

Board Agenda  
November 18, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our November 18, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to [directors@ippl.info](mailto:directors@ippl.info) by 6:15 p.m. November 18, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

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Webinar ID: 867 0367 9304

Passcode: 051294

International numbers available: <https://us02web.zoom.us/j/kpbhAC1ZV>

**Truth in Taxation Hearing  
November 18, 2020 – 6:30 p.m.**

- A. Roll Call  
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,  
Crystal Megaridis, Victoria Suriano
- B. Statement of Purpose: The purpose of the hearing is to provide  
the opportunity for public comment on the proposed property  
tax levy increase.
- C. Public Questions/Comments
- D. Closing of Hearing

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**Board of Trustees Regular Meeting  
November 18, 2020 – 6:35 p.m.**

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

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

D.	Communications and Announcements		
	1. Our Lady of Peace re: Thank You for Food Drive	Page 4	
E.	Omnibus Consent Agenda		Action
	1. Minutes of Regular Board Meeting, October 21, 2020	Page 5	
	2. Action on Bill/Additional Bills	Page 8	
	3. Ordinance #2020-8 Directing County Clerk as to PTELL Reduction	Page 12	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 14	Information
H.	Department Reports		Information
	1. Assistant Director	Page 16	
	2. Marketing	Page 18	
	3. Adult	Page 20	
	4. Circulation	Page 23	
	5. Technology and Technical Services	Page 25	
	6. Youth	Page 27	
I.	Staff Report		
	none		
J.	Reports		
	1. Treasurer's Report	Page 39	Information
	2. Chamber Reports (Jensen)	Page 43	Information
	3. RAILS	Page 45	Information
	4. Building and Grounds Committee (none)		
	5. Finance Committee (none)		
	6. Planning/Outreach Committee (none)		
	7. Policy Committee (none)		
K.	Unfinished Business		
	1. Ordinance #2020-9 Levying and Assessing Taxes for FY2020-21	Page 51	Action
L.	New Business		
	1. FY2019-20 Audit	Page 54	Information
	2. Proposal for Replacement of Elevator Hydraulic Valve	Page 108	Action
	3. Update on Renovation		Information
	4. Response to State COVID Mitigation Plans		Action
M.	Schedule Meetings		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

**NOTICE OF PROPOSED PROPERTY TAX INCREASE**  
**FOR INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2020 (2020-21 fiscal year) will be held on November 18, 2020 at 6:30 p.m. at the Library, 401 Plainfield Road, Darien, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jamie Bukovac, Library Director, 401 Plainfield Road, Darien, Illinois, phone 630/887-8760, ext. 242.

2. The corporate and special purpose property taxes extended or abated for 2019 were \$3,762,030.

The proposed corporate and special purpose property taxes to be levied for 2020 are \$4,062,000. This represents an 8% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2019 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2019 were \$3,762,030.

The estimated total property taxes to be levied for 2020 are \$4,062,000. This represents an 8% increase over the previous year.



www.olopdarien.org

October 17, 2020

Ms. Debbie Sheehan  
Head of Circulation Services  
Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**RE: FOOD DRIVE**

Dear Debbie:

On behalf of the Deacon Paul Brachle Food Pantry Ministry of Our Lady of Peace Parish, I would like to express our sincere gratitude for your willingness to partner with our Food Pantry in order to help us continue our work of providing for those in need, which is so critical during this ongoing COVID-19 pandemic. Words cannot express how grateful we truly are!

As of October 13, 2020, a total of 1,162 nonperishable food and household items have been donated to the Food Pantry by members of the library. The support of the Indian Prairie Public Library community has definitely made a difference in the lives of the approximately 75 families that we are serving on a weekly basis.

Again, thank you for your willingness to partner with us for the purpose of helping those in need. May God bless you and the library community for their support, generosity, and caring.

Gratefully,

Len Benes  
Administrator  
Deacon Paul Brachle Food Pantry Ministry

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of October 21, 2020

**Board of Trustees Regular Meeting  
October 21, 2020 – 6:30 p.m.**

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

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Webinar ID: 871 3796 8787

Passcode: 559781

International numbers available: <https://us02web.zoom.us/j/87137968787>

**A. Roll Call**

Vice-President Damon called the meeting to order at 6:40 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.” Damon verified that each trustee could hear the discussion. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis

Absent: Taylor Frawley, Victoria Suriano

Staff Present: Laura Birmingham, Maria Wlosinski

Others: none

Vice-President Damon 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.

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C. Public Comment – We did not receive any email comments prior to tonight’s meeting.

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 16, 2020
2. Action on Bills/Additional Bills
3. 2021 Days Closed Calendar
4. Minutes of Special Board Meeting, September 14, 2020  
 Akhras moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Akhras, Damon, Krupicka, Megaridis. Nays: none. Absent: Frawley, Suriano. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report - none

H. Department Reports

The governor has implemented rollbacks for DuPage County due to a resurgence in the pandemic. Birmingham said that the number of visitors in the library is still very low and we have a minimal number of tables and seats in the building. We are well below our 25% capacity. The Board did not wish to make any changes at this time. Birmingham reported that the staff newsletter is starting up again and will be done electronically using constant contact. The trustees will see it in their email starting tomorrow. Megaridis asked if the 1.1 million dollars we received from property taxes in September was in line with what we anticipated. Birmingham said it was. With respect to the new pickup window, the wrong sized window was shipped - a new window has been ordered in the correct size and will be installed at no cost to the library. In the meantime, the temporary window was installed using plywood to make it fit and function. Patrons are very appreciative and happy with this new service.

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 are on target to have the bid documents available on November 3. The legal notice will be in the newspaper on Friday. The bid opening will be at 1 p.m. on November 23. The Board will approve the bid and contract in December. We’d like to push up the December meeting to the 9<sup>th</sup> if possible.

L. New Business

1. Resolution 2020-C To Determine Estimate of Funds Needed for 2020-2021 Fiscal Year - Megaridis moved, Krupicka seconded to approve Resolution 2020-C To Determine Estimate of Funds Needed for 2020-2021 Fiscal Year. Ayes: Akhras, Damon, Krupicka, Megaridis. Nays: none. Absent: Frawley, Suriano. Motion carried unanimously.
2. Proposal to Close the Library on Election Day November 3, 2020 and at 5:00 p.m. on November 2, 2020 – The Board reviewed the proposal in the packet. We are expecting as many as ten polling booths and they need to be at least six feet apart. Station election officials will also need to be six feet apart. The Board agreed that in light of COVID-19 guidelines released by the Illinois Department of Health the building should be closed for regular service the day of the election. Birmingham said the book returns and pick-up window will be open. We will also be managing the phones and chats. The Board also agreed that the building should close at 5 p.m. the night before in order to set up for election day. Megaridis moved, Akhras seconded to close the library on election day November 3, 2020 and at 5:00 p.m. on November 2, 2020. Ayes: Akhras, Damon, Krupicka, Megaridis. Nays: none. Absent: Frawley, Suriano. Motion carried unanimously.

M. Scheduled Meetings

N. Community Events

O. Library Events

P. Adjournment

At 7:02 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. Ayes: Akhras, Damon, Krupicka, Megaridis. Nays: none. Absent: Frawley, Suriano. Motion carried unanimously.

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

## ACTION ON BILLS OCTOBER, 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4877 - 4959	\$ 120,733.40
Fifth Third-Salaries	902 - 920	\$ 5,060.71
Hinsdale Bank-Direct Deposits	& 31000 - 31200	\$ 164,420.99
		<hr/>
	MONTH'S TOTAL:	\$ 290,215.10



# Indian Prairie Public Library District Account QuickReport - Vendors

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As of October 31, 2020

Type	Date	Num	Name	Amount
<b>10122 - Fifth Third Checking</b>				
Liability Check	10/01/2020	4877	Nationwide Retirement	986.53
Liability Check	10/01/2020	4878	Vantagepoint	1,351.26
Liability Check	10/01/2020	4879	State Disbursement Unit	493.94
Liability Check	10/01/2020	4880	State Disbursement Unit	160.62
Bill Pmt Check	10/01/2020	4881	Bank of America	6,484.96
Liability Check	10/06/2020	4882	LIMRiCC	334.55
Bill Pmt Check	10/06/2020	4883	Alarm Financial	153.00
Bill Pmt Check	10/06/2020	4884	CareerBuilder Employment Screening, LLC	80.00
Bill Pmt Check	10/06/2020	4885	Carrera, Kristin	725.00
Bill Pmt Check	10/06/2020	4886	Cengage Learning, Inc.	134.35
Bill Pmt Check	10/06/2020	4887	Center Point Large Print	73.36
Bill Pmt Check	10/06/2020	4888	Hudson, Nancy	37.50
Bill Pmt Check	10/06/2020	4889	Kline, Cindy	10.00
Bill Pmt Check	10/06/2020	4890	Lawrence, Megan	55.00
Bill Pmt Check	10/06/2020	4891	Neviol Inc.	4,725.00
Bill Pmt Check	10/06/2020	4892	OverDrive	2,247.63
Bill Pmt Check	10/06/2020	4893	Product LLC	15,057.50
Bill Pmt Check	10/06/2020	4894	Recorded Books, Inc	67.50
Bill Pmt Check	10/06/2020	4895	Staron, Susan	25.00
Bill Pmt Check	10/06/2020	4896	Canon Solutions America Inc.	1,002.90
Bill Pmt Check	10/06/2020	4897	Chicago Tribune	248.00
Bill Pmt Check	10/06/2020	4898	Colley Elevator Co.	398.00
Bill Pmt Check	10/06/2020	4899	Fox Valley Fire & Safety	409.00
Bill Pmt Check	10/06/2020	4900	Garvey's Office Products	23.98
Bill Pmt Check	10/06/2020	4901	Groot Industries, Inc.	361.37
Bill Pmt Check	10/06/2020	4902	Guest Enterprises, Inc.	1,500.00
Bill Pmt Check	10/06/2020	4903	Heritage House Florist	65.95
Bill Pmt Check	10/06/2020	4904	Light Quest	1,155.00
Bill Pmt Check	10/06/2020	4905	Specialty Mat Service	163.29
Liability Check	10/15/2020	4906	Nationwide Retirement	986.53
Liability Check	10/15/2020	4907	Vantagepoint	1,351.26
Liability Check	10/15/2020	4908	State Disbursement Unit	493.94
Liability Check	10/15/2020	4909	State Disbursement Unit	142.06
Bill Pmt Check	10/15/2020	4910	AT&T	434.30
Bill Pmt Check	10/15/2020	4911	Baker & Taylor	6,856.66
Bill Pmt Check	10/15/2020	4912	Baker & Taylor (video)	83.43
Bill Pmt Check	10/15/2020	4913	Blackstone Audio, Inc.	809.97
Bill Pmt Check	10/15/2020	4914	Case Lots Inc.	195.60
Bill Pmt Check	10/15/2020	4915	Chicago Tribune Media Group	470.40
Bill Pmt Check	10/15/2020	4916	Dzierzbicki, Monica	22.00
Bill Pmt Check	10/15/2020	4917	FedEx	13.66
Bill Pmt Check	10/15/2020	4918	Heritage House Florist	59.95
Bill Pmt Check	10/15/2020	4919	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	10/15/2020	4920	Ingram Library Services	724.72

# Indian Prairie Public Library District Account QuickReport - Vendors

10

As of October 31, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	10/15/2020	4921	Midwest Tape	5,634.31
Bill Pmt Check	10/15/2020	4922	OverDrive	2,430.72
Bill Pmt Check	10/15/2020	4923	Quill	841.63
Bill Pmt Check	10/15/2020	4924	Thornton, Christine	250.00
Bill Pmt Check	10/15/2020	4925	Twidell, Lexy	22.00
Bill Pmt Check	10/15/2020	4926	Unique	17.90
Bill Pmt Check	10/15/2020	4927	Zoobean Inc	1,890.00
Bill Pmt Check	10/26/2020	4928	Asimakopoulos, Jennifer	22.00
Bill Pmt Check	10/26/2020	4929	Baker & Taylor	10,621.18
Bill Pmt Check	10/26/2020	4930	BCBS	11,538.31
Bill Pmt Check	10/26/2020	4931	Blackstone Audio, Inc.	629.96
Bill Pmt Check	10/26/2020	4932	Call One	260.96
Bill Pmt Check	10/26/2020	4933	Case Lots Inc.	283.80
Bill Pmt Check	10/26/2020	4934	Cengage Learning, Inc.	494.99
Bill Pmt Check	10/26/2020	4935	Children's Plus Inc.	1,097.80
Bill Pmt Check	10/26/2020	4936	Colley Elevator Co.	240.00
Bill Pmt Check	10/26/2020	4937	Comcast	193.35
Bill Pmt Check	10/26/2020	4938	DEMCO	216.05
Bill Pmt Check	10/26/2020	4939	Dynegy Energy Services	5,060.31
Bill Pmt Check	10/26/2020	4940	Fletcher, Marissa	125.00
Bill Pmt Check	10/26/2020	4941	Garvey's Office Products	5.64
Bill Pmt Check	10/26/2020	4942	Goodman, Clarence	250.00
Bill Pmt Check	10/26/2020	4943	Ingram Library Services	309.55
Bill Pmt Check	10/26/2020	4944	Midwest Tape	1,628.19
Bill Pmt Check	10/26/2020	4945	mk Solutions, Inc.	466.65
Bill Pmt Check	10/26/2020	4946	OverDrive	1,553.83
Bill Pmt Check	10/26/2020	4947	Principal Life Insurance Company	1,194.84
Bill Pmt Check	10/26/2020	4948	PrintSmart Printing & Graphics, Inc.	99.50
Bill Pmt Check	10/26/2020	4949	Schultz., Jack	2.70
Bill Pmt Check	10/26/2020	4950	Sebert Landscaping	805.00
Bill Pmt Check	10/26/2020	4951	SWAN	14,067.64
Bill Pmt Check	10/26/2020	4952	TMobile	37.44
Bill Pmt Check	10/26/2020	4953	Thomson Reuters West	82.68
Bill Pmt Check	10/26/2020	4954	VSP Vision	194.06
Bill Pmt Check	10/28/2020	4955	Bank of America	3,491.53
Liability Check	10/29/2020	4956	Nationwide Retirement	986.53
Liability Check	10/29/2020	4957	Vantagepoint	1,351.26
Liability Check	10/29/2020	4958	State Disbursement Unit	493.94
Liability Check	10/29/2020	4959	State Disbursement Unit	167.48
Total 10122 - Fifth Third Checking				120,733.40
<b>TOTAL</b>				<b>120,733.40</b>

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2020

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	10/05/2020	3,405.03
EFTPS-Federal	Payroll taxes	10/02/2020	18,413.16
ILDOR-State	Payroll taxes	10/16/2020	3,447.02
EFTPS-Federal	Payroll taxes	10/16/2020	18,625.42
ILDOR-State	Payroll taxes	10/30/2020	3,394.35
EFTPS-Federal	Payroll taxes	10/30/2020	18,260.88
IMRF	Payroll Pension	10/30/2020	33,130.51
DAC	Deposit to HRA	10/06/2020	572.03
DAC	Deposit to HRA	10/09/2020	179.34
DAC	Deposit to HRA	10/14/2020	855.44
DAC	Deposit to HRA	10/20/2020	699.53
DAC	Deposit to HRA	10/27/2020	958.36
Nicor	Gas	10/13/2020	250.94
INB Bank/5/3	Credit Card Fee	10/15/2020	137.59
Hinsdale Bank	Fee-Direct Deposit	10/19/2020	6.00

Ordinance No. 2020-8

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ORDINANCE DIRECTING COUNTY CLERK AS TO PTELL REDUCTION  
(Tax Cap Allocation)

WHEREAS, the Indian Prairie Public Library District (Library District) must file on or before December 29, 2020 its Levy Ordinance for the 2020-2021 fiscal year (Levy); and

WHEREAS, the Library District’s Levy may be subject to the Property Tax Extension Limitation Law (PTELL) (tax cap); and

WHEREAS, the Cook County Clerk has advised the Library District that, in the event the Library District’s Levy is subject to reduction pursuant to PTELL, the reduction will be accomplished in one of two ways, i.e.:

- Option 1. The County Clerk will reduce each Preliminary Tax Rate proportionally, i.e., by applying the same reduction percentage to each Levy category;
- Option 2. The County Clerk will reduce the Levy amounts as directed by the Library District pursuant to Library District Ordinance;

WHEREAS, if the Library District selects Option 2, the County Clerk requests that the Library District file its Ordinance with its Levy thereby enabling the County Clerk to process the Library District’s reduction request at the time of preparation of the County Clerk’s Levy Edit Report/Agency Tax Rate Report.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District as follows:

Section 1: The Cook County Clerk shall allocate the amount of any reduction in the Levy (the reduction resulting from PTELL) proportionally to the I.M.R.F., Social Security, Liability Insurance and Library Building and Sites Funds.

Section 2: The Board Secretary shall timely file a certified copy of this Ordinance with the Cook County Clerk.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 18th day of November, 2020.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Victoria Suriano, President

ATTEST:

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

## Director's Report November 2020

### Agenda

#### Omnibus:

The Ordinance regarding the PTELL (Property Tax Extension Limitation Law) Reduction is required to direct Cook County how to proportion any reduction that occurs when they apply the tax cap formula. DuPage County does not require this notification.

#### New Business:

The FY19/20 audit is in your packet. If you'd like the auditor to visit and discuss it, he is happy to do so. Laura has written a memo relative to replacement of the hydraulic valve for the elevator. I've written a memo to plan for the library's response to the current and possible COVID situations.

### Renovation Update

A walk-through for general contractors was held November 9. This aids in them understanding how to bid the project. We had over 40 people attend. Some were sub-contractors by the architect said they have never seen that many attend a walk-through. The furniture bids have also gone out. All bids are due by 1:00 November 23. At that time, they'll be opened by the architect in our meeting room but rather than contractors gathering in the meeting room, the opening will be done by Zoom. Laura will send you the Zoom link if you'd like to watch the opening of the bids.

Normally, the architect would come to a board meeting and show the trustees the furniture and finishes that have been selected. Given the current situation, they will be preparing a display in the meeting room that will be available for staff and trustees to look at to see what has been selected. At the board meeting I will be reviewing the floor plan and furniture layout.

Joe has begun moving shelving to prepare for the renovation. The first step was to build shelving in the middle of the first floor. Staff then moved the mysteries collection to that shelving (this is not a permanent location for that collection.) Joe then started moving the tall shelving that housed the mysteries to the south end of the first floor, adding a row of shelving there and starting to add sections of shelving to the west end of each non-fiction row. This will allow staff to start shifting the non-fiction materials into their permanent places.

In order to create more open space on the first floor, we are putting some materials into a storage area. These are materials that people don't normally browse, but rather come in and specifically request them. Examples are test materials and language learning materials. We're also placing duplicate copies of fiction in storage. The call number in the catalog will state that the item is in storage and staff will get the item for the patron. The storage area will be on the first floor in a workroom near the delivery area. This workroom had been used by Joe and will provide a convenient location for staff to retrieve materials. Joe has been clearing out space in the basement and is in the process of moving his workroom there.

## Staff

Adult Services Assistant Department Shirley Jensen has made the decision to retire after 31 years. Shirley has been instrumental in moving the library forward through the years. In the past few years, Shirley started and developed our services to businesses, being an active member in both chambers, networking with many of our businesses, and developing new ways to market to our businesses. Shirley has also been supervising the Adult Services Shelves and, through the years, has been dedicated to providing excellent reference services to our community.

This month the department heads and I started working again on developing the job descriptions and training needed for the new service model. We have also started to plan for how we will transition to the new departments as the renovation moves forward. I will share information with you as we move forward.

We have started up our internal staff newsletter, Catch the Wave. As with many things during COVID, we wanted to figure out how to easily get it to staff given the current erratic schedules. Using the software we use for our patron e-news was the logical choice and it turns out is a great way to reach staff. Jamie Allard is our editor and will make sure it gets sent to staff every other week.

Mary Dames, Jamie Allard, and Maria Wlosinski put together individual bags of candy with a warm Halloween greeting for each staff member.

## Meetings

Three meetings with Product Architecture  
One department heads meeting  
Three one-on-ones with Tony  
One one-on-one with Natalie  
One one-on-one with Ann  
Two one-on-ones with Debbie  
One one-on-one with Mary

Jamie Bukovac, Director

## Assistant Director's Report: November 2020

### Building:

Joe and Kyle installed the stone steps leading down to the Prairie Patch and it looks fantastic! The warm weather in October helped get this accomplished.

Joe and Kyle have been building and moving shelving on the 1<sup>st</sup> floor in preparation for the renovation. You will see the changes if you walk along the east side of the Adult Services department.

Joe and Kyle have been organizing the storage areas of the basement in preparation for the building renovation.

Joe and Kyle also cleaned out the Friends' storage room and are relocating their books to a storage closet on the 1<sup>st</sup> floor. This will be much easier for Friends volunteers to manage donations and not have to use the elevator to access stock. The former Friends room will be a storage area for building maintenance materials and equipment.

### IPPL Foundation and Friends:

The Book Nook made \$233.03 in September.

### Election Day Report:

Tuesday, November 3<sup>rd</sup> went extremely well. Having the polls located on the first floor worked out great. I scheduled a Librarian-In-Charge to be stationed at the Checkout Desk for the whole day (6am-7pm) just to keep an eye on things and there were no issues. Staff managed the pickup window, telephones, chat and returns throughout the day.

We had a total of 806 voters. The busiest hour was 6 am- 7am with 100 voters and the last hour from 6pm -7pm was the slowest with 21 voters. The only wait for voters was the very first hour; the rest of the day was slow and steady.

### Programming:

Cindy organized and hosted the following online programs in September:

<u>Date:</u>	<u>Program:</u>	<u>Attendance:</u>
10/6	<i>Sally Rand</i>	15
10/7	<i>Chair Yoga</i>	22
10/14	<i>Chair Yoga</i>	19
10/21	<i>Chair Yoga</i>	24
10/28	<i>Chair Yoga</i>	20
10/22	<i>Opera Lovers Lecture: Tosca</i>	4
10/27	<i>When the Music Died:</i>	
	<i>The 50<sup>th</sup> Anniversary of the Beatles Break-Up</i>	28



10/28 *From Emancipation to Inauguration:  
The Black Experience in Chicago* 12

Dave taught an in-person "iPhone/iPad Basics" on October 3<sup>rd</sup>. 5

I moderated the following online program:

10/27 *We Tell You What to Think: How Social Media Influencers Craft Political Narratives*  
4 "live" attendees\*  
(\*This program was recorded and has since had 28 views)

**Marketing Highlights:**

- Dave worked with Jill to create a web page for "Ignite Change" ([ippl.info/learn-research/ignite-change](http://ippl.info/learn-research/ignite-change)). This new page is located under the "Learn & Research" tab of the homepage. The page includes programming, reading challenges and reading lists. So far, the page has had 43 views.
- Dave worked with Jill and created a "Holidays & the Library" page ([ippl.info/holidays](http://ippl.info/holidays)) highlighting resources for holiday shopping and giving, music, television and movies, holiday books, cooking and more!
- Dave edited and produced 13 YouTube videos in October. The most popular new video in October was a recording of the "Yoga and Self-Care to Help You Stay Calm in a Time of Chaos" program with 52 views. Our most popular video continues to be "Miss Lexy's Favorite Baby Tickles" (which premiered in April) got an additional 96 views this month.
- Jill's Marketing Report is attached.

**Personnel:**

I reviewed applications for the open Circulation Associate positions for Debbie.

Jamie Allard has taken on the responsibility of publishing the digital staff newsletter, Catch the Wave. She did a great job putting the issue together while learning Constant Contact.

**Contributing to the Profession:**

10/23 Assistant Director's Quarterly Meeting

Discussion all revolved around COVID-19 issues such as reduced library hours, curbside pickup, and online programming.

**Continuing Education:**

10/23/20 Webinar: *How to Improve Team Morale Remotely*

Submitted by: Laura Birmingham



**Jill Yott, Communications Coordinator, Report for Board of Trustees  
October 1-31**

**Continuing Education**

Webinar: How to Update Your Social Media Marketing Strategy for 2021  
Webinar: Planning for Year-End During a Time of Uncertainty  
Webinar: How to Crush Your #GivingTuesday and Year-End Campaign  
Total Training: Three hours

**Website**

The website gets update weekly as part of the weekly marketing plan (that includes the web, enews, and social media.) New pages include Ignite Change, a revision to the programming pages (still in process), and Voting.

**Enews**

Enews lost 102 subscribers this month. I had a few requests to remove people because they moved. Other emails were purged due to those unsubscribing (which happens) or just bouncing multiple times (the accounts are inactive.) Teen enews lost two subscribers while BizConnect gained three. We continue to send news on Thursdays and programming on Sundays.

**General Enews Subscribers**

September 30	16,896
October 31	16,798
Loss in subscribers	-102

**Specialty Enews Subscribers**

Newsletter	Subscribers	+/-
Biz Connect subscribers	295	+3
Teen Enews subscribers	154	-2

### Enews Open & Click Rate

Date	Open Rate	Click Rate
Oct. 1	17	7
Oct. 4	16	5
Oct. 4 (Teen enews)	12	5
Oct. 7 (BizConnection)	23	9
Oct. 8	16	6
Oct. 9 (Special Enews)	23	2
Oct. 11	15	6
Oct. 15	16	11
Oct. 18	15	6
Oct. 22	16	6
Oct. 25	15	7
Oct. 29	16	5

### Social Media

Social Media continues to grow organically, except Twitter, which two followers.

Channel	Likes/Followers	+/- (Since Sept. 30)
Facebook (Likes)	1,979	+10
Instagram	693	+19
Twitter	1,090	-2
LinkedIn	159	+1
YouTube	173	+4

### Fun Social Media Posts

We had a lot of great engagement in October. People were really excited about the new drive-up window, trick-or-treat bags available from Kids & Teens, Megan Lawrence's kids in their Halloween costumes picking up their trick-or-treat bags, the Write-On Writing Competition, and when we posted a picture of my dog Harper wearing an IPPL shirt for National Black Dog Day—we got others to share their dog photos, which was wonderful.



## Adult Services Monthly Report

September 2020

I completed weeding the non-fiction collections with assistance from Shirley. Using the CREW method, I've taken a process that took three years – each part of the collection was weeded every three years on a rolling calendar – in four months. Going forward, this process will be easier as the bulk of “dead weight” has been removed.

I began studying the collections for titles that are only owned by Indian Prairie. These items will be examined to see if Indian Prairie patrons are using them. I also weeded the non-fiction collection for duplicates of titles where demand has dropped and items where we had a previous edition of a newer edition of a title in the collection.

I investigated adding the Ebsco database H.W. Wilson Core Collections. This is a collection development tool that allows librarians to make decisions when determining whether to add or retain an item for the collection. There are seven core collections. Previously, we had been ordering the books, but only for three of the core collections as they are quite expensive. The database is significantly less expensive than the books and allows us access to all seven core collection resources.

After 31 years at Indian Prairie, Shirley Jensen has announced her retirement effective March 2, 2021.

### One on ones

One with Jamie  
Four with Shirley  
Three with Jennifer  
Three with Joe  
Four with Marissa

### Monthly Highlights

- Shirley provided content to Jill for the BizConnections that went out on October 6 and October 27. She also reports that as a kickoff to our partnership with Downers Grove Library, she cross promoted their program on Instagram for Business and attended it on October 20. Fifteen people participated.
- Jennifer has been working with Ann on redoing our genre labels that we put on fiction. The purpose is to make the sticker narrower so it doesn't cover up as much of the spine as the old labels did, while still making it readily apparent what the genre of the item is (mystery, romance, sci-fi, short stories, Christian fiction, etc.). She has also worked with Natalie to put in place an adult component of the Read Woke and Winter Reading challenges.
- Joe coordinated the fall LEARN meeting. They discussed services to ESL groups during this time of Covid. He was also able finally to find a tutor through Literacy DuPage who was willing to do an English language discussion group through Zoom – the previous person who had been doing our in-person discussion group did not feel comfortable doing it through Zoom. He has been working on finding someone for several months. The first session was November 4. He has also worked on new holiday themed binge boxes as well as adding holiday movies to the Hot Picks DVD collection.
- Marissa has been working with Kids & Teens on a picture book reclassification project. Some subjects have gone out of style. Additions include popular new characters that have been

introduced in the last few years. She continues to add to our reader’s advisory resources for kids and teens by creating several bibliographies for Winter Reading; Native American heritage; and holiday themes.

Community

- Shirley attended the WBBR Chamber Pre Lunch Meeting. She also worked with the WBBR Virtual Programming Committee to plan for future chamber events. She attended the Darien Chamber Board meeting.
- Jennifer and the Associates provided book club discussion materials to 10 area book clubs on six new titles and four that had been requested by other clubs in the past. They also created book club lists of 2020 titles in both fiction and non-fiction.

Contributing to the Profession

- Tony attended the quarterly ELSUM meeting and the bi-monthly SWAN Electronic Resources Advisory Group to discuss with area librarians issues around electronic resources. He also fielded an inquiry from Downers Grove regarding AARP tax preparation.
- Jennifer attended the eMedia Library consortium meeting where they discussed a weeding plan for expired titles and the need to work further with Overdrive on setting parameters, shared consortium collection priorities, and demonstrated tips and tricks for using saved searches and insight reports for monitoring holds and demand. She answered follow up questions from consortium members.
- Marissa participated in a panel presentation as part of the Youth Services Ignite Forum at ILA Annual.

Continuing Education

- Tony trained Jennifer & Joe in using BlueCloud Analytics to pull collection reports. He has continued working with Jamie on the concept of leading with gratitude. He completed viewing the Lynda.com webinar
- Shirley attended LJ Virtual Summit: Libraries Work: how libraries help patrons find jobs and keep businesses afloat.
- Jennifer attended an ARRT Book Chat.
- Marissa attended training for those who were presenting at ILA Annual. She also viewed the following webinars that were part of ILA Annual: *A Seat at Every Table: Leadership Beyond the Library*; *Pages Against Prejudice!*; *Demystifying Comics: Management of Graphic Novel Collections of All Sizes*; *Classic Picture Books are Boring And What You Should Read in Storytime Instead*; *Power of Partnerships: Libraries and Schools Working Together for Equity*; and *Deescalating Difficult COVID-19 Customer Behaviors*. She has also been taking an ALA course on managing a children’s collection.

Programs

Social Media & e-Newsletter Reach

- Book Club (send quarterly) – delivered to 43 subscribers on 10/28; will report metrics next month
- Bestseller Preview (send bimonthly, links both to SWAN and Overdrive)

- 10/1: opened by 195/490 subscribers (40% open rate) and 181 clicks
- 10/15: opened by 210/491 subscribers (43% open rate) and 57 clicks
- New eBooks (send bimonthly)
  - 10/1: opened by 87/185 (47% open rate) and 52 clicks
  - 10/15: opened by 89/184 (48% open rate) and 18 clicks

Proctoring

- No tests were proctored this month.

Circulation Services  
October 2020

User Experience

Patrons are loving our new drive up window that debuted on October 17. In just 15 days, we had 1,012 pickups at the window! Our busiest day was Thursday, October 29 – we had 120 pickups that day!

Community

**Passports:** We resumed passport acceptance service on October 1 and in the month of October we accepted 22 passports. We are accepting passports by appointment only. This new model seems to be working very well as it gives staff an opportunity to make sure the patron has all of their forms and copies, before they come into the library. We are set up to accept passports in the area that had previously housed the bags for patron pick up. Having space and privacy is making the experience for patrons much nicer.

**Library Cards:** We issued a total of 72 new library cards in October. 27 of those were initiated remotely. We did not issue any student cards in October.

**Notary Public:** We notarized 45 documents in October.

**Food Drive:** At the end of September, The Our Lady of Peace Food Pantry, contacted me to ask if we would partner with them in order to bring in more donations of food and household items. Due to Covid, their donations are down and the need has risen quite a bit. They normally help 40 families a week and are now helping over 70 families a week. Since early October, we have kept a bin at the entrance to the library for patrons to put their donations in. Our community has really come forward and embraced this partnership. You will find, in the communications section, a thank you from the food pantry stating that as of October 12, 1,162 items had been donated.

Contributing to the profession

- Acorn Library has contacted me several time regarding our kiosk for library cards.
- Westmont Library contacted me regarding our kiosk as well as our on line library card registration forms.

Staff

Karen Cartwright is retiring from her position as a Circulation Associate. Joyce Dangles and Patricia Leja have also resigned. This position is currently posted.

Continuing Education

- |         |                                |
|---------|--------------------------------|
| Oct. 16 | LACONI – Circulation Group     |
| Oct. 21 | Circulation Users Group (SWAN) |
| Oct. 27 | One on One with Jamie          |

On a personal note, I was off for 3 weeks due to back surgery. This included the time the drive-up window was installed, shelving and bags moved and a new passport area set up. The Circulation staff, along with Laura Birmingham, managed everything extremely well in my absence.

Debbie Sheehan  
Head of Circulation Services





## Technology & Technical Services Board Report October 2020

### Improvements for Public, User Experience & Strategic Goals

- eLibrary Takeout – We added four new Rokus, two with Showtime and two with Hallmark Movies Now to our collection of streaming services.
- Public Computers – Patron can now log on to the computers themselves without having to ask staff to log them on. The max time per day is now back to 3 hours per day. Computer signs changed to “green” side to indicate patrons can log on without a reservation and a “red” side to indicate the computer still needs to be cleaned by staff.
- New Class Format- We started using a new online class format where patrons that register for a class watch a Lynda.com training course first and then attend a follow-up Zoom meeting for questions and discussion. We had nine people register for the class, but only one person attend a follow-up discussion.
- New On-Demand Videos- T.J. created a new video for using our slide and photo converter for our Tech Takeout Talk video series.
- Database Access- To expand database access in the library and to make better utilization of our microfilm computer we added access to our reference databases on the microfilm computer.
- Hot Pick Music CDs - Music CDs are now part of the Hot Picks collections. We started with popular Christmas music.

### Statistics

- 3D Printer- Processed 25 requests. Interesting Print: Pumpkins, Cat Ears, Pokeball pieces, Headphone & controller mounts, Micropad case, and Dollhouse frames.
- Carvey – Had no requests.



- Tech Takeout Checkouts - 94 unique users & 128 total checkouts
- Curbside Printing- 36

**Public Technology Programs & Classes**

- 5 classes total- (2 Live/Online, 2 in-person, and 1 Hybrid) total attendance/views: 31
- 2 - 1-on-1 Patron Assistance: Zoom help and iPad help
- 2 videos created and published in October. Total views: 40
  - Save Money Online: 10 views
  - Tech Takeout Talk: Slide & Photo Converter: 11 views
  - Tech Takeout Talk: Rokus: 11 views
  - LinkedIn Basics: 8 views

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Sat. Oct. 3, 10:30 a.m. – In-Person	iPhone Basics	Dave	5
Thurs. Oct 8, 6 p.m. – live online	Microsoft Excel-Ask an Expert	Ron	1
Monday Oct. 12 6 p.m.- hybrid	LinkedIn Basics	T.J.	9
Wed. Oct. 4, 7 p.m.- live online	Save Money Online	Mike	11
Sat. Oct. 17, 10:30 a.m.- In-person	Android Basics	Ann	5

**Sharing**

T.J. shared information with the following libraries: Clarendon Hills Library – Tech classes discussion, St. Charles Library – Virtual Tech class ideas, Downers Grove Library – Rokus, and Wauconda Library – Chromebook circulation

**Continuing Education**

- **T.J.-** Computers in Libraries recorded webinars: Visualization for Dashboards & Decision Making, Connecting Content & Customers: UX & Social Media ; A204 | Data Visualization: Tools & Practice; Microsoft Word Essentials (Lynda)
- **Brett-** Computers in Libraries recorded webinars: Cybersecurity Landscape: Issues & Challenges, Top Cybersecurity Tools for Libraries, and AI Possible Futures!; Dell Technologies World keynote day and TED webinars: Dream, Plan, Deliver: Moving AI Solutions from Pilot to Production and Practical Guidance for Modern Management of Remote Windows 10 PCs.

Youth Services  
Monthly Report to the Board  
October 2020

Programs

In October, Youth Services presented 61 programs serving 448 people.

Of these programs, 10 were Book Buddies and 2 were Mini Musicians, which are all personal, one-on-one services that we have been offering families to support learning and reading.

1-Oct	Online Book Club - New Kid	Zoom	Tricia	2
1-Oct	Book Buddies	Zoom	Monica	2
1-Oct	Virtual Girls Who Code	Zoom	Michelle	2
2-Oct	Book Buddies	Zoom	Monica	1
2-Oct	Mini Musicians	Zoom	Heather	1
2-Oct	Mini Musicians	Zoom	Heather	2
3-Oct	Teen Movie Club: The Hate U Give (canceled)	Zoom	Jimmy, Michelle	0
5-Oct	Out-Loud Reading Club: Vol. 3 Deckadoo Drive series	Zoom	Monica	3
6-Oct	Out-Loud Reading Club: Rookie of the Year	Zoom	Tricia	2
6-Oct	Little Learners	Zoom	Lexy, Heather	15
7-Oct	Rollick & Roll	Zoom	Heather, Lexy	18
7-Oct	Out-Loud Reading Club: Watsons Go to Birmingham	Zoom	Natalie	2
7-Oct	Stories + STEAM	Zoom	Heather, Lexy, Meghna, Megan	26
7-Oct	Cooking Science: mango Lassi	Zoom	Jack	7
8-Oct	Blood Drive	In Person	Natalie	26
8-Oct	Book Buddies	Zoom	Monica	2
8-Oct	Planes, Trains, Automobiles, and Spaceships Too!	Zoom	Tricia	3
8-Oct	Virtual Girls Who Code	Zoom	Michelle	3
10-Oct	Teen Movie Club: Just Mercy	Zoom	Jimmy, Michelle	2
12-Oct	Out-Loud Reading Club: Vol. 3 Deckadoo Drive series	Zoom	Monica	3
12-Oct	Parent Resources for Homework Help	Zoom	Jack, Monica	0
13-Oct	Little Learners Storytime	Zoom	Lexy, Heather	19
13-Oct	Maker Grab Bag Electronic Board Game	Zoom	Jack	8
13-Oct	Out-Loud Reading Club: Rookie of the Year	Zoom	Tricia	2
13-Oct	Teen Book Reviews (Canceled)	Zoom	Michelle	0
14-Oct	Rollick & Roll	Zoom	Heather, Lexy	22
14-Oct	Out-Loud Reading Club: Watsons Go to Birmingham	Zoom	Natalie	2
14-Oct	D&D with Mr. Jack	Zoom	Jack	2
14-Oct	Stories + STEAM	Zoom	Lexy, Heather, Meghna, Megan	22
15-Oct	Book Buddies	Zoom	Monica	2
15-Oct	Homeschooling SMART: Folk Art-Africa	Zoom	Monica	1

15-Oct	Girls Who Code	Zoom	Michelle	1
15-Oct	Rainbow Club	Zoom	Michelle	0
15-Oct	Planes, Trains, Automobiles, and Spaceships Too!	zoom	Tricia	3
16-Oct	Book Buddies	Zoom	Monica	1
17-Oct	Teen Movie Club: Do the Right Thing	Zoom	Jimmy, Michelle	1
17-Oct	Family Pumpkin Painting	In Person	Jack, Lexy	82
19-Oct	Out-Loud Reading Club: Vol. 3 Deckadoo Drive series	Zoom	Monica	3
20-Oct	Little Learners Storytime	Zoom	Lexy, Heather	21
20-Oct	Pocket Potter Wheel (Teen)	Zoom	Jack	9
20-Oct	Out-Loud Reading Club: Rookie of the Year	Zoom	Tricia	2
21-Oct	Rollick & Roll	Zoom	Heather, Lexy	15
21-Oct	Out Loud Reading Club: The Watson's Go to Birmingham-1963	Zoom	Monica	0
21-Oct	Stories + STEAM	Zoom	Lexy, Heather, Meghna, Megan	24
22-Oct	Book Buddies	Zoom	Monica	2
22-Oct	Book1 Buddies	Zoom	Jack	1
22-Oct	Girls Who Code	Zoom	Michelle	2
22-Oct	Planes, Trains, Automobiles, and Spaceships Too!	zoom	Tricia	3
23-Oct	Halloween Murder Mystery	Zoom	Michelle	10
24-Oct	Book Buddies	Zoom	Monica	1
24-Oct	TASC	Zoom	Michelle	10
26-Oct	Halloween Storytime Show and Tell	Zoom	Lexy, Heather	25
26-Oct	Out-Loud Reading Club: Vol. 3 Deckadoo Drive series	Zoom	Monica	3
26-Oct	Online-How to Draw Cute (Kawaii) Characters presented by Hello Art Studio	YouTube	Michelle	11
27-Oct	Mid-Kid Music 101: Jazz Music and Culture	Zoom	Heather	5
27-Oct	Out-Loud Reading Club: Rookie of the Year	Zoom	Tricia	2
28-Oct	Dungeons and Dragons	Zoom	Jack	5
29-Oct	Book Buddies	Zoom	Monica	2
29-Oct	Planes, Trains, Automobiles, and Spaceships Too!	zoom	Tricia	3
30-Oct	TeenTober Lock-In	Zoom	Michelle	0
31-Oct	Book Buddies	Zoom	Monica	1
			TOTAL:	448

### *Family Pumpkin Painting*

Jack Schultz and Lexy Twidell hosted a Family Pumpkin Painting program outdoors this month. Jack organized the event to ensure that families would rotate through time slots to maintain social distancing and no materials would be shared between participants. Despite poor weather, the event was highly attended with 82 participants. Families were grateful to be able to safely enjoy this event, even amidst all the changes brought on by Covid 19. After the event, we were able to giveaway the remaining 28 pumpkins to patrons who came to visit the library.

*Girls Who Code*

Michelle Dukes launched virtual Girls Who Code. For 4 weeks she worked with teens on coding an animation game in Scratch.

*Music 101*

Heather Forster Jensen hosted a successful class with five students this month. The class was advertised with the theme of Jazz Music and Culture. Heather exposed students to a brief history of jazz, tying in the African American culture's influence in creating the genre, as well as highlighting key jazz musicians. The associated listening activity challenged students to consider how each of the pieces made them feel in words or drawings, record observations about instrumentation, dynamics, and tempo, and convey what they liked/disliked about each piece and why. Heather sent a follow-up email to caregivers that evening relaying the interactive listening activity, music selections, and providing resources to explore more. That evening, one caregiver replied saying, "Thank you! Cece had a great time in your class and had us listen to jazz with her after."

*How to draw Cute Kawaii*

Michelle Dukes worked with Christine Thornton from Hello Art Studio to put on a How to draw Cute (kawaii) tutorial program. Michelle and Christine collaborated on ideas, landing on a theme that Michelle thought would be popular amongst our patrons. Christine then filmed the tutorial for us. Michelle shared out the link at the time of the program. Michelle got a lot of really great feedback from the teens on this program. She heard from a few of them, that they liked the format of being able to view this video when they had the time, instead of committing to a program with a certain time & date attached to it.

**Grab Bag Events and Activities**

POP-UP/GRAB BAG PROGRAMS				
Date	Description	Platform	K&T Staff	Participants
6-Oct	Darien Lion Club Peace Poster art supplies		Monica	18
13-Oct	LittleShop at Home Activity Packet: If You Take a Mouse to School	Email	Heather	30
26-Oct	Teen Take & Make: DIY Halloween Decor		Jimmy	15
27-Oct	LittleShop at Home Activity Packet: If You Give a Pig a Party	Email	Heather	31
Oct	LittleShop at Home Activity Packet: If You Give a Moose a Muffin	In Person	Heather	15
Oct	Teen Take & Make: Autumn Leaf Mason Jar Candle Holder		Michelle	25
Oct	Pumpkin Giveaway		Jack, Lexy	28
Oct	Spooky Scavenger Hunt		Lexy	37
Oct	Halloween Trick or Treat Bags		Lexy, Heather, Megan	188
Oct	"Fit Matters" Mask Adjustment Kits	In Person	Heather	9
Oct	LittleShop at Home Activity Packet: If You Give a Mouse a Cookie	In Person	Heather	18
Oct	LittleShop at Home Activity Packet: If You Give a Pig a Pancake	In Person	Heather	22
Oct	LittleShop at Home Activity Packet: If You Take a Mouse to School	In Person	Heather	15
TOTAL:				451

*Lion's International Annual Peace Poster Grab Bags*

Monica Dzierzbicki created twenty Take & Make for the Lion's International Annual Peace Poster Contest art supply bags. Supplies included sketch paper, pencils, erasers, colored pencils, markers, and crayons, as well as, submission instructions. Eighteen bags were taken. Poster submissions were given to the Darien Lion's.

*Halloween Trick or Treat Grab Bags*

Lexy Twidell also organized a Halloween Trick or Treat bag giveaway, with the help of Natalie Williams, Heather Forster Jensen, and Megan Lawrence. The festive bags contained a variety of goodies and activities, and were packed by staff wearing masks and gloves in order to provide families a safe trick or treat option. A goodie bag without candy was also presented as an option for families concerned with allergies or food safety. A total of 188 out of 288 bags were given out during the week of 10/26 – 10/31. We will continue handing out bags until they are gone.

**Supporting Students**

Monica Dzierzbicki offered weekly Homeschooler Discussion Group meet ups via Zoom. Although the group had 4 registrants over the two months from its beginning in September 2020, by mid-October group members no longer continue to meet. Monica will continue to monitor interest and questions from the Homeschooling parents and re-establish group meet ups if needed.

Monica also provided a wide variety of services, information and support to area schools and faculty, including:

- Facilitated final review and payment confirmation of Gower West & School District overdue materials from early school closings due to COVID-19
- Worked with Circulation Staff on lost and renewal school cards for Darien District 61 and Lakeview Jr. HS.
- Initiated multiple copy holds for Gower Middle School student book club.
- Sent Write-On Jr information to all area Elementary and Primary public and parochial schools.
- Received 43 Write-On Jr submissions.

**Circulating Technology**

Jack Schultz is working with Ann Stovall to add four new Disney+ Rokus to the K&T collection. The consistent holds and recent news that Disney will be sending some future releases directly to digital make it the prime time to add more access to our digital platform collection.

Jack has also been preparing our Oculus Quest devices to circulate as part of Tech Takeout. The circulating devices will continue our work to provide AR and VR enrichment opportunities to our community. The Oculus devices provide many opportunities including sharing movies in a virtual theater with a friend, playing games or doing exercise instruction that provides full body movement, and even going on virtual tours of distant landmarks. All of these experiences can are opportunities to let patrons to explore the world while at home.

**Community**

Date	Description	Platform	K&T Staff	Attendance
6-Oct	Reached out to Tina at Angel Hooves Healing Hearts about a holiday greeting from mini-horses, Tex and Wally	email	Lexy	1
8-Oct	WBC daycamp visit - Biography project	In Person	Natalie	25
9-Oct	Barbara's Bookstore Storytime with local author Diana Mucci	in person	Lexy, Heather	42

10-Oct	Answered Darien Garden Club question about take & makes	email	Michelle	1
12-Oct	Correspondence about Hinsdale South library card	email	Michelle	1
14-Oct	Correspondence about lost Darien District 61 library card	email	Monica	2
17-Oct	Met with Darien District 61 District Librarian	in person	Monica	1
18-Oct	Reached out to Community House regarding the Giving Tree	email	Michelle	1
19-Oct	Gift Of Carl -Write On! Correspondence	email	Michelle	1
19-Oct	Correspondence about Lakeview Jr H.S. library card renewal	email	Monica	1
19-Oct	Correspondence to all area schools about Write-On Jr/Teen Write On	email	Monica	9
19-Oct	Correspondence with parents regarding questions on Write-On Jr. submissions	email	Monica	3
21-Oct	Willowbrook Community Center	Zoom	Jack	33
24-Oct	Correspondence with parents regarding questions on Write-On Jr. submissions	email	Monica	2
24-Oct	Willowbrook Burr Ridge Chamber of Commerce Halloween Hoopla Expo (and Trunk or Treat)	In Person	Heather, Megan	111
26-Oct	Email to Hinsdale South High School	Email	Michelle	1
26-Oct	Gift Of Carl -Write On! Correspondence	Email	Michelle	1
23-Oct	Email with Denise about The Giving Tree	Email	Michelle	1
30-Oct	Gift Of Carl -Write On! Correspondence	Email	Michelle	1
			TOTAL:	238

*Barbara's Bookstore Storytime*

Lexy Twidell and Heather Forster Jensen hosted another outdoor storytime at Barbara's bookstore, featuring local author Diane Mucci. With 42 participants, this was one of our most popular storytimes at Barbara's.

**Seed Library**

Number of Checkouts: 1  
 Number of Seed Packets Checked Out: 2  
 Number of Donations: 0

**Prairie Patch**

Monica Dzierzbicki worked with two members of the Prairie Patch team on the final garden harvest and giveaway. In total, we gave away 116 pounds of food this growing season.

Lexy Twidell organized a Halloween themed scavenger hunt activity in the Prairie Patch this month which at least 37 people came into the library to collect a prize for completing. Many more clue sheets were handed out so it is likely that more than 36 people participated but possibly did not want to enter the library to collect a prize. Parents expressed gratitude for the additional option of outdoor activities to keep their kids active and engaged while staying safe.

## Contributing to the Profession

Date	Description	Platform	K&T Staff
1-Oct	Responded to St. Charles Public Library request for Picture Book Genreification evaluation of success	email	Monica
2-Oct	YALSA T3 teen librarians meeting	zoom	Michelle
8-Oct	YASIG discussion post	Google groups	Michelle
9-Oct	YALSA T3 teen librarians meeting	zoom	Michelle
12-Oct	Contributed to discussion post "Connected Learning do's & don'ts for teen librarians"	Instructure Canvas	Michelle
14-Oct	Shared Zoom Storytime tips with librarian at Lisle Library District	email	Lexy
14-Oct	MLS student interview	zoom/email	Michelle
16-Oct	YALSA T3 teen librarians meeting	Zoom	Michelle
23-Oct	LACONI Leadership meeting and Board meeting	Zoom	Natalie
30-Oct	YALSA T3 teen librarians meeting	Zoom	Michelle
31-Oct	MLS student job search and association support	email	Monica

## Continuing Education

Date	Description	K&T Staff	Hours
2-Oct	T3: Transforming teen services: train the trainer: connected learning	Michelle	0.75
2-Oct	Viewed recorded video, "Unpacking Research on the COVID Slide and Recommendations to close the Gap"	Monica	1
7-Oct	T3: Connecting Learning Module	Michelle	0.5
8-Oct	Bridging the Gap: Teaching and Learning Music Online	Heather	1
8-Oct	TikTok: Engaging our Communities & Telling Our Stories Through Social Media	Michelle	0.75
12-Oct	Crayola At-Home Learning Webinar: Creative Ideas for Parents and Educators	Heather	1
13-Oct	Fall Book Club Picks	Tricia	1
14-Oct	SLJ Professional Development: Resilient Together, Building School & Pub. Lib. Partnerships	Monica	2.75
15-Oct	Brené with Emily & Amelia Nagoski on Burnout & how to Complete the Stress Cycle	Michelle, Monica, Natalie	3
15-Oct	SLJ Day Of Dialog - Bryan Collier	Tricia	1
15-Oct	SLJ Day of Dialog. Three sessions; Byran Collier; Remaking History; and In the Midst of it All	Monica, Natalie	1.5
16-Oct	Graphic Jam	Tricia	1
18-Oct	Brené with Emily & Amelia Nagoski on Burnout & how to Complete the Stress Cycle	Heather	1
19-Oct	Transforming Teen Services Module: Connected Learning and Your Library	Michelle	1
20-Oct	"So you call this Democracy?"	Natalie	1
20-Oct	National Council of Teachers of English	Tricia	1
21-Oct	SLJ Professional Development: Resilient Together, Building School & Pub. Lib. Partnerships	Monica	2.5
22-Oct	SLJ: Can Pre-COVID Books Still Speak to Kids	Monica	0.25



22-Oct	Wired: Its Time to Talk About COVID-19 and Surfaces Again	Monica, Heather, Michelle, Meghna	1
22-Oct	"Covid-19 Took Away Our Family's Second Home: The Library" by Maggie Smith (via washingtonpost.com)	Heather	0.25
22-Oct	"Representation Matters" by Nedra Rhone (via Atlanta Journal-Constitution / Chicago Tribune)	Heather	0.25
22-Oct	Kankakee Library Video Series: Black 'N White Episodes 1-3 "Love Road," "A Learned Behavior," "Our Youth"	Heather	0.5
22-Oct	Lake Villa Public Library Teacher & Parent Workshop: Anti-Racist Teacher	Heather	1
22-Oct	How to Avoid COVID Slide & Digital Divide pitfalls	Tricia	1
23-Oct	Brené with Emily & Amelia Nagoski on Burnout & how to Complete the Stress Cycle	Meghna	1
23-Oct	"Representation Matters" by Nedra Rhone (via Atlanta Journal-Constitution / Chicago Tribune)	Meghna	0.25
24-Oct	SLJ Summit	Natalie	6
25-Oct	Teacher & Parent Workshop: Anti-Racist Teacher	Jack	1
26-Oct	"Representation Matters" by Nedra Rhone (via Atlanta Journal-Constitution / Chicago Tribune)	Monica	0.25
26-Oct	"Covid-19 Took Away Our Family's Second Home: The Library" by Maggie Smith (via washingtonpost.com)	Monica, Natalie	0.5
27-Oct	Wired: Its Time to Talk About COVID-19 and Surfaces Again	Lexy	0.25
27-Oct	"Covid-19 Took Away Our Family's Second Home: The Library" by Maggie Smith (via washingtonpost.com)	Lexy	0.25
27-Oct	"Representation Matters" by Nedra Rhone (via Atlanta Journal-Constitution / Chicago Tribune)	Lexy	0.25
27-Oct	Bursting at the STEAMs: Upcoming Titles for Young Readers	Tricia	1
28-Oct	Library Leadership Your Way	Jack	1
28-Oct	Author & Educator Roundtable: Culturally Responsive Books in the Classroom	Tricia	1
28-Oct	SLJ Professional Development: Resilient Together, Building School & Pub. Lib. Partnerships	Monica	2.75
29-Oct	Connecting the Dots Between Art and Literacy	Heather	1
30-Oct	Transforming Teen Services Connected Learning	Michelle	1
30-Oct	Mad About Middle Grade	Tricia	1
TOTAL:			44.5 hours

*Transforming Teen Librarians*

Michelle participated in YALSA's Transforming Teen Services: Train the Trainer course this month. She was required to commit to 2 hours of homework a week, which included viewing modules on Instructure Canvas. The course teaches teen librarians to build and develop services for and with teens that will help guarantee that the adolescents they support have what they need for future success.

*Resilient Together: Building School and Library Partnerships*

Monica Dzierzbicki attended the three-week series "Resilient Together: Building School and Library Partnerships" hosted by School Library Journal. The classes included presentations, discussions, and coursework. Coursework was specifically relevant to establishing, maintaining & growing school and

public library communication during the extreme changing brought on by COVID-19. After attending these classes, Monica began the process of reevaluating Mid-Kids programming, school faculty communications, and school outreach.

*Submitted by Natalie Williams, Head of Youth Services 11/3/2020*

STATISTICS FOR	Oct. 2020	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	19,520	28,804	75,700	119,777	-36.80%
Teen	1,232	1,644	5,342	8,910	-40.04%
Kids	12,267	15,756	43,547	66,754	-34.76%
ILLS Sent	2,601	3,330	6,292	13,354	-52.88%
TOTAL	35,620	49,534	130,881	208,795	-37.32%
Electronic Circulation	9,608	7,147	41,378	28,428	45.55%
GRAND TOTAL CIRC.	45,228	56,681	172,259	237,223	-27.39%
% Reciprocal Borrowing	8%	13%	8%	13%	
Patron Visits	11,055	24,185	38,697	105,115	-63.19%
<b><u>Current Cards</u></b>					
Resident	72	139	22,850	23,095	-1.06%
Non-Resident	50	32	792	1,062	-25.42%
TOTAL	122	171	23,642	24,157	-2.13%
<b><u>Patron Assistance</u></b>					
Adult - Reference	1,643	2,524	6,037	10,667	-43.40%
Kids - Reference	914	1,789	3,432	8,153	-57.91%
Technology - Reference	972	1,680	4,204	5,324	-21.04%
TOTAL REFERENCE	3,529	5,993	13,673	24,144	-43.37%
Adult - Other	178	410	744	1,987	-62.56%
Kids - Other	12	124	52	523	-90.06%
Technology - Other	8	67	65	241	-73.03%
TOTAL OTHER	198	601	861	2,751	-68.70%
GRAND TOTAL ASST.	3,727	6,594	14,534	26,895	-45.96%
<b><u>ILL/Reserves</u></b>					
Holds	8,222	7,809	31,387	31,547	-0.51%
ILLS Sent	2,601	3,330	6,292	13,354	-52.88%
ILLS Checked Out	4,442	4,189	11,291	17,557	-35.69%
ILLS Received	4,442	4,685	11,291	19,515	-42.14%
<b><u>Programs - Adult</u></b>					
# Programs	12	18	52	56	-7.14%
Attendance	247	508	989	1,421	-30.40%
<b><u>Technology Classes</u></b>					
# Programs	7	14	29	32	-9.38%
Attendance	52	193	364	339	7.37%
<b><u>Individual Technology Training</u></b>					
# of Patrons	63	155	263	1,403	-81.25%
<b><u>Groups</u></b>					
# Programs	2	19	10	56	-82.14%
Attendance	30	167	133	550	-75.82%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	13	5	44	19	131.58%
Attendance	82	99	207	247	-16.19%
<b><u>Programs - Kids</u></b>					
# Programs	65	95	349	309	12.94%
Attendance	928	1,824	2,177	6,831	-68.13%
GRAND TOTAL ATT.	1,402	2,946	4,133	10,791	-61.70%

STATISTICS FOR	Oct-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Computers -</u></b>					
<b><u>Patron Use</u></b>					
Adult Computers	1,332	3,083	4,826	11,859	-59.31%
Kids Computers	87	615	384	3,055	-87.43%
Teen Laptop	15	81	24	278	-91.37%
Adult Laptop	20	151	25	372	-93.28%
<b>TOTAL PATRON USE</b>	<b>1,454</b>	<b>3,930</b>	<b>5,259</b>	<b>15,564</b>	<b>-66.21%</b>
<b><u>Hours Used</u></b>					
Adult Computers	783	2,677	3,156	9,606	-67.15%
Kids Computers	55	394	188	2,172	-91.34%
Teen Laptop	14	70	25	261	-90.42%
Adult Laptop	27	273	35	610	-94.26%
<b>TOTAL HOURS USED</b>	<b>879</b>	<b>3,414</b>	<b>3,404</b>	<b>12,649</b>	<b>-73.09%</b>
<b>Wireless Total Connections</b>	<b>5,105</b>	<b>10,851</b>	<b>17,880</b>	<b>39,243</b>	<b>-54.44%</b>
<b>IPPL Total Web Site Access</b>	<b>62,243</b>	<b>46,727</b>	<b>252,098</b>	<b>145,477</b>	<b>73.29%</b>
<b>IPPL Total Page Views</b>	<b>72,980</b>	<b>49,292</b>	<b>302,038</b>	<b>194,424</b>	<b>55.35%</b>
<b>Subscription Database Logins</b>	<b>3,072</b>	<b>2,826</b>	<b>11,071</b>	<b>11,272</b>	<b>-1.78%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	122	165	460	572	-19.58%
<b><u>Volunteers</u></b>					
Number Active	17	57			
Hours Worked	94	394.50	262	1,732	-84.87%
<b>Staff Training Hours</b>	<b>105</b>	<b>161.50</b>	<b>346</b>	<b>541</b>	<b>-36.04%</b>
<b>Conference Room Usage</b>	<b>123</b>	<b>505</b>	<b>255</b>	<b>1,889</b>	<b>-86.50%</b>
<b>Study Table Usage</b>	<b>90</b>		<b>188</b>		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - October 2020

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	493	0	0	493	5	1	5	1
Non-Fiction	39372	318	1126	38564	752	1740	1070	2866
Fiction	34105	404	298	34211	1258	2051	1662	2349
<b>ADULT TOTALS</b>	73970	722	1424	73268	2015	3792	2737	5216
<b>KIDS</b>								
Non-Fiction	11595	126	8	11713	307	48	433	56
Fiction	22564	308	49	22823	550	810	858	859
<b>KIDS TOTALS</b>	34159	434	57	34536	857	858	1291	915
<b>TEEN</b>								
Non-Fiction	445	29	0	474	6	1	35	1
Fiction	3800	92	12	3880	57	66	149	78
<b>TEEN TOTALS</b>	4245	121	12	4354	63	67	184	79
<b>BOOK TOTALS</b>	112374	1277	1493	112158	2935	4717	4212	6210

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	6331	37	60	6308	166	134	203	194
Music CDs	5794	28	0	5822	54	84	82	84
Playaway	373	0	0	373	4	1	4	1
DVDs (DVD & Blu-ray)	20469	103	128	20444	371	737	474	865
<b>ADULT TOTALS</b>	32967	168	188	32947	595	956	763	1144
<b>KIDS</b>								
Audiobooks on CD	544	3	0	547	7	1	10	1
Music CDs	268	5	0	273	1	2	6	2
Playaway	113	0	0	113	6	0	6	0
DVDs (DVD & Blu-ray)	4239	6	3	4242	37	96	43	99
<b>KIDS TOTALS</b>	5164	14	3	5175	51	99	65	102
<b>TEEN</b>								
Audiobooks on CD	215	2	0	217	9	0	11	0
Playaway	19	0	0	19			0	0
DVDs (DVD & Blu-ray)	3	0	0	3	0	434	0	434
<b>TEEN TOTALS</b>	237	2	0	239	9	434	11	434
<b>AUDIOVISUAL TOTALS</b>	38368	184	191	38361	655	1489	839	1680

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	170	0	0	170	16	0	16	0
Tech Takeout (except digital content devices)	116	3	0	119	3	2	6	2
CD-ROMs	1	0	0	1	0	34	0	34
<b>ADULT TOTALS</b>	287	3	0	290	19	36	22	36
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	153	1	0	154	1	5	2	5
Puzzles (New Aug. 2018)	16	0	0	16			0	0
Playaway Launch Pads	22	0	0	22			0	0
<b>KIDS TOTALS</b>	191	1	0	192	1	5	2	5
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	721	6	0	727	56	1	62	1
Board Games	99	5	0	104	3	1	8	1
<b>TEEN TOTALS</b>	826	11	0	837	59	2	70	2
<b>OTHER TOTALS</b>	1304	15	0	1319	79	43	94	43
<b>COLLECTION TOTALS</b>	152046	15	0	152061			5145	7933

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)	23,390	149	23,539	329	478
eMedia (Overdrive Advantage)	6,477	86	6,563	365	451
Preloaded eReaders	100	0	100	12	12
<b>eBook Totals</b>	<b>353,645</b>	<b>99,823</b>	<b>453,468</b>	<b>694</b>	<b>929</b>
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
<b>Audiobooks</b>					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	5,864	44	5,908	56	100
eMedia Advantage (Overdrive)	1,424	33	1,457	87	120
Preloaded Adult Audiobook iPods	104	7	111	31	38
<b>Audiobook Total</b>	<b>76,664</b>	<b>23881</b>	<b>100,545</b>	<b>174</b>	<b>258</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	0	15,037	N/A	N/A
Preloaded Adult Roku Titles	1,227	3	1,230	11	14
Preloaded Family Roku Titles	184	3	187	1	4
<b>Video Totals</b>	<b>16,448</b>	<b>6</b>	<b>16,454</b>	<b>12</b>	<b>18</b>
<b>Total Audiovisual</b>	<b>334,816</b>	<b>23,887</b>	<b>358,703</b>	<b>880</b>	<b>276</b>
<b>Collection Totals</b>	<b>688,461</b>	<b>123,710</b>	<b>812,171</b>		<b>1205</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2020

Balance on hand as of September 30, 2020.....	4,413,768.35
Cash Receipts for October.....	290,445.21
Cash Disbursements for October.....	392,550.70
Cash on hand as of October 31, 2020.....	4,311,662.86

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.099%	
General.....	2,029,834.44
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,881.55
Children's Endowment.....	3,063.38
Endowment.....	11,858.19
MPI Investment (Corporate Fund).....	2,022,792.05

Fifth Third - Checking

General.....	7,386.94
Hinsdale Bank & Trust - Checking.....	5,862.85
Fifth Third - Savings - Rate 0.15%	
General.....	205,612.72
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2020.....	4,311,662.86

FUND BALANCES AS OF 10/31/2020

Corporate Fund.....	4,147,344.07
Building & Maintenance Fund.....	66,662.66
I.M.R.F. Fund.....	(1,260.69)
Liability Fund.....	(295.66)
Social Security Fund.....	(713.89)
Special Reserve Fund.....	5,881.55
Current Liabilites.....	94,044.82
Grand Total All Funds.....	4,311,662.86

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

Percent of Year: 33.33

	RECEIVED Oct 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	163,231.54	3,662,867.40	97.92%	3,740,844.00	77,976.60
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.05	0.00%	0.00	-0.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>163,231.54</b>	<b>3,662,867.45</b>	<b>97.92%</b>	<b>3,740,844.00</b>	<b>77,976.55</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	211.43	997.68	0.00%	0.00	-997.68
<b>TOTAL INTEREST</b>	<b>211.43</b>	<b>997.68</b>	<b>0.00%</b>	<b>0.00</b>	<b>-997.68</b>
<b>DESK MONIES</b>					
45100 · Copier	139.45	527.65	22.94%	2,300.00	1,772.35
45120 · Computer Copies	860.72	2,393.00	31.91%	7,500.00	5,107.00
45130 · Fax	183.68	489.15	97.83%	500.00	10.85
45200 · Fines/Fees	1,538.94	6,549.23	26.20%	25,000.00	18,450.77
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	501.37	1,778.58	44.47%	4,000.00	2,221.42
45350 · Non-Resident Fees	7,415.80	39,450.22	83.94%	47,000.00	7,549.78
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	306.25	475.75	95.15%	500.00	24.25
45650 · 3D Printing	24.70	46.45	18.58%	250.00	203.55
45660 · Carvey	0.00	0.00	0.00%	50.00	50.00
45700 · Passport Fees	665.00	665.00	3.80%	17,500.00	16,835.00
45750 · Notary Fees	67.00	224.00	32.00%	700.00	476.00
<b>TOTAL DESK MONIES</b>	<b>11,702.91</b>	<b>52,806.83</b>	<b>49.72%</b>	<b>105,800.00</b>	<b>53,193.17</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	250.00	250.00
46700 · Miscellaneous	160.00	160.00	8.00%	2,000.00	1,840.00
46800 · Collection Agency Fee	40.00	90.00	60.00%	150.00	60.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>200.00</b>	<b>250.00</b>	<b>10.42%</b>	<b>2,400.00</b>	<b>2,150.00</b>
<b>GRAND TOTAL</b>	<b>175,345.88</b>	<b>3,769,883.21</b>	<b>96.61%</b>	<b>3,902,205.00</b>	<b>132,321.79</b>



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

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Percent of Year: 33.33

	October 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	238,254.57	716,023.82	31.21%	2,294,105.00	1,578,081.18		
61310 · Benefits - Medical / Life Ins.	10,124.19	46,285.72	26.49%	174,732.00	128,446.28		
61330 · Benefits - IMRF	24,726.47	74,582.08	34.04%	219,079.00	144,496.92		
61340 · Benefits - FICA	17,950.73	53,948.47	31.64%	170,513.00	116,564.53		
61400 · Staff Development	1,242.19	2,060.05	13.55%	15,200.00	13,139.95		
61600 · Board Development	0.00	450.00	60.00%	750.00	300.00		
61710 · Workers Compensation	0.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	151.59	486.17	16.21%	3,000.00	2,513.83		
61730 · Data Expense Reimbursement	193.50	1,790.00					
<b>TOTAL PERSONNEL</b>	<b>292,643.24</b>	<b>901,272.31</b>	<b>31.26%</b>	<b>2,883,331.00</b>	<b>1,983,848.69</b>	<b>3,171,664.00</b>	<b>28.42%</b>
<b>MATERIALS</b>							
62100 · Books	20,365.25	45,087.63	26.42%	170,650.00	125,562.37		
62200 · Periodicals	268.95	7,287.51	27.68%	26,325.00	19,037.49		
62300 · Audio	1,541.05	8,364.69	23.66%	35,350.00	26,985.31		
62400 · Video	1,717.48	5,644.76	12.84%	43,950.00	38,305.24		
62500 · Multi-Media	100.85	142.78	1.27%	11,250.00	11,107.22		
62600 · eMaterials	13,687.00	94,323.89	55.91%	168,700.00	74,376.11		
62700 · Console Games	1,299.01	2,786.80	39.81%	7,000.00	4,213.20		
62800 · ESL	0.00	0.00	0.00%	1,000.00	1,000.00		
62900 · Materials Supplies	1,608.97	4,477.25	21.32%	21,000.00	16,522.75		
<b>TOTAL MATERIALS</b>	<b>40,588.56</b>	<b>168,115.31</b>	<b>34.65%</b>	<b>485,225.00</b>	<b>317,109.69</b>	<b>533,747.00</b>	<b>31.50%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,888.29	14,492.72	20.27%	71,500.00	57,007.28		
63300 · Utilities (1-8-11 · Gas)	250.94	2,197.38	21.97%	10,000.00	7,802.62		
63300 · Utilities (1-8-12 · Electric)	5,060.31	16,761.40	28.90%	58,000.00	41,238.60		
63300 · Utilities (1-8-13 · Telephone)	260.96	1,523.78	27.71%	5,500.00	3,976.22		
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)	361.37	1,085.05	24.66%	4,400.00	3,314.95		
63350 · Building Supplies	1,478.85	1,478.85	24.65%	6,000.00	4,521.15		
63400 · Maintenance Supplies	1,410.47	5,451.77	49.56%	11,000.00	5,548.23		
63500 · Security System Monitoring	153.00	378.00	54.00%	700.00	322.00		
63600 · Property Maintenance	836.99	4,036.99	10.09%	40,000.00	35,963.01		
63800 · Building Maintenance/Repair	2,401.82	14,753.90	49.18%	30,000.00	15,246.10		
<b>TOTAL BUILDING</b>	<b>17,102.80</b>	<b>62,159.84</b>	<b>25.16%</b>	<b>247,100.00</b>	<b>184,940.16</b>	<b>370,650.00</b>	<b>16.77%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	740.69	3,264.09	27.20%	12,000.00	8,735.91		
64300 · Photocopy Supplies	257.48	788.59	15.77%	5,000.00	4,211.41		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	186.00	186.00	8.09%	2,300.00	2,114.00		
64500 · Postage	-184.20	-182.40	-4.45%	4,100.00	4,282.40		
64600 · Non-Payment Reimbursement	74.64	74.64	4.98%	1,500.00	1,425.36		
64700 · Travel	0.00	194.07	12.94%	1,500.00	1,305.93		
64800 · Organizational Memberships	0.00	431.50	12.33%	3,500.00	3,068.50		
64900 · Bank Fees	143.59	475.91	15.86%	3,000.00	2,524.09		
<b>TOTAL OPERATION</b>	<b>1,218.20</b>	<b>5,232.40</b>	<b>15.62%</b>	<b>33,500.00</b>	<b>28,267.60</b>	<b>40,200.00</b>	<b>13.02%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	418.02	583.03	5.83%	10,000.00	9,416.97		
65150 · Supplies-Staff Toner	144.74	1,414.45	23.57%	6,000.00	4,585.55		
65160 · Supplies-Technology Services	249.48	412.44	34.37%	1,200.00	787.56		
65200 · Technology-Prof Services	0.00	100.00	2.50%	4,000.00	3,900.00		
65300 · Purchase of Equipment	585.48	633.17	5.89%	10,750.00	10,116.83		
65350 · Tech Takeout	218.40	218.40	21.84%	1,000.00	781.60		

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

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Percent of Year: 33.33

	October 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65400 · Technology Equip Mnt/Repair</b>	466.65	4,140.65	31.90%	12,979.00	8,838.35		
<b>65500 · Software</b>	232.16	4,298.16	51.21%	8,393.00	4,094.84		
<b>65600 · SWAN</b>	11,997.00	23,994.00	50.00%	47,988.00	23,994.00		
<b>65700 · Telecommunications</b>	1,765.09	4,332.96	29.96%	14,465.00	10,132.04		
<b>TOTAL TECHNOLOGY</b>	<b>16,077.02</b>	<b>40,127.26</b>	<b>34.36%</b>	<b>116,775.00</b>	<b>76,647.74</b>	<b>200,000.00</b>	<b>20.06%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	805.00	3,455.00	21.59%	16,000.00	12,545.00		
<b>66200 · Credit Bureau</b>	17.90	465.40	51.71%	900.00	434.60		
<b>66300 · Copier</b>	0.00	688.00	19.66%	3,500.00	2,812.00		
<b>66400 · Copier Maintenance Contract</b>	1,002.90	1,300.30	52.01%	2,500.00	1,199.70		
<b>66900 · Fees - Bond Registrar</b>	0.00	30.00	13.64%	220.00	190.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,825.80</b>	<b>5,938.70</b>	<b>25.69%</b>	<b>23,120.00</b>	<b>17,181.30</b>	<b>35,000.00</b>	<b>16.97%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	11,941.00	100.00%	11,941.00	0.00		
<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>17,385.00</b>	<b>100.00%</b>	<b>17,385.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>69.54%</b>
<b>COMMUNICATIONS</b>							
<b>68110 · Marketing Newsletter</b>	0.00	6,391.37	17.75%	36,000.00	29,608.63		
<b>68111 · eNewsletter</b>	0.00	0.00	0.00%	2,000.00	2,000.00		
<b>68210 · Marketing Advertising</b>	0.00	175.00	20.83%	840.00	665.00		
<b>68310 · Marketing Supplies</b>	0.00	108.00	21.60%	500.00	392.00		
<b>68410 · Marketing-Information Printing</b>	0.00	0.00	0.00%	2,200.00	2,200.00		
<b>68500 · Legal Notices</b>	470.40	688.47	45.90%	1,500.00	811.53		
<b>TOTAL COMMUNICATIONS</b>	<b>470.40</b>	<b>7,362.84</b>	<b>17.11%</b>	<b>43,040.00</b>	<b>35,677.16</b>	<b>50,000.00</b>	<b>14.73%</b>
<b>PROGRAMMING</b>							
<b>68600 · Programming</b>	4,052.65	8,967.20	28.74%	31,200.00	22,232.80		
<b>TOTAL PROGRAMMING</b>	<b>4,052.65</b>	<b>8,967.20</b>	<b>28.74%</b>	<b>31,200.00</b>	<b>22,232.80</b>	<b>40,000.00</b>	<b>22.42%</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>	15,057.50	30,112.70	0.00%	1,000,000.00	969,887.30	1,300,000.00	2.32%
<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>	852.20	1,345.24	6.25%	21,529.00	20,183.76		
<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>389,888.37</b>	<b>1,248,018.80</b>	<b>25.46%</b>	<b>4,902,205.00</b>	<b>3,654,186.20</b>	<b>5,866,261.00</b>	<b>21.27%</b>

Chamber Report  
September – October 2020

Darien:

I attended the board meeting on September 28 in the police department’s training room. The group discussed the upcoming golf outing event. We also revisited the mission of the chamber. The board wants additional input from the business community regarding what people need and want. The city continues its support of the chamber.

Another meeting took place October 26, with discussion centering on a recap of the golf outing, and new ways of engaging the membership. April has communicated with the new Economic Development Committee about our relationship with them. The board will repeat its successful summer Car Show on Cass next year, and still plans on holding Darien Dash, another golf outing, and a revamped Dancing with the Chamber Stars.

Interesting fact: 21 not-for-profits belong to the chamber.

Willowbrook:

At the Women in Business meeting on September 1, we planned the annual giving tree event, which Denise Marchetti (Mutual of Omaha) coordinates. This year the focus changed and it will support the area food pantries through collections. I provided information to the group on the local pantries. Another meeting took place on September 15. After we learn more about long range planning from the chamber board, the WIB group will look for additional ways we can assist women in developing their businesses. The group will also sponsor a Trunk or Treat event (later renamed Halloween Hoopla) on October 24, so I connected the Kids and Teens Department with the Chamber about this event. Heather Forster Jensen followed up with that.

September’s pre-lunch Chamber meeting, held on the 2nd, which the virtual committee had planned, included three speakers who gave brief presentations. Sue Kirchner (who presented a library program on September 17) spoke on strategies for business social media. Other speakers included member Lisl Hector who did a great job on the Chamber’s new web site, and Scott Baker from Concept One Media on using video in social media. All provided informative content.

The Virtual Programming committee met via Zoom on September 21 and planned October’s pre-lunch meeting. We also brainstormed future topics. I believe we plan on continuing virtual programming for these meetings, in conjunction with some in-person, depending on restrictions of the venue. On October 14, we met again for additional planning through January’s State of the Villages program.

Our committee began planning activities related to Restaurant Week late in January; I may assist with interviewing restaurant owners whom we will highlight then. The committee also includes Leah Jacobs (Farmers Insurance), Dave Ricordati (County Line Properties), Cathie Stuart (Events by Cathie) and chamber administrators Amanda Wagner and Cheryl Freburg. This month, I also did some independent committee work contacting members.

Shirley Pride Jensen  
November 2, 2020



E-News November 11, 2020

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

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RAILS Website



Facebook



Twitter



Instagram



LinkedIn

## RAILS News

**Hear Latest RAILS and Illinois State Library News at December 8 Member Update**

All staff from all RAILS libraries are invited to our next member update [via Zoom on Tuesday, December 8, from 1:30–3:30 p.m.](#) Greg McCormick from the Illinois State Library will join us to discuss public library per capita grants, the Cards for Kids legislation, and the 2021 certification process. Please register via the above link to receive details on the Zoom meeting.

Other featured topics include:

- Current info on the [REALM Project](#) and RAILS' [three-day quarantine](#) period
- Latest findings from [RAILS' survey](#) on library reopening plans
- RAILS' Equity, Diversity, and Inclusion (EDI) initiatives
- Demo of the [new L2](#) (Library Directory & Learning Calendar) and benefits for all library staff
- Update on RAILS' [My Library Is... campaign](#) and how it can help all libraries promote their value
- And more! [View the complete agenda.](#)

There will also be plenty of time for participants to ask questions and share their latest library news via Zoom chat. Please join us!

**RAILS Closed for Thanksgiving**

RAILS will be closed on Thursday, November 26, for Thanksgiving Day. Delivery services will not be provided. RAILS will reopen on Friday, November 27. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

**RAILS Inclement Weather Closings Effecting Delivery**

During inclement weather, the Delivery Manager at each RAILS location will decide if any routes in their area will be canceled due to weather conditions. The primary factor in deciding whether a route is canceled is the safety of RAILS delivery drivers. If **all** RAILS delivery routes are canceled, we will post a notice on our website. Otherwise, we will notify affected members via our delivery route lists as soon as possible.

To receive notices for your route, follow the steps under Notification of Delivery Interruptions and Changes on the [Delivery Help](#) page of the RAILS website. **Any library staff member is welcome to sign up for these notices, and it's a good idea for more than one person at a library to receive them.**

**New Sparks Podcast on the Importance of Data**

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks, via Zoom, with Library Director Lauren Rosenthal, from Fox River Valley Public Library District, about the importance of data in library advocacy and telling a compelling library story. Lauren gives great specific examples of how she used data to achieve library goals.



They discuss the library's creation of a [Transparency Dashboard](#) and [Long Overdue Project/Survey](#), as well as how the library secured [COVID-19 relief funds](#) through the effective use of data. Data comes to life in this podcast. We hope you enjoy it!

The podcast is available as an audio-only file, or as a video file. You can find them both on the [RAILS website](#).

The RAILS Board will meet on Friday, November 20, at 1 p.m., via Zoom. [See agenda/supporting documents when available](#). Please submit public comments in advance to [Emily Fister](#) to be read aloud at the meeting.

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

#### **My Library Is... Taking Advantage of Online Training**

Did you know that the My Library Is...

website has a training section? Under Get Started > Training > [Online Training](#), you'll find useful webinars that you can view anytime and anywhere. There is something for most levels of staff and positions, like EveryLibrary Institute Webinars on Demand, "Simple Spreadsheets: Data Analysis Techniques and Time-Saving Secrets," "Building a User-Friendly Library Website" Sessions 1-3, and much more.



You can find creative ways to use these training tools too. If any employees are having a hard time getting the hours they need due to changes from the pandemic, watching online training webinars might be a helpful way to bank some hours and get all library staff involved in telling your story. Perhaps there is a webinar that managers would like to make mandatory viewing or to use as a goal before reviews. Many staff can find something to use as a tutorial for advancing their knowledge!

If you have a question or something to share through the My Library Is... website, contact [communications@railslibraries.info](mailto:communications@railslibraries.info).

#### **Find More Illinois Improves Interlibrary Loan: Spotlight on Shared Catalog Member Libraries**

With Find More Illinois (FMI), libraries in shared catalog consortia can instantly expand resource discovery and streamline interlibrary loan for patrons and staff. While consortium member libraries already enjoy the benefits of a shared catalog, Find More Illinois is the next step to deliver outstanding resource sharing services.



To see a list of benefits for and comments by participating libraries, please [read more on the RAILS website](#). To learn more about Find More Illinois, [visit the FMI website](#), or email RAILS staff at [info@findmoreillinois.com](mailto:info@findmoreillinois.com).

## Continuing Education (CE)

#### **"Diversity Audits for Library Collections" Webinar, December 9**

In partnership with the Adult Reading Round Table, RAILS is pleased to offer the webinar "Diversity Audits for Library Collections" on Wednesday, December 9, from 2–3 p.m. This webinar will feature panelists Betsy Bird of Evanston Public Library and Dontaná McPherson-Joseph of Oak Park Public Library. They will discuss the process of conducting a diversity audit and the results that led to changes in procedures and new initiatives for their collections. [More information and registration on L2](#).

#### **"Compliance with the Open Meetings Act" Webinar, December 8**

In the "[Compliance with the Open Meetings Act \(OMA\)" Webinar, December 8, 10:00–11:30 a.m.](#), Ancei Glink lawyer Julie Tappendorf will cover the basics of complying with OMA, provide an update on any recent amendments to the statute, and summarize and discuss recent opinions issued by the Attorney General's Public Access Counselor office and court cases involving OMA. This webinar will be helpful to new and current library trustees, library directors, and FOIA officers.

#### **"Winning Library Grants" Webinar, November 17**

Do you know how to write a library grant? Or where to find one? Join Stephanie Gerding, an internationally known consultant, librarian, author, and trainer, as she guides you through the process. She will share practical advice, grants for beginners, partnership ideas, and a valuable resource list. You will be excited, motivated, and ready to win grants for your library! This webinar will be held on Tuesday, November 17, from 11:00 a.m.–12:30 p.m. [See more details and register on L2](#).

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**November 18**

While we might not be able to visit our seniors or facilities in person for the foreseeable future, libraries can still reach this population while they shelter in place. In this webinar on Wednesday, November 18, from 1–2 p.m., David Kelsey of St. Charles Public Library District and Glenna Godinsky of Gail Borden Public Library District will recommend tips and tricks for serving the senior demographic during COVID-19. [Register now.](#)

**Online with the CMC Session, November 19**

The next Online with the CMC, "Well Isn't That Special?: Archival Materials and Special Collections," is on November 19, from 10–11 a.m. The program will look at finding aids, common cataloging schemas including Dublin Core and MARC21, crosswalks, and a brief look at XML/EAD/DACS, and how these can apply to cataloging archival and special collections materials. [Register here.](#)

[View more](#) Cataloging Maintenance Center webinars for FY 2021.

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## Networking Opportunities

**RAILS Online Roundtable: "Approaches to Genrefication," November 19**

You're invited to a conversation on genrefying collections in public and school libraries. Is your library looking for an alternative to Dewey? On Thursday, November 19, 2–3 p.m., RAILS will host "[Approaches to Genrefication.](#)" In this event, three different libraries will discuss their approaches.

This event will include short presentations from the following speakers:

- Jennifer Peterson, Youth Services Librarian, Indian Trails Public Library District
- Jennifer Garden, Library Director, Milledgeville Public Library
- Lani Maldonado, Library Media Specialist, Lincolnwood School District 74

This event will be recorded. [Please register via L2.](#)

**RAILS Online Roundtable: "Easy ILL for Schools," December 9**

You're invited to a conversation about making interlibrary loan (ILL) easier. Does your school library want to expand the access your kids have to great materials through ILL? On Wednesday, December 9, 4–5 p.m., we're offering [RAILS Online Roundtable: "Easy ILL for School Libraries."](#)

RAILS Technology Special Projects Coordinator Eric Bain will talk about [Find More Illinois](#), the RAILS program that allows students to search multiple Illinois library catalogs at once. This event will feature a Q&A and time for peer-to-peer discussion.

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## E-resources

**Soon to Be Famous Illinois Author Project Winners Announced!**

Congratulations to this year's winners of the Soon to Be Famous Illinois Author Project contest!

- Adult Fiction Winner - *The Color of Trauma* by Hollie Smurthwaite, the 2019 manuscript winner
- Youth Adult Fiction Winner - *The Secret Journal: God Stones, Book 1* by Otto Schafer

soon to be famous:  
^ Illinois Author Project

Authors can submit their work to the Soon to Be Famous Illinois Author Project Contest via [inkie.org](#). [Visit the web page](#) for more information on entering this contest as well as submitting independently-published e-books to the state and national collections of Indie Illinois and Indie Author Project Select, respectively.

**Noon Networking Session, November 16**

Join representatives from RAILS and the Soon to Be Famous Illinois Author Project for an ILA Noon Network session about serving local authors in your community. "How Your Library Can Be Your Local Authors' Best Friend" will take place at noon on Monday, November 16. [More information and registration.](#)

**November is National Novel Writing Month!**

Enjoy [this collection](#) of resources for writers available to everyone in Illinois

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simply add this link to your library's website: [illinois.biblioboard.com](http://illinois.biblioboard.com). See [more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

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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.

#### Communico Discount

RAILS has negotiated some new discounts and parameters with [Communico](#) resources. Communico helps public libraries seamlessly manage their events, room bookings, website, curbside service, self-check, patron app, staff app, and digital signage from one unified platform. Its integrated suite of tools is designed specifically so public libraries may better reach and connect with patrons while growing their usage of the library. Currently, over 30 RAILS member libraries use the Communico platform.

#### Gale Engage and Gale Analytics Discounts

[Gale Engage](#) is Gale's newest analytics tool that ingests and centralizes library data so you can analyze patron interactions and instantly identify key patterns and behaviors through custom visualizations. Additionally, due to data centralization, the tool automatically groups patrons based on transaction and engagement history, allowing for targeted outreach.

By integrating powerful demographics, [Gale Analytics](#) adds value to existing data—from a library's ILS and other electronic systems—unlocking key insights about the library's community. Customized reports better equip you to target new populations, create new programs, prove your value to the community, and allocate resources more efficiently. Gale Analytics has gone through several enhancements over the last two years. If you have not looked at this product in a while, it is well worth the review.

[Gale Analytics](#) and [Gale Engage](#) work independently, but together, they offer a holistic view of your community's needs as they provide inside-the-library and outside-the-library insights.

Register for a Gale Analytics informational webinar on [Thursday, November 12, at 11 a.m.](#)

#### Swank Discount and Group Purchase

The [Swank](#) annual license will allow unlimited showings of thousands of movies, from classics to new releases, in your library. It also includes materials to help you promote events and engage patrons.

In response to the impact of COVID-19 library closures, Swank has offered to extend licenses or make additional accommodations, so that all currently licensed RAILS libraries can be moved onto the group purchase going forward. Also, while outdoor showings are not normally covered by the annual site license for public libraries, Swank was able to get an exception for some outdoor movie options to help with social distancing needs. For more information, visit the [Deals & Discounts page](#) and log in using your L2 email and password.

### Grants

#### Announcing My Library Is... Grants for School Libraries!

As part of the [My Library Is... campaign](#), RAILS and AISLE are teaming up to offer up to ten \$1,000 grants to help school libraries promote their value. [My Library Is... Grants for School](#)



[Libraries](#) are designed to help libraries tell their stories in a more coordinated and impactful way.

RAILS and AISLE are inviting creative approaches that emphasize some aspects of marketing, promotion, storytelling, and/or advocacy. Examples could include (but are not limited to):

- Designing printed material to promote the value of the school library
- Planning a coordinated campaign using various types of media (print, email, social media, etc.)
- Creating a video, podcast, or other forms of multimedia promotion

In addition to a written application, school libraries may submit a video description of their project. The video must be hosted on a third-party video platform such as YouTube or Vimeo. To apply, simply paste a link to the video



This grant is intended only for RAILS school libraries. School libraries can verify that they are RAILS members by searching the [L2 Directory](#). Applications are due Friday, January 15, 2021.

**Public Libraries Invited to Apply for Grants for Adult Literacy Services**  
ALA and the Dollar General Literacy Foundation invite public libraries to [apply for \\$5,000 American Dream Grants](#) to expand services for adult English language learners or adults in need of basic education and workforce development.

Up to 16 grants of \$5,000 each will be awarded. Public libraries are eligible if they serve adult English language learners and are located within 20 miles of a Dollar General Store, distribution center, or corporate office. Visit the Dollar General Store Locator. [Read more.](#)

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## Conferences

### **RAILS at the Virtual AISLE Conference, November 5-14**

For conference information, or to [register](#), visit the [conference web page](#).

#### **Visit the Exhibits**

Be sure to visit the RAILS virtual bag when you are at the conference. We've loaded it with informational brochures, videos, and more. For a chance to win a \$50 [OutofPrint.com](#) e-gift card, once in our virtual bag, click the link on the form titled "Enter the Drawing."



- **Vendor Demo Slides Available**

RAILS E-Content Specialist Anna Behm and Member Engagement Manager Dan Bostrom hosted a vendor demo presentation at the conference. Topics covered included RAILS resources for schools, including continuing education, deals & discounts, support for e-books, grants, and more. [Here's a link to their slides.](#)

#### **Sponsorships**

RAILS is proud to be a Silver Sponsor of the 2020 AISLE Virtual Conference. We recognize that not only do school libraries make up the largest portion of membership in RAILS, but AISLE is the largest organization in Illinois devoted exclusively to school library media specialists. School libraries are more important than ever and we applaud all you do. We look forward to seeing you in person next year!

#### **OTHER CONFERENCES**

##### **Register for ALA Midwinter Virtual**

[Registration is open](#) for ALA Midwinter Virtual. Current ALA Student Members are invited to register at no cost. ALA Members who have recently been furloughed, laid off, or are experiencing a reduction of paid work hours are invited to register at no cost. Registration closes on Friday, January 15, 2021.

The conference will take place on January 22-26. The featured speaker is actor and author Ethan Hawke. Visit the [Midwinter web page](#) for session details and more.

##### **IDEAcon 2021 Is Going Virtual**

[IDEAcon](#) has teamed up with [TCEA's Convention & Exposition](#) to offer an innovative conference with a February full of programming. Live sessions begin with six days of conference programming February 1-6, 2021. Additional learning opportunities will continue throughout the next two weeks. Finally, the experience will culminate with more conference sessions and keynotes, plus the IDEAcon Exhibit Hall, February 22-24, 2021. [Learn more and register!](#)

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## Illinois State Library News

### **On Backorder - *Serving Our Public 4.0: Standards for Illinois Public Libraries***

*Serving Our Public 4.0: Standards for Illinois Public Libraries* is currently on backorder from the printer. RAILS is waiting on a large order that we placed several weeks ago. If you send a check now (or already sent one), you will be placed in a queue for your order to be fulfilled when the books come

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you for your patience!

#### Live & Learn Construction Grant Program

Illinois Secretary of State and State Librarian Jesse White is pleased to announce that applications for the FY 2021 Live & Learn Construction Grant Program are now open to public libraries. The website provides access to the program, [requirements](#), and [a link to the grant application](#). Applications are due to the State Library on or before January 15, 2021.

For more information, contact [Mark Shaffer](#) or [Jake Magnuson](#).

#### Try-It Illinois Available October 1–November 30

The annual database trial, [Try-It! Illinois](#), will be available from October 1–November 30. Try-It! Illinois offers library staff and users an excellent opportunity to survey and evaluate a wide variety of electronic resources for possible purchase. Thanks to the partnerships between the Illinois State Library and participating electronic resource vendors, there is no charge for accessing these databases.

The Illinois State Library sent a letter to directors at RAILS libraries with the login and password for Try-It! Illinois. Libraries can share this information with users, but please do not post the login or password on the internet, on websites, or in publicly archived e-newsletters. If you have any questions, contact [Gwen Harrison](#) at the Illinois State Library, 217.785.7334.

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## Other Library News

#### Nominations Open for the 2021 LJ Movers & Shakers Awards

The *Library Journal* (LJ) Movers & Shakers awards look not only for great leaders but also for behind-the-scenes contributors who have provided inspiration and model programs, including non-degreed library workers and people who may not appear to be the usual suspects.

Nominees from all library types and a diverse segment of the library world are invited to apply. Nominations are due December 2. [Details and nomination form](#).

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## Member News

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

#### RAILS Library Director News

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

Rhea Ballard-Thrower is the new director of Richard J. Daley Library, University of Illinois-Chicago. Mary Case retired in June.

Debbie Willems is the new director at New Windsor Public Library District. David Kruse retired on October 30.

#### 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.

- [ALA Decries Latest FCC Failure on Net Neutrality](#)
- [Naperville Public Library Names Ellen Conlin New Deputy Director](#)
- [Land Donated to Carthage PLD as Building Site for New Library](#)
- [FROM DREAM TO REALITY: Donation of Building Site Spurs Plans for New Carthage Library](#)

#### Fast Facts Surveys

- [People Counter](#)
  - [Notary Service during COVID-19](#)
  - [Updated Quarantine Times Based on Recent RAILS Announcement](#)
  - [Social Service Partnerships With Public Libraries](#)
-

**TAX LEVY ORDINANCE**

**ORDINANCE NO. 2020-9**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 TO JUNE 30, 2021**

WHEREAS, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District as follows:

**Section 1:** Ordinance No. 2020-7 (Budget and Appropriation Ordinance) previously passed by the Board is incorporated by reference.

**Section 2:** A tax in the sum of \$4,062,000 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2020 ending June 30, 2021 for the specific objects and purposes indicated as follows:

**CORPORATE FUND**

	<b><u>Appropriation</u></b>	<b><u>Levy</u></b>
Personnel	\$3,171,664	\$2,937,500
Materials	533,747	490,000
Building Operations	370,650	170,000
Office Operations	40,200	33,900
Technology	200,000	118,000
Contractual Services	35,000	23,300
Insurance	25,000	3,000
Communications/Publicity	50,000	43,300

	<u>Appropriation</u>	<u>Levy</u>
Programs	40,000	31,000
	\$4,466,261	\$3,850,000
<b>TOTAL CORPORATE FUND LEVY</b>		<u>\$3,850,000</u>

**SPECIAL TAX FUNDS**

Audit	\$ -0-	\$ -0-
IMRF	62,000	56,000
Social Security	53,000	50,000
Liability Insurance	18,000	16,000
Building and Equipment (.02% Special Tax)	<u>\$ 100,000</u>	<u>\$ 90,000</u>
	\$ 233,000	\$212,000
<b>TOTAL SPECIAL TAX FUNDS LEVIES</b>		<b>\$212,000</b>

**LEVY RECAP**

Corporate Fund Levy	\$3,850,000
Special Tax Funds Levies	\$ 212,000
Total Levy	\$4,062,000

**Section 3:** The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerks of Cook County and DuPage County within the time specified by law.

**Section 4:** This Ordinance is in full force and effect from and after its passage.

ADOPTED November 18, 2020, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Victoria Suriano, President  
Board of Library Trustees  
Indian Prairie Public Library District

\_\_\_\_\_  
Crystal Megaridis, Secretary  
Board of Library Trustees  
Indian Prairie Public Library District

MEMORANDUM

To: Members of the Board of Trustees  
Indian Prairie Public Library District

From: Joseph Martin, CPA, MST

Date: October 21, 2020

Re: Independent Auditors Report Summary

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The fiscal year ended June 30, 2020 was a quality year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective.

**Revenues:**

Total revenues decreased compared to the prior year by \$46,736 dollars. This decrease was primarily due to a drop in service fees. This decrease is attributable to the global pandemic and the decreased traffic into the library the last three months of the fiscal year.

**Expenditures:**

Material expenditures decreased from the prior year by \$16,051. Total expenditures in the General Fund decreased by \$336,299 over the prior year. The total General Fund revenues were \$240,426 more than total expenditures. Overall expenditures were \$338,573 less than the previous fiscal year. Overall revenues for the year were \$237,972 more than the expenditures.

**Balance Sheet:**

The district remains in a solid cash position with just over \$3.7 million in cash and investments. As far as fund balances are concerned the state recommends having about 3-6 months worth of expenditures sitting in your general fund. As of June 30, 2020 the district has approximately 5 1/2 months' worth of expenditures in unreserved funds in the general fund. Thus the district's fund balance is right at the recommended level. None of the funds have an excessive accumulation fund balance for tax levy purposes.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
DARIEN, ILLINOIS**

**ANNUAL FINANCIAL REPORT**

**For the Year Ended  
June 30, 2020**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
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**Brian Zabel & ASSOCIATES P.C.**

**CERTIFIED PUBLIC ACCOUNTANTS**

1040 West Route 6 • Morris, IL 60450

Phone: (815) 941-9833

Fax: (815) 941-9835

INDEPENDENT AUDITOR'S REPORT

To the President and Board of Trustees  
Indian Prairie Public Library District  
Darien, Illinois

We have audited the accompanying financial statements of governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, as of June 30, 2020, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Indian Prairie Public Library District’s basic financial statements. The combining fund financial statements and supplementary information are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the financial statements as a whole.

The supplementary information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

*Brian Zabel & Assoc. P.C.*  
BRIAN ZABEL & ASSOCIATES, P.C.  
Certified Public Accountants

Morris, Illinois  
October 21, 2020

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020**

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As management of the Indian Prairie Public Library District (District), we offer readers of the District's statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the District's Financial Statements beginning on page 3.

### **FINANCIAL HIGHLIGHTS**

- The District's total net position increased from \$6,552,056 to \$6,631,804, an increase of \$79,748 or 1.2%. Of this amount, \$511,572 (unrestricted net position) may be used to meet the District's ongoing obligations to citizens and creditors.
- The increase in net position of \$79,748 was a result of government-wide revenues totaling \$3,888,675 and government-wide expenses totaling \$3,808,927.
- At June 30, 2020, the District's governmental funds reported combined ending fund balances of \$1,695,754, an increase of \$237,972 in comparison with the prior year.

### **Using the Financial Section of this Annual Report**

The focus of the financial statements is on both the District as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the District's accountability.

### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. The focus of the Statement of Net Position presents information on all of the District's assets and liabilities and deferred inflows, with the difference reported as net position. This statement combines and consolidates governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences).

The government-wide financial statements (see pages 3 - 4) describe functions of the District that are principally supported by taxes and charges for services revenues.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020**

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**Fund Financial Statements**

Traditional users of governmental financial statements will find the Fund Financial Statements to be more familiar. The focus of the presentation is on major funds rather than fund types. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are in one category, governmental funds, with the exception of one fiduciary fund which reports the Deferred Compensation Plan.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains seven individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered a major fund. Data from the other six governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The District adopts an annual budget for its all of its funds. A budgetary comparison schedule has been provided elsewhere in this report to demonstrate compliance with the budget. The basic governmental fund financial statements are on pages 5 through 11, and each of the nonmajor governmental funds can be found on pages 39 through 40 of this report.

**Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements. The notes to financial statements can be found on pages 13 through 30 of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's I.M.R.F. employee pension obligations, District's retiree benefit plan, and budgetary comparison schedules for major funds. This information can be found on pages 31 through 38 of this report.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets/deferred outflows exceeded liabilities/deferred inflows by \$6,631,804 at June 30, 2020.

Indian Prairie Public Library District's Net Position at Year End

	Governmental Activities	
	FY 2020	FY 2019
Current Assets	\$ 5,604,809	\$ 5,226,836
Capital Assets	6,104,500	6,257,115
Total Assets	11,709,309	11,483,951
Deferred Outflows of Resources	919,733	1,188,871
Total Assets and Deferred Outflows of Resources	\$ 12,629,042	\$ 12,672,822
Current Liabilities	\$ 55,918	\$ 62,526
Noncurrent Liabilities	1,200,339	1,910,107
Total Liabilities	1,256,257	1,972,633
Deferred Inflows of Resources	4,740,981	4,148,133
Total Liabilities and Deferred Inflows of Resources	5,997,238	6,120,766
Net Position		
Net Investment in Capital Assets	6,104,500	6,257,115
Restricted	15,732	9,979
Unrestricted	511,572	284,962
Total Net Position	6,631,804	6,552,056
Total Liabilities, Deferred Inflows of Resources, and Net Position	\$ 12,629,042	\$ 12,672,822

A portion of the District's net position, \$6,104,500, reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Additionally, \$15,732 of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining \$511,572 represents unrestricted net position that may be used to meet the District's ongoing obligations to citizens and creditors.

The District's net position increased by \$79,748 during the year ended June 30, 2020.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
 June 30, 2020

Indian Prairie Public Library District's Change in Net Position

	Governmental Activities	
	FY 2020	FY 2019
Revenues		
Program Revenues		
Charges for Services	\$ 159,113	\$ 208,969
Grants and Contributions	55,035	54,381
General Revenues		
Property Taxes	3,593,998	3,577,105
Interest	78,546	91,602
Miscellaneous	1,983	3,354
Total Revenues	<u>3,888,675</u>	<u>3,935,411</u>
Expenses		
Culture and Recreation	<u>3,808,927</u>	<u>3,894,980</u>
Total Expenses	<u>3,808,927</u>	<u>3,894,980</u>
Increase in Net Position	79,748	40,431
Net Position-Beginning	<u>6,552,056</u>	<u>6,511,625</u>
Net Position-Ending	<u>\$ 6,631,804</u>	<u>\$ 6,552,056</u>

As shown above, revenues of \$3,888,675 exceeded expenses of \$3,808,927, resulting in the net position increase of \$79,748.

**FINANCIAL OVERVIEW**

The following financial overview represents normal operating income and expenditures.

Below are the percentages of income by category in relation to total income.

	Income Sources	
	FY 2020	FY 2019
Property Taxes	92.42%	90.90%
Grants	1.39%	1.35%
Service Fees	4.09%	5.31%
Gifts and Donations	0.03%	0.03%
Interest	1.67%	1.90%
Realized/Unrealized Gain/(Loss)	0.35%	0.43%
Collection Agency Fee	0.00%	0.01%
Miscellaneous	0.05%	0.08%
Total Income	\$ 3,888,675	\$ 3,935,411

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020**

Below are the percentages of expenditures by category in relation to total expenditures:

	Expenditures by Category	
	FY 2020	FY 2019
Culture and Recreation		
Personnel	72.84%	67.98%
Materials	12.42%	11.77%
Building	6.43%	6.69%
Automation	3.19%	2.70%
Operations	0.92%	0.96%
Contractual Services	0.54%	0.35%
Insurance	0.47%	0.61%
Public Information	1.60%	1.66%
Contingencies	0.45%	0.33%
Capital Outlay	1.13%	6.94%
Total Expenditures	\$ 3,650,703	\$ 3,989,276

Total revenues decreased \$46,736 or 1.19%. Property taxes increased \$16,893 or 0.47% from \$3,577,105 to \$3,593,998. Service fees decreased \$49,856 or 23.86% from \$208,969 to \$159,113.

Total expenditures decreased \$338,573 or 8.49%. Personnel services decreased \$52,706 or 1.94%. Capital outlay decreased \$235,806 or 85.14%.

**Governmental Funds**

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unrestricted, unassigned fund balance may serve as a useful measure of the District's net resources available for spending at the end of the fiscal year.

At June 30, 2020 the District's governmental funds reported combined ending fund balances of \$1,695,754, which is an increase of \$237,972 or 16.32% from the prior year.

The General Fund is the chief operating fund of the District. At June 30, 2020, unrestricted, unassigned fund balance of the General Fund was \$1,688,705. The fund balance of the General Fund increased by \$240,426 or 16.60% during the year ended June 30, 2020.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

During the fiscal year ended June 30, 2020, there were no revisions to the budget of the General Fund. Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$4,983 (unfavorable).
- The difference between the estimated expenditures and the actual expenditures was \$1,418,104 (favorable).

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020**

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**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets** – The District’s investment in capital assets for its governmental activities as of June 30, 2020 amount to \$6,104,500 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment.

The total decrease in the District’s investment in capital assets for the year ended June 30, 2020 was \$152,615.

Indian Prairie Public Library District's Capital Assets  
(Net of Depreciation)

	Governmental Activities	
	6/30/2020	6/30/2019
Land	\$ 491,400	\$ 491,400
Building and Improvements	5,605,314	5,753,594
Furniture, Fixtures, and Equipment	7,786	12,121
Total	\$ 6,104,500	\$ 6,257,115

No significant additions were made for the year ended June 30, 2020. Depreciation expense exceeded new additions by \$152,615.

Additional information on the District’s capital assets can be found in Note 5 on page 21 of this report.

**Long-Term Debt** – At June 30, 2020, the District had no outstanding debt.

Additional information on the District’s long-term liabilities can be found in Note 6 on pages 21 – 22 of this report.

**ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES**

The District is faced with a similar economic environment as many of the other library districts are faced with. The District’s elected and appointed officials considered many factors when setting the fiscal year 2021 budget, including anticipated costs for services, economy, and tax rates. The equalized assessed valuation (EAV) for the District for 2019 is \$2,169,863,332. That represents an increase in EAV of \$66,982,797 or 3.19% over the prior year’s EAV.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the District’s finances for all those with an interest in the District’s finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Indian Prairie Public Library District, 401 Plainfield Rd, Darien, IL 60561.



**GENERAL PURPOSE EXTERNAL  
FINANCIAL STATEMENTS**

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF NET POSITION

June 30, 2020

ASSETS

Cash and Investments	\$ 3,718,724
Property Taxes Receivable	1,832,924
Per Capita Grant Receivable	53,161
Capital Assets (net of accumulated depreciation)	<u>6,104,500</u>
Total Assets	<u>11,709,309</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflow, IMRF	<u>919,733</u>
Total Deferred Outflows of Resources	<u>919,733</u>

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

\$ 12,629,042

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 782
Accrued Payroll	<u>55,136</u>
Total Current Liabilities	<u>55,918</u>

Noncurrent Liabilities

Net Pension Liability	1,109,232
Compensated Absences	<u>91,107</u>
Total Noncurrent Liabilities	<u>1,200,339</u>

Total Liabilities 1,256,257

DEFERRED INFLOWS OF RESOURCES

Deferred Inflow, IMRF	978,951
Unearned Property Taxes	<u>3,762,030</u>
Total Deferred Inflows of Resources	<u>4,740,981</u>

Total Liabilities and Deferred Inflows of Resources 5,997,238

NET POSITION

Invested in Capital Assets	6,104,500
Restricted	15,732
Unrestricted	<u>511,572</u>
Total Net Position	<u>6,631,804</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

\$ 12,629,042

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES

June 30, 2020

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Total
		Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Current				
Culture and Recreation	\$ 3,808,927	\$ 159,113	\$ 55,035	\$ (3,594,779)
<b>TOTAL PRIMARY GOVERNMENT</b>	<u>\$ 3,808,927</u>	<u>\$ 159,113</u>	<u>\$ 55,035</u>	<u>(3,594,779)</u>
General Revenues				
Property Taxes				3,593,998
Investment Income				78,546
Miscellaneous Income				1,983
Total				<u>3,674,527</u>
CHANGE IN NET POSITION				79,748
NET POSITION, JULY 1				<u>6,552,056</u>
NET POSITION, JUNE 30				<u>\$ 6,631,804</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2020

	Governmental Fund Types		
	General Fund	Special Reserve Fund	Non-Governmental Fund
<b>ASSETS</b>			
Cash and Investments	\$ 3,612,250	\$ 5,879	\$
Property Taxes Receivable	1,738,385	-	
Per Capita Grant Receivable	53,161	-	
<b>TOTAL ASSETS</b>	<b>\$ 5,403,796</b>	<b>\$ 5,879</b>	<b>\$</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>			
<b>LIABILITIES</b>			
Accounts Payable	\$ 782	\$ -	\$
Accrued Payroll	55,136	-	
Compensated Absences	91,107	-	
<b>Total Liabilities</b>	<b>147,025</b>	<b>-</b>	
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable Property Taxes	3,568,066	-	
<b>Total Deferred Inflows of Resources</b>	<b>3,568,066</b>	<b>-</b>	
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>3,715,091</b>	<b>-</b>	

See accompanying notes to financial statements.

## INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2020

	Governmental Fund Types		
	General Fund	Special Reserve Fund	Non-Governmental Fund
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES (cont.)</b>			
<b>FUND BALANCES</b>			
Restricted			
Future Projects	-	5,879	
Special Revenue	-	-	
Working Cash	-	-	
Unrestricted			
Unassigned	1,688,705	-	
	<u>1,688,705</u>	<u>-</u>	<u>-</u>
Total Fund Balances	<u>1,688,705</u>	<u>5,879</u>	<u>-</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<u>\$ 5,403,796</u>	<u>\$ 5,879</u>	<u>\$ -</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

June 30, 2020

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FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 1,695,754
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	6,104,500
Net pension liabilities are not current financial resources and, therefore, are not reported in the governmental funds	(1,109,232)
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the governmental funds	(59,218)
	<hr/>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 6,631,804</u></u>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2020

	Governmental Fund Type			Total Governmental Funds
	Major	Non-major		
	General	Special Reserve Fund	Special Revenue Funds	
<b>REVENUES</b>				
Property taxes	\$ 3,402,783	\$ -	\$ 191,215	\$ 3,593,998
Grants	53,930	-	-	53,930
Service Fees	159,113	-	-	159,113
Gifts and Donations	1,105	-	-	1,105
Interest	64,998	92	-	65,090
Realized/Unrealized Gain/(Loss)	13,456	-	-	13,456
Collection Agency Fee	140	-	-	140
Miscellaneous	1,843	-	-	1,843
Total Revenues	<u>3,697,368</u>	<u>92</u>	<u>191,215</u>	<u>3,888,675</u>
<b>EXPENDITURES</b>				
Current				
Culture and Recreation				
Personnel	2,555,940	-	103,402	2,659,342
Materials	453,464	-	-	453,464
Building	158,133	-	76,722	234,855
Automation	116,478	-	-	116,478
Operations	33,588	-	-	33,588
Contractual Services	19,575	-	-	19,575
Insurance	3,671	-	13,637	17,308
Public Information	58,584	-	-	58,584
Contingencies	16,343	-	-	16,343
Capital Outlay	41,166	-	-	41,166
Total Expenditures	<u>3,456,942</u>	<u>-</u>	<u>193,761</u>	<u>3,650,703</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>240,426</u>	<u>92</u>	<u>(2,546)</u>	<u>237,972</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in (out)	-	-	-	-
Total other financing sources (uses)	-	-	-	-
<b>NET CHANGE IN FUND BALANCES</b>	<u>240,426</u>	<u>92</u>	<u>(2,546)</u>	<u>237,972</u>
<b>FUND BALANCES, JULY 1</b>	<u>1,448,279</u>	<u>5,787</u>	<u>3,716</u>	<u>1,457,782</u>
<b>FUND BALANCES, JUNE 30</b>	<u>\$ 1,688,705</u>	<u>\$ 5,879</u>	<u>\$ 1,170</u>	<u>\$ 1,695,754</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2020

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NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	237,972
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities		38,691
The change in the net pension liability is reported as an expense on the statement of activities		705,976
The change in the deferred outflow/inflow is reported as an expense on the statement of activities		(711,585)
Some expenses in the Statement of Activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		(191,306)
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>79,748</u>



INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITION  
June 30, 2020

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	Deferred Compensation Plan
ASSETS	
Cash and Cash Equivalents	\$ -
Deferred Compensation Plan	<u>1,692,227</u>
 TOTAL ASSETS	 <u><u>\$ 1,692,227</u></u>
 LIABILITIES	
Accounts Payable	<u>\$ -</u>
 Total Liabilities	 <u>-</u>
 NET POSITION HELD IN TRUST FOR DEFERRED COMPENSATION	 <u><u>\$ 1,692,227</u></u>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
 Year Ended June 30, 2020

	<u>Deferred Compensation Plan</u>
<b>ADDITIONS</b>	
Contributions	
Member contributions	\$ 61,376
Investment Income	
Net Appreciation (Depreciation) in Fair Value of Investments	114,701
Less: Investment Expenses	<u>-</u>
Net Investment Income	<u>114,701</u>
<b>TOTAL ADDITIONS</b>	<u>176,077</u>
<b>DEDUCTIONS</b>	
Withdrawals	92,574
Miscellaneous	<u>-</u>
<b>TOTAL DEDUCTIONS</b>	<u>92,574</u>
<b>NET INCREASE</b>	83,503
<b>NET POSITION - JULY 1, 2019</b>	<u>1,608,724</u>
<b>NET POSITION - JUNE 30, 2020</b>	<u><u>\$ 1,692,227</u></u>

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2020

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1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Indian Prairie Public Library District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

a. **Reporting Entity**

The District is a body corporate and politic established under Illinois Compiled Statutes (ILCS) governed by an elected Board of Trustees. These financial statements present the District's reporting entity as required by generally accepted accounting principles. The District is considered to be a primary government since the board is separately elected and the District is fiscally independent.

Based on the criteria of GASB Statement No 61, The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34, the District does not have any component units.

b. **Fund Accounting**

The District uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The District reports governmental funds and a single fiduciary fund.

Governmental funds are used to account for all or most of the District's general activities, including the collection and disbursement of restricted, committed, or assigned funds (special revenue funds), the funds restricted, committed, or assigned for the acquisition or construction of capital assets (capital projects funds), the funds restricted, committed, or assigned for the servicing of general long-term debt (debt service funds) and management of funds held in trust that can be used for library services (permanent fund). The general fund is used to account for all activities of the District not accounted for in some other fund.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the activities of the District. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2020

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. All other revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes, interest revenue, and charges for services are all considered to be susceptible to accrual and recognized as revenues of the current fiscal period. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

The District reports unavailable/deferred revenue and unearned revenue on its financial statements. Unearned/deferred revenues arise when a potential revenue does not meet both the measurable and available or year intended to finance criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the government has a legal claim to the resources, the unavailable/unearned/deferred revenue is removed from the financial statements and revenue is recognized.

e. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general, special reserve, debt service, and all special revenue funds. All annual appropriations lapse at fiscal year-end.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Prepaid Item/Expenses

Prepays are valued at cost, which approximates market. The cost of governmental fund-type prepaids are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements.

g. Cash and Investments

For purpose of the Statement of Net Position, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the District's investments are in 2a7-like investment pools that are measured at the net asset value per share determined by the pool.

h. Compensated Absences

The District accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as "terminal leave" prior to retirement. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

j. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition/reduction of net position that applies to a future period and therefore will not be recognized as an outflow of resources(expense)/inflow of resources (revenue) until that future time.

l. Interfund Transactions

Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

m. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. Committed fund balance is constrained by formal actions of the District's Board, which is considered the District's highest level of decision making authority. Formal actions include ordinances approved by the Board. Assigned fund balance represents amounts constrained by the District's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the District's director. Any residual fund balance of the General Fund is reported as unassigned. Deficit fund balances in any other governmental funds are also reported as unassigned.

The District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the District considers committed funds to be expended first followed by assigned and then unassigned.



INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m. Fund Balances/Net Position (Continued)

The various Special Revenue Funds supported by property taxes are restricted due to the restricted revenue streams of the fund balance. These funds also target no less than three months of operating expenditures be included in unassigned fund balance for fiscal sustainability. Other funds are restricted due to the nature of the contributions to the fund.

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the net position is restricted as a result of enabling legislation adopted by the District. Net investment in capital assets is the book value of the capital assets less outstanding principal balances of debt issued to construct or acquire the capital assets.

n. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditure/expenses during the reporting period. Actual results could differ from those estimates.

2. DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes and the District’s investment policy authorize the District to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but operates in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund’s share price, which is the price for which the investment could be sold.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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2. DEPOSITS AND INVESTMENTS (Continued)

a. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the District's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the District's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral of at least 110% of the deposits at institution held by an independent third party in the name of the District.

At June 30, 2020, the carrying amount of the District's deposits totaled \$3,718,724, and the bank balances totaled \$3,809,098. Additionally, at year-end, the District has \$1,586,333 invested in the Illinois Funds.

b. Investments

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the District will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the District's investment policy requires that deposit with financial institutions in excess of FDIC be collateralized with collateral held by an independent third party in the name of the District. At year-end, the entire amount of the bank balance of the deposits was covered by federal depository or equivalent insurance. The Illinois Funds is not subject to custodial credit risk.

Interest rate risk is the risk that change in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the District limits its exposure to interest rate risk by investing in primarily short-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio. However, investment purchases mirror daily cash flow needs. Consequently, there is no limit attached to the maturity dates of the investment purchases as a means of managing the District's exposure to fair value losses arising from increasing interest rates.

Credit risk is the risk that the issuer of a debt security will not pay its par value upon maturity. The District's investment policy does not mitigate credit risk. At year-end, the District's investments in the Illinois Funds were rated AAAM by Standard & Poor's.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

2. DEPOSITS AND INVESTMENTS (Continued)

b. Investments (Continued)

Concentration of credit risk is the risk that the District has a high percentage of its investments invested in one type of investment. The District's investment policy does not mitigate concentration of credit risk. However, at year-end, the District does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments). The following table presents the investments and maturities of the District held by MPI Investment Management, Inc.:

Investment Type	Fair Value	Investment Maturities in Years			
		Less than 1	1-5	6-10	Greater than 10
Cash and Cash Equivalent	\$1,112,179	\$1,112,179	\$ -	\$ -	\$ -
US Government and Agency Obligations	102,531	-	102,531	-	-
Mortgage Pools	808,082	412,854	262,948	76,840	55,440
Totals	<u>\$2,022,792</u>	<u>\$1,525,033</u>	<u>\$ 365,479</u>	<u>\$ 76,840</u>	<u>\$ 55,440</u>

3. RECEIVABLES – TAXES

Property taxes for 2019 attach as an enforceable lien on January 1, 2019, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and issued on or about June 1, 2020 and September 1, 2020. The County collects such taxes and remits them periodically. Based upon actual collection experience, uncollectible property taxes are immaterial, therefore, an allowance provision has not been recorded. The District has deferred recognition of the 2019 tax levy as it is intended to fund operations of the 2021 fiscal year.

4. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. The amount of coverage has not decreased, nor have settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

5. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<b>GOVERNMENTAL ACTIVITIES</b>				
Capital assets not being depreciated				
Land	\$ 491,400	\$ -	\$ -	\$ 491,400
Capital assets being depreciated				
Building and improvements	8,047,240	38,691	-	8,085,931
Furniture, fixtures, and equipment	380,751	-	-	380,751
Total capital assets being depreciated	<u>8,427,991</u>	<u>38,691</u>	<u>-</u>	<u>8,466,682</u>
Less accumulated depreciation for				
Building improvements	2,293,646	186,971	-	2,480,617
Furniture, fixtures, and equipment	368,630	4,335	-	372,965
Total accumulated depreciation	<u>2,662,276</u>	<u>191,306</u>	<u>-</u>	<u>2,853,582</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>	<u>\$ 6,257,115</u>	<u>\$ (152,615)</u>	<u>\$ -</u>	<u>\$ 6,104,500</u>

Depreciation expense was charged to functions of the primary government as follows:

<b>GOVERNMENTAL ACTIVITIES</b>	
Culture and Recreation	<u>\$ 191,306</u>

6. LONG-TERM DEBT

a. Changes in Long-term Liabilities

Compensated absences and net pension liability are generally liquidated by the General Fund. The following is a summary of changes in long-term liabilities during the year ended June 30, 2020:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
<b>GOVERNMENTAL ACTIVITIES</b>					
Compensated absences	\$ 94,899	\$ 91,107	\$ 94,899	\$ 91,107	\$ -
Net pension liability	1,815,208	-	705,976	1,109,232	-
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<u>\$ 1,910,107</u>	<u>\$ 91,107</u>	<u>\$ 800,875</u>	<u>\$ 1,200,339</u>	<u>\$ -</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

6. LONG-TERM DEBT (Continued)

c. Legal Debt Margin

Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes provides, "...no municipality having a population of less than 500,000 shall become indebted in any manner or for any purpose, to an amount, including existing indebtedness in the aggregate exceeding 2.875% on the value of the taxable property therein, to be ascertained by the last assessment for state and county purposes, previous to the incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is produced by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979."

Assessed Valuation - 2019	<u>\$ 2,169,863,332</u>
Legal Debt Limit - 2.875% of Assessed Value	\$ 62,383,571
Amount of Debt Applicable to Limit	<u>-</u>
Legal Debt Margin	<u>\$ 62,383,571</u>

7. INDIVIDUAL FUND DISCLOSURES

The District had no interfund transfers or balances as of and for the year ending June 30, 2020.

8. DEFICIT FUND BALANCES

The IMRF Fund and the Liability Insurance Fund had a deficit fund balances as of June 30, 2020.

Fund	Balance as of June 30, 2020
IMRF Fund	\$ (8,218)
Liability Insurance Fund	(465)
Total Deficit Balances	<u>\$ (8,683)</u>

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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9. CONTINGENT LIABILITIES

a. Litigation

The District is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the District's attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the District.

b. Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The District does not expect to have any such liability if any were to arise it would be immaterial.

10. DEFERRED COMPENATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future year. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in Trust for the exclusive benefit of participants and their beneficiaries.

11. DEFINED BENEFIT PENSION PLAN

The District's contributes to a defined benefit pension plan: the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. The benefits, benefit levels, employee contributions, and employer contributions for all plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly. IMRF's plan does not issue a separate report for the plan. However, IMRF does issue a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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11. DEFINED BENEFIT PENSION PLAN (Continued)

*Plan Administration*

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Plan Membership*

At December 31, 2019, IMRF membership consisted of:

Retirees and beneficiaries	69
Inactive, non-retired members	38
Active plan members	<u>26</u>
TOTAL	<u><u>133</u></u>

*Benefits Provided*

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during one consecutive 48 months within the last 10 year of IMRF services divided by 48.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after 10 years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with 10 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during any consecutive 96 months within the last 10 years of IMRF service, divided by 96.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

11. DEFINED BENEFIT PENSION PLAN (Continued)

*Contributions*

The District employees participating in IMRF are required to contribute 4.5% of their annual eligible covered salary. The member rate is established by state statute. The District is required to contribute at an actuarially determined rate. The employer rate for calendar year 2019 was 11.85% of payroll. The District's contribution requirements are established and may be amended by the IMRF Board of Trustees.

*Actuarial Assumptions*

The District's net pension liability was measured as of December 31, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

Actuarial valuation date	December 31, 2019
Actuarial cost method	Entry Age Normal
Assumptions	
Inflation	2.50%
Salary increases	3.35% to 14.25%
Investment rate of return	7.25%
Cost of living adjustments	2.50%
Asset valuation method	Market Value of Assets

*Net Pension*

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.



## INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2020

## 11. DEFINED BENEFIT PENSION PLAN (Continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that The District's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in Net Pension Liability*

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
Balances at January 1, 2019	\$ 9,362,920	\$ 7,547,712	\$ 1,815,208
Changes for the period			
Service cost	169,577	-	169,577
Interest	668,039	-	668,039
Difference between expected and actual experience	235,766	-	235,766
Changes in assumptions	-	-	-
Employer contributions	-	182,591	(182,591)
Employee contributions	-	69,339	(69,339)
Net investment income	-	1,390,433	(1,390,433)
Benefit payments and refunds	(466,746)	(466,746)	-
Other	-	136,995	(136,995)
Net changes	606,636	1,312,612	(705,976)
Balances at December 31, 2019	\$ 9,969,556	\$ 8,860,324	\$ 1,109,232

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

11. DEFINED BENEFIT PENSION PLAN (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows or Resources*

For the year ended June 30, 2020 The District recognized pension expense of \$198,867. At June 30, 2020, The District reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 140,898	\$ 9,928
Changes in assumption	52,504	-
Net difference between projected and actual earnings on pension plan investments	623,382	969,023
Contributions after measurement date	102,949	-
<b>TOTAL</b>	<b>\$ 919,733</b>	<b>\$ 978,951</b>

\$102,949 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the reporting year ending ending June 30, 2021.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

<u>Year Ending December 31</u>	<u>Net Deferred Outflows of Resources</u>
2020	139,963
2021	(65,018)
2022	35,046
2023	(169,209)
2024	-
Thereafter	-
<b>TOTAL</b>	<b>\$ (59,218)</b>

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

11. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of The District calculated using the discount rate of 7.25% as well as what The District's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability (asset)	\$ 2,332,309	\$ 1,109,232	\$ 94,001

12. OTHER POSTEMPLOYMENT BENEFITS

*Plan Description*

In addition to providing the pension benefits described, the District provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan. The benefits, benefit levels, employee contributions, and any employer contributions are governed by the District and can be amended by the District through its personnel manual and union contracts. The plan does not issue a separate report. The activity of the plan is reported in the District's governmental activities. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

*Benefits Provided*

The District provides OPEB to its retirees. To be eligible for benefits, an employee must qualify for retirement under the District's retirement plan.

All health care benefits are provided through the District's health insurance plan. The benefit levels are the same as those afforded to active employees. Eligibility in library sponsored health care plans is discontinued upon eligibility for federally sponsored health care benefits. Retirees pay the full premium to continue in the plan, so no implicit benefit as defined by GASB Statement No. 75 is created.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

12. OTHER POSTEMPLOYMENT BENEFITS (Continued)

*Total OPEB Liability*

Based on the size of the District, the number of active plan members, retirees paying the entire premium, and comparison of actuarial valuations for similar entities with similar benefits, the District's total OPEB liability as of June 30, 2020 is immaterial and, therefore, not recorded by the District and no further disclosure is deemed necessary.

13. FUND BALANCES

a. Classifications

Amounts for specific purposes by fund and fund balance classifications for the year ended June 30, 2020, are as follows:

Classification/Fund	Purpose	Amount
Nonspendable:		
Working Cash Fund (legally required)	Emergency working cash	-
Total Nonspendable		-
Restricted:		
IMRF Fund	IMRF retirement costs	-
Social Security Fund	Social Security retirement costs	3,505
Liability Insurance Fund	Insurance and risk management costs	-
Building Maintenance Fund	Building maintenance costs	6,348
Special Reserve Fund	Future construction projects	5,879
Total Restricted		15,732
Unassigned:		
IMRF Fund	IMRF retirement costs	(8,218)
Liability Insurance Fund	Insurance and risk management costs	(465)
General Fund		1,688,705
Total Unassigned		1,680,022
Total Fund Balance		\$ 1,695,754

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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14. RESTRICTED NET POSITION

Restricted net position represents net position whose use is subject to constraints that are either: (1) externally imposed by creditors, grantors, or laws or regulations of other governments, or (2) imposed by law through constitutional provisions or enabling legislation.

Restricted net position at June 30, 2020 is \$15,732 in the Statement of Net Position. The restricted net position represents funds remaining from separate dedicated tax levies that can only be used for the specific purpose for which they were levied. Those levies were deposited in the following special revenue funds: IMRF Fund, Social Security Fund, Liability Insurance Fund, and Building Maintenance Fund.

15. SUBSEQUENT EVENTS

Management evaluated subsequent events through October 21, 2020, the date the financial statements were available to be issued.

In December 2019, a novel strain of coronavirus surfaced in Wuhan, China, and has spread around the world, with resulting business and social disruption. The coronavirus was declared a Public Health Emergency of International Concern by the World Health Organization on January 30, 2020. The operations and financial position of the District could be materially adversely affected. The extent to which the coronavirus (or any other disease or epidemic) impacts business activity or investment results will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus or treat its impact, among others. No adjustments have been made to these financial statements as a result of this uncertainty.

**REQUIRED SUPPLEMENTARY INFORMATION**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>REVENUES</b>			
Property Taxes	\$ 3,427,490	\$ 3,427,490	\$ 3,402,783
Per Capita Grant	56,161	56,161	53,161
Other Grants	-	-	769
IL Historical Records Preservation	-	-	-
Service Fees:			
Copier	4,600	4,600	2,717
Computer Copies	15,000	15,000	10,727
Fines/Fees	51,600	51,600	33,223
Lost Materials	8,000	8,000	7,893
Non-Resident Fees	92,000	92,000	76,731
Meeting Room Rental	400	400	288
Passport Fees	25,000	25,000	24,006
Other Service Fees	3,700	3,700	3,528
Gifts/Donations	500	500	1,105
Collection Agency Fee	200	200	140
Interest	15,000	15,000	64,998
Realized/Unrealized Gain/(Loss) on Investment	-	-	13,456
Miscellaneous	2,700	2,700	1,843
	<u>3,702,351</u>	<u>3,702,351</u>	<u>3,697,368</u>
Total Revenues			
<b>EXPENDITURES</b>			
<b>Current</b>			
<b>Personnel:</b>			
Salaries	2,317,046	2,317,046	2,141,292
Medical/Life Insurance	184,000	184,000	145,081
Staff Development	24,000	24,000	13,716
Recruitment	-	-	-
Benefits - IMRF	150,000	150,000	125,901
Benefits - FICA	130,000	130,000	120,928
Workers Compensation	10,000	10,000	5,846
Unemployment Insurance	3,800	3,800	2,794
Employee Assistance Program	-	-	-
Board Development	2,000	2,000	382
	<u>2,820,846</u>	<u>2,820,846</u>	<u>2,555,940</u>
Total Personnel			

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>EXPENDITURES (cont)</b>			
<b>Current (cont)</b>			
<b>Materials:</b>			
Books	240,000	180,500	154,129
Periodicals	33,000	28,000	17,944
Audio	55,000	40,000	30,941
Video	80,000	48,000	37,831
Multi-Media	13,000	12,000	5,460
Electronic Materials	66,000	180,000	182,206
Console Games	9,000	7,500	4,560
Life Skills/ESL	1,300	1,300	692
Materials Supplies	27,000	27,000	19,701
<b>Total Materials</b>	<u>524,300</u>	<u>524,300</u>	<u>453,464</u>
<b>Building:</b>			
Cleaning Service	78,000	78,000	70,670
Maintenance Supplies	22,000	22,000	26,320
Building Maintenance/Repairs	50,000	50,000	29,349
Utilities	106,000	106,000	6,585
Security System Monitoring	1,000	1,000	491
Property Maintenance	45,000	45,000	24,718
<b>Total Building</b>	<u>302,000</u>	<u>302,000</u>	<u>158,133</u>
<b>Automation:</b>			
Supplies	19,700	19,700	14,487
Automation-Prof Services	8,000	8,000	4,425
Purchase of Equipment	25,000	25,000	17,470
Automation Equipment Maintenance	11,000	11,000	9,648
Software	20,000	20,000	11,890
SWAN Maintenance	48,000	48,000	47,166
New Technologies	-	-	-
Telecommunications	15,000	15,000	11,392
<b>Total Automation</b>	<u>146,700</u>	<u>146,700</u>	<u>116,478</u>

(See independent auditor's report.)



**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>EXPENDITURES (cont)</b>			
Current (cont)			
Operations:			
Office Supplies	16,000	16,000	9,641
Photocopy Supplies	6,000	4,000	2,499
Patron Cards	1,000	1,000	635
Postage	9,000	9,000	7,769
Non-Payment Reimbursements	3,000	2,000	690
Travel	1,100	2,100	1,448
Bank and Investment Fees	4,000	4,000	8,240
Organizational Membership	4,000	3,000	2,666
<b>Total Operations</b>	<u>44,100</u>	<u>41,100</u>	<u>33,588</u>
Contractual Services:			
Professional Services	10,000	10,000	8,350
Legal Services	7,000	7,000	2,278
Credit Bureau	1,200	1,200	421
Audit	9,000	9,000	4,050
Equipment Maint./Repair	-	-	-
Equipment Maint. Contracts	-	-	-
Photocopy Maint. Contracts	6,000	6,000	4,476
<b>Total Contractual Services</b>	<u>33,200</u>	<u>33,200</u>	<u>19,575</u>
Insurance:			
Multi-peril Physical Assets	-	-	-
Bonding & Liability	4,700	4,700	3,671
<b>Total Insurance</b>	<u>4,700</u>	<u>4,700</u>	<u>3,671</u>
Public Information			
Legal Notices	2,000	2,000	894
Marketing	44,200	44,200	34,556
Information Supplies	1,000	1,000	228
Programming	35,000	35,000	20,342
Information Printing	5,000	5,000	2,564
<b>Total Public Information</b>	<u>87,200</u>	<u>87,200</u>	<u>58,584</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Capital Outlay	900,000	900,000	41,166
Contingencies	15,000	15,000	16,343
Total Expenditures	4,878,046	4,875,046	3,456,942
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,175,695)	(1,172,695)	240,426
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	-	-	-
NET CHANGE IN FUND BALANCE	<u>\$ (1,175,695)</u>	<u>\$ (1,172,695)</u>	240,426
FUND BALANCE, JULY 1			1,448,279
FUND BALANCE, JUNE 30			<u>\$ 1,688,705</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2019\*

	2019	2018	2017	2016
Actuarially determined contribution	\$ 182,591	\$ 211,458	\$ 203,560	\$ 204,63
Contributions in relation to the actuarially determined contribution	182,591	220,916	202,413	204,62
Contribution Deficiency/(Excess)	\$ -	\$ (9,458)	\$ 1,147	\$ -
Covered-employee payroll	\$ 1,540,856	\$ 1,575,691	\$ 1,539,791	\$ 1,501,32
Contributions as a percentage of covered-employee payroll	11.85%	14.02%	13.15%	13.63

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization pay, closed and the amortization period was 24 years; the asset valuation method was 5-year smoothed mark assumptions were an investment rate of return at 7.50% annually, projected salary increases assumption of 3.35% and postretirement benefit increases of 3.25% compounded annually.

\*IMRF's measurement date is December 31, 2019; therefore information above is presented for the calendar year e

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY**  
**AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2019\*

	2019	2018	2017	2016
<b>Total Pension Liability</b>				
Service cost	\$ 169,577	\$ 153,434	\$ 164,587	\$ 157,47
Interest	668,039	646,933	633,677	594,59
Changes of benefit terms	-	-	-	
Differences between expected and actual experience	235,766	(49,314)	45,908	126,96
Changes of assumptions	-	260,816	(273,145)	(30,69
Benefit payments, including refunds of member contributions	(466,746)	(396,010)	(381,397)	(343,98
Net change in total pension liability	606,636	615,859	189,630	504,36
Total Pension Liability - Beginning	9,362,920	8,747,061	8,557,431	8,053,07
Total Pension Liability - Ending	<u>\$ 9,969,556</u>	<u>\$ 9,362,920</u>	<u>\$ 8,747,061</u>	<u>\$ 8,557,43</u>
<b>Plan Fiduciary Net Position</b>				
Contributions - employer	\$ 182,591	\$ 220,916	\$ 202,413	\$ 204,62
Contributions - member	69,339	70,907	68,901	69,22
Net investment income	1,390,433	(424,275)	1,242,933	434,88
Benefit payments, including refunds of member contributions	(466,746)	(396,010)	(381,397)	(343,98
Other	136,995	128,154	(145,530)	109,40
Net change in plan fiduciary net position	1,312,612	(400,308)	987,320	474,16
Plan Fiduciary Net Position - Beginning	7,547,712	7,948,020	6,960,700	6,486,54
Plan Fiduciary Net Position - Ending	<u>\$ 8,860,324</u>	<u>\$ 7,547,712</u>	<u>\$ 7,948,020</u>	<u>\$ 6,960,70</u>
Employer's Net Pension Liability (Asset)	<u>\$ 1,109,232</u>	<u>\$ 1,815,208</u>	<u>\$ 799,041</u>	<u>\$ 1,596,73</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY**  
**AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2019\*

	2019	2018	2017	2016
Employer's Net Pension Liability (Asset)	\$ 1,109,232	\$ 1,815,208	\$ 799,041	\$ 1,596,73
Plan fiduciary net position as a percentage of the total pension liability (asset)	88.87%	80.61%	90.87%	81.34
Covered-employee payroll	\$ 1,540,856	\$ 1,575,691	\$ 1,539,791	\$ 1,501,32
Employer's net pension liability as a percentage of covered-employee payroll	71.99%	115.20%	51.89%	106.36

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

\*IMRF's measurement date is December 31, 2019; therefore information above is presented for the calendar year

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

June 30, 2020

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**LEGAL COMPLIANCE AND ACCOUNTABILITY**

**Budgets**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for the General, Special Reserve, and Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The District prepares and submits to the Board a proposed operating budget for the fiscal year. The operating budget includes proposed expenditures/expenses and the means of financing them. Annual budgets are adopted for the General Fund on a basis consistent with GAAP. The legal level of budgetary control is at the fund level.
2. The proposed operating budget is adopted by the Board at a public meeting.
3. Any amendments to the budget must be adopted by the Board at a public meeting.
4. Budgeted amounts presented in the financial statements are those as originally adopted by the Board and final budgeted amounts after amendments. The budget was approved on September 18, 2019 and amended on October 16, 2019, June 17, 2020, and July 15, 2020.

**NON-MAJOR GOVERNMENTAL FUNDS**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**COMBINING BALANCE SHEET**  
**NON-MAJOR GOVERNMENTAL FUNDS**

June 30, 2020

	Special Revenue			
	IMRF	Social Security	Liability Insurance	Building Maintenance
<b>ASSETS</b>				
Cash and investments	\$ 18,993	\$ 27,577	\$ 6,861	\$ 47,164
Property tax receivable	25,874	22,888	6,966	38,811
<b>TOTAL ASSETS</b>	<b>\$ 44,867</b>	<b>\$ 50,465</b>	<b>\$ 13,827</b>	<b>\$ 85,975</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ -	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable Property Taxes	53,085	46,960	14,292	79,627
<b>Total Deferred Inflows of Resources</b>	<b>53,085</b>	<b>46,960</b>	<b>14,292</b>	<b>79,627</b>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>53,085</b>	<b>46,960</b>	<b>14,292</b>	<b>79,627</b>
<b>FUND BALANCES</b>				
Restricted				
Special Revenue	-	3,505	-	6,348
Working Cash	-	-	-	-
Unrestricted	(8,218)	-	(465)	-
<b>Total Fund Equities</b>	<b>(8,218)</b>	<b>3,505</b>	<b>(465)</b>	<b>6,348</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 44,867</b>	<b>\$ 50,465</b>	<b>\$ 13,827</b>	<b>\$ 85,975</b>

(See independent auditor's report.)



**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2020

	Special Revenues			
	IMRF	Social Security	Liability Insurance	Building Maintenance
<b>REVENUES</b>				
Property Taxes	\$ 53,689	\$ 44,843	\$ 13,648	\$ 79,035
Interest	-	-	-	-
Gain/(Loss) on Investments	-	-	-	-
Total Revenues	<u>53,689</u>	<u>44,843</u>	<u>13,648</u>	<u>79,035</u>
<b>EXPENDITURES</b>				
Culture and Recreation				
Personnel				
IMRF	62,000	-	-	-
FICA	-	41,402	-	-
Building	-	-	-	76,722
Insurance	-	-	13,637	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>62,000</u>	<u>41,402</u>	<u>13,637</u>	<u>76,722</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>(8,311)</u>	<u>3,441</u>	<u>11</u>	<u>2,313</u>
Other financing sources (uses):				
Transfers from (to) general fund	-	-	-	-
<b>FUND BALANCES, JULY 1</b>	<u>93</u>	<u>64</u>	<u>(476)</u>	<u>4,035</u>
<b>FUND BALANCES, JUNE 30</b>	<u>\$ (8,218)</u>	<u>\$ 3,505</u>	<u>\$ (465)</u>	<u>\$ 6,348</u>

(See independent auditor's report.)

**SUPPLEMENTARY INFORMATION**

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLI  
June 30, 2020

Tax Levy Year	2019					
	DuPage County 2,041,732,032		Cook County 128,131,300		DuPage Count 1,974,291,062	
Assessed Valuation	Rate	Amount	Rate	Amount	Rate	An
Tax Extensions						
Corporate	0.1639	\$ 3,346,399	0.1724	\$ 221,667	0.1619	\$ 3,1
I.M.R.F.	0.0026	53,085	0.0000	-	0.0027	
Social Security	0.0023	46,960	0.0000	-	0.0023	
Liability Insurance	0.0007	14,292	0.0000	-	0.0007	
Building Maintenance	0.0039	79,627	0.0000	-	0.0040	
	<u>0.1734</u>	<u>3,540,363</u>	<u>0.1724</u>	<u>221,667</u>	<u>0.1716</u>	<u>3,3</u>
Total DuPage Co Extension		\$ 3,540,363				\$ 3,3
Total Cook Co Extension		<u>221,667</u>				<u>2</u>
Total Extensions		\$ 3,762,030				\$ 3,6
Tax Collections:						
year ended June 30, 2020		\$ 1,929,106				\$ 1,7
Previous years		<u>-</u>				<u>1,8</u>
Total Collected		<u>\$ 1,929,106</u>				<u>\$ 3,5</u>
Percent Collected		<u>51.28%</u>				<u></u>

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

(See independent auditor's report.)

Replacement of Elevator Hydraulic Valve

Over the summer, we experienced several issues with the elevator where it would just stop working. Our current elevator contractor, Colley Elevator, ran some diagnostic tests and determined that the elevator needs a new hydraulic valve. To quote the technician, "it should have gone out 15 years ago". We got a lot more time out of it than what is typically the life span of a valve.

The good news is that there is a cost of \$10,000 included in our Capital Improvement Budget. I got recommendations on companies from the Assistant Directors group as well as library facility managers and contacted those with the best references. Here are the quotes I have received:

American Hoist and Manlift, Inc.	\$6,450
Colley Elevator Company	\$9,504
Lakeland/Larsen Elevator Corporation	\$11,131

The quotes each list out the parts and labor so they are "apples to apples", despite the big difference in price.

I recommend that we go with the lowest quote from American Hoist and Manlift for \$6,450.

This work does need to be done soon. We can schedule the work on a Friday so patron service would not be affected.

Laura Birmingham



### 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.