
04/21/2022	1364	SWAN	417.80
04/21/2022	1365	VSP Vision Service Plan (IL)	225.02
04/26/2022	1367	Baddour, Natalie	29.80
04/26/2022	1368	Bank of America	5,233.78
04/26/2022	1369	Blue Cross Blue Shield of Illinois	17,734.18
04/26/2022	1370	Clinton, Jeanine	8.77
04/26/2022	1371	Dancing Cranes Yoga Inc.	240.00
04/26/2022	1372	Displays2go	400.90
04/26/2022	1373	Eskew, Joe	78.88
04/26/2022	1374	Leslie Goddard	350.00
04/26/2022	1375	Marquee Movie Presentations LLC	200.00
04/26/2022	1376	Merda, Amy E	12.82
04/26/2022	1377	NCPERS Group Life Insurance	32.00
04/26/2022	1378	Wingren Landscape, Inc	246.25
04/29/2022	1379	Allard, Jamie	51.19
04/29/2022	1380	Caryl Schaer	16.00
04/29/2022	1381	Colonial Life & Accident Insurance Co.	82.53
04/29/2022	1382	Dames, Mary	5.85
04/29/2022	1383	Graham Cracker Comics	92.50
04/29/2022	1384	Kellie Kerfin	10.00
04/29/2022	1385	Team One Repair, Inc.	933.00
04/29/2022	1386	The Davey Tree Expert Company	371.00
04/29/2022	1387	Uline	4,555.55
04/29/2022	1388	Wlosinski, Maria	9.36
<b>TOTAL OPERATING CHECKS</b>			<b>\$ 141,541.08</b>

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

April 2022

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	04/13/2022	22,330.03
Federal & IL	Payroll taxes	04/27/2022	22,412.32
IMRF	Payroll Pension	04/27/2022	21,218.39
ExpertPay	Garnishments	04/15/2022	711.14
ExpertPay	Garnishments	04/28/2022	690.74
Mission Square	457 Plan	04/19/2022	2,750.00
Mission Square	457 Plan	04/29/2022	2,750.00
Nationwide	457 Plan	04/18/2022	50.00
Nationwide	457 Plan	04/28/2022	50.00
DAC	Deposit to HRA	04/05/2022	840.13
DAC	Deposit to HRA	04/11/2022	228.17
DAC	Deposit to HRA	04/12/2022	139.00
DAC	Deposit to HRA	04/19/2022	31.31
DAC	Deposit to HRA	04/26/2022	1,383.46
Nicor	Gas	04/12/2022	1,841.54
INB	Credit Card Fee	04/15/2022	174.36

Guest Services

April 2022

Circulation

75% of our checkouts and renewals were done by self-service. 20% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

We had 891 patrons use the drive up in April.

We checked out or renewed 1,905 items at the drive up. 970 holds were placed in April for pickup at the drive up.

There were 265 checkouts done by patrons on the mobile app.

Community

**Passports:** We've been busy! We accepted 138 passports in April. This is the most passports we have ever done in a single month! I would like to applaud the Guest Services Associates and Supervisors for the great job they are doing!

**Library Cards:** We issued 121 resident library cards. 23 were initiated remotely.

**Notary Public:** We notarized 113 documents in April.

User Experience

Rachel Hofstetter and I have continued to meet with the Guest First committee. We are working on new training for staff that we plan to introduce at our June 10 Staff Institute Day.

Staff

We hired two new Guest Services Associates. Pam Johnson is started on May 5 and Anne DellaMaria is starting on May 17.

Meetings

- 4/20 Circulation User Group
- 4/21 Department Heads
- 4/25 SWAN Blue Cloud Meeting
- 4/26 Interviews with Laura Birmingham
- 4/28 Guest First

Debbie Sheehan  
Head of Guest Services

Circulation Statistics												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022		
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269		
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949		
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926		
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085		
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654		
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669		
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860		
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102		
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000		
Apr.	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	#, \$ 29,586	# 44,598		
May	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473			
June	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565			
Yearly												
Total	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	444,112		
& Ill sent added ^Missing data--used an average number to get a total *Parking lot construction #Covid 19 \$-closed 2 weeks												

## Resource Services Monthly Report

April 2022

Submitted by Tony Lucarelli, Head of Resource Services

This month I continued to onboard Jeanine and Jordan into the Resource Services Department. Jordan worked with Marissa before she left to understand the ordering process for Kids & Teen items. Jeanine had an extensive training with SWAN to understand the acquisition of materials processes.

I reached out to our major vendor representatives from Baker & Taylor, Ingram, and Midwest Tapes to meet with Jeanine and Jordan for any questions they may have around ordering from those sources. I had T.J. meet with our new Midwest Tapes representative to see if T.J. had any questions as well as to meet the new representative. We did in-person visits for Baker & Taylor and Ingram, which was nice to do and not via Zoom! I sat in on the meetings as well and did learn some things I was not aware.

I continue to work with the Guest Experience committee to provide input into this initiative.

I met with Jamie to talk about marketing our collections. She spoke with the Resource Services librarians as a group on marketing the collections to put the library as the forefront of trusted information for our guests.

The department continues to provide staffing to cover desks on the first and second floors. Jamie, Laura, and I meet to discuss and I have been working with Laura to map out a set schedule for coverage by Resource Services and Programming & Outreach staff.

### Collections

Working with Anna, we put out dummy cases for our Rokus, Kindle Paperwhites, and Audiobook iPods. The Paperwhite and iPod cases include a complete list of titles inside the case that are available on the device. Roku cases are by the DVDs, Paperwhites are on an endcap of adult fiction, and iPods are on an endcap of adult audiobooks.

Working with Ann & Jack, we are developing a procedure to process new Library of Things items and STEM kits in a timely manner and to make sure no steps are missed when getting items ready to add to the collections. We added a document scanner, document shredder, cornhole game (by far the largest item we now carry for check out), horseshoes game and some new STEM kits.

We are now subscribing to Overdrive's magazine content. Nearly 4,000 titles are offered for reading through the Libby app or on a computer browser. Because there is some duplication with Flipster, next year we will drop the duplicate titles from Flipster.

Popular music project – we have updated the call numbers on the music CD genre popular from A-E. We are finding that about 90% of the collection requires cleaning, so the CDs are being cleaned as we go. Also, any broken cases are being replaced.

We are going through the collections to replace faded call number labels. We identified collections in kids to do first – holiday picture books, tales picture books, and J900s. These collections were more exposed to sunlight in the old way the collections were laid out, which has led to the fading issue.

Junior graphic novel call numbers – A-Q is complete. We are grouping the various series together under main character, or if all issues are by a single author by author, to make the classification in line with the way other graphic novel collections are classified.

Mystery series project has been completed. We have now moved on to putting series statements on the adult novels collection. We started with authors that have over 40 titles published (fun fact: James Patterson and his various coauthors have 258 titles in the collection!). When these are done, we'll move to authors who have 20-39 titles and then finish up with authors who have under 20 titles.

We added a Fox Nation streaming Roku. We were also going to add a CNN+ Roku, but did not since the service was shuttered at the end of April.

#### Library Material Displays For February

Lobby Guest Services Desk – World Autism Awareness (one side); Sikh Awareness and Appreciation Month (other side)

Café – National Humor Month (one side); National Poetry Month (other side)

1<sup>st</sup> Floor Staircase – National Arab American Heritage Month

Stacks – Staff Favorites – this is now a permanent location for these items.

Kids & Teens Entrance (counter top above the end of the board game collection) – Ramadan & EID; tabletop display at the entrance to the department starting April 17 - The Chicks are Coming

Junior Fiction – National Poetry Month – Novels in Verse

#### Monthly Highlights

- T.J. created numerous reports for Jamie showing interactions at different service points throughout the day. He worked with Anna in updating all the Roku, Paperwhite, and iPod tags so they matched the new look of the collections. He put out shelf-talkers in the DVDs and music CDs to more readily call out what genre was in those sections. He has been working with Jill to update the signage throughout those collections.
- Joe reports that Literacy DuPage was very pleased with the publicity they receiving through this programming push, which resulted in more website traffic, more students, and more volunteers. He compiled local area agencies that deal with mental health issues to add those to the social services area of the library website. He also worked on getting updated pricing for our databases and lock in pricing for next fiscal year.
- Jordan has been transitioning into her new position. She led nine programs for Programming & Outreach as they are working to replace her position. Her first project was to establish a method of circulating board book bins. These are plastic boxes that

have multiple copies of the same title of board books. She wants to lend out to local area preschools/daycares. She worked with Anna about cataloging and barcoding the bins and will work with Technology on putting a request form on the website.

- Natalie worked on retrieving the e-mail addresses of our newsletter subscribers through LibraryAware in advance of moving forward with the Patron Point product. She mapped which of our newsletter subscription lists would transfer to similar Patron Point lists. She evaluated automatically generated book lists in LibraryAware to remove titles the library has not purchased and added items the library does own. Patron Point will eliminate this process as their product only pulls titles into lists that are in the library's catalog, saving Natalie a lot of time – there were 16 lists she has had to go through every month to clean them up.

### Community

- Natalie helped the librarian from Gower Middle School put in five separate book club requests for May for clubs that are held at the school. She continues to work with Tori on pulling items for homebound guests and discovered an issue with holds trapping for our homebound guests. She contacted SWAN and they are looking into the issue.
- Natalie & Tori prepared book club discussion materials for 15 area book clubs, nine on new titles never before requested and six on a title that another club previously requested. These are the most requests we have received in a single month in over two years!

### Continuing Education & Contributing to the Profession

- Tony continued working on his leadership brand. He met with Laurie Guest, a leadership consultant, to continue working on his leadership skills. He also participated in training in the new Patron Point product.
- Joe, Jordan, Natalie, T.J., and Tori attended SWAN training regarding the new Ebsco Discovery Search interface in the Aspen catalog. This is the tool that retrieves articles from our resource databases that are related to what the guest would search for in the item collections and pulls those results into the catalog.
- Joe hosted the Libraries English and Reading Network meeting. It was a hybrid meeting with eight librarians from other libraries attending in person and 10 remotely. Tony helped him set up the Bluetooth conferencing speaker/microphone and attendees were very impressed by its capabilities. He attended the ELSUM Networking group meeting to discuss database options; attended webinars Legal Resources for Public Libraries Webinar; the LACONI program The Future of Virtual Programming Beyond the Pandemic; the WebJunction webinar Digital Collections at Your Library: Community, Culture, and Connection; and Community Partnerships: Collecting Local Expertise on 4/26.
- Jordan received training from Natalie in creating booklists for the website and creating curated lists in Overdrive and Hoopla.
- Natalie watched the following webinars: Comics Plus Demonstration; from Booklist: True Crimes & Mysteries, Oh My! and Library Love for LibraryReads. She also attended Library Journal's all-day Day of Dialog virtual conference.

eNewsletters

## New eBook Newsletter

April 1, 2022 – Sent to 175 guests. Opened by 99 (57% open rate) and clicked on by 23.

April 15, 2022 – Sent to 174 guests. Opened by 100 (57% open rate) and clicked on by 8.

## Bestseller Preview Newsletter

April 1, 2022 – Sent to 470 guests. Opened by 251 (53% open rate) and clicked on by 60.

April 15, 2022 – Sent to 466 guests. Opened by 242 (52% open rate) and clicked on by 48.



## Technology & Maker Services Board Report April 2022

### Technology Services

- Digital Displays – Digital display was added to the Teen and Mid-Kid areas to promote upcoming events and services for their age group.

### **Classes/Programs**

10 classes & programs - Total attendance: 75

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Monday, 4/4	6-7:30 p.m.	Excel 2	Adult	PRC	6
Wednesday, 4/6	9:30-11 a.m.	Computer Basics: Email	Adult	Ann	6
Wednesday, 4/6	2-3:30 p.m.	iPhone/iPad Basics Part 1	Adult	Dave	9
Thursday, 4/7	5-7:30 p.m.	LEGO Robotics	Mid-Kid	Jack	15
Monday, 4/11	6-7:30 p.m.	Excel 2	Adult	PRC	6
Wednesday, 4/13	2-3:30 p.m.	iPhone/iPad Basics Part 2	Adult	Dave	11
Saturday, 4/16	10-11 a.m.	Cell Phones & Plans Simplified	Adult	Dave	13
Monday, 4/18	9:30-11 a.m.	Computer Basics: Getting Started- Canceled due to low registration	Adult	Ann	0
Monday, 4/25	2-3:30 p.m.	Computer Basics: Files & Folders	Adults	Ann	3
Monday, 4/25	6-7:30 p.m.	Excel 2	Adult	PRC	6

### **Statistics**

- Computer Usage
  - Adult Users: Hours:
  - Adult laptop: Hours:
  - K&T Users: Hours:
  - K&T Laptops: Hours:
- Drive-thru Printing- 0
- Technology Desk Assistance- 854

- 1-on-1 Training: 24
- Wireless Usage- Total Unique Access: 7,182

**Maker Services/Maker Studio**

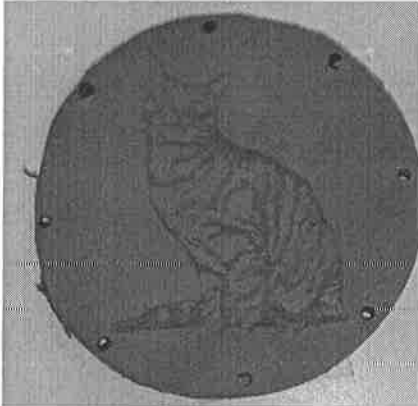


**Classes/Programs/1-on-1**

- Classes- 18 Total attendance: 79
- 1 passive program- Sewing: practice - Total attendance: 5
- 1-on-1 training: 35
- Maker Assistance: 220

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Sunday, April 3	1:30-3 p.m.	Laser Engraved bookmarks	Ann	Ann	9
Tuesday, April 5	3:30-5 p.m.	Maker Studio Creative Time for Mid-Kids	Jack	Jack	8
Wednesday, April 6	3:30-5 p.m.	3D Modeling with Tinkercad	Jack	Jack	6
Thursday, April 7	3:30-5 p.m.	Maker Studio Creative Time for Teens	Jack	Jack	0
Saturday, April 9	10:30-12 p.m.	Embroidered Erath Day Towels	Jack	Jack	6
Monday, April 11	3:30-5 p.m.	Sewing basics	Jack	Jack	5
Tuesday, April 12	3:30-5 p.m.	Maker Studio Creative Time for Mid-Kids	Jack	Jack	2
Wednesday, April 13	10:30-12 p.m.	Laser Engraved Glasses	Ann, Brett	Ann, Brett	5
Thursday, April 14	3:30-5 p.m.	Maker Studio Creative Time for Teens	Jack	Jack	3
Thursday, April 14	6:30-8 p.m.	Hand Sewn Felt Stuffies	Jack	Jack	10
Tuesday, April 19	3:30-5 p.m.	Maker Studio Creative Time for Mid-Kids	Jack	Jack	3
Thursday, April 21	3:30-5 p.m.	Maker Studio Creative Time for Teens	Jack	Jack	0
Thursday, April 21	6:30-8 p.m.	Candle and bath bomb making	Jack	Jack	10
Saturday, April 23	10:30-12 p.m.	Screen-Printed T-Shirts	Dave	Dave	5

Tuesday, April 26	3:30-5 p.m.	Maker Studio Creative Time for Mid-Kids	Jack	Jack	0
Tuesday, April 26	6:30-8 p.m.	Laser Etched Leather Coaster	Ann	Adult/Teen	6
Thursday, April 28	3:30-5 p.m.	Maker Studio Creative Time for Teens	Jack	Teen	0
Thursday, April 28	6:30-8 p.m.	3D printing with Tinkercad	Jack	Mid-Kid	1

**Made in a class**

<p>Laser Engraved Coaster Laser Cutter</p> 	<p>Screen Printed Fabric Vinyl Cutter</p> 	<p>ESL Hinsdale South Candle Making</p> 
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**Made Using Equipment**

<p>Name in Arab on Jewelry Box Lasser Cutter</p> 	<p>For President Grade School Button Maker</p> 	<p>Personalized Bunny Embroidery Machine</p> 
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**Equipment Usage**

- 3D Printers- 24
- Button Maker – 9
- Candle Maker- 33

- Carving Machine- 0
- Cricut (Vinyl)- 0
- Ellison Dig Cut- 1
- Embroidery Machine- 28
- Knitting Machine-5
- Laser Cutter- 62
- Poster Printer – 6
- Sewing Machine- 11
- Silhouette (Vinyl)- 16
- Sizzix (die cut/embossing) - 10

**Community Outreach**

Organization	Topic	Location	Instructor	Audience	Attendance
Girl Scout Troup	Coding	Library	Jack	Mid-Kid	15
Lace School	STEM Night	School	Jack	Mid-Kid	105
Girl Scout Troup	Coding	Library	Jack	Mid-Kid	6
ESL Hinsdale South	Candle Making/Tour	Library	Sarah/Ann	Teens	15

**Websites**

Statistics

- Maker Studio Website Users- 340 Page Views- 1,413
- IPPL Website Users – 14,594 – Page Views- 43,310

**Library of Things (LOT)**

- Paper shredder- Added a portable paper/credit card shredder.
- Document Scanner- Added a portable wireless document scanner.

**STEM Kits**

- Purple Panda platform kits - Uses a tablet to teach early spelling skills.
- Osmo Math adventures – Uses a tablet to teach math with tablets using real-world interactive imagery

Checkout Statistics (Includes eLibrary Devices)

- Unique Users – 94 ; Total checkouts – 155

## Programming and Outreach Department Report – May 2022

### Community:

Erin managed a last-minute author visit opportunity with Shirin Shamsi on April 25<sup>th</sup>. In order to ensure an audience for the visit, Erin coordinated a visit from the Mecca Center's Quran Blossoms preschoolers. 60 attended. Shamsi read her book, *Laila and the Sands of Time*, to 60 kids. Erin also incorporated a craft project into the visit.

Sarah hosted a "Night of Noise" on Friday, April 22<sup>nd</sup>. Night of Noise is a national movement that follows the nationwide Day of Silence, a campaign that seeks to shed light on what many LGBTQ youth experience daily including bullying and harassment. LGTBQA+ students and allies take a vow of silence for the entire school day to raise awareness for and protest the discrimination, marginalization and silencing of queer youth in schools. Night of Noise breaks the silence and the students can celebrate. Sarah partnered with Hinsdale South and Centrals PRISM (LGBTQIA+ Club) and our own Rainbow Club members to put on the Night of Noise. The evening kicked off with a big group scream. Then there were breakout activities like dancing, gaming, crafts and even a Nerf battle! Students were able to make personal connections outside of school in a safe space and the event provided a sense of community. The mood was carefree and festive and the teens expressed that they were sad when it ended. It was a huge success with 38 teens in attendance.

Marquitta participated in an Interview Workshop for the District 86 Transition Center on April 21<sup>st</sup>. She did mock interviews with the transition students and asked basic interview questions. The event was held to help prepare the graduating transition students for job interviews.

Sarah hosted Hinsdale Central's ESL 1&2 classes on Friday, April 22<sup>nd</sup>. 14 students visited the library from 10:30 to 2:30 p.m. Sarah gave a presentation about how public libraries work in the United States (as the U.S. is very different from other countries). Then, she gave a tour of the library. After lunch, students were able to roam and explore the spaces and collections. The students especially expressed excitement in our world languages collections as well as the video games and audiobook collections.

The partnership with the Darien Dragons 4H Club continued this year with the annual egg incubator project. As of May 16th, some chicks are starting to hatch in the egg incubator.

Staff have been busy making end-of-year school visits promoting summer reading. I will give a complete report on the number of visits next month.

**Programs:**

In April, the library had 82 programs which 919 people attended.

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

4/1	Baby Brilliance	Erin	12
4/2	Little Lego Club	Jordan	22
4/3	Open Play	Jordan	14
4/4	Junior Genius	Erin	5
4/5	Talented Toddlers	Erin	18
4/6	Junior Genius	Erin	1
4/7	Talented Toddlers	Jordan	36
4/8	Baby Brilliance	Jordan/Erin	12
4/8	Rollick and Roll	Jordan	27
4/9	Grow! Puppet Show/Firefly Family Theatre	Erin/Amy	40
4/10	Sensory Storytime	Erin	0
4/11	Junior Genius	Erin	11
4/12	Talented Toddlers	Erin	18
4/12	Fantastic Families	Jordan	6
4/14	Talented Toddlers	Jordan	36
4/15	Baby Brilliance	Erin	8
4/15	Slime Science	Erin/Jordan	46
4/18	Junior Genius	Erin	8
4/19	Talented Toddlers	Erin	30
4/19	Fantastic Families	Jordan	7
4/20	Junior Genius	Erin	0
4/21	Talented Toddlers	Jordan	27
4/22	Baby Brilliance	Erin	8
4/22	Family Craft Hour	Erin/Jordan	19
4/25	Storytime with Shirin Shamsi	Erin	60
4/26	Egg-cellent Stories	Erin	32
4/27	Rollick & Roll	Jordan	30
4/28	Superhero Day	Erin/Jordan	44

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

4/4	Middle School Craft	Sarah	4
4/5	Read to a Pet	Amy	8
4/6	Meet the Monarchs	Marissa	2
4/9	Mid-Kid Pokémon Club	Amy	15

4/14	Homeschooling SMART	Amy	27
4/15	LEGO Ultimate Challenge	Amy	14
4/18	Mid-Kid Art Club	Amy	10
4/19	Mini-STEM Explorers	Amy	3
4/22	Plastic Bag Upcycle	Amy	4
4/25	Middle School D&D	Sarah	7
4/26	Mighty STEM Explorers	Amy	1
4/27	Egg to Chick Workshop with 4H Club	Amy	16
4/28	Mid-Kid Superhero Day	Amy/Jordan	11
4/29	Friday Funday	Amy	0

**Teens:**

4/4	Online: The Art of Appeal	Sarah	2
4/22	Night of Noise (After-Hours)	Sarah	38

**Adults:**

4/5	Let's Talk Downsizing!	Cindy	22
4/6	Online: Chair Yoga	Cindy	25
4/7	Movie: No Time to Die	TJ	19
4/7	Brown Bag Journal Workshop – Week 1	Laura	12
4/9	Dock O Clock	Sarah	2
4/11	The Science of Climate Change	Cindy	12
4/13	Branding Your Skills	Jen	3
4/13	Online: Chair Yoga	Cindy	24
4/13	Learn to Play D&D for Adults	Sarah	5
4/14	Brown Bag Journal Workshop – Week 2	Laura	11
4/20	Online Chair Yoga	Cindy	16
4/20	Online: Resume Reboot	Tony	1
4/21	Brown Bag Journal Workshop – Week 3	Laura	10
4/21	Afternoon Movie: West Side Story	TJ	20
4/24	Fabric Meditation	Marquitta	0
4/26	How to(Not) Kill Your Tree	Cindy	9
4/27	Online Chair Yoga	Cindy	17
4/27	Great Decisions: Climate Change	Jen	11
4/28	Brown Bag Journal Workshop – Week 4	Laura	11
4/30	iNAturalist City Nature Challenge	Jen	9

**Business:**

4/18	CyberSecurity Essentials	Jen	5
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**Groups:**

4/2	English Conversation Group	Joe	4
4/4	Adult Chess Group	Laura	3
4/6	Online: English Conversation Group	Joe	4
4/6	GenLit Book Discussion	Jen	0
4/7	Nonfiction at Night Book Discussion	Joe	5
4/11	Adult Chess Club	Laura	4
4/13	Online: English Conversation Group	Joe	5
4/14	Crime Readers Book Discussion	Tori	12
4/16	Online: English Conversation group	Joe	4
4/18	Adult Chess Club	Laura	4
4/20	Online: English Conversation Group	Joe	4
4/21	Novel Idea Book Discussion	Natalie	12
4/23	Older Adult Connections	Marquitta	0
4/25	Adult Chess Club	Laura	4
4/28	Genealogy Group	Joe	17
4/27	Online: English Conversation Group	Joe	5
4/28	Adult Chess Group	Laura	3

**Passive Programs:**

April 1-15	Ramadan Moon	Little Kids	Erin/Jordan	195
April 1-15	Easter Coloring Sheet	Little Kids	Erin/Jordan	125
April 7-21	Finger Puppet	Little Kids	Erin	120
April 15-30	Spring Umbrella	Little Kids	Erin	100
April 15-20	Oval Eggs	Little Kids	Erin	105
April 7-30	Spring Trace and Count	Little Kids	Erin	120
April 1-30	Teen Post	Teens	Sarah	138
April 1-30	Interactive Whiteboard	Mid-Kids	Amy	22
April 1	Joke Junction	All Ages	Amy	51
April 2	Poet-Tree	All Ages	Erin	13
April 3-9	Nat'l Library Wk Bookmarks	All Ages	Jordan	87
April 10-25	Ramadan Lantern	All Ages	Amy/Jordan	130

**Continuing Education:****Contributing to the Profession**

Jen attended ALA's SustainRT Committee meeting on April 15th.

Submitted by: Laura Birmingham



## Assistant Director's Report: May 2022

### Advocacy:

I will be giving an update on advocacy and reviewing the new Trustee Advocacy Form and how to access the new Google Drive at next month's Board Meeting. We will also discuss scheduling attending the local councils/board meetings and what is needed for the presentations.

### Blood Drive:

The library is a location for a blood drive coordinated by the Darien Woman's Club on Tuesday, May 24.

### Building & Grounds:

Joe and Kyle have removed the old canvas planting bags. The Darien Garden Club has taken them to use in a new location. The new planting beds will be installed the week of May 23<sup>rd</sup>.

### IPPL Foundation and Friends:

The book sale brought in \$314 last month.

### Marketing Highlights:

- Here are the five most visited web pages on our website in April:
  1. Hours/Location - 515
  2. Catalog - 446
  3. Job Openings - 443
  4. eBooks - 372
  5. Databases All Topics - 356
  
- Jill's Marketing Report is attached.

### Personnel:

Debbie, Cindy and I interviewed candidates for the Guest Services Associate positions.

Jamie and I interviewed 3 candidates for the full-time P&O Associate position. I am pleased to report that Kate Kresek has been hired and starts on May 23. Kate comes to us with a very well-rounded background. She brings a mix of Park District experience (including organizing large community events!), working with kids, working with residents in a behavioral health treatment center that specializes in eating disorders and working at White Oak Library branches doing outreach to seniors. She will make a fantastic addition to our team.

I have also hired a Support Services Associate for Programming & Outreach. This part-time position will help with cleaning, organizing, LibCal, maintaining inventories and supplies, help with room set-ups and more! Khadija Najjar, who is a junior at Hinsdale South, will start in this role on May 25.

**Meetings:**

- 4/14 Guest First Committee
- 4/14 Department Head Meeting
- 4/19 Programming & Outreach Department Meeting
- 4/20 Library Board Meeting
- 4/21 Department Head Meeting
- 4/28 Guest First Committee

In April, I had 12 one on ones with 9 staff.

Report Submitted by: Laura Birmingham

A handwritten signature in black ink, appearing to be the initials 'LB' or a stylized 'Laura Birmingham'.

Distributed @ meeting

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

**Training**

Paul and I began our Patron Point training, the new system that we will use for our email newsletter among other things. We are super excited that we will be able to eventually customize the user experience with the newsletter and when our guests are on boarded as new cardholders. Paul also attended a workshop on Instagram; I attended one on fundraising in libraries; and we both attended a workshop on branding in libraries. Based on what we learned, we are going to try some new things in our social media execution and scheduling to see if it improves engagement. In addition, when working on pieces for the Foundation, I plan to try some of what I learned. Stay tuned!

**In the Gallery—April**

Display cases: Darien Garden Club and Inklude Studios  
1st floor gallery: Nancy L. Staszak (the dinosaurs!)  
2nd floor gallery: Inklude Studios

**Darien Calendar**

The City of Darien as a new calendar system to manage their events. I submitted events for the calendar and will continue to do so as the occasions call for it. It's a great way to get the word out for events that have broad appeal for the community such as our summer kick off and the blood drive.

**Other Projects**

Working with Laura and the programming team on the summer logs. Created a new template for the Library of Things. Working with Jamie B. on creating new signage for the magazines to incorporate the eMagazines. In addition, we created signs for the chicks and updated the promotional signs in the holders and the elevator.

**Website**

Updates were made to The Sound, the Volunteens, the Gardens at IPPL, the eMagazines, and the chicken page. In addition, minor updates were made to the social services, the Library of Things, community, the Ignite Change, and the All Are Welcome pages. The home page was changed to reflect the marketing plan for April. Dave and I are planning for summer among the other pages that we are working on.

I have been keeping closer stats on how people click on the home page of the website. This does not reflect what people go on the rest of the site. This is just the clicks from the things we featured on the homepage for the month of April. Looking how people click will help me make better decisions about what we should feature and how often we need to change things.

Poetry Month Booklist	27
Autism Booklist	20
Sikh Awareness Month Booklist	20
Middle Eastern Authors Booklists	20

Muslim Awareness Booklist	17
Ukraine Resources (note: updated mid-month in March—this reflects six weeks of stats)	45
Global Road Warrior Database	5
Points of View Database	7
Global Newspapers Online Database	13
Volunteer Resources	35
Gardening Booklist 1	3
Gardening Booklist 2	6
Gardening Booklist 3	12

### Yelp & Google

People are using Yelp and Google to access the library. It's interesting to see how they access us.

In the month of April, 27 people called us by searching for us through Yelp.

In the month March (Google lags behind on its reports), through Google

- 452 called us
- 694 asked for directions to get to us
- 5,551 Googled our name

### Enews

Our subscribers are down, but that's normal because of deactivated emails, bounces, or people in general who choose to unsubscribe.

### General Enews Subscribers

March 31	17,422
April 30	17,357
Loss/Gain in subscribers	-65

### Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Business Connect subscribers	296	No change

### **Enews Open & Click Rate**

As a reminder, the click rates are not an accurate representation of engagement because of privacy filters. However, the trend is the open rate the click rate through enews is higher.

To note, in May we will begin using our new software, Patron Point to send enews. I will give an update in May's report when we begin doing so.

<b>Date</b>	<b>Open Rate</b>	<b>Click Rate percentage</b>
April 7	35	1
April 14	35	1
April 21	35	1
April 28	35	1

### **Social Media**

Social media growth continues with a slight dip in Twitter. If people deactivate their accounts, it will show as an unfollow/like. I suspect with the changes in Twitter, that we lose more followers because of deactivated accounts.

<b>Social Media Channel</b>	<b>Likes/Followers</b>	<b>+/- (March 31)</b>
Facebook (likes)	2,118	+8
Instagram	955	+30
Twitter	1,144	+1
LinkedIn	192	+2
YouTube	216	+1

### **Social Media Posts**

This month we received a lot of great engagement on posts about Ramadan, Vaisakhi, Eid Mubarak, Passover, and Easter. We acknowledged and shared information about the variety of holidays that our community celebrates. We like to use our position to educate. It was wonderful that our followers felt seen. In addition, our community also loved our posts on National Library Week, with the most engaging post being Library Worker's Day.

While this was May, I could not wait until next month's report to share this. We did a post on our mental health resources, and this was the comment on Instagram: "I love how much this library cares for the people in our community. Thank you for being supportive of our journeys."

Distributed @ meeting

STATISTICS FOR	Apr-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	19,329	11,156	191,607	176,034	8.85%
Teen	1,123	743	12,800	12,363	3.53%
Kids	12,454	6,740	126,388	103,103	22.58%
ILLS Sent	3,064	1,495	27,731	21,515	28.89%
TOTAL	35,970	20,134	358,526	313,015	14.54%
Electronic Circulation	8,628	9,452	85,586	101,355	-15.56%
GRAND TOTAL CIRC.	44,598	29,586	444,112	414,370	7.18%
% Reciprocal Borrowing	9%	5%	9%	6%	
Patron Visits	27,372	6,528	237,902	94,026	153.02%
<b><u>Current Cards</u></b>					
Resident	121	35	23,931	22,850	4.73%
Non-Resident	21	22	803	711	12.94%
TOTAL	142	57	24,734	23,561	4.98%
<b><u>Patron Assistance</u></b>					
Adult - Reference	2,709	654	16,942	13,556	24.98%
Kids - Reference	907	412	7,175	7,472	-3.97%
Technology - Reference	1,074	584	10,586	10,873	-2.64%
TOTAL REFERENCE	4,690	1,650	34,703	31,901	8.78%
Adult - Other	258	138	1,922	1,479	29.95%
Kids - Other	240	2	1,633	79	1967.09%
Technology - Other	60	6	635	193	229.02%
TOTAL OTHER	558	146	4,190	1,751	139.29%
GRAND TOTAL ASST.	5,248	1,796	38,893	33,652	15.57%
<b><u>ILL/Reserves</u></b>					
Holds	6,768	4,941	71,982	78,314	-8.09%
ILLS Sent	3,064	1,495	27,731	21,515	28.89%
ILLS Checked Out	3,653	2,004	35,492	35,079	1.18%
ILLS Received	4,031	2,004	39,482	35,079	12.55%
<b><u>Programs - Adult</u></b>					
# Programs	21	8	144	110	30.91%
Attendance	244	155	2,253	2,300	-2.04%
<b><u>Technology Classes</u></b>					
# Programs	28	11	170	76	123.68%
Attendance	154	56	1,082	814	32.92%
<b><u>Individual Technology Training</u></b>					
# of Patrons	373	98	3,105	867	258.13%
<b><u>Groups</u></b>					
# Programs	17	3	106	31	241.94%
Attendance	90	40	597	295	102.37%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	2	5	61	91	-32.97%
Attendance	40	43	267	450	-40.67%
<b><u>Programs - Kids</u></b>					
# Programs	42	20	329	497	-33.80%
Attendance	699	676	3,688	4,570	-19.30%
GRAND TOTAL ATT.	1,600	1,068	10,992	9,296	18.24%

STATISTICS FOR	Apr-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Passive Programs - Adult</u></b>					
#Programs	3		20		
Attendance	14		775		
<b><u>Passive Programs - Teen</u></b>					
# Programs	2		26		
Attendance	138		575		
<b><u>Passive Programs - Kids</u></b>					
# Programs	12		72		
Attendance	1,073		5,127		
<b><u>Computers - Patron Use</u></b>					
Adult Computers	1,620	664	14,434	10,918	32.20%
Kids Computers	16	48	1,608	749	114.69%
Teen Laptop	20	1	109	50	118.00%
Adult Laptop	16	9	180	71	153.52%
<b>TOTAL PATRON USE</b>	<b>1,672</b>	<b>722</b>	<b>16,331</b>	<b>11,788</b>	<b>38.54%</b>
<b><u>Hours Used</u></b>					
Adult Computers	1,188	475	11,176	7,447	50.07%
Kids Computers	22	28	840	424	98.11%
Teen Laptop	24	5	115	100	15.00%
Adult Laptop	19	9	249	104	139.42%
<b>TOTAL HOURS USED</b>	<b>1,253</b>	<b>517</b>	<b>12,380</b>	<b>8,075</b>	<b>53.31%</b>
<b><u>Wireless Total Connections</u></b>	<b>7,182</b>	<b>5,128</b>	<b>61,952</b>	<b>43,001</b>	<b>44.07%</b>
<b><u>IPPL Total Web Site Access</u></b>	<b>12,448</b>	<b>13,542</b>	<b>142,536</b>	<b>398,791</b>	<b>-64.26%</b>
<b><u>IPPL Total Page Views</u></b>	<b>35,744</b>	<b>32,819</b>	<b>404,675</b>	<b>581,271</b>	<b>-30.38%</b>
<b><u>Subscription Database Logins</u></b>	<b>3,100</b>	<b>2,774</b>	<b>30,040</b>	<b>29,681</b>	<b>1.21%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	163	123	1,301	1,215	7.08%
<b><u>Volunteers</u></b>					
Number Active	25	12			
Hours Worked	100	21	585	446	31.17%
<b><u>Staff Training Hours</u></b>	<b>90</b>	<b>160</b>	<b>757</b>	<b>727</b>	<b>4.13%</b>
<b><u>Room Use</u></b>					
Conference Rooms	441		3,368		
Meeting Rooms					
Library	79		423		
Non-Library	15		70		
Board Room					
Library	20		121		
Non-Library	16		86		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -

April 2022

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	499	11	17	493	91	81	102	98
Non-Fiction	38905	223	28	39100	4639	6094	4862	6122
Fiction	31287	240	158	31369	6676	10287	6916	10445
<b>ADULT TOTALS</b>	70691	474	203	70962	11406	16462	11880	16665
<b>KIDS</b>								
Non-Fiction	11643	77	21	11699	1248	941	1325	962
Fiction	23213	370	97	23486	4024	3635	4394	3732
<b>KIDS TOTALS</b>	34856	447	118	35185	5272	4576	5719	4694
<b>TEEN</b>								
Non-Fiction	538	13	1	550	176	78	189	79
Fiction	3999	68	6	4061	864	674	932	680
<b>TEEN TOTALS</b>	4537	81	7	4611	1040	752	1121	759
<b>BOOK TOTALS</b>	110084	1002	328	110758	17718	21790	18720	22118

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	7027	35	11	7051	1034	306	1069	317
Music CDs	4379	35	23	4391	439	1884	474	1907
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20255	254	48	20461	2025	2575	2279	2623
<b>ADULT TOTALS</b>	32029	324	82	32271	3504	4773	3828	4855
<b>KIDS</b>								
Audiobooks on CD	585	6	0	591	109	62	115	62
Music CDs	294	0	0	294	27	2	27	2
Playaway	114	0	4	110	8	1	8	5
DVDs (DVD & Blu-ray)	4079	62	54	4087	295	514	357	568
<b>KIDS TOTALS</b>	5072	68	58	5082	439	579	507	637
<b>TEEN</b>								
Audiobooks on CD	182	13	0	195	52	76	65	76
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
<b>TEEN TOTALS</b>	198	13	0	211	54	518	67	518
<b>AUDIOVISUAL TOTALS</b>	37299	405	140	37564	3997	5870	4402	6010

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	207	4	0	211	63	10	67	10
Tech Takeout (except digital content devices)	136	6	1	141	26	5	32	6
CD-ROMs	-1	0	0	-1	0	36	0	36
<b>ADULT TOTALS</b>	342	10	1	351	89	51	99	52
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	153	8	1	160	16	20	24	21
Puzzles (New Aug. 2018)	19	0	0	19	4	1	4	1
Playaway Launch Pads	19	0	0	19	0	3	0	3
<b>KIDS TOTALS</b>	191	8	1	198	20	24	28	25
<b>TEEN</b>								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	777	14	9	782	130	19	144	28
Board Games	122	0	0	122	31	6	31	6
<b>TEEN TOTALS</b>	904	14	9	909	161	26	175	35
<b>OTHER TOTALS</b>	1437	32	11	1458	270	101	302	112
<b>COLLECTION TOTALS</b>	148820	1439	479	149780			23424	28240



**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -**

**April 2022**

<b>eBOOKS</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
				<b>Adds</b>	<b>Add</b>
Hoopla- Year (ebooks & comics)	423,266	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,308	33	24,341	915	948
eMedia (Overdrive Advantage)	6,915	94	7,009	817	911
Preloaded eReaders	132	9	141	43	52
<b>eBook Totals</b>	<b>454,621</b>	<b>99,724</b>	<b>454,757</b>	<b>1775</b>	<b>1911</b>
<b>AUDIOVISUAL</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
				<b>A</b>	<b>Add</b>
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,377	33	6,410	464	497
eMedia Advantage (Overdrive)	1,761	24	1,785	373	397
Preloaded Adult Audiobook iPods	147	0	147	73	73
<b>Audiobook Total</b>	<b>101,354</b>	<b>23854</b>	<b>101,411</b>	<b>910</b>	<b>967</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	1,296	4	1,300	70	74
Preloaded Family Roku Titles	197	1	198	11	12
<b>Video Totals</b>	<b>16,530</b>	<b>5</b>	<b>16,535</b>	<b>81</b>	<b>86</b>
<b>Total Audiovisual</b>	<b>383,529</b>	<b>23,859</b>	<b>359,650</b>	<b>1,135</b>	<b>1,053</b>
<b>Collection Totals</b>	<b>838,150</b>	<b>123,583</b>	<b>814,407</b>	<b>3,046</b>	<b>2,964</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2022

Balance on hand as of March 31, 2022.....	2,485,957.18
Cash Receipts for April.....	27,351.93
Cash Disbursements for April.....	337,688.93
Cash on hand as of April 30, 2022.....	2,175,620.18

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.478%	
General.....	253,326.95
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking .....	(1,417.45)
Republic Bank - Savings - Rate 0.25%.....	487,584.68
Republic Bank - Checking General.....	6,188.93
Republic Bank - Payroll Account.....	6,741.02
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2022.....	2,175,620.18

FUND BALANCES AS OF 4/30/2022

Corporate Fund.....	1,896,779.43
Building & Maintenance Fund.....	34,050.25
I.M.R.F. Fund.....	-
Liability Fund.....	-
Social Security Fund.....	-
Special Reserve Fund.....	(123,028.84)
Deferred Taxes.....	130,616.41
Current Liabilites.....	237,202.93
Grand Total All Funds.....	2,175,620.18

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

21

Percent of Year: 83.33

	RECEIVED April 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,891,603.91	100.76%	3,862,097.00	-29,506.91
41150 · Non-current Property Taxes	0.00	1,621.47	0.00%	0.00	-1,621.47
43100 · Interest-Tax Levy	0.00	1.03	0.00%	0.00	-1.03
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,893,226.41</b>	<b>100.81%</b>	<b>3,862,097.00</b>	<b>-31,129.41</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	62,730.28	118.00%	53,161.00	-9,569.28
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>62,730.28</b>	<b>118.00%</b>	<b>53,161.00</b>	<b>-9,569.28</b>
<b>INTEREST</b>					
43500 · Interest - Investment	238.74	960.94	0.00%	0.00	-960.94
<b>TOTAL INTEREST</b>	<b>238.74</b>	<b>960.94</b>	<b>0.00%</b>	<b>0.00</b>	<b>-960.94</b>
<b>DESK MONIES</b>					
45100 · Copier	222.55	1,613.40	70.15%	2,300.00	686.60
45120 · Computer Copies	1,223.81	9,890.34	131.87%	7,500.00	-2,390.34
45130 · Fax	384.87	3,146.22	157.31%	2,000.00	-1,146.22
45200 · Fines/Fees	474.47	15,780.49	95.64%	16,500.00	719.51
45250 · Gifts/Donations	1.00	1.00	0.40%	250.00	249.00
45300 · Lost Materials	439.94	4,406.78	110.17%	4,000.00	-406.78
45350 · Non-Resident Fees	3,747.90	82,809.72	110.41%	75,000.00	-7,809.72
45450 · Hot Picks	24.00	49.00	0.00%	0.00	-49.00
45550 · Meeting Room Rental	81.25	518.75	0.00%	0.00	-518.75
45600 · ILL Fees	24.57	122.66	24.53%	500.00	377.34
45650 · Maker Studio	232.94	1,592.31	318.46%	500.00	-1,092.31
45700 · Passport Fees	4,865.00	28,175.60	225.41%	12,500.00	-15,675.60
45750 · Notary Fees	126.00	1,171.00	167.29%	700.00	-471.00
<b>TOTAL DESK MONIES</b>	<b>11,848.30</b>	<b>149,277.27</b>	<b>122.61%</b>	<b>121,750.00</b>	<b>-27,527.27</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	2,594.40	518.88%	500.00	-2,094.40
46800 · Collection Agency Fee	178.75	218.75	437.50%	50.00	-168.75
49000 · Operating Transfer In	25,730.00	25,730.00	0.00%	0.00	-25,730.00
<b>TOTAL OTHER INCOME</b>	<b>25,908.75</b>	<b>28,543.15</b>	<b>5189.66%</b>	<b>550.00</b>	<b>-27,993.15</b>
<b>GRAND TOTAL</b>	<b>37,995.79</b>	<b>4,134,738.05</b>	<b>102.41%</b>	<b>4,037,558.00</b>	<b>-97,180.05</b>

Operating Transfer In reflects \$25,730.00 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape - \$25,730.00

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

22

Percent of Year: 83.33

	April 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	166,411.51	1,798,905.52	78.41%	2,294,105.00	495,199.48		
61310 · Benefits - Medical / Life Ins.	12,764.55	141,973.31	74.16%	191,452.00	49,478.69		
61330 · Benefits - IMRF	15,243.24	193,838.33	85.98%	225,440.00	31,601.67		
61340 · Benefits - FICA	12,150.36	134,120.45	76.42%	175,500.00	41,379.55		
61400 · Staff Development	15.00	5,753.26	25.92%	22,200.00	16,446.74		
61600 · Board Development	525.00	525.00	52.50%	1,000.00	475.00		
61710 · Workers Compensation	0.00	5,933.00	104.38%	5,884.00	-249.00		
61720 · Unemployment Insurance	0.00	1,400.22	46.67%	3,000.00	1,599.78		
61730 · Data Expense Reimbursement	24.20	24.20					
<b>TOTAL PERSONNEL</b>	<b>207,133.86</b>	<b>2,282,473.29</b>	<b>78.21%</b>	<b>2,918,381.00</b>	<b>635,931.91</b>	<b>3,250,000.00</b>	<b>70.23%</b>
<b>MATERIALS</b>							
62100 · Books	8,019.38	106,183.17	66.80%	158,950.00	52,766.83		
62200 · Periodicals	94.50	14,932.83	56.73%	26,325.00	11,392.17		
62300 · Audio	1,370.26	18,457.24	57.06%	32,350.00	13,892.76		
62400 · Video	3,241.88	19,451.52	45.82%	42,450.00	22,998.48		
62500 · Multi-Media	51.01	604.93	30.25%	2,000.00	1,395.07		
62600 · eMaterials	6,700.85	140,910.31	76.71%	183,700.00	42,789.69		
62700 · Console Games	404.91	3,482.63	49.75%	7,000.00	3,517.37		
62800 · Damaged Item Replacement	729.76	8,140.82	135.68%	6,000.00	-2,140.82		
62900 · Materials Supplies	976.88	14,780.28	70.38%	21,000.00	6,219.72		
<b>TOTAL MATERIALS</b>	<b>21,589.43</b>	<b>326,943.73</b>	<b>68.15%</b>	<b>479,775.00</b>	<b>152,831.27</b>	<b>525,000.00</b>	<b>62.27%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	3,343.53	58,734.12	76.48%	76,800.00	18,065.88		
63300 · Utilities (1-8-11 · Gas)	1,841.54	11,281.12	75.21%	15,000.00	3,718.88		
63300 · Utilities (1-8-12 · Electric)	64.96	41,116.67	70.89%	58,000.00	16,883.33		
63300 · Utilities (1-8-13 · Telephone)	435.63	4,696.67	78.28%	6,000.00	1,303.33		
63300 · Utilities (1-8-14 · Water/Sewer)	516.77	2,117.44	26.47%	8,000.00	5,882.56		
63300 · Utilities (1-8-15 · Garbage Disposal)	480.79	4,262.49	85.25%	5,000.00	737.51		
63350 · Building Supplies	0.00	3,390.30	56.51%	6,000.00	2,609.70		
63400 · Maintenance Supplies	731.20	8,251.73	75.02%	11,000.00	2,748.27		
63500 · Security System Monitoring	0.00	490.50	70.07%	700.00	209.50		
63600 · Property Maintenance	5,107.25	31,909.60	79.77%	40,000.00	8,090.40		
63800 · Building Maintenance/Repair	3,450.00	38,159.13	127.20%	30,000.00	-8,159.13		
<b>TOTAL BUILDING</b>	<b>15,971.67</b>	<b>204,409.77</b>	<b>79.69%</b>	<b>256,500.00</b>	<b>52,090.23</b>	<b>350,000.00</b>	<b>58.40%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	4,926.18	9,647.69	87.71%	11,000.00	1,352.31		
64300 · Photocopy Supplies	250.93	1,704.39	28.41%	6,000.00	4,295.61		
64400 · Guest Services Supplies	933.00	1,866.00	53.31%	3,500.00	1,634.00		
64500 · Postage	-337.01	813.09	16.26%	5,000.00	4,186.91		
64550 · Passport Postage	340.83	2,821.78	112.87%	2,500.00	-321.78		
64600 · Non-Payment Reimbursement	0.00	-960.42	-64.03%	1,500.00	2,460.42		
64700 · Travel	161.93	476.62	31.78%	1,500.00	1,023.38		
64800 · Organizational Memberships	0.00	2,376.00	67.89%	3,500.00	1,124.00		
64900 · Bank Fees	174.36	2,254.18	90.17%	2,500.00	245.82		
<b>TOTAL OPERATION</b>	<b>6,450.22</b>	<b>20,999.33</b>	<b>58.76%</b>	<b>37,000.00</b>	<b>16,000.67</b>	<b>42,000.00</b>	<b>50.00%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	0.00	4,685.45	46.86%	10,000.00	5,314.55		
65150 · Supplies-Staff Toner	111.63	2,774.69	39.64%	7,000.00	4,225.31		
65160 · Supplies-Technology Services	0.00	387.19	129.06%	300.00	-87.19		
65170 · Supplies-Maker Studio	116.40	2,006.88	80.28%	2,500.00	493.12		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	0.00	12,314.76	72.44%	17,000.00	4,685.24		

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

23

Percent of Year: 83.33

	April 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65350 · Tech Takeout	19.42	550.15	18.34%	3,000.00	2,449.85		
65360 · Kits	103.32	1,055.75	20.11%	5,250.00	4,194.25		
65400 · Technology Equip Mnt/Repair	3,442.50	5,111.26	27.72%	18,436.00	13,324.74		
65500 · Software	1,819.85	13,356.18	94.26%	14,169.00	812.82		
65600 · SWAN	12,280.80	47,944.13	101.10%	47,422.00	-522.13		
65700 · Telecommunications	1,063.00	11,841.92	79.18%	14,955.00	3,113.08		
<b>TOTAL TECHNOLOGY</b>	<b>18,956.92</b>	<b>102,103.36</b>	<b>71.39%</b>	<b>143,032.00</b>	<b>40,928.64</b>	<b>200,000.00</b>	<b>51.05%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	142.00	12,808.50	78.58%	16,300.00	3,491.50		
66200 · Credit Bureau	49.25	453.85	37.82%	1,200.00	746.15		
66300 · Copier	121.00	2,210.00	73.67%	3,000.00	790.00		
66400 · Copier Maintenance Contract	301.05	921.13	30.70%	3,000.00	2,078.87		
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>613.30</b>	<b>16,443.48</b>	<b>69.32%</b>	<b>23,720.00</b>	<b>7,276.52</b>	<b>35,000.00</b>	<b>46.98%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	11,925.00	100.00%	11,925.00	0.00		
67200 · Bonding	0.00	1,356.00	116.90%	1,160.00	-196.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>17,565.00</b>	<b>101.13%</b>	<b>17,369.00</b>	<b>-196.00</b>	<b>25,000.00</b>	<b>70.26%</b>
<b>COMMUNICATIONS</b>							
68110 · Marketing Newsletter	0.00	25,618.33	102.47%	25,000.00	-618.33		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	0.00	95.00	11.88%	800.00	705.00		
68310 · Marketing Supplies	400.90	1,569.71	224.24%	700.00	-869.71		
68410 · Marketing-Information Printing	7,028.10	8,696.43	57.98%	15,000.00	6,303.57		
68500 · Legal Notices	0.00	873.24	58.22%	1,500.00	626.76		
<b>TOTAL COMMUNICATIONS</b>	<b>7,429.00</b>	<b>36,852.71</b>	<b>81.90%</b>	<b>45,000.00</b>	<b>8,147.29</b>	<b>50,000.00</b>	<b>73.71%</b>
<b>PROGRAMMING</b>							
68600 · Programming	2,526.96	21,828.10	59.48%	36,700.00	14,871.90		
<b>TOTAL PROGRAMMING</b>	<b>2,526.96</b>	<b>21,828.10</b>	<b>59.48%</b>	<b>36,700.00</b>	<b>14,871.90</b>	<b>45,000.00</b>	<b>48.51%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	6,030.00	73,214.74	104.59%	70,000.00	-3,214.74		
69200 · Special Reserve Fund	17,126.60	222,352.47	0.00%	0.00	-222,352.47		
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	25,730.00	25,730.00	0.00%	0.00	-25,730.00		
69900 · Contingency	549.99	6,747.77	67.48%	10,000.00	3,252.23		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	25,730.00	25,730.00	0.00%	0.00	-25,730.00		
<b>GRAND TOTAL</b>	<b>355,837.95</b>	<b>3,383,393.75</b>	<b>83.80%</b>	<b>4,037,477.00</b>	<b>654,083.25</b>	<b>4,522,000.00</b>	<b>74.82%</b>

Operating Transfer Out reflects \$25,730.00 from Corporate Reserves  
70000 · Operating Transfer Purchases - Premier Landscape - \$25,730.00

## RAILS News

### **Care about the Future of RAILS? Vote in Our Board Election**

RAILS has 1,265 library agencies. Each of these agencies (school district, main public library building, etc.) may designate one person to vote in the RAILS Board election. Thus far, only 130 have voted. The RAILS Board helps shape the future of the system. If you are interested in the future of RAILS, please make sure your library votes. It should take less than five minutes to [review the statements of the candidates running in the election and cast your ballot](#). Vote by 5 p.m. on May 20.

### **Find More Illinois Improvements**

We made improvements to the Find More Illinois user experience! We resolved a confusing search issue, and complete results now display all at once (with real-time shelf status). Library staff who visited [Find More Illinois](#) prior to April 11 to test drive the search functionality may wish to try their test searches again to see the improvements firsthand!

Everything in the FMI union catalog is available for lending; previously, titles included in search results may not have been available to fill a request. The only restriction on item availability in the union catalog is whether an item is on the shelf.

RAILS will waive the setup fees for any library that [joins FMI before March 2023](#). Plus, no annual fees will be billed until July 1, 2023.

### **RAILS Board Meeting, May 27**

The RAILS Board meets on Friday, May 27, via Zoom. The meeting will start at 10 a.m. due to the Memorial Day holiday. [See agenda/supporting documents](#), when available. Please submit public comments in advance to [Emily Fister](#) to be read aloud at the meeting.

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

### **Reaching Forward Recap and Resource for Support Staff**

Thanks to everyone who visited our booth at Reaching Forward last Friday. It was so nice to see you and talk about all the things RAILS can offer support staff. If you weren't able to visit our table or missed Reaching Forward, check out the [For Support Staff](#) web page on the RAILS website for information about continuing

education, collaboration opportunities, e-resources, and more for people in your position.

### **My Library Is... Interview with Hao Phan, Curator of the Southeast Asia Collection at NIU Library**

In a [recent blog post](#), Mary Burns, Special Collections Catalog Librarian at Northern Illinois University Library, interviews Hao Phan about his work. "In addition to his responsibilities as the collection's curator, Hao has made significant contributions to preserving and providing access to primary research materials in Southeast Asia." The [Southeast Asia collection at NIU](#) is the only collection of its kind in Illinois and one of the best in the U.S.

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

### **RAILS Website Survey - All Library Staff Invited to Take Survey!**

As RAILS rebuilds [our website](#), it is crucial that we hear from all levels of staff at all types of RAILS libraries so we can make the site work better for you. [Please take a couple of minutes to answer this questionnaire](#). The new site will roll out toward the end of 2022. Thank you!

### **RAILS Social Media #CollectionChallenge**

We invite library staff to share unique items from your collections in this fun new social media challenge. The #CollectionChallenge is a series of prompts (two per month) to guide library participation with a little fun competition.

Use Twitter and Instagram to share photos/videos of your library's items that best represent the pre-determined categories (i.e. tallest item in your collection). [See the complete schedule of challenges](#). Just post a photo (or video) related to the current challenge with a brief description. And make sure to use #CollectionChallenge when you post! No winners, no prizes. Only bragging rights.

Questions? Contact [Dan Bostrom](#), RAILS Member Engagement Manager, 630.734.5152.

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Continuing Education

**"Recruiting and Retention in the Great Resignation" Webinar, May 26**

In this webinar, HR Source will address why employees are leaving their organizations and what they're looking for. The session will focus on stemming the tide of exiting employees through tactics that will ultimately help you attract new talent too. This webinar will be held on Thursday, May 26 from 10:00 to 11:30 a.m. [Register via L2](#).

**"Accessibility and Equity, Diversity, and Inclusion in Marketing" Interactive Webinar, May 23**

Learn how to strategically and intentionally create promotional materials that will engage all community members. This session will be held through NoveList's online learning platform on Monday, May 23 from 1 to 3 p.m. [View course access details and register via L2](#).

**"The Ultimate Instagram Workshop, Part 2" Webinar, May 18**

[Register for this webinar](#) on Wednesday, May 18 from 10:00 to 11:30 a.m. (It is recommended to watch the first webinar "[The Ultimate Instagram Workshop](#)," but it is not required.)

**"Fostering Tech-Savvy Staff" Webinar, May 17**

This webinar will be held on Tuesday, May 17 from 1 to 2 p.m. [Register via L2](#).

**"Adverse Childhood Experiences and the Library: An Introduction to Trauma-Informed Library Service" Webinar, May 25**

This webinar will be held on Wednesday, May 25 from 1:00 to 2:30 p.m. [Register via L2](#).

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## Networking

**Data in Libraries Networking Group Meeting, June 21**

On Tuesday, June 21, 2-3 p.m., you're invited to join us and talk about data in libraries! The Data in Libraries Networking Group will be [hosting its first meeting](#) via Zoom. Does your library have a new project involving data, or an innovative way that you are using or analyzing data? This is a great place to discuss the many ways in which data can help strengthen services in libraries. This meeting is open to any library worker from any RAILS member library.

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## 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.

### **IPLAR Collection Counts**

At the end of their fiscal year, public libraries can find their number of e-books and audiobooks in the eRead Illinois Axis 360 collection on our [IPLAR inventory dashboard](#). The dashboard is updated at the beginning of every month.

### **Simultaneous Use Titles in eRead Illinois Axis 360**

We added over 300 simultaneous use titles to the eRead Illinois Axis 360 collection. Titles added include high-quality, independently published novels vetted by Library Journal.

Items in this collection have no holds, no waits, and can be accessed simultaneously.

For more information on joining eRead Illinois Axis 360 and gaining access to these items as well as a shared collection of over 57,000 popular e-books and audiobooks, visit [eRead Illinois](#).

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## Deals, Discounts, Grants

### **Deals & Discounts**

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

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### **EBSCO Deals – Packages for Public and K-12 Libraries, Learning Express, DEI Package**

[EBSCO packages for public libraries](#) and [EBSCO packages for K-12 libraries](#) include a variety of core databases and additional choices from a list of options. Visit the [Deals & Discounts page](#) for pricing, webinar recordings, trial links, and more information about advantageously priced resources with EBSCO, including Learning Express, Library Aware, and a new DEI package. New sign-ups and renewals for all RAILS packages are due by June 10.

### **Join the RDA Toolkit Group Purchase Now!**

RDA: Resource Description & Access is an international standard for the creation of library and cultural heritage metadata. [RDA Toolkit](#)'s subscription-based online platform allows catalogers from all library sizes and types to access RDA's data elements, guidelines, and instructions for creating their metadata. RDA Toolkit offers a **free 30 day trial**. New sign-ups and renewals for the [RDA Toolkit RAILS group purchase](#) are due by June 1.

### **Learn More about Career Online High School at May 17 Webinar**

There are more than 30 million American adults without a high school diploma. Your library can offer a path to a brighter future with Career Online High School. Learn more about the program during a webinar on Tuesday, May 17 at 2 p.m.

Career Online High School is an accredited high school completion program that provides graduates with a high school diploma (not a GED) and an entry-level career certificate in one of 11 high-demand employment fields. Career Online High School is open to all Illinois public libraries.

Representatives from Career Online High School will discuss program basics including resources to support student recruitment and tools for program success. Jessica Barnes, Special Projects Librarian at RAILS, will also be on hand to answer questions about how RAILS works to support participating libraries.

Find the [webinar link](#) and [passcode](#) on the calendar listing in L2. If you can't attend, the webinar will be recorded, and we will share the link in *RAILS E-News* after it is posted.

**Registration Is Open for ABOS Annual Conference**

The Association of Bookmobile and Outreach Services (ABOS) will hold its annual conference, "Rising Up and Reaching Out," in Scottsdale, Arizona, from October 4-6, 2022. There will also be a virtual component with on-demand programs. [Register](#) for the 2022 ABOS Conference.

ABOS is also looking for program proposals for the conference. Presenters can participate at the in-person conference or record a program for the on-demand component of the conference. The deadline for [program proposals](#) is Friday, May 27 at 5 p.m. For any questions/problems, please contact ABOS president, [Lori Berezovsky](#).

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

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

Approve Acceptance of Art Work for First Floor

First Floor Artwork: Between Maker Studio and Technology

Three 24 by 24 inch pieces of vintage "maker studio" items:

Camera, typewriter, and sewing machine. (Shows in picture as phonograph)

Artist: Jenny Henley. Has website with more information.

Would deliver artwork when she shows her work at the Hinsdale Fine Arts Show on June 4.

Cost \$2000. Her work would usually be \$800 per art piece.



Approve Acceptance of Art Work for Second Floor

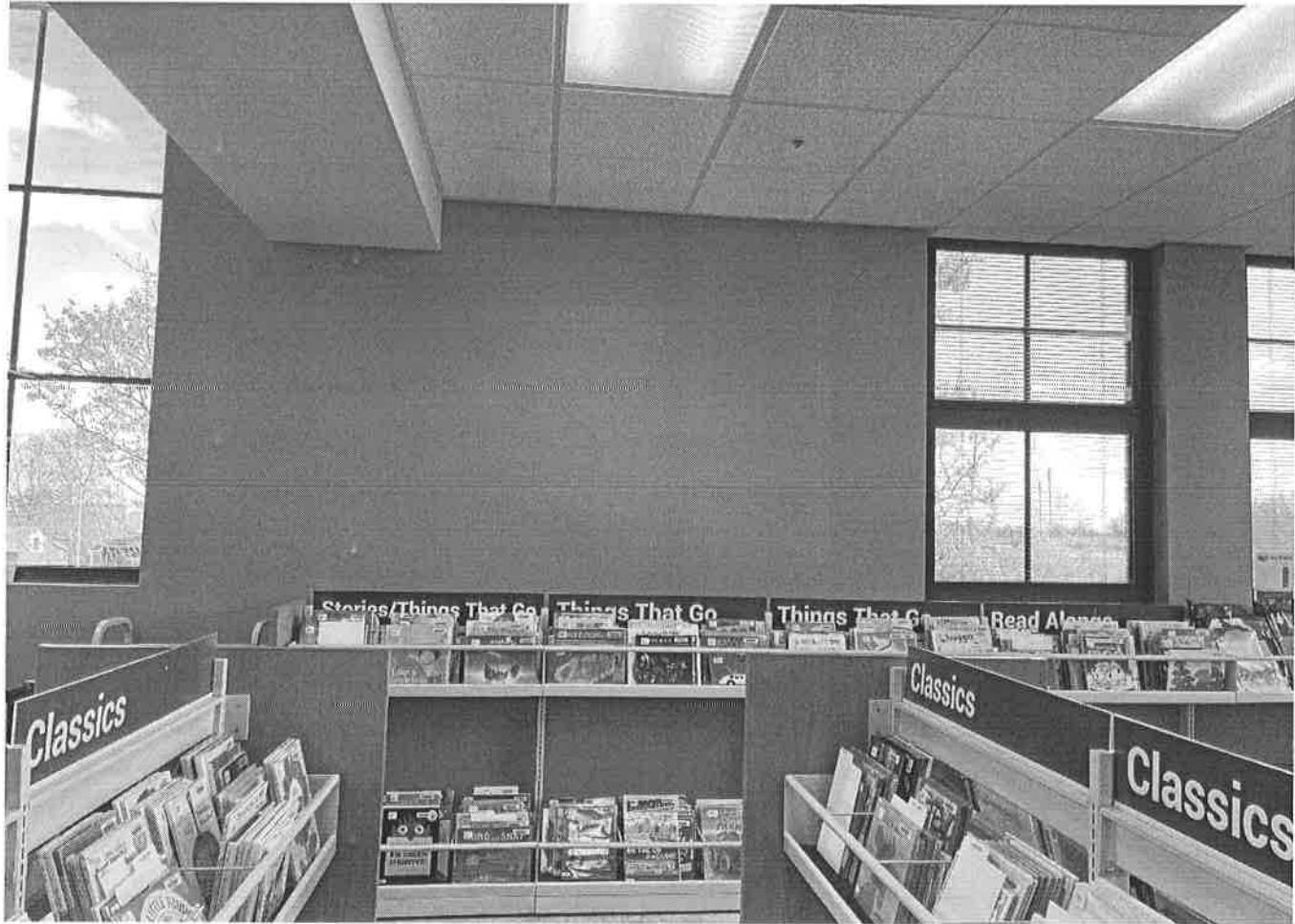
Second Floor Artwork: Far wall to the right of Little Town

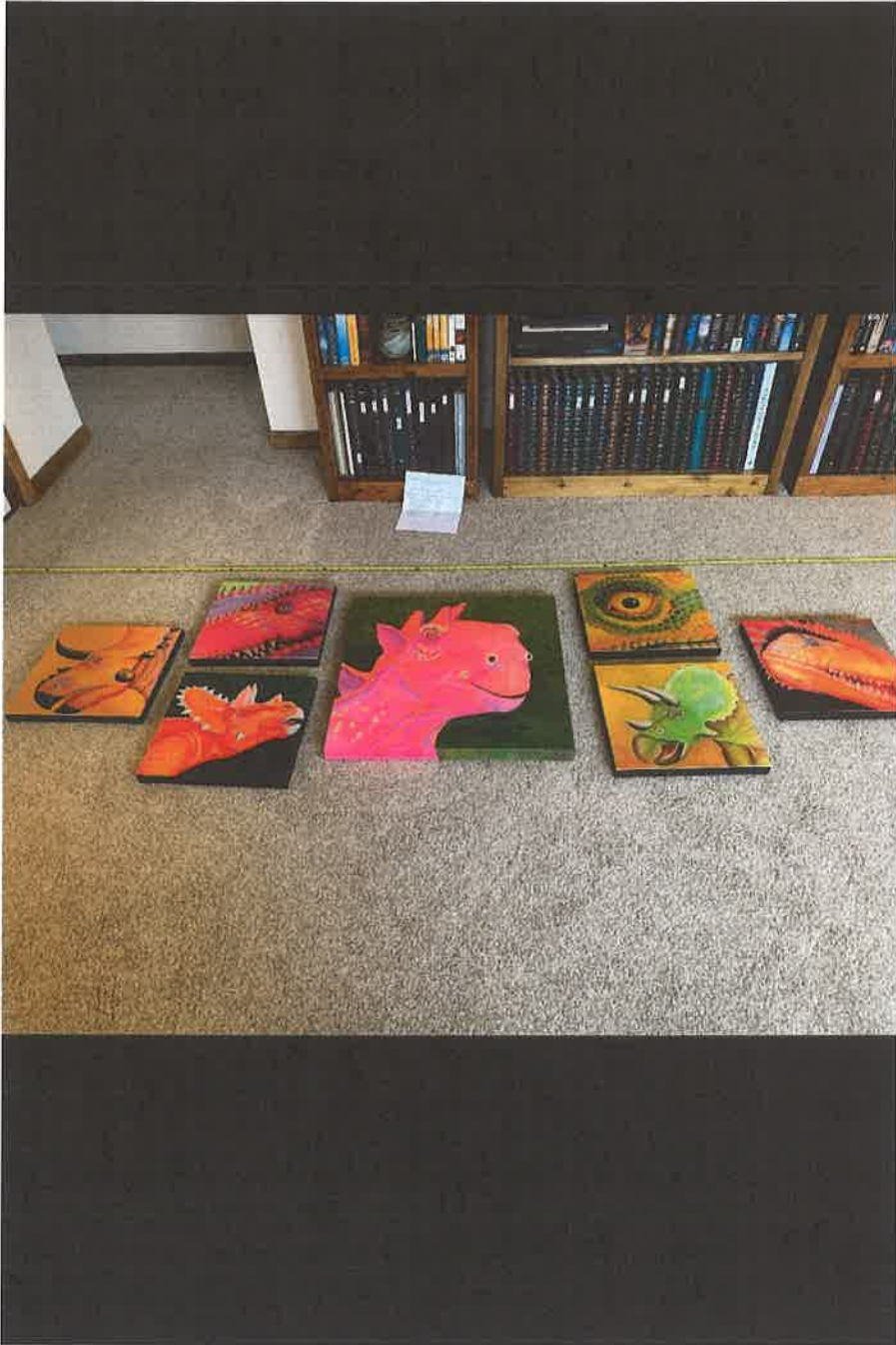
Six 12 by 12 inch dinosaur pieces, digital and one 24 by 24 piece, artist drawn, acrylic paint on canvas, original.

Final choices of dinosaur art pieces have not been finalized.

Artist: Nancy Staszak. She recently had work displayed in the library. (Dinosaurs in the stairwell area.). Local artist and she has a website.

Cost \$850









### 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.