

Board Agenda
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.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. October 21, 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.

iPhone one-tap :

US: +13126266799,,87137968787#,,,,,0#,,559781# or +19292056099,,87137968787#,,,,,0#,,559781#

Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 871 3796 8787

Passcode: 559781

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

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

E. Omnibus Consent Agenda		Action
1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 16, 2020	Page 4	
2. Action on Bill/Additional Bills	Page 7	
3. 2021 Days Closed Calendar	Page 12	
4. Minutes of Special Board Meeting, September 14, 2020	Page 13	

F. Items Deleted from Omnibus Consent Agenda Action

G. Library Director’s Report
none

Board Meeting – October 21, 2020 – page 2

H.	Department Reports		Information
	1. Assistant Director	Page 14	
	2. Marketing	Page 17	
	3. Adult	Page 19	
	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 38	Information
	2. RAILS	Page 46	Information
	3. Building and Grounds Committee (none)		
	4. Finance Committee (none)		
	5. Planning/Outreach Committee (none)		
	6. Policy Committee (none)		
K.	Unfinished Business		
	1. Renovation Update		Information
L.	New Business		
	1. Resolution 2020-C To Determine Estimate of Funds Needed for 2020-2021 Fiscal Year	Page 52	Action
	2. Proposal to Close the Library on Election Day November 3, 2020 and at 5:00 p.m. on November 2, 2020	Page 53	Action
M.	Schedule Meetings		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

Agenda Overview:

The Estimate of Funds sets the amount of the levy the library will request and is published in the newspaper. The amount is 8% higher than the monies to be received this year. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to ask for a higher amount than is actually budgeted for or allowed under the tax cap in case there is new construction in the district. If our levy amount was not high enough to cover the taxes that would be received from new construction we would lose that money. The counties always adjust our levy according to the tax cap so we don't actually get the money that is asked for in the levy.

I will give an update about the renovation at the Board Meeting.

There is a memo in the packet regarding Election Day. We are recommending that we close the library for regular service the night before and the day of the election in order to manage polling and potential lines of voters.

Laura Birmingham

Indian Prairie Public Library
Board of Trustees Minutes

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 September 16, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. September 16, 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.

iPhone one-tap :

US: +13126266799,,88369017674#,,,,,0#,,204922# or +13017158592,,88369017674#,,,,,0#,,204922#

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Webinar ID: 883 6901 7674

Passcode: 204922

International numbers available: <https://us02web.zoom.us/j/kMOc3q3Z7>

**Budget & Appropriations Hearing
September 16, 2020 – 6:30 p.m.**

- A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 6:30 p.m. Present were Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka Crystal Megaridis, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: none. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 6, 2020.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 6:40 p.m.

**Board of Trustees Regular Meeting
September 16, 2020 – 6:40 p.m.**

A. Roll Call

President Suriano 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.” Suriano verified that each trustee could hear the discussion. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

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

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

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

- C. Public Comment – Bukovac did not receive any email comments prior to tonight's meeting.

D. Communications and Announcements

1. Ritzman to Libraries re: Election of Library Trustees
2. Ritzman to Libraries re: November 3 Election Day

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 19, 2020
2. Action on Bills/Additional Bills
3. Minutes of Special Board Meetings, July 20, August 10, August 17, August 24, August 31, 2020
4. Ordinance #2020-7 Budget and Appropriations Ordinance for FY 2020/21
5. Estimate of Revenues FY 2020/21

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

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

For income, we've received a good portion of DuPage property taxes. Non-resident fees have been coming in at a fast pace. We are starting to see an uptick in the number of visitors and in circulation. Curbside pickup is still very high and most days all of the seating in the building is being used. Staff continues to look for opportunities to connect with our residents – we have embraced curbside pickup as a way to get items to patrons. Department heads continue to stay in touch with staff working remotely through one-on-one phone calls and Zoom department meetings. Bukovac did a Zoom presentation for staff regarding the renovation.

H. Department Reports

I. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – no report

- 5. Finance Committee – no report
- 6. Planning/Outreach Committee – no report
- 7. Policy Committee – no report

J. Unfinished Business

1. Renovation – Flooring and most of the furniture has been selected. We’re working on finishes and paint. We’ve looked at specialty lighting. Right now, it looks like bids will go out on November 2 and be due back on November 23. We’re looking at setting a board meeting on or around December 9 to discuss the architect’s recommendation and select the final bid. Construction will take 2 to 3 months and should start mid to late March. There’s at least a 16 week lead time for furniture. The Board began the discussion about whether the library should close the building for part or most of the project. The architect is recommending that we close for approximately 2 weeks during the most disruptive parts of the project (lobby tile removal and new carpet, stair work, first floor trenching, staff area carpet/paint). Bukovac expressed concerns about having the space to keep staff and the public socially distanced because some areas will be taken over by construction. Also, some staff won’t have a workroom for awhile. Seating and computers would not be available for the public. In addition to keeping patrons and staff safe, there may be a cost savings with closing the building. Whether the Board decides to close for some or most of the project, staff would continue to manage the phones, chats, and emails. Curbside pickup and online programming would continue. Wifi would be available in the parking lot and reading garden. The architects believe that closing for two months would be enough to get most of the project completed. The trustees asked Bukovac to convey to the architect to state in the bid documents that the library will close for the recommended two weeks and that the bid document include an alternate bid to show cost savings if the library closed for two months.

K. New Business

L. Meetings Scheduled

Special Board Meeting with architect to select finishes – September 14, 28 at 2:00 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 7:26 p.m. Damon moved, Krupicka seconded to adjourn the meeting. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Naves: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS SEPTEMBER, 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4662 - 4876	\$ 91,694.60
Fifth Third-Salaries	886 - 901	\$ 5,766.49
Hinsdale Bank-Direct Deposits	& 30770 - 30999	\$ 106,553.87

MONTH'S TOTAL: \$ 204,014.96

Indian Prairie Public Library District
 Account QuickReport - Vendors

As of September 30, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Liability Check	09/03/2020	4762	Nationwide Retirement	936.53
Liability Check	09/03/2020	4763	Vantagepoint	1,351.26
Liability Check	09/03/2020	4764	State Disbursement Unit	493.94
Liability Check	09/03/2020	4765	State Disbursement Unit	135.50
Bill Pmt Check	09/09/2020	4766	AT&T	434.30
Bill Pmt Check	09/09/2020	4767	Bean, Duane	430.00
Bill Pmt Check	09/09/2020	4768	Brand Strong Marketing	150.00
Bill Pmt Check	09/09/2020	4769	Carrera, Kristin	1,485.00
Bill Pmt Check	09/09/2020	4770	Cartwright, Karen	25.00
Bill Pmt Check	09/09/2020	4771	Colonial Life	82.53
Bill Pmt Check	09/09/2020	4772	Comcast	193.35
Bill Pmt Check	09/09/2020	4773	Current Technologies	1,876.00
Bill Pmt Check	09/09/2020	4774	Dynegy Energy Services	6,404.15
Bill Pmt Check	09/09/2020	4775	Dzierzbicki, Monica	55.00
Bill Pmt Check	09/09/2020	4776	Fletcher, Marissa	55.00
Bill Pmt Check	09/09/2020	4777	Fox Valley Fire & Safety	125.00
Bill Pmt Check	09/09/2020	4778	Grainger	376.00
Bill Pmt Check	09/09/2020	4779	Groot Industries, Inc.	361.84
Bill Pmt Check	09/09/2020	4780	Harling School of Irish Dance	100.00
Bill Pmt Check	09/09/2020	4781	Johnson, Raymond	150.00
Bill Pmt Check	09/09/2020	4782	Kline, Cindy	45.00
Bill Pmt Check	09/09/2020	4783	Kroeschell Service	3,258.00
Bill Pmt Check	09/09/2020	4784	Lesko, Barbara	11.00
Bill Pmt Check	09/09/2020	4785	NCPERS Group Life	48.00
Bill Pmt Check	09/09/2020	4786	Neviol Inc.	4,725.00
Bill Pmt Check	09/09/2020	4787	Product LLC	15,055.20
Bill Pmt Check	09/09/2020	4788	Sebert Landscaping	805.00
Bill Pmt Check	09/09/2020	4789	Specialty Mat Service	54.43
Bill Pmt Check	09/09/2020	4790	Szafranski, T.J.	55.00
Bill Pmt Check	09/09/2020	4791	Today's Business	630.00
Bill Pmt Check	09/09/2020	4792	Williams., Natalie	99.00
Liability Check	09/17/2020	4793	Nationwide Retirement	936.53
Liability Check	09/17/2020	4794	Vantagepoint	1,351.26
Liability Check	09/17/2020	4795	State Disbursement Unit	493.94
Liability Check	09/17/2020	4796	State Disbursement Unit	124.58
Bill Pmt Check	09/17/2020	4797	Asimakopoulos, Jennifer	99.00
Bill Pmt Check	09/17/2020	4798	Castro, Tori	25.00
Bill Pmt Check	09/17/2020	4799	Cerkanowicz, Barbara	15.00
Bill Pmt Check	09/17/2020	4800	Dzierzbicki, Monica	44.00
Bill Pmt Check	09/17/2020	4801	Jensen, Heather Forster	45.00
Bill Pmt Check	09/17/2020	4802	Kline, Cindy	10.00
Bill Pmt Check	09/17/2020	4803	Lakkaraju, Bhargavi	25.00
Bill Pmt Check	09/17/2020	4804	Schultz., Jack	99.00
Bill Pmt Check	09/17/2020	4805	Sheehan, Debbie	55.00

Indian Prairie Public Library District Account QuickReport - Vendors

As of September 30, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	09/17/2020	4806	Tarver, Catherine.	25.00
Bill Pmt Check	09/17/2020	4807	Twidell, Lexy	55.00
Bill Pmt Check	09/17/2020	4808	Wlosinski, Maria	57.75
Bill Pmt Check	09/17/2020	4809	Castro, Tori	13.00
Bill Pmt Check	09/17/2020	4810	Tarver, Catherine.	13.00
Bill Pmt Check	09/17/2020	4811	Baker & Taylor	5,111.81
Bill Pmt Check	09/17/2020	4812	Baker & Taylor (video)	158.34
Bill Pmt Check	09/17/2020	4813	Blackstone Audio, Inc.	536.24
Bill Pmt Check	09/17/2020	4814	Call One	274.82
Bill Pmt Check	09/17/2020	4815	Case Lots Inc.	495.20
Bill Pmt Check	09/17/2020	4816	Cengage Learning, Inc.	109.76
Bill Pmt Check	09/17/2020	4817	Center Point Large Print	50.64
Bill Pmt Check	09/17/2020	4818	Chicago Tribune Media Group	218.07
Bill Pmt Check	09/17/2020	4819	City of Darien	50.00
Bill Pmt Check	09/17/2020	4820	CNA Surety	30.00
Bill Pmt Check	09/17/2020	4821	Garvey's Office Products	26.91
Bill Pmt Check	09/17/2020	4822	Graham Cracker Comics	73.80
Bill Pmt Check	09/17/2020	4823	Grainger	2,084.00
Bill Pmt Check	09/17/2020	4824	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	09/17/2020	4825	Illinois Library Association	450.00
Bill Pmt Check	09/17/2020	4826	Ingram Library Services	695.28
Bill Pmt Check	09/17/2020	4827	Midwest Tape	5,918.40
Bill Pmt Check	09/17/2020	4828	Naik, Dhara	63.14
Bill Pmt Check	09/17/2020	4829	OverDrive	6,121.38
Bill Pmt Check	09/17/2020	4830	Pioneer Press	26.00
Bill Pmt Check	09/17/2020	4831	Quill	915.14
Bill Pmt Check	09/17/2020	4832	Recorded Books, Inc	475.91
Bill Pmt Check	09/17/2020	4833	TMobile	37.44
Bill Pmt Check	09/17/2020	4834	Uline	234.22
Bill Pmt Check	09/17/2020	4835	Unique	447.50
Bill Pmt Check	09/17/2020	4836	University of Chicago Library	35.00
Bill Pmt Check	09/17/2020	4837	Very Smart People LLC	400.00
Bill Pmt Check	09/17/2020	4838	YMCA Metropolitan Chicago	100.00
Bill Pmt Check	09/29/2020	4839	Allard, Jamie	109.00
Bill Pmt Check	09/29/2020	4840	Asimakopoulos, Jennifer	22.00
Bill Pmt Check	09/29/2020	4841	BCBS	13,574.48
Bill Pmt Check	09/29/2020	4842	Birmingham, Laura	99.00
Bill Pmt Check	09/29/2020	4843	Blackstone Audio, Inc.	90.00
Bill Pmt Check	09/29/2020	4844	Bunn, David	143.00
Bill Pmt Check	09/29/2020	4845	Canon Financial Services, Inc.	221.00
Bill Pmt Check	09/29/2020	4846	Case Lots Inc.	1,019.30
Bill Pmt Check	09/29/2020	4847	Cengage Learning, Inc.	740.53
Bill Pmt Check	09/29/2020	4848	Chavez, Jack	200.00
Bill Pmt Check	09/29/2020	4849	Colley Elevator Co.	2,200.50
Bill Pmt Check	09/29/2020	4850	Colonial Life	82.53

Indian Prairie Public Library District
 Account QuickReport - Vendors

10

As of September 30, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	09/29/2020	4851	Comcast	193.35
Bill Pmt Check	09/29/2020	4852	Czuba, Patricia	37.50
Bill Pmt Check	09/29/2020	4853	Dames, Mary	55.00
Bill Pmt Check	09/29/2020	4854	DEMCO	154.98
Bill Pmt Check	09/29/2020	4855	Dukes, Michelle	55.00
Bill Pmt Check	09/29/2020	4856	Dzierzbicki, Monica	22.00
Bill Pmt Check	09/29/2020	4857	Findaway World, LLC	26.94
Bill Pmt Check	09/29/2020	4858	Franklin, Christopher	25.00
Bill Pmt Check	09/29/2020	4859	Lakkaraju, Bhargavi	15.00
Bill Pmt Check	09/29/2020	4860	Lucarelli, Anthony	162.50
Bill Pmt Check	09/29/2020	4861	Midwest Tape	566.93
Bill Pmt Check	09/29/2020	4862	OverDrive	387.95
Bill Pmt Check	09/29/2020	4863	Pearson, Amy	25.00
Bill Pmt Check	09/29/2020	4864	Principal Life Insurance Company	1,086.06
Bill Pmt Check	09/29/2020	4865	Recorded Books, Inc	452.90
Bill Pmt Check	09/29/2020	4866	Runco	190.88
Bill Pmt Check	09/29/2020	4867	Schultz., Jack	31.00
Bill Pmt Check	09/29/2020	4868	Streett, Cathy	10.53
Bill Pmt Check	09/29/2020	4869	Suburban Door Check & Lock Service	106.00
Bill Pmt Check	09/29/2020	4870	The Library Store	28.91
Bill Pmt Check	09/29/2020	4871	Thompson, Latricia	57.00
Bill Pmt Check	09/29/2020	4872	Thomson Reuters West	82.68
Bill Pmt Check	09/29/2020	4873	Twidell, Lexy	22.00
Bill Pmt Check	09/29/2020	4874	VSP Vision	194.06
Bill Pmt Check	09/29/2020	4875	Welch, William	50.00
Bill Pmt Check	09/29/2020	4876	William, Natalie	22.00

Total 10122 - Fifth Third Checking
TOTAL

91,694.60
91,694.60

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	09/04/2020	3,377.84
EFTPS-Federal	Payroll taxes	09/04/2020	18,295.86
ILDOR-State	Payroll taxes	09/18/2020	3,433.52
EFTPS-Federal	Payroll taxes	09/18/2020	18,937.92
IMRF	Payroll Pension	09/18/2020	22,661.50
DAC	Deposit to HRA	09/01/2020	1,008.14
DAC	Deposit to HRA	09/08/2020	179.34
DAC	Deposit to HRA	09/09/2020	289.80
DAC	Deposit to HRA	09/15/2020	123.69
DAC	Deposit to HRA	09/22/2020	427.93
DAC	Deposit to HRA	09/29/2020	77.10
Nicor	Gas	09/15/2020	859.40
INB Bank/5/3	Credit Card Fee	09/15/2020	98.19
Hinsdale Bank	Fee-Direct Deposit	09/18/2020	69.50

2021 Days Closed

New Year's Day	Friday, January 1, 2021
Easter	Sunday, April 4, 2021
Memorial Day Sunday	Sunday, May 30, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Sunday, July 4, 2021
Independence Day Monday	Monday, July 5, 2021
Labor Day Sunday	Sunday, September 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Thursday, November 25, 2021
Christmas Eve	Friday, December 24, 2021
Christmas Day	Saturday, December 25, 2021
New Year's Eve	Friday, December 31, 2021

Indian Prairie Public Library
Special Board of Trustees Meeting
September 14, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

Present: Marian Krupicka, Victoria Suriano, Don Damon, Jamie Bukovac, Laura Birmingham, Tony Lucarelli, Debbie Sheehan, Natalie Williams, Ann Stovall, Tiffany Nash, Samantha Shepherd, Rachel Franceschina

Discussed paint, lighting, phasing of the project.

The meeting adjourned at 4:45 p.m.

Assistant Director's Report: October 2020

Building:

The construction of the new office in the Circulation workroom is complete. Joe did a fantastic job, as usual. The office is the first step for the new, larger workroom as laid out in the renovation plan.

We had an issue with the parking lots lights not turning on due to a blown fuse in the main contact. Joe had to run a new underground power line in order get the lights working again. He had talked to an electrician about the issue and got a repair quote. Joe saved us at least \$2,000 doing the work himself.

I have been managing the installation of the new pick-up window. Before the installation could begin, we had to move the curbside bags closer to the workroom (where the holds used to be). We also relocated the Passport desk to the old Recently Returned area (where the curbside bags were). Joe then moved Marquitta and Nancy's desks into the new office to make room for the new window.

Installation of the drive-up window began on Monday, October 12th. The window that arrived was too short for the space and a new window has been ordered in the correct size. The lead time on a new window is 3-4 weeks. In order to get our pickup service up and running and not wait the 3-4 weeks, I worked with Knudsen Construction to use the wrong-size window temporarily. The temporary window has been installed using plywood to make it fit, so the window is functional and will be open to patrons on Saturday, October 17th. The awning will be re-installed on Monday, October 19th. Knudsen has been great to work with on this project and will be back to install the correct window when it arrives.

IPPL Foundation and Friends:

The Book Nook made \$221.34 in September.

I have been evaluating the Friends' storage space and stock and have determined that we do not have enough stock to make an outdoor book sale worth the effort. We will be stocking the Book Nook with items from storage as well as sending some to Better World Books in order to move stock and continue to bring in some revenue.

Programming:

Cindy organized and hosted the following online programs in September:

<u>Date:</u>	<u>Program:</u>	<u>Attendance:</u>
9/1	Online - <i>Organizing Paper Recipes</i>	12
9/2	Online- <i>Chair Yoga</i>	25
9/9	Online- <i>Chair Yoga</i>	26
9/15	Online- <i>Lighthouses of The Outer Banks</i>	24
9/16	Online- <i>Chair Yoga</i>	26
9/22	Online- <i>Oldest Chicago</i>	27

9/23	Online- <i>Chair Yoga</i>	25
9/30	Online- <i>Chair Yoga</i>	22

Chef Dave Esau's "On Demand" cooking lesson had 16 views in September.

Since the chair yoga series continues to be popular, we are continuing it through November.

I have been working with Joe P. to take over management of the Current Events group and the Great Decisions series. Upcoming sessions will take place over Zoom.

Our Equity, Diversity, Inclusion Programming committee has determined that our new initiative will be called "Ignite Change", which will have its own program category and will be highlighted under this umbrella in eNews and the upcoming paper newsletter. Upcoming adult programs include:

- 10/27- *We Tell You What to Think: How Social Media Influencers Craft Political Narratives*
- 10/28 – *Emancipation to Inauguration: The Black Experience in Chicago*

Marketing Highlights:

- Dave updated our Darien, Willowbrook and Burr Ridge local history pages (ippl.info/learn-research/local-history) The updated look provides easier navigation and a much-needed style update so they now match our current website.
- Dave and Jill updated the Write-On video and it is now being used as a targeted paid advertisement on YouTube. It highlights submission details, prizes and the author program information. Dave also created online submission forms for both Write-On and Write-On Jr.
- Dave updated the "Get a Card" page to include a form to apply for a student card. He redesigned the page and it has a nice, clean look. ippl.info/ippl-card
- Dave produced 11 new YouTube videos for August. The most popular video this month was Heather reading *If You Give a Mouse a Cookie* at 54 views. Lexy's "Baby Tickles" video, which was published in April, is our most-popular video and had an additional 119 new views in September.

Personnel:

The library has hired Kyle Boyes as a part-time Temporary Building Services Associate. I had talked to Jamie about the need for extra assistance in order to get all the tasks relative to the building renovation done. This year, Joe has worked an unusually large amount of time for the National Guard and we anticipate it will continue in 2021. I was concerned about getting the projects completed in time. Jamie and I evaluated the personnel budget and I was given permission to make the hire. Kyle, who is also with the National Guard, is an assistant to Joe and he is managed by me. Kyle will be assisting with projects relative to the renovation and other larger projects, such as the outdoor steps, which did not get done in the spring due to Joe's active duty with the National Guard. Kyle started in late September and helped Joe complete the office in the Circulation Workroom. I anticipate he will work for us through the renovation.

Continuing Education:

Webinar: *The Art of Leading with Gratitude (Parts 1 & 2)* Led by Eric Keith of SirsiDynix. Some takeaways:

- Leaders have people that follow them while managers have people that work for them
- Gratitude inspires excellent work because people feel valued and rewarded. Leaders should maintain a ratio of at least 5 to 1 praise to criticism
- Always assume positive intent.
- “It’s not joy that makes us grateful, it’s gratitude that makes us joyful” – Brene Brown

Zoom Presentation: *Personality Tests for Staff Development* given by the RAILS Recharge Committee

Submitted by: Laura Birmingham

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

Continuing Education

Webinar: Online Marketing for Nonprofits (Covering Giving Tuesday in the time of COVID)

Webinar: Repurpose Your Content on Social Media

Website

I made a schedule for website content so we are always reviewing something and everything stays up-to-date. Dave and I also reviewed custom URLs- there were over 60 of them- and eliminated the ones that we won't use (like for one-time events.)

Video

Dave and I worked on a video for Write-On, which will be used for advertising for teens on YouTube.

Enews

We had a gain in general subscribers this month because of the new library card holders from the last few months that were added to the mailing list. BizConnect had a huge drop in subscribers to do invalid emails. We continue to send news on Thursdays and programming on Sundays.

General Enews Subscribers

August 31	16,618
September 30	16,896
Gain in subscribers	+278

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	292	-41
Teen Enews subscribers	156	-1

Enews Open & Click Rate

Date	Open Rate	Click Rate
BizConnect (Sept. 3)	19	4
Sept. 6	16	8
Sept. 10	18	5
Sept. 13	16	8
Sept. 17	17	7
Teen Enews (Sept. 16)	20	10
Sept. 20	15	8
Sept. 24	21	4

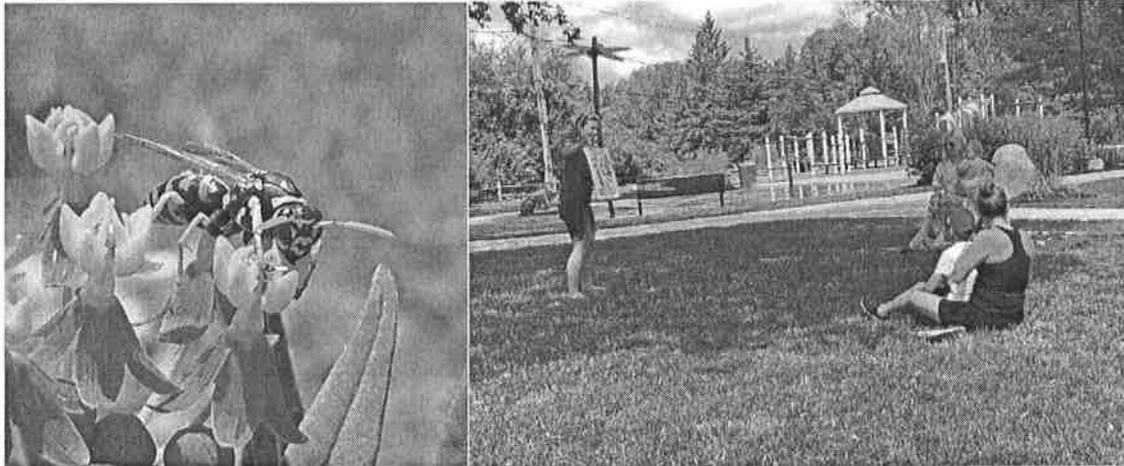
Social Media

Social Media continues to grow organically, except Twitter, which lost a follower. We are so close to hitting 2,000.

Channel	Likes/Followers	+/- (Since Aug 31)
Facebook (Likes)	1,969	+8
Instagram	674	+19
Twitter	1,092	-1
LinkedIn	158	+2
YouTube	169	+9

Fun Social Media Posts

Throughout the summer, we featured Prairie Patch posts, sharing the amazing photos by volunteer Cathy Streett. We also like to feature our amazing staff when we can, like this photo from the ever popular, storytime in the park.



Adult Services Monthly Report

September 2020

I'm getting to the last sections of weeding non-fiction. 100s, 600s, and 700s were completed. I'm working with Shirley on weeding the 200s and 500s as those were two of her sections to develop. I weeded and she is providing input on why she would not weed an item in those areas and then I'm making a final determination. The last area left is the 900s.

Kids & Teens asked me to investigate adding Eureka Math to our resources for homeschoolers. Many schools use this program to teach math to elementary students and we had a homeschool parent ask about access to it. I contacted the company but they do not have any subscription models in place for libraries.

To help other selectors understand their collections better, I trained Joe and Jennifer in using BlueCloud Analytics in pulling various statistical reports including grubby items (ie. Items that have exceeded a certain amount of circulations); circulation by call number; item counts; and weeding lists.

I worked with Meghna in Kids & Teens and trained her on pulling database statistics each month. She took to it very quickly and successfully completed the stats retrieval for this month.

I had a number of conversations with Ann and Anna regarding the biography project. We continue to refine certain "special" individuals such as religious figures and royalty.

One on ones

Three with Jamie
Two with Shirley
Three with Jennifer
Two with Joe
Two with Marissa

Monthly Highlights

- Shirley hosted a program on creating killer social media marketing strategies. While only three people attended all had excellent things to say about the program. "Thank you Sue. You gave powerful, engaging education for me. One of the best I attended online with a focus on marketing to customers." She continues to work with Downers Grove on setting up a joint programming series centered around topics of interest to businesses. The first series will be around digital marketing to be held next year (mainly due to ongoing changes in staff responsibilities at Downers Grove around programming).
- Jennifer worked with Marketing on promoting "Read an E-book Day". She highlighted selections in black fiction as well as series starters. She provided Overdrive graphics for the effort. She led the monthly book discussion group and reports although the group was small (six people out of 10 registered) it was the longest, most in-depth discussion she has led as a book group discussion leader. The book read was *The Subtweet* by Vivek Shraya. Jennifer reports the following interesting stats regarding our digital collections:

Overdrive: Checkouts dropped to the lowest number of the pandemic (6,399 compared to 6,614 in April) but September 2019 saw 4,382 checkouts. While Hot Picks checkouts

are at the lowest pandemic numbers (376), they are almost triple September 2019 (133).

Hoopla: Checkouts dropped from 2,935 in August to 2,794 in September (again more than double the 1,244 checkouts in September 2019). By format, audiobooks and comics numbers were consistent, while ebooks, movies, and TV shows saw larger declines. While some patrons hit the 25-item checkout limit, 66% of our 606 active users (400) borrowed 1-3 items.

- Joe created eight movie blogs to help cross promote our Binge Box collection. Binge Boxes are selections of four to six movies grouped around a theme. He wrote reviews on one movie contained in each box and this way the entire box was promoted, not just the individual movie. He also contributed 10 book reviews to the book review blog. He contacted the discussion leader for the Current Events Group that met at the library to see if they would like to take their discussions into a virtual environment using Zoom.
- Marissa created a list of the new teen fiction and sent it to Michelle in Kids & Teens to keep her informed as to what was being ordered for the collection. She ran a turnover analysis of the J Novel collection and found items are going out on average 2.4 times per item. From criteria being used at other libraries, turnover of over two per item is considered good. She completed four bibliographies in Overdrive and six for the website.

Community

- Shirley attended two WBBR Women in Business meetings; WBBR pre lunch meeting and program; WBBR Virtual Programming Committee meeting; and the Darien Chamber Board meeting.
- Jennifer reports demand for book club packets and titles for area groups are slowly increasing without any advertising from us. She plans to send a newsletter in October promoting these services as well as new book lists for book clubs. After fulfilling three requests in August, we provided 12 (5 new, 7 duplicate) book club packets in September. We also worked out an updated procedure with Patty to handle the printed support requests (2 in September and 2 thus far in October).
- Joe sits in on the Southwest Suburban Immigrant Project citizenship classes and promotes library resources and services. These take place on Tuesday evenings through a 14 week period.

Contributing to the Profession

- Shirley continues to coordinate the Southwest Suburban Business Librarians networking group and established a business mailing e-mail list hosted by RAILS to help facilitate communication outside of scheduled meetings.
- Jennifer attended an ARRT Steering Committee meeting and provided information to a librarian from Fountaindale on using Library Aware to deliver personalized recommendation responses.
- Marissa has been working with other presenters on her ILA panel for the program they will be presenting at ILA Annual.

Continuing Education

- Tony viewed "What is Cataloging Ethics?"; a Sirsi/Dynix webinar on "Leading with Gratitude"; had training with SWAN on examining COUNTER 5 statistical reports generated by database vendors; and had several discussions about leadership with Jamie.
- Joe attended the "Age Strong DuPage: Navigating the Aging Maze" webinar on 9/25, where 15 DuPage area organizations described what they do in relation to senior services.
- Marissa viewed the BookList Fall Youth Announcements and the ALA Graphic Novels Panel, part 2.

Meetings

- Department staff had their regular monthly department meeting where we discussed ongoing issues with patrons wearing masks and using spaces. Staff also viewed Jamie's presentation on the building remodel.
- Jennifer had a meeting with Hoopla about their upcoming additional circulation model, which will be much like Overdrive (1 copy, 1 person at a time) that will run parallel to their pay-per-circ model. We thought this would cause too much confusion for our patrons and are opting not to go with adding this to our Hoopla account, especially in light of the fact that it would just be duplicating what we already get in Overdrive.
- Marissa met with Jack in Kids & Teens to discuss turnover of new items collections in the department. It was decided that items four months old or older would be pulled regularly and this was a task that the department's Pages could do.

Programs

Date	Time	Program	Staff	Attendance
12-Sep	10:00 a.m.	Southwest Suburban Immigrant Project Voter Reg.	Joe/Laura	83
16-Sep	10:00 a.m.	Online: Coworking Wednesday	Shirley	0
16-Sep	7:00 p.m.	Online Book Club: <i>The Subtweet</i>	Jennifer	6
17-Sep	12:00 p.m.	How to Create Killer Social Media Marketing	Shirley	3
22-Sep	10:00 a.m.	Southwest Suburban Immigrant Project Voter Reg.	Joe/Laura	35
23-Sep	10:00 a.m.	Online: Coworking Wednesday	Shirley	0
24-Sep	1:00 p.m.	Online: Genealogy Group	Joe/Catherine	19
30-Sep	10:00 a.m.	Online: Coworking Wednesday	Shirley	0
			Total	146

Social Media & e-Newsletter Reach

- Bestseller Preview (send bimonthly, links both to SWAN and Overdrive)
 - 9/1: opened by 211/490 subscribers (43% open rate) and 100 clicks
 - 9/15: opened by 205/489 subscribers (42% open rate) and 169 clicks
- New eBooks (send bimonthly)

- 9/1: opened by 91/186 (49% open rate) and 6 clicks
- 9/15: opened by 87/185 (47% open rate) and 52clicks

Proctoring

- Shirley proctored four tests for one student this month.

Circulation Services
September 2020

User Experience

Patrons are continuing to enjoy the curbside pickup option. In September, 2,998 patrons used this service with an average of 125 pickups per day. As the weather is changing and it is getting dark earlier, we are looking forward to the installation of the new drive-up window.

Community

Passports: We resumed passport acceptance on October 1. All staff who were passport acceptance agents previously have been recertified. We set up Passport Services in the area that was the Curbside bag area. RAILS has started a passport list serv. This should be very valuable in sharing information with other libraries.

Library Cards: We started offering Student Cards in September. This is a restricted card that we are issuing to students 13 -18 without their parent's signature. We issued 1 card in September.

We are also offering our community the option of applying for a library card remotely. We have a form on our website that they can use instead of coming into the library. By mailing the card to the patron, we are verifying their address. We issued 72 of these cards in September.

Notary Public: We notarized 45 documents in September.

Staff

We hired Rachel Hofstetter as our newest Circulation Associate. We plan on doing more interviews next month.

Continuing Education

Sept. 10	RAILS Roundtable - Passports
Sept. 16	SWAN Circulation Advisory
Sept. 29	SWAN Update

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report September 2020

Improvements for Public, User Experience & Strategic Goals

eLibrary Takeout – We added two new Rokus with the AcornTV to our list of streaming services. We have a total of 30 Rokus with seven different streaming services.

Tech Takeout – Added a donated Nintendo Wii console gaming system.

Statistics

- 3D Printer- Processed 11 requests. Interesting Print: doll house frames, desk organizer, and personal nametag.
- Carvey – Had no requests.

3D Prints: Desk Organizer



- Tech Takeout Checkouts - 79 unique users & 100 total checkouts
- Curbside Printing- 31

Public Technology Programs & Classes

- 4 classes total- 2 Live Online & 2 in-person offered with total attendance/views: 14
- 2 - 1-on-1 Patron Assistance: E-mail on phone and Setting up Zoom on phone
- 4 videos created and published in September. Total views: YouTube views: 106
 - LinkedIn Basics: 8 views
 - Tech Takeout Talk: Roku: 25 views
 - Technology Training with Lynda [Lynda.com part 1]: 20 views
 - Finding Videos and Courses [Lynda.com part 2] 39 views
 - Microsoft Word Resume Templates: 4 view
 - Google Drive Basics: 10 views

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tue. Sept. 8, 5:30 p.m. – In-Person	iPhone Basics	Dave	5
Wed. Sept 9, 5:30 p.m. - In-Person	Android Basics	Ann	1
Mon. Sept. 14, 6:30 p.m. – live online	LinkedIn Basics	Mike	6
Tue. Sept. 29, 6 p.m. – live online	Microsoft Word-Ask an Expert	T.J.	2

Technology Projects

Security Camera System - Brett has started to research options to replace our current system. He has sent several options to Dave and Laura to review.

Tech Takeout/Library of Things- T.J. created a collection management guidelines for the Tech Takeout collection.

Continuing Education

T.J. attended the following webinars: Using Data in Libraries, Report Redesign, Introducing Emerging Tech to Staff and Customers, Usability Testing and Journey Maps

I attended Computers in Libraries/Internet Librarian Virtual Conference from 9/21-9/25.

Ann M. Stovall, Head of Technical & Computer Services, October 12, 2020

**Youth Services
Monthly Report to the Board
September 2020**

Programs

In September, Youth Services presented 96 programs serving 375 people.

Of these programs, 16 were Book Buddies, 18 were Storytime 1-on-1s, and 22 were Mini Musicians, which are all personal, one-on-one services that we have been offering families to support learning and reading.

Date	Description	K&T Staff	Attendance
1-Sep	Storytime One-on-One	Lexy	3
1-Sep	Storytime One-on-One	Lexy	2
1-Sep	Out-Loud Reading Club: A Whole New Ballgame	Tricia	1
2-Sep	Book Buddies	Natalie	1
2-Sep	Out-Loud Reading Club	Natalie	3
2-Sep	Storytime One-on-One	Lexy	2
2-Sep	Mini Musicians	Heather	1
2-Sep	Mini Musicians	Heather	1
3-Sep	Book Buddies	Monica	2
3-Sep	Out-Loud Reading Club: Hoot	Jack	3
5-Sep	Kids & Teens Group Hike (cancelled)	Jimmy, Michelle	0
5-Sep	Book Buddies	Monica	1
8-Sep	Out-Loud Reading Club: A Whole New Ballgame	Tricia	2
8-Sep	Storytime One-on-One	Lexy	3
8-Sep	Storytime One-on-One	Lexy	1
8-Sep	Maker Grab Bag: CD Racer	Jack	5
8-Sep	Wow Nail Art	Michelle, Jack	7
9-Sep	Book Buddies	Lexy	1
9-Sep	Storytime One-on-One	Lexy	2
9-Sep	Book Buddies	Natalie	1
9-Sep	Out-Loud Reading Club	Natalie	3
9-Sep	Stories + STEAM	Lexy, Meghna, Megan	30
10-Sep	Graphic Novel Book Club: New Kid	Tricia	2
10-Sep	Book Buddies	Monica	2
10-Sep	Storytime One-on-One	Heather	2
10-Sep	Mini Musicians	Heather	2
10-Sep	Mini Musicians	Heather	3
11-Sep	Storytime One-on-One	Lexy	2
11-Sep	Mini Musicians	Heather	2
11-Sep	Mini Musicians	Heather	1
11-Sep	Book Buddies	Meghna	1
11-Sep	Book Buddies	Meghna	1
14-Sep	Cooking Science: Spherification	Jack	10

14-Sep	Outdoor Family Storytime	Heather, Lexy	12
14-Sep	Out-Loud Reading Club: Francine Poulet and the Ghost Raccoon	Monica	2
14-Sep	Mini Musicians	Heather	1
14-Sep	Mini Musicians	Heather	1
14-Sep	Mini Musicians	Heather	2
15-Sep	Out-Loud Reading Club: A Whole New Ballgame	Tricia	2
15-Sep	Storytime One-on-One	Lexy	4
15-Sep	Storytime One-on-One	Lexy	1
15-Sep	Homeschoolers Discussion Group	Monica	2
16-Sep	Book Buddies	Natalie	1
16-Sep	Out-Loud Reading Club	Natalie	3
16-Sep	Book Buddies	Lexy	2
16-Sep	Storytime One-on-One	Lexy	2
16-Sep	Stories + STEAM	Lexy, Meghna, Megan	28
16-Sep	Mini Musicians	Heather	2
16-Sep	Mini Musicians	Heather	2
17-Sep	Book Buddies	Monica	2
17-Sep	Storytime One-on-One	Heather	2
17-Sep	Mini Musicians	Heather	2
17-Sep	Homeschooling SMART: Folk Art Central & South America	Monica	13
17-Sep	Graphic Novel Book Club: New Kid	Tricia	2
17-Sep	Read out loud Hoot	Jack	2
17-Sep	Outdoor Family Storytime	Lexy, Heather	23
17-Sep	Online Rainbow Club	Michelle	0
18-Sep	Online Teen Babysitter's Club Discussion Group	Michelle	0
19-Sep	Book Buddies	Monica	1
19-Sep	TASC Meeting	Michelle	15
21-Sep	Book Buddies	Monica	2
21-Sep	Out-Loud Reading Club: Francine Poulet and the Ghost Raccoon	Monica	2
21-Sep	Outdoor Family Storytime	Lexy, Heather	23
21-Sep	Mini Musicians	Heather	2
21-Sep	Mini Musicians	Heather	1
21-Sep	Mini Musicians	Heather	3
22-Sep	Out-Loud Reading Club: A Whole New Ballgame	Tricia	2
22-Sep	Storytime One-on-One	Lexy	4
22-Sep	Storytime One-on-One	Lexy	2
22-Sep	Storytime One-on-One	Lexy	2
22-Sep	Book Buddies	Lexy	2
22-Sep	Miniatures Painting D&D	Jack	8
22-Sep	Online Teen Charades	Michelle	2
22-Sep	Homeschoolers Discussion Group	Monica	0
23-Sep	Storytime One-on-One	Lexy	3
23-Sep	Storytime One-on-One	Lexy	2
23-Sep	Out-Loud Reading Club	Natalie	2
23-Sep	Stories + STEAM	Lexy, Meghna, Megan	26

24-Sep	Graphic Novel Book Club: New Kid	Tricia	2
24-Sep	Book Buddies	Monica	2
24-Sep	Ghosts in the Garden	Monica	14
24-Sep	Outdoor Family Storytime	Lexy, Heather	18
24-Sep	Out-Loud Reading Club: Hoot	Jack	1
24-Sep	Storytime One-on-One	Heather	2
24-Sep	Mini Musicians	Heather	2
24-Sep	Mini Musicians	Heather	3
25-Sep	Mini Musicians	Heather	1
25-Sep	Mini Musicians	Heather	2
25-Sep	Online Teen Babysitter's Club Discussion Group	Michelle	0
28-Sep	Out-Loud Reading Club: Francine Poulet and the Ghost Raccoon	Monica	2
28-Sep	Mini Musicians	Heather	1
28-Sep	Mini Musicians	Heather	2
28-Sep	Mini Musicians	Heather	3
29-Sep	Homeschoolers Discussion Group	Monica	1
30-Sep	Online-Teen Improv Reader's Theater	Michelle	1
30-Sep	Book Buddies	Monica	1
	TOTAL:		375

Stories + STEAM

In September, Lexy Twidell and Megan Lawrence kicked off a new series of Stories + STEAM programming. This time around, they are using the K-W-L learning method to enhance the educational aspect of the program in order to meet the community's increasing need for ways to learn from home. Participants are given a Learning Journal for each month that identifies what overall topic will be covered and includes worksheets to fill in for each class's subtopics. During class, Lexy teaches through the K-W-L method by encouraging participants to ask "What do I already know about this topic?" and discuss "What do I wonder about this topic?" so that after class, they can answer "What have I learned about this topic?" The Learning Journals also include a list of resources to encourage further self-guided learning if desired.

Outdoor Family Storytimes

Lexy Twidell and Heather Forster Jensen successfully held 5 outdoor family storytimes, including one in partnership with Barbara's Bookstore. The interest for these programs was very high with registration continually filling up, even after adding more spaces, though the actual attendance was moderate. Storytimes were held at the Darien Community Park across from the library, which allowed Lexy and Heather to create plenty of socially distanced spaces for participants.

Grab Bag Events and Activities

Date	Description	K&T Staff	Participants
1-Sep	LittleShop at Home Activity Packet: If You Give a Mouse a Cookie	Heather	30
13-Sep	Illinois State Award Challenges completed	Monica	2
14-Sep	Cooking Science: Spherification	Jack	10
15-Sep	LittleShop Mystery Bags	Heather	19
15-Sep	LittleShop at Home Activity Packet: If You Give a Moose a Muffin	Heather	30
28-Sep	Teen Make and Take: DIY Leaf Garlands	Jimmy	16
30-Sep	"Fit Matters" Mask Adjustment Kits	Heather	19
30-Sep	LittleShop at Home Activity Packet: If You Give a Mouse a	Heather	22

Cookie			
30-Sep	LittleShop at Home Activity Packet: If You Give a Moose a Muffin	Heather	16
Sep 1-30	Sight Word Scavenger Hunt	Lexy	8

Sight Word Scavenger Hunt

Lexy Twidell set up a Sight Word Scavenger Hunt in the Prairie Patch as an educational activity for learners in grades K-2. Participants sought out 15 basic sight words that were hidden in the garden beds and used them to fill in a clue sheet that contained spaces to decode a secret message while building basic sentences. Many clue sheets were given out to patrons, though only 8 returned a completed sheet to receive a prize book at the Kids and Teens desk.

LittleShop at Home

Heather Forster Jensen began a new series for LittleShop at Home, highlighting the 35th Anniversary of the "If You Give" series, beginning with "If You Give a Mouse a Cookie" by Laura Numeroff. Over the course of four months, nine different activity packs will be released, available digitally to the LittleShop at Home email distribution list and in print at the library, each with a coordinating video book reading and message from Heather. Heather now sends the LittleShop at Home emails to 30 families, and other families have had the opportunity to pick up the activity packets from the library. Each packet will remain available while supplies last.

Beanstack

In total, patrons earned 167 badges and logged 572 books this month. 46 new readers joined our Beanstack and 83 people enrolled in a challenge.

Here is the reader breakdown per challenge:

- Pet Reading Challenge: 32 readers
- 2021 Caudill Challenge: 13 readers
- 2021 Bluestem Challenge: 9 readers
- 2021 Monarch Challenge: 13 readers
- Baby Book Bees: 2 readers
- 2021 Lincoln Challenge: 6 readers
- 1,000 Books Before Kindergarten: 8 readers

Antiracist Reading Challenge

Jimmy Doane - along with supervision and contribution from Natalie Williams - created and launched the Antiracist Reading Challenge on Beanstack for kids between the ages of 12 and 18. The challenge is structured similarly to the award book challenges already in Beanstack. The process of creation included curating and finalizing a reading list, using that reading list to create the badges within the software. As of October 1, the challenge is available for registration.

Supporting Students

Monica Dzierzbicki provided direct one-on-one resources and support to Homeschool students and to students learning at home. Among these were resources for phonics, vocabulary, reading and writing support. Resources included a collection of books, as well as learning board games, language resources, tech-based items, and databases. Parents have shared their appreciation for the personal service they receive. They especially value the support during this time of uncertainty of remote learning and first-time homeschool lesson planning.

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

- sending database and Beanstack resources to all area K-8 school districts
- facilitating Hoopla access
- assisting faculty from Districts 62 and 180 in managing overdue materials and fines
- sending schools and patrons direct emails on new Supporting Students and Homeschool Resources webpages, registering for IPPL library cards online
- updating the Supporting Students and Homeschoolers Resource webpages, information on textbooks available at IPPL and readers advisory

Michelle Dukes shared a virtual backpack flyer for the *Write On!* campaign with several middle and high schools.

Teen Feedback

Michelle Dukes has been verbally surveying TASC members during Zoom meetings about why we've seen low attendance in Outdoor Teen Programs. A number of teens said they preferred to practice staying safe at home. One teen told Michelle and the rest of the group that here parents feel that if schools are not open for in-person learning at this time, they do not feel comfortable allowing their children to go to the library for in-person programs even if precautions are being taken such as face masks, etc.

Community

Date	Description	K&T Staff	Attendance
2-Sep	Write-On! Westview Hills	Michelle	2
2-Sep	Write-On! Eisenhower Jr. High	Michelle	1
2-Sep	Write-ON! Gower Middle	Michelle	1
3-Sep	Meeting with TASC member Lily for MLK project	Michelle	1
3-Sep	Meeting with TASC member Eva for MLK project	Michelle	1
5-Sep	Provided District 66 Librarian with paired EBSCO database resources for Middle Grade Students	Monica	1
8-Sep	Write-On! Planning with Gift Of Carl	Michelle	1
8-Sep	Sent to Mid-Kid and Homeschool families highlights of services, custom programs and September and October LibCal programs	Monica	64
9-Sep	Meeting with TASC member Ollie for MLK project	Michelle	1
9-Sep	Shared IPPL web links to teacher requesting library card registration information to share with students families	Monica	1
15-Sep	User testing	Meghna	1
15-Sep	Provided District 66 Librarian with paired EBSCO database resources for Middle Grade Students	Monica	1
15-Sep	Confirmed number of schools and/or school districts that shared or created curriculum using the Darien 4H Chick Incubation project	Monica	9
18-Sep	Barbara's Bookstore Storytime	Lexy, Heather	10
21-Sep	Write-On! Virtual Backpack Westview Hills	Michelle	2
21-Sep	Write-On! Virtual Backpack Eisenhower Jr. High	Michelle	1
21-Sep	Sent to School Facility group. Programs, grants and resources update.	Monica	8
21-Sep	Assisted District 61 Librarian and teacher with Hoopla access	Monica	2
22-Sep	Mtg with TASC member for Girls Who Code	Michelle	1
23-Sep	Write-On! Virtual Backpack Hinsdale South	Michelle	1
28-Sep	Write-On! virtual backpack flyer Hinsdale Central	Michelle	1
28-Sep	Write-On! virtual backpack flyer Downers Grove North	Michelle	1
28-Sep	Write-On! virtual backpack flyer Downers Grove South	Michelle	1

28-Sep	Write-On! virtual backpack flyer Lyons Township	Michelle	2
28-Sep	Parent Advisory Board meeting	Lexy, Natalie	5
30-Sep	Write-On! virtual backpack Gower Middle	Michelle	1
30-Sep	Write-On! Virtual Backpack Cass Jr	Michelle	1
30-Sep	Write-On! Virtual Backpack Lakeview	Michelle	1
30-Sep	Write-On! Virtual Backpack Burr Ridge	Michelle	1

Prairie Patch

Lead by volunteer extraordinaire, Cathy Streett, we are starting to winterize the Prairie Patch. This includes planting cover crops (red clover, oats, and peas) to help add nitrogen into the soil for healthier plants next year. In September, we gave away 51.5 pounds of fresh herbs and veggies.

Contributing to the Profession

Date	Description	K&T Staff
3-Sep	Early Chapter Collection Development request from Naperville Pub Lib.	Monica
21-Sep	Email with new teen programmer at Rocky Hill, CT library to answer questions about online teen programming	Michelle
28-Sep	Email with MLIS student	Michelle

Continuing Education

Date	Description	K&T Staff	Hours
3-Sep	Growing Together: Gardening With Kids	Monica	1
4-Sep	Database Playdate	Michelle, Monica, Jimmy, Heather, Jack, Natalie	4
7-Sep	Creating a "Yes" Culture	Tricia	1
8-Sep	Web Junction training - Digital Literacy: Libraries Respond to Community Needs	Tricia	1
9-Sep	Unruly Splats Webinar	Jack	1
10-Sep	Counting on the Early Years: Promoting Math Learning for Toddlers	Heather	1
11-Sep	OCLC Virtual Town Hall: Libraries and the COVID-19 Crisis	Lexy	1.5
15-Sep	Balancing Books and Social Issues: Homelessness and Trauma	Tricia	1
16-Sep	Food Literacy During the Pandemic	Jack	1
16-Sep	How to make stress your friend	Michelle	0.25
9/21- 9/25	Computers in Libraries	Jack	20
22-Sep	Extreme Customer Service	Tricia	1
25-Sep	Delivering Bad News to Customers	Tricia	1
29-Sep	Makerbot: 3D printing in Hybrid classroom	Jack	1
30-Sep	Girls Who Code: launching your club	Michelle	0.5
30-Sep	GWC Facilitating Virtual Clubs	Michelle	1
30-Sep	The Reference Interview	Tricia	1
			38.25

Practicum Project

The K&T team has been working with College of DuPage LTA Intern Anthony Hatten who is doing a practicum project. For his project, he is learning about youth services by meeting with each of the

librarians, he shadowed staff on the desk, and he is creating a new service – a creative writing challenge presented on Beanstack, which will guide teens work through writing and submitting a short story for Write On!

Submitted by Natalie Williams, Head of Youth Services 10/10/2020

STATISTICS FOR	Sep-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	19,273	28,029	56,180	90,973	-38.25%
Teen	1,257	1,875	4,110	7,266	-43.44%
Kids	11,771	15,578	31,280	50,998	-38.66%
ILLS Sent	2,188	3,098	3,691	10,024	-63.18%
TOTAL	34,489	48,580	95,261	159,261	-40.19%
Electronic Circulation	9,930	6,821	31,770	21,281	49.29%
GRAND TOTAL CIRC.	44,419	55,401	127,031	180,542	-29.64%
% Reciprocal Borrowing	8%	13%	8%	13%	
Patron Visits	9,860	24,032	27,642	80,930	-65.84%
<u>Current Cards</u>					
Resident	142	125	22,850	23,095	-1.06%
Non-Resident	95	76	828	1,098	-24.59%
TOTAL	237	201	23,678	24,193	-2.13%
<u>Patron Assistance</u>					
Adult - Reference	1,621	2,429	4,394	8,143	-46.04%
Kids - Reference	893	1,454	2,518	6,364	-60.43%
Technology - Reference	1,097	1,100	3,232	3,644	-11.31%
TOTAL REFERENCE	3,611	4,983	10,144	18,151	-44.11%
Adult - Other	192	467	566	1,577	-64.11%
Kids - Other	9	93	40	399	-89.97%
Technology - Other	16	33	57	174	-67.24%
TOTAL OTHER	217	593	663	2,150	-69.16%
GRAND TOTAL ASST.	3,828	5,576	10,807	20,301	-46.77%
<u>ILL/Reserves</u>					
Holds	8,056	7,581	23,165	23,738	-2.41%
ILLS Sent	2,188	3,098	3,691	10,024	-63.18%
ILLS Checked Out	3,731	4,184	6,849	13,368	-48.77%
ILLS Received	3,731	4,602	6,849	14,830	-53.82%
<u>Programs - Adult</u>					
# Programs	14	18	40	38	5.26%
Attendance	260	350	742	913	-18.73%
<u>Technology Classes</u>					
# Programs	8	5	22	18	22.22%
Attendance	106	42	312	146	113.70%
<u>Individual Technology Training</u>					
# of Patrons	60	257	200	1,248	-83.97%
<u>Groups</u>					
# Programs	2	14	8	37	-78.38%
Attendance	25	146	103	383	-73.11%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	12	5	31	14	121.43%
Attendance	29	65	125	148	-15.54%
<u>Programs - Kids</u>					
# Programs	90	62	284	214	32.71%
Attendance	365	963	1,249	5,007	-75.05%
GRAND TOTAL ATT.	845	1,823	2,731	7,845	-65.19%

STATISTICS FOR	Sep-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	1,227	2,644	3,494	8,776	-60.19%
Kids Computers	98	461	297	2,440	-87.83%
Teen Laptop	9	42	9	197	-95.43%
Adult Laptop	5	64	5	221	-97.74%
TOTAL PATRON USE	1,339	3,211	3,805	11,634	-67.29%
Hours Used					
Adult Computers	868	2,130	2,373	6,929	-65.75%
Kids Computers	59	280	133	1,778	-92.52%
Teen Laptop	11	45	11	191	-94.24%
Adult Laptop	8	103	8	337	-97.63%
TOTAL HOURS USED	946	2,558	2,525	9,235	-72.66%
Wireless Total Connections	4,850	9,462	12,775	28,392	-55.00%
IPPL Total Web Site Access	75,245	44,916	189,855	98,750	92.26%
IPPL Total Page Views	90,176	49,019	229,058	145,132	57.83%
Subscription Database Logins	2,716	2,916	7,999	8,706	-8.12%
Outreach-Homebound					
Items Delivered	110	136	338	407	-16.95%
Volunteers					
Number Active	22	54			
Hours Worked	59	368	168	1,338	-87.44%
Staff Training Hours	97	244	241	380	-36.58%
Conference Room Usage	102	439	132	1,384	-90.46%
Study Table Usage	70		98		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - September 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
ADULT								
Reference	493	1	1	493	4	0	5	1
Non-Fiction	39460	247	335	39372	505	1405	752	1740
Fiction	34476	433	804	34105	825	1247	1258	2051
ADULT TOTALS	74429	681	1140	73970	1334	2652	2015	3792
KIDS								
Non-Fiction	11550	46	1	11595	261	47	307	48
Fiction	22583	180	199	22564	370	611	550	810
KIDS TOTALS	34133	226	200	34159	631	658	857	858
TEEN								
Non-Fiction	444	1	0	445	5	1	6	1
Fiction	3793	16	9	3800	41	57	57	66
TEEN TOTALS	4237	17	9	4245	46	58	63	67
BOOK TOTALS	112799	924	1349	112374	2011	3368	2935	4717

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6371	32	72	6331	134	62	166	134
Music CDs	5855	22	83	5794	32	1	54	84
Playaway	374	0	1	373	4	0	4	1
DVDs (DVD & Blu-ray)	20610	29	170	20469	342	567	371	737
ADULT TOTALS	33210	83	326	32967	512	630	595	956
KIDS								
Audiobooks on CD	540	4	0	544	3	1	7	1
Music CDs	269	0	1	268	1	1	1	2
Playaway	112	1	0	113	5	0	6	0
DVDs (DVD & Blu-ray)	4245	25	31	4239	12	65	37	96
KIDS TOTALS	5166	30	32	5164	21	67	51	99
TEEN								
Audiobooks on CD	211	4	0	215	5	0	9	0
Playaway	19	0	0	19			0	0
DVDs (DVD & Blu-ray)	3	0	0	3	0	434	0	434
TEEN TOTALS	233	4	0	237	5	434	9	434
AUDIOVISUAL TOTALS	38609	117	358	38368	538	1131	655	1489

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	166	4	0	170	12	0	16	0
Tech Takeout (except digital content devices)	114	2	0	116	1	2	3	2
CD-ROMs	1	0	0	1	0	34	0	34
ADULT TOTALS	281	6	0	287	13	36	19	36
KIDS								
Kits (STEM, Book bundles, etc.)	153	1	1	153	0	4	1	5
Puzzles (New Aug. 2018)	16	0	0	16			0	
Playaway Launch Pads	22	0	0	22			0	0
KIDS TOTALS	191	1	1	191	0	4	1	5
TEEN								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	710	11	0	721	45	1	56	1
Board Games	98	2	1	99	1	0	3	1
TEEN TOTALS	814	13	1	826	46	1	59	2
OTHER TOTALS	1286	20	2	1304	59	41	79	43
COLLECTION TOTALS	152694	20	2	152712			3669	6249

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Sept 2020

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)	23,273	117	23,390	212	329
eMedia (Overdrive Advantage)	6,335	142	6,477	223	365
Preloaded eReaders	100	0	100	12	12
eBook Totals	353,386	99,847	453,233	435	694
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	5,834	30	5,864	26	56
eMedia Advantage (Overdrive)	1,380	44	1,424	43	87
Preloaded Adult Audiobook iPods	88	16	104	15	31
Audiobook Total	76,574	23887	100,461	84	174
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037	0	15,037	N/A	N/A
Preloaded Adult Roku Titles	1,226	1	1,227	10	11
Preloaded Family Roku Titles	184	0	184	1	1
Video Totals	16,447	1	16,448	11	12
Total Audiovisual	334,725	23,888	358,613	530	186
Collection Totals	688,111	123,735	811,846		880

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2020

Balance on hand as of August 31, 2020.....	3,550,267.55
Cash Receipts for September.....	1,137,205.49
Cash Disbursements for September.....	273,704.69
Cash on hand as of September 30, 2020.....	4,413,768.35

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.127%	
General.....	1,969,234.49
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,881.05
Children's Endowment.....	3,063.10
Endowment.....	11,857.20
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	40,142.84
Hinsdale Bank & Trust - Checking.....	60,289.84
Fifth Third - Savings - Rate 0.15%	
General.....	392,542.16
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2020.....	4,413,768.35

FUND BALANCES AS OF 9/30/2020

Corporate Fund.....	4,253,314.49
Building & Maintenance Fund.....	62,925.66
I.M.R.F. Fund.....	1,687.49
Liability Fund.....	(852.97)
Social Security Fund.....	11,357.27
Special Reserve Fund.....	5,881.05
Current Liabilites.....	79,455.36
Grand Total All Funds.....	4,413,768.35

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

Percent of Year: 25.00

	RECEIVED Sept 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,121,950.76	3,499,635.86	93.55%	3,740,844.00	241,208.14
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	1,121,950.76	3,499,635.86	93.55%	3,740,844.00	241,208.14
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMR/ICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	254.49	786.25	0.00%	0.00	-786.25
TOTAL INTEREST	254.49	786.25	0.00%	0.00	-786.25
DESK MONIES					
45100 · Copier	147.65	388.20	16.88%	2,300.00	1,911.80
45120 · Computer Copies	560.13	1,532.28	20.43%	7,500.00	5,967.72
45130 · Fax	138.82	305.47	61.09%	500.00	194.53
45200 · Fines/Fees	1,816.80	5,010.29	20.04%	25,000.00	19,989.71
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	576.70	1,277.21	31.93%	4,000.00	2,722.79
45350 · Non-Resident Fees	9,300.54	32,034.42	68.16%	47,000.00	14,965.58
45450 · Top Picks	2.00	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	64.50	169.50	33.90%	500.00	330.50
45650 · 3D Printing	21.75	21.75	8.70%	250.00	228.25
45660 · Carvey	0.00	0.00	0.00%	50.00	50.00
45700 · Passport Fees	0.00	0.00	0.00%	17,500.00	17,500.00
45750 · Notary Fees	58.00	157.00	22.43%	700.00	543.00
TOTAL DESK MONIES	12,686.89	40,903.92	38.66%	105,800.00	64,896.08
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	250.00	250.00
46700 · Miscellaneous	0.00	0.00	0.00%	2,000.00	2,000.00
46800 · Collection Agency Fee	40.00	50.00	33.33%	150.00	100.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	40.00	50.00	2.08%	2,400.00	2,350.00
GRAND TOTAL	1,134,932.14	3,594,537.28	92.12%	3,902,205.00	307,667.72

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Indian Prairie Public Library District Consolidated Expenditures Report for September 2020

Percent of Year: 25.00

	September 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	158,532.49	477,769.25	20.83%	2,294,105.00	1,816,335.75		
61310 · Benefits - Medical / Life Ins.	12,593.34	36,161.53	20.70%	174,732.00	138,570.47		
61330 · Benefits - IMRF	16,913.06	49,855.61	22.76%	219,079.00	169,223.39		
61340 · Benefits - FICA	11,943.89	35,997.74	21.11%	170,513.00	134,515.26		
61400 · Staff Development	0.00	817.86	5.38%	15,200.00	14,382.14		
61600 · Board Development	450.00	450.00	60.00%	750.00	300.00		
61710 · Workers Compensation	-306.00	5,646.00	94.86%	5,952.00	306.00		
61720 · Unemployment Insurance	101.47	334.58	11.15%	3,000.00	2,665.42		
61730 · Expense Reimbursement	1,596.50	1,596.50					
TOTAL PERSONNEL	201,824.75	608,629.07	21.11%	2,883,331.00	2,276,298.43	3,171,664.00	19.19%
MATERIALS							
62100 · Books	6,433.15	24,722.38	14.49%	170,650.00	145,927.62		
62200 · Periodicals	26.00	7,018.56	26.66%	26,325.00	19,306.44		
62300 · Audio	1,944.69	6,823.64	19.30%	35,350.00	28,526.36		
62400 · Video	832.08	3,927.28	8.94%	43,950.00	40,022.72		
62500 · Multi-Media	28.47	41.93	0.37%	11,250.00	11,208.07		
62600 · eMaterials	11,797.07	80,636.89	47.80%	168,700.00	88,063.11		
62700 · Console Games	0.00	1,487.79	21.25%	7,000.00	5,512.21		
62800 · ESL	0.00	0.00	0.00%	1,000.00	1,000.00		
62900 · Materials Supplies	880.60	2,868.28	13.66%	21,000.00	18,131.72		
TOTAL MATERIALS	21,942.06	127,526.75	26.28%	485,225.00	357,698.25	533,747.00	23.89%
BUILDING							
63200 · Cleaning Service	4,779.43	9,604.43	13.43%	71,500.00	61,895.57		
63300 · Utilities (1-8-11 · Gas)	859.40	1,946.44	19.46%	10,000.00	8,053.56		
63300 · Utilities (1-8-12 · Electric)	6,404.15	11,701.09	20.17%	58,000.00	46,298.91		
63300 · Utilities (1-8-13 · Telephone)	274.82	1,262.82	22.96%	5,500.00	4,237.18		
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)	361.84	723.68	16.45%	4,400.00	3,676.32		
63350 · Building Supplies	0.00	0.00	0.00%	6,000.00	6,000.00		
63400 · Maintenance Supplies	511.00	4,041.30	36.74%	11,000.00	6,958.70		
63500 · Security System Monitoring	0.00	225.00	32.14%	700.00	475.00		
63600 · Property Maintenance	805.00	3,200.00	8.00%	40,000.00	36,800.00		
63800 · Building Maintenance/Repair	8,493.00	12,352.28	41.17%	30,000.00	17,647.72		
TOTAL BUILDING	22,488.64	45,057.04	18.23%	247,100.00	202,042.96	370,650.00	12.16%
OPERATIONS							
64200 · Supplies - Office	1,188.33	2,523.40	21.03%	12,000.00	9,476.60		
64300 · Photocopy Supplies	148.93	531.11	10.62%	5,000.00	4,468.89		
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00		
64450 · Passport Postage	0.00	0.00	0.00%	2,300.00	2,300.00		
64500 · Postage	0.00	1.80	0.04%	4,100.00	4,098.20		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,500.00	1,500.00		
64700 · Travel	57.75	194.07	12.94%	1,500.00	1,305.93		
64800 · Organizational Memberships	162.50	431.50	12.33%	3,500.00	3,068.50		
64900 · Bank Fees	167.69	332.32	11.08%	3,000.00	2,667.68		
TOTAL OPERATION	1,725.20	4,014.20	11.98%	33,500.00	29,485.80	40,200.00	9.99%
TECHNOLOGY							
65100 · Supplies-Public Toner	165.01	165.01	1.65%	10,000.00	9,834.99		
65150 · Supplies-Staff Toner	741.73	1,269.71	21.16%	6,000.00	4,730.29		
65160 · Supplies-Technology Services	0.00	162.96	13.58%	1,200.00	1,037.04		
65200 · Technology-Prof Services	100.00	100.00	2.50%	4,000.00	3,900.00		
65300 · Purchase of Equipment	0.00	47.69	0.44%	10,750.00	10,702.31		
65350 · Tech Takeout	0.00	0.00	0.00%	1,000.00	1,000.00		

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

Percent of Year: 25.00

	September 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	1,876.00	3,674.00	28.31%	12,979.00	9,305.00		
65500 · Software	530.00	4,066.00	48.45%	8,393.00	4,327.00		
65600 · SWAN	0.00	11,997.00	25.00%	47,988.00	35,991.00		
65700 · Telecommunications	1,358.44	2,567.87	17.75%	14,465.00	11,897.13		
TOTAL TECHNOLOGY	4,771.18	24,050.24	20.60%	116,775.00	92,724.76	200,000.00	12.03%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,485.00	2,650.00	16.56%	16,000.00	13,350.00		
66200 · Credit Bureau	447.50	447.50	49.72%	900.00	452.50		
66300 · Copier	221.00	688.00	19.66%	3,500.00	2,812.00		
66400 · Copier Maintenance Contract	0.00	297.40	11.90%	2,500.00	2,202.60		
66900 · Fees - Bond Registrar	30.00	30.00	13.64%	220.00	190.00		
TOTAL CONTRACTUAL SERVICES	2,183.50	4,112.90	17.79%	23,120.00	19,007.10	35,000.00	11.75%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,941.00	100.00%	11,941.00	0.00		
67200 · Bonding	0.00	1,160.00	100.00%	1,160.00	0.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	17,385.00	100.00%	17,385.00	0.00	25,000.00	69.54%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	6,391.37	17.75%	36,000.00	29,608.63		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	100.00	175.00	20.83%	840.00	665.00		
68310 · Marketing Supplies	0.00	108.00	21.60%	500.00	392.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00		
68500 · Legal Notices	218.07	218.07	14.54%	1,500.00	1,281.93		
TOTAL COMMUNICATIONS	318.07	6,892.44	16.01%	43,040.00	36,147.56	50,000.00	13.78%
PROGRAMMING							
68600 · Programming	1,084.79	4,914.55	15.75%	31,200.00	26,285.45		
TOTAL PROGRAMMING	1,084.79	4,914.55	15.75%	31,200.00	26,285.45	40,000.00	12.29%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69200 · Special Reserve Fund	15,055.20	15,055.20	0.00%	1,000,000.00	984,944.80	1,300,000.00	1.16%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	0.00	493.04	2.29%	21,529.00	21,035.96		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	271,393.39	858,130.43	17.51%	4,902,205.00	4,044,074.57	5,866,261.00	14.63%



MPI Wealth Management, LLC.
15 Salt Creek Lane, Suite 404
Hinsdale, IL 60521

Quarterly Report

Account

Indian Prairie Public Library District
Corporate Account
Schwab Acct# 6415-7790

9/30/2020



Indian Prairie Public Library District
 Corporate Account
 Schwab Acct# 6415-7790

Performance by Asset Class

Net of Allocated Fees | US Dollar
 12/31/2019 - 9/30/2020

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2019	269,868.23	0.00	1,724,981.24	0.00	1,994,849.47
Accrued Interest	0.00	0.00	8,980.88	0.00	8,980.88
Purchases/Contributions	1,463,627.68	0.00	1,199,083.35	0.00	0.00
Sales/Withdrawals	-1,199,083.35	0.00	-1,463,627.68	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-4,729.23	0.00	-4,729.23
Unrealized Gains	0.00	0.00	8,522.16	0.00	8,522.16
Interest Income	103.28	0.00	27,458.23	0.00	27,561.51
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-4,846.23	0.00	-4,846.23
Management Fees	-1,842.46	0.00	-2,700.22	0.00	-4,542.68
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 9/30/2020	529,973.16	0.00	1,491,688.06	0.00	2,021,661.22
Accrued Interest	0.00	0.00	4,134.65	0.00	4,134.65
Average Capital Base	784,618.92	0.00	1,219,211.43	0.00	2,003,830.35
Total Fees	-1,842.46	0.00	-2,700.22	0.00	-4,542.68
Total Gain after Fees	-1,739.18	0.00	23,704.71	0.00	21,965.52
IRR for 0.75 Years	-0.22%	0.00%	1.94%	0.00%	1.10%



Indian Prairie Public Library District
 Corporate Account
 Schwab Acct# 6415-7790

Portfolio Appraisal

US Dollar
 9/30/2020

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039 Accrued Interest	105.66	10,485.31	101.09	10,032.12 68.96	0.5 0.0	1.7
			26,404.76		25,686.68	1.3	1.8
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	12,091.02	102.79	11,521.14	0.6	1.6
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	1,914.02	105.39	1,868.86	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	7,090.85	110.91	7,181.88	0.4	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	7,871.26	105.94	7,977.16	0.4	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	28,795.52	106.06	28,458.81	1.4	1.7
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026 Accrued Interest	107.19	10,108.47	106.20	10,015.51 227.37	0.5 0.0	1.7
			67,871.13		67,250.73	3.3	1.6
FNMA's(USD)							
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	14.03	104.73	13.69	0.0	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	919.46	104.42	923.14	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	5,440.32	103.28	5,154.59	0.3	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	10,190.10	105.94	10,124.82	0.5	2.5
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037 Accrued Interest	111.50	8,647.99	118.72	9,208.14 98.47	0.5 0.0	2.6
			25,211.90		25,522.85	1.3	2.2
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	3,350.64	102.59	3,097.41	0.2	3.6



Disclaimer & Terms

9/30/2020

A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

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E-News October 14, 2020

[View this message in your browser.](#)**In this Issue:**

[RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#) | [E-resources](#)

| [Deals, Discounts, Grants](#) | [Conferences](#) | [State Library News](#) | [Member News](#) | [RAILS](#)

[Jobs and More Links](#)



RAILS News

RAILS Closed Election Day

RAILS will be closed on Tuesday, November 3, for Election Day. Delivery services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

RAILS Board Meeting, Friday, October 23

The RAILS Board will meet on Friday, October 23, 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, in order for the meeting to run as smoothly as possible and to allow us to conduct business without complications, 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](#).

Last Chance to Volunteer for RAILS EDI Committee

The RAILS Board is forming an Equity, Diversity, and Inclusion (EDI) Committee and we are looking for staff from our member libraries to participate, along with a few members of our board and a few RAILS staff serving as ex officio members. **We do not yet have any volunteers from special libraries and would love to see this library type represented on the committee.**

The committee charge is to:

- Develop a shared understanding of the nature of systemic racism and bias in libraries and library-related organizations and how to combat it
- Advise the RAILS Board and staff about appropriate equity and accountability goals to which RAILS and libraries should aspire
- Recommend ways to assess progress toward achieving those goals

The committee will also help to: identify barriers in libraries and the library field and solutions to eliminate them; develop ideas and programs to increase awareness about systemic racism and bias among member libraries, staff and boards; and facilitate systemwide discussion about EDI.

We are looking for volunteers from all sizes and types of libraries (academic, public, school, and special), as well as staff from all different organizational levels. We would also like the committee to reflect the diversity of the RAILS membership in terms of race, ethnicity, age, geographic location, background, and other factors. A keen interest and passion for EDI are a must!

If interested, please [email Deirdre Brennan](#), RAILS Executive Director, with a brief paragraph on why you think you would be a good addition to this committee by Friday, October 16.

My Library Is... Supersizing a Virtual FanFest

When Marla Fonseca, Digital Information Services Librarian at Matteson Area Public Library, was faced with canceling the library's FanFest due to COVID-19 building closures, she doubled-down and made their second year of the fest virtual and bigger than the first! Read [Maria's blog](#) on the My Library Is... website to learn about the steps she took to make their FanFest a success.



Check it out and peruse the site for more interesting [news and lessons](#) from

46

Learn more on the [My Library Is... website](#). Contribute your activities and strategies used to promote your libraries via the My Library Is... website or by contacting communications@railslibraries.info. We welcome contributions from all libraries and all staff and board members!

L2 Nonresident Card Info

Nonresident card information needs to be updated on [L2](#) by October 15. We've added links to make it easier to get where you need to be. If your library's nonresident information is missing, or if it's been about a year since the last time it was updated, you will see a red banner on your [user dashboard](#) (the page you land on after logging in) with a link that will take you directly to the nonresident card section of your library's listing. You will also see a link on your library's location detail pages. This will only be visible if you have Admin access to your library's listing. If you don't have Admin access and require it, please get in touch via the [L2 Help form](#).



Continuing Education (CE)

"MARC 21: An Introduction" Three-Day Virtual Class

This virtual course focuses on learning the structure of the MARC 21 standard for bibliographic data, and how those standards tie in with RDA (Resource Description and Access). This course is designed to help you better understand MARC, whether you are a new cataloger or any library staff member who wants a better understanding of MARC and its importance in the library catalog.

These sessions are NOT designed to focus on any specific ILS or on the local cataloging practices of any library or consortium. [View full course information and register via L2.](#)

Participants are expected to **attend all three sessions as each session will cover new content**. All sessions run from **10 a.m.–noon** on the following dates:

- Thursday, October 29
- Friday, November 6
- Thursday, November 12

"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.](#)

"Director Essentials Series: Library Facilities"

Kate Hall and Kathy Parker, authors of *The Public Library Directors Toolkit*, return for their final installment in the "Director Essentials" series to discuss the ins and outs of overseeing a building. From large scale projects to small renovations and everything in between, you will learn what you need to know to successfully manage a building.

This is an interactive class and participants are encouraged to come with questions. This program is aimed at public library directors with less than three years of experience and assistant directors. This online workshop will be held on Friday, November 13, from 9:30–11:30 a.m. [Learn more and register on L2.](#)

"Managing Meetings: The Virtual Meeting Experience and Beyond"

RAILS is excited to offer this live online workshop to help us all facilitate stronger and more effective meetings. The program will cover the fundamentals of what makes meetings work. Special emphasis will focus on managing meetings virtually. This workshop will provide guidance on skillfully navigating the virtual meeting environment along with some tips on managing the technologies available to us. Participants are encouraged to bring their questions to this session. This online training opportunity will be offered on two different dates:

- [Thursday, October 29, from 10 a.m.–noon](#)
- [Thursday, November 19, from 10 a.m.–noon](#)

"Library Leadership Your Way," October 28

[Niche Academy](#) is offering a free webinar on Wednesday, October 28, at 1 p.m. "Library Leadership Your Way" is a practical guide for anyone interested in library leadership. This includes new and seasoned formal library leaders as well as informal library leaders from all types of libraries and backgrounds.

The point of this webinar is not to explain how to lead, but for attendees to discover why they want to lead, how they can best lead, and what their unique leadership practice looks like.

If you're interested, but not able to attend the live webinar, go ahead and [register](#). Registrants will receive a recording.

Networking Opportunities

RAILS Online Roundtable: "Streaming Services for Libraries," October 29

Is your library wondering what services are available for streaming other than Zoom? Join us on Thursday, October 29, 2-3 p.m., for a [RAILS Online Roundtable: "Streaming Services for Libraries"](#). This event will include a short presentation by Maria Fonseca, Digital Information Services Librarian, at Matteson Area Public Library District. Maria will talk about Streamyard and other services that libraries might be using.

E-resources

Curated Halloween Content in the BiblioBoard Library

It's that time of year again! Check out the BiblioBoard library for some "spooktacular" e-content, including e-books, images, video clips, and more. View the collection [here](#).



Like everything in the BiblioBoard Library, the Halloween collection is available to everyone in Illinois, with no library card or login required, courtesy of RAILS. There is no need for libraries to join or sign up for BiblioBoard, simply add this link to your library's website: illinois.biblioboard.com. See [more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

View Your Community's Usage Statistics for the BiblioBoard Library

Visit the [BiblioBoard Library of Illinois Data Report](#)

to view your service area's BiblioBoard Library usage statistics (L2 login required). This dashboard is a robust tool that will allow you to see not only total views but what specific content your community is accessing.



Since access to materials in the BiblioBoard Library is determined by geolocation, you will not be able to see how many of your library's cardholders have accessed the collection. You can, however, view usage by ZIP code.

Welcome, New eRead Illinois Members!

Since the start of July, we've welcomed over 50 new member libraries to the eRead Illinois shared e-content collection.



Member libraries can visit the eRead Illinois website for access to [training materials](#), [marketing collateral](#), [support documents](#), and more.

If you'd like to join eRead Illinois and get access to over 47,000 popular e-books and audiobooks available via the Axis 360 platform, visit [eRead Illinois](#) for more information. Any type of library - academic, public, school, or special - can join the shared collection.

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.

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.

Check out these webinars:

- "[Digital Tools to Drive Customer Engagement](#)" webinar for new and current subscribers will be held at 1 p.m. on Thursday, October 29.
- "[Making the Most of Your Communico Implementation](#)" for current subscribers will be held at 1 p.m. on Wednesday, November 4.

Grants

Special Grant Opportunity for Small and Rural Libraries

Through Libraries Transforming Communities, ALA is distributing nearly \$2 million in cash grants to small and rural libraries in 2020-2021. Up to 650 libraries will get money for costs related to a community engagement project, and access to professional development to learn how you can lead conversations with people in your community. [More details and to apply](#) to receive funding. The deadline is December 2. Contact [Patricia Smith](#) with questions.

Conferences

RAILS at the Virtual ILA Conference, October, 20-22

For program information and to register for the conference, visit the [ILA Annual Conference website](#).

Attend a Program

Visit [ILA Conference Programs](#) for details on these programs:

- [Service for All](#)
Tuesday, October 20, 1:45–2:45 p.m.
RAILS Executive Director Deirdre Brennan and Joliet Public Library Assistant Director Catherine Yanikoski Adamowski
- [Many Illinois Libraries, One BIG Project \(L2\)](#)
Tuesday, October 20, 3–4 p.m.
RAILS Director of Technology Services Anne Slaughter and RAILS Applications and Web Developer Brian Smith
- [The Library Ecosystem: Essential Collaboration Between Public and School Libraries and How to Do It](#)
Wednesday, October 21, 3–4 p.m.
RAILS Board Advocacy Committee and RAILS Executive Director Deirdre Brennan
- [Effective Library Marketing Campaigns](#)
Thursday, October 22, noon–1 p.m.
RAILS Member Engagement Manager Dan Bostrom; Burgundy Hill, Quincy Public Library; Ann Reeves, Eureka Public Library District
- [Make Your Data Useful: Telling Your Story and Advocating for Your Organization with Data](#)
Thursday, October 22, 1:15–2:15 p.m.
RAILS Data Analysis Manager Grant Halter and Skokie Public Library Data Analysis Coordinator Devan Parkison

Visit the Exhibits

The Virtual Exhibit Hall will be open 11 a.m.–5 p.m. each day of the conference. Be sure to make time to visit RAILS' virtual booth for information, chat opportunities, chances to win prizes, and more. Anyone who gets their badge scanned in our virtual booth at ILA will be entered into a drawing for one of two \$50 gift cards from [OutofPrint.com](#). We will also send you some great RAILS swag!



Sponsorships

This year, RAILS will sponsor the President's Program, one of two general sessions at ILA. The speakers are [LaShawnda Crowe Storm](#) and [Phyllis Viola Boyd](#), who will discuss their literacy-based effort, [The RECLAIM Project](#), and much more.

RAILS at the Virtual AISLE Conference, November 5-14

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

- **Vendor Demo**

RAILS E-content Specialist Anna Behm and Member Engagement Manager Dan Bostrom will host a vendor demo presentation on Monday, November 9, 6:05–6:15 p.m. Topics covered will include RAILS resources for schools, including continuing education, deals & discounts, support for e-books, grants, and more.

Visit the Exhibits

Be sure to "stop by" the RAILS virtual exhibit booth for informational brochures, chances to win prizes, and more. Watch this section of the *RAILS E-News* for more details.

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**Submit a Proposal for Reaching Forward 2021**

Reaching Forward is accepting program proposals for the virtual 2021 conference. The committee is interested in how your libraries responded to the pandemic. How did you adapt? What challenges did you have? How was your transition to virtual programming? Did you create any innovative projects or procedures? What do you think this means for the future of libraries?

The deadline for proposal submissions is Friday, November 20. For more information and if you have any questions about how to submit a program proposal, view the [conference proposal submission information page](#) on the ILA website. [Submit](#) a proposal.

Still Time to Register for ABOS Virtual Conference

[Registration](#) for the Association of Bookmobile and Outreach Services (ABOS) 2020 virtual conference, October 13-16, will remain open through the end of the conference on Friday, October 16. Visit the [conference website](#) to learn more about the cost, registration, program list, awards ceremony, and more. For any questions/problems, please contact [Cathy Zimmerman](#), President ABOS.

Illinois State Library News

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.

Member News

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

New Member: RAILS Welcomes Arbor Park SD 145

Please join RAILS in welcoming our newest member, [Arbor Park School District 145](#), located in Oak Forest, IL. The school district is made up of one middle school and three elementary schools. The district serves approximately 1,272 students. As a new member of RAILS, the school district will now have access to support for e-books, interlibrary loan delivery, continuing education, and grants, including



Congratulations to Fast Forward Libraries Scholarship Recipients

We are thrilled to announce the RAILS members who are this year's scholarship recipients:



- Karyn Bowman, Ilmestone Township Library District
- Kathy Dejnowski, Thornton Public Library
- Stefanie Geitz, Mount Hope-Funk's Grove Townships Public Library
- Julie Houston, Ayer Public Library District
- Gennifer King, Eureka Public Library District
- Victoria King, Cambridge Public Library District
- Ginny Lister, Barry Public Library
- Sherrie Rhodes, Prairie Creek Public Library District
- Katherine Schmoyer, Winnebago Public Library District
- Jaclyn Trujillo, Walnut Public Library District

Fast Forward Libraries is a project founded by Illinois librarian and consultant Amanda Standerfer to help libraries have a greater impact in the communities they serve through capacity building and strategic planning. Part of the mission of Fast Forward Libraries is to make it easier for board and staff members at small, rural public libraries to learn and grow through professional development and continuing education.

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.

Joanna Bertucci and Amy Grossman are the new interim directors at River Forest Public Library, effective 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.

- [Palatine Library Receives Grant and Awards Renovation Contracts](#)
- [Take Another Look: Original Video Series for Banned Books Week](#)
- [NECA Introduces Discount Broadband Programs to Aid Students in Low-Income Households](#)

Fast Facts Surveys

- [Outsourcing Payroll/HR](#)
- [Interlibrary Loan](#)
- [Fine Free](#)

More Links

Open Position at RAILS

- [Member Services User Experience Coordinator - RSA \(East Peoria\)](#)

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

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RESOLUTION #2020-C

Resolution to Determine
Estimate of Funds Needed for 2020-2021 Fiscal Year

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

WHEREAS, pursuant to "The Truth in Taxation Law" (35 ILCS 200/18-55 et seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amount of money estimated to be necessary to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Library District that the amount of money estimated to be necessary to be raised by taxation for the 2020-2021 fiscal year upon the taxable property in the Library District is \$4,062,000.

Adopted October 21, 2020.

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

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

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

Request to Close the Library

Part 1: We are requesting that Board approve closing at 5pm on Monday, November 2nd and all day on Election Day, Tuesday, November 3rd due to the COVID-19 guidelines released by the Illinois Department of Health.

I have attached their Guidelines for Polling Places. Needless to say, this Election Day will be like no other.

In order to meet Election Day COVID-19 guidelines, the library will have to configure the polls in a completely different way. In elections past, everything took place in the meeting room. Voters in line would simply stream down the stairs and into the lobby.

According to these guidelines, the library will have to:

- Station election officials 6 feet apart
- Station polling booths at least 6 feet apart (we are expecting as many as 10 polls on election day)
- Designate a space for polling workers to take breaks that allows physical distance when workers are eating or drinking and must remove their face coverings

Please also note: election authorities are prohibited from preventing a voters who refuse to wear masks from casting a ballot.

With this information, Jamie and I walked around the first floor. We feel that it is best to station the election activities on the first floor where there is ample room. The Election Commission said that they will be providing the judges with all of the PPE and disinfecting agents to keep the location as clean as possible. They will have masks, gloves, Plexiglas, disinfecting spray, hand sanitizer, social distancing floor decals, pen sleeves, screen cleaner, surface cleaner, face shields and lots of signage stating all the guidelines to be followed.

On Election Day, we will need staff to manage lines. Jamie and I think that the election judges can be stationed at the Checkout Desk and Ask Us Desks and we can snake the line through the book stacks.

I have requested a walk-through with the director from DuPage County who is in charge of polling places. He is not available until next week and I will meet with him as soon as possible to review our plans.

In addition to closing on Election Day, I am asking the Board to approve closing at 5pm the night before the election in order to be able set up for the election with the election judges.

Part 2: Another factor relative to Election Day is that in June the legislation passed and the Governor signed an amendment to the Election Code that essentially states that November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for Election Day services or as a polling place. The amendment is attached.

The language in the amendment is not clear and a lawsuit has been filed by the Illinois Municipal League to clarify if this mandate applies to municipalities. A decision in this matter is due the week of October 19.

The library trustees' authority to determine to close the library is not impacted by the amendment. However, if it is determined that municipalities are covered by the amendment, the library would have to close the building and act as only a polling place. In this case, the library's holiday policy 805.3 would go into effect whereby full time and part-time employees who work over 20 hours would be paid for the holiday if scheduled to work that day. If some of these employees were to assist in managing the building as a polling place, they would receive a compensatory day in lieu of a paid day off on November 3. Part-time employees who work less than 20 hours do not receive holiday pay.

If it is ruled that municipalities are not covered by this amendment, the library may still choose to close the building to the public except for the purposes of voting. In this case, full-time staff and certain part-time staff normally scheduled to work that day would be expected to work from home in order to receive pay. Part-time staff normally scheduled that day who do not have work to do from home would be able to make up the time if they desire to do so.

--Laura Birmingham



State of Illinois
Illinois Department of Public Health

COVID-19 Guidance for Election Polling Places

JB Pritzker, Governor

Ngozi O. Ezike, MD, Director

8/25/2020

Guidance for Preventing Spread of COVID-19 in Election Polling Locations

Public Act 101-0642 Section 2B-35(a) requires election authorities to comply with early voting and election day safety and health practices established in written guidance by the Illinois Department of Public Health.

I. Background

SARS-CoV-2 is a novel coronavirus that has emerged and caused coronavirus disease (abbreviated as COVID-19). COVID-19 spreads easily from person-to-person via respiratory droplets. Key measures to prevent transmission include the use of face coverings, maintaining physical distance of 6 feet or greater, and frequent hand washing.

II. Purpose

This guidance provides a framework for safe operations of election polling locations during the COVID-19 pandemic.

III. Definitions

Community settings (congregate settings) are mostly non-health care settings visited by the general public. Examples include election polling locations, households, daycares, and businesses.

Cleaning is the removal of dirt and germs from surfaces. Cleaning alone does not kill germs, but it does decrease the number of germs and spread of infection.

Disinfecting uses chemicals to kill germs on surfaces. Disinfecting after cleaning further reduces any risk of spreading infection.

Noncompliant voter is a voter who either refuses or for other reasons does not wear a face covering within or around the polling location.

Vulnerable populations are people at higher risk from COVID-19, and this group includes older adults and people who have serious chronic medical conditions like heart disease, diabetes, and lung disease.

IV. Polling Location Plans

- a. Every local election authority is required to develop a written COVID-19 prevention plan for each polling place in its jurisdiction. Prevention plans shall, at a minimum, contain the following elements:
 - i. Name and contact information of the individual from the local election authority who is designated to ensure to implementation of the plan.
 - ii. Specific COVID-19 safety instructions and training including:
 - i. Cleaning and disinfection protocols.

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- ii. Configuration for physical distancing, supplemented by traffic flow guidelines and placement of physical barriers where distancing is not possible.
- iii. Behaviors required of workers: self-monitoring to make sure they do not have symptoms of COVID-19, wearing face coverings, and physical distancing.
- iv. Procedures to ensure compliance with requirements for social distancing, wearing a face-covering, and disinfecting all affected surfaces during the entire polling process.

V. Physical Environment for Polling Locations

- a. Local election authorities are encouraged to relocate polling places previously stationed in nursing homes, long-term care facilities, and senior living residences, to minimize COVID-19 exposure among vulnerable individuals, including older individuals and those with chronic medical conditions.
- b. Place signage at entrances that encourages voters to wear face coverings.
- c. Station election officials at least 6 feet apart.
- d. Station polling booths at least 6 feet apart.
- e. Place visual cues to ensure social distancing of 6 feet, including:
 - i. Separate the entrance and exit, if feasible and appropriate for the space.
 - ii. Require foot traffic be one-directional.
 - iii. Guide voters and observers with visual cues, barriers, props, and signage.
 - iv. Use floor signage to designate “wait here” for the queue inside and for those waiting outside to enter.
 - v. Place visual cues for polling workers to maintain physical distance.
- f. Designate a specific area for polling location workers to take breaks that allows physical distance when workers are eating or drinking and must remove their face coverings.
- g. Consider having outdoor enclosures (i.e., tents, awnings, or canopies) for those waiting outside in case of inclement weather.
- h. Consider stationing election officials in parking areas to encourage voters to wait in their vehicles if the line is long and then direct voters into the queue as space becomes available.
- i. For locations without significant pedestrian voters, consider curbside voting.
 - i. Outdoor enclosures would be required for election officials and stations.
 - ii. Stations for curbside voting would include an area for identification verification and the voting station.
 - iii. If using curbside voting, contingency plans for inclement weather must be in place.
- j. To the extent consistent with applicable law, ensure any signage and messages are accessible to voters with disabilities, for example by providing large print or braille versions or having audible messages with the same information.
- k. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety

or health risk to poll workers, voters, or children accompanying voters (e.g., risk of falling or triggering asthma symptoms).

VI. Shared objects

- a. Where possible, replace shared objects, like pens, ballot activation cards, or ballot covers with single-use objects.
- b. Shared objects, like pens or ballot activation cards, should be disinfected between users.
 - i. Consider laminated ballot covers that can be disinfected between use.
- c. Headphones for voters with disabilities should be single-use or disinfected between users.
- d. Have "I Voted" stickers separated and available for pick up or consider not offering these stickers.

VII. Preventative Actions in Election Polling Location

- a. Provide a supply of face coverings for voters that arrive at the polling location without a face covering. Face coverings should be offered to the voters outside the polling location to minimize transmission to those waiting in lines.
- b. Election authorities are prohibited from preventing a noncompliant voter from casting a ballot for refusal to wear a face covering outside or inside a polling place.
- c. Voters outside or inside a polling place shall not be screened for COVID-19.
- d. Election officials should take every reasonable action to separate noncompliant voters from those wearing face coverings. These actions may include, but are not limited to, establishing a separate waiting area for non-compliant voters or establishing a separate line or queue. Election officials must provide a means to track the noncompliant voter's place in the normal queue of voters and call the noncompliant voter from the waiting area when it is their turn to vote.
- e. Consider placing Plexiglas barriers between election officials and voters.
- f. Consider using large print instructions on laminated cards to allow voters to maintain distance and to facilitate communication through masks.
- g. Designate specific polling place personnel to monitor and to remind voters to maintain physical distancing.
- h. Practice routine cleaning and disinfecting of frequently touched objects and surfaces in election polling locations (e.g., tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.). See the list of products pre-approved by the EPA for disinfecting available here: <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>. Follow the manufacturer's instructions on the label for cleaning and disinfection products.
- i. Routinely clean and disinfect frequently touched electronics (e.g., voting machines, laptops, tablets, keyboards) using products pre-approved by the EPA. Follow the manufacturer's instructions for all cleaning and disinfection products. For questions about products appropriate for disinfecting voting machines and touch screens, consult with the voting machine manufacturer and consider additional use of wipeable covers for machines, if possible. If no guidance is available from the manufacturer, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Use of alcohol-based products may reduce risk of damage to sensitive voting machine components.

- j. Ensure bathrooms at the election polling location are adequately supplied with soap, water, and drying materials for handwashing.
- k. Provide voters with an alcohol-based hand sanitizer with at least 60% alcohol for use before or after the use of a voting machine and after the voting process.
- l. Use signage at the election polling locations encouraging voters to practice proper hygiene (see CDC Printed Resources under Resources).

VIII. Preventative Actions for Polling Location Workers

- a. Wear a face covering at all times in the polling location.
- b. Require election polling location personnel to self-screen for possible COVID-19 symptoms prior to performing their official election duties during early voting and on Election Day.

The screening should include the following symptom questions.

- i. Health screening questions.
 - i. Do you have a fever, chills, runny nose, cough, shortness of breath, headache, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell, or sore throat?
 - 1. Any polling personnel reporting a temperature of greater than 100.4°F (38°C) or symptoms of COVID-19 should be instructed to go home and be evaluated by a medical provider for possible COVID-19. They should not return to the polling location until symptoms have resolved, it has been a minimum of 10 days from onset of symptoms, and at least 1 day from the last fever without fever reducing medications.
 - ii. Within the last 14 days, have you had close contact (within 6 feet for greater than 15 minutes) with someone who has COVID-19?
 - 1. Any polling personnel who reports close contact with someone who has COVID-19 should not return to the polling location until 14 days from the last exposure.
- c. Practice hand hygiene frequently throughout the day. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- d. Avoid close contact with people who are sick. Avoid touching your eyes, nose, and mouth. Coughing or sneezing must be contained by an appropriate face covering.
- e. Stagger breaks so polling location workers are physically distanced when eating or drinking.

IX. Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>

Public Act 101-0642	
SB1863 Enrolled	LRB101 10839 HEP 55974 b
AN ACT concerning government.	
Be it enacted by the People of the State of Illinois, represented in the General Assembly:	
Section 5. The Illinois Administrative Procedure Act is amended by adding Section 5-45.1 as follows:	
(5 ILCS 100/5-45.1 new)	
<u>Sec. 5-45.1. Emergency rulemaking; 2020 general election.</u>	
<u>To provide for the expeditious and timely implementation of Article 2B of the Election Code, emergency rules implementing Article 2B of the Election Code may be adopted in accordance with Section 5-45 by the State Board of Elections. The adoption of emergency rules authorized by Section 5-45 and this Section is deemed to be necessary for the public interest, safety, and welfare.</u>	
<u>This Section is repealed on January 1, 2021.</u>	
Section 10. The Election Code is amended by adding Article 2B as follows:	
(10 ILCS 5/Art. 2B heading new)	
<u>ARTICLE 2B. CONDUCT OF THE 2020 GENERAL ELECTION</u>	
(10 ILCS 5/2B-1 new)	
<u>Sec. 2B-1. Purpose. Whereas protecting the health and safety of Illinoisans is among the most important functions of State government, and whereas the Coronavirus Disease 2019 (COVID-19) has resulted in declarations that COVID-19 presents a severe public health emergency by the World Health Organization, the United States government, and the Governor of Illinois, the General Assembly therefore declares it necessary and appropriate to make certain modifications to the administration and conduct of the elections for the November 2020 general election. The provisions of this Article are deemed necessary to protect the safety, health, and rights of the people of Illinois.</u>	
(10 ILCS 5/2B-5 new)	

Sec. 2B-5. Application of Article.

(a) In addition to the provisions of this Code and notwithstanding any other law to the contrary, the provisions in this Article shall govern the process and procedures for the 2020 general election. The provisions of this Code shall control any aspect of the administration or conduct of the 2020 general election that is not provided for in this Article, provided that in the event of conflict between this Article and any other provision of this Code or any other law, the provisions of this Article shall control.

(b) The provisions of this Article shall apply to all election authorities, including, but not limited to, those under the jurisdiction of a Board of Election Commissioners.

(c) The provisions of this Article shall apply for the administration and conduct of the 2020 general election only and the provisions of this amendatory Act of the 101st General Assembly shall be in effect through January 1, 2021.

(10 ILCS 5/2B-10 new)

Sec. 2B-10. Election Day State holiday. Notwithstanding

any other provision of State law to the contrary, November 3, 2020 shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place.

Any school closed pursuant to this amendatory Act of the 101st General Assembly and Section 24-2 of the School Code shall be made available to an election authority as a polling place for 2020 General Election Day. The election authority and the school shall comply with all safety and health practices established by the Illinois Department of Public Health pursuant to subsection (a) of Section 2B-35. The election authority shall be eligible for reimbursement of such reasonable cleaning expenses incurred as a result of using a school as a polling place for 2020 General Election Day, subject to the receipt and availability of federal funds, pursuant to Section 2B-60.

To: Trustees of the Indian Prairie Library Board
From: Laura Birmingham, Assistant Director
RE: Update on the Election Day Court Case Ruling

The Judge's Ruling was released late Friday afternoon. The declaratory judgment establishes that the mandate to close government office on Election Day does not apply to municipalities. The decision gives each municipality the independent discretion to determine if they should be closed on Election Day.

To be clear, we still need the Board to make the determination that Indian Prairie close on Election Day, due to the amount of public space we must commit to the polls for COVID safety.

The judge's ruling is attached.

IN THE CIRCUIT COURT FOR THE SEVENTH JUDICIAL CIRCUIT
SANGAMON COUNTY, ILLINOIS

ILLINOIS MUNICIPAL LEAGUE, an,)
Association of Illinois cities, villages and)
Incorporated towns, VILLAGE OF)
BOLINGBROOK, and VILLAGE OF)
SOUTHERN VIEW,)

Plaintiffs,)

v.)

ILLINOIS STATE BOARD OF ELECTIONS,)
CHARLES W. SCHOLZ, in his official)
Capacity as Chair of the Illinois State Board of)
Elections, and STEVE SANDVOSS, in his)
Official capacity as Executive Director of the)
Illinois State Board of Elections,)

Defendants.)

Case No: 2020-MR-616

Judge: Raylene D. Grischow

FILED
OCT 16 2020
David D. [Signature]
Clerk of the
Circuit Court 38

ORDER ON CROSS MOTIONS FOR SUMMARY JUDGMENT

Case called for hearing on the parties' cross Motions for Summary Judgment pursuant to section 2-1005 of the Illinois Code of Civil Procedure. 735 ILCS 5/2-1005 (West 2016). Both parties appear through counsel by Zoom. Arguments heard. Based on the parties' written and oral arguments, in addition to the applicable legal authority, the Court finds as follows:

1. The Court has jurisdiction over the parties and the subject matter, and venue is proper.
2. The Illinois Municipal League ("IML") is an unincorporated nonprofit, nonpolitical association whose members are cities, villages and incorporated towns in the State of Illinois, which membership is provided for by law. The Village of Bolingbrook is a home rule municipality located in Will and DuPage Counties, Illinois and a member of IML. The Village of Southern View is a non-home rule municipality located in Sangamon County, Illinois and a member of IML.
3. The Illinois State Board of Elections ("the Board") is responsible for the adoption of rules and regulations to clarify and improve the election process in Illinois, for supervising, inspecting, and reviewing all election processes in the state. The Board is also responsible for investigating and hearings

of election complaints and problems. Charles W. Scholz currently serves as the Chair of the Board. Steve Sandvoss serves as Executive Director of the Board.

4. Plaintiffs seek a declaratory judgment in this Court regarding the application of Section 2B-10, which is an amendment to the Illinois Election Code, to IML members, and specifically the Villages of Bolingbrook and Southern View.

5. There is an actual controversy between plaintiffs and defendants, which parties are adverse, and plaintiffs possess a personal claim, status, or right which can be affected by a declaratory judgment. The controversy between the parties is not speculative or remote but involves a threat of action that is concrete and immediate. There are no questions of fact before the Court, and plaintiffs' Complaint presents a question of law, that is the construction of a statute.

6. Section 2B-10 of the Illinois Election Code, which is part of Public Act 101-642, provides as follows:

Notwithstanding any other provision of State law to the contrary, November 3, 2020, shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place.

Any school closed pursuant to this amendatory Act of the 101st General Assembly and Section 24-2 of the School Code shall be made available to an election authority as a polling place for 2020 General Election Day. The election authority and the school shall comply with all safety and health practices established by the Illinois Department of Public Health pursuant to subsection (a) of Section 2B-35. The election authority shall be eligible for reimbursement of such reasonable cleaning expenses incurred as a result of using a school as a polling place for 2020 General Election Day, subject to the receipt and availability of federal funds, pursuant to Section 2B-60.

(10 ILCS 5/2B-10).

LEGAL AUTHORITY

Summary Judgment

Summary judgment is appropriate if the pleadings, depositions, affidavits, and other admissions on file establish that there is no genuine issue of material fact and that the moving party is entitled to judgment as a matter of law. 735 ILCS 5/2-1005(c) (West 2016); *Cohen v. Chicago Park District*, 2017 IL 121800,

¶ 17. The purpose of summary judgment is not to try a question of fact, but rather to determine whether one exists. *Robidoux v. Oliphant*, 201 Ill. 2d 324, 335 (2002). When the parties file cross-motions for summary judgment on the same issue, they typically agree that only a question of law is involved and invite the circuit court to decide the case based on the record before it. *Pielet v. Pielet*, 2012 IL 112064, ¶¶ 28, 30. Summary judgment may be granted on cross-motions for summary judgment where it is clear that all material facts are before the court, the issues are defined, and the parties agree that only a question of law is involved. *Wilmington Sav. Fund, FSB as Tr. of Stanwich Mortg. Loan Tr. A v. Lockhart*, 2019 IL App (1st) 181180-U, ¶ 29 (citing *Haberer v. Village of Sauget*, 158 Ill. App. 3d 313, 317 (1987)).

Declaratory Judgment

A declaratory judgment is strictly remedial and it does not create any substantive rights or duties; instead, it provides a procedural mechanism for a judicial determination of the parties' rights. *See Seip v. Rogers Raw Materials*, 408 Ill. App. 3d 433, 447 (1st Dist. 2011). A plaintiff must meet the following three requirements to prove a declaratory judgment action: (1) the plaintiff must have a tangible legal interest; (2) the defendant must have an adverse interest; and (3) there must be an actual controversy regarding that interest. *Excelsior Garage Parking, Inc. v. 1250 N. Dearborn Condo. Ass'n*, 2015 IL App (1st) 133781, ¶ 23.

Statutory Construction

“The primary objective in construing a statute is to ascertain and give effect to the intent of the legislature.” *Alvarez v. Pappas*, Ill.2d 217, 228 (2008); *See also Nowak v. City of Country Club Hills*, 2011 IL 111838, ¶ 11, 958 N.E.2d 1021, 1023 (citing *Michigan Avenue National Bank v. County of Cook*, 191 Ill.2d 493, 503–04, 247 Ill.Dec. 473, 732 N.E.2d 528 (2000)). All other rules of construction are “subordinate” to this “cardinal principle.” *In re Hernandez*, 2020 IL 124661 ¶18. The language of a statute “cannot be considered in isolation but must be read in context” to determine its meaning. *Id.* If the language is unambiguous, the statute should be applied as written. *Dynak v. Board of Education of Wood Dale School District 7*, 2020 IL 125062, ¶ 16. A presumption exists that the legislature did not intend “absurdity, inconvenience, or injustice” to result from its actions. *Id.* If the statutory language is ambiguous, that is,

subject to more than one reasonable interpretation, the “court may look to various tools of statutory interpretation, such as legislative history.” *Id. See also, In re D.D.*, 196 Ill.2d 405, 419, 256 Ill.Dec. 870, 752 N.E.2d 1112 (2001). A statute is ambiguous if it is capable of more than one reasonable interpretation. *County of Du Page v. Illinois Labor Relations Board*, 231 Ill.2d 593, 604, 326 Ill.Dec. 848, 900 N.E.2d 1095 (2008).

ANALYSIS

This case presents a simple question of statutory interpretation. Does a statute requiring that “all government offices...shall be closed” on November 3, 2020 require the closure of municipal offices?

As a threshold matter, plaintiffs have established the basic elements for a declaratory judgment, namely: (1) a plaintiff with a legal tangible interest; (2) a defendant having an opposing interest; and (3) an actual controversy between the parties concerning such interests. 735 ILCS 5/2-701; *Beahringer v. Page*, 204 Ill.2d 363, 372 (2003).

Turning to the rules of statutory construction and applying those rules, it is clear Section 2B-10 is ambiguous in the following ways:

- Closing “all government offices” would necessarily include closing all municipal offices, including those of the fire, police, and other first responder services, as well as service offices of other governmental entities, such as water or sewer districts;
- The statute refers in the first sentence to a “State holiday” and in the second sentence, to a “legal school holiday,” which terms are not ordinarily interchangeable, making such section inherently ambiguous;
- Section 2B-10, read in the context of providing for a safe and effective election, does not necessitate the closing of “all” government offices – only those associated with the election; and
- It does not seem logical to conclude the legislature included specific references to schools and universities because neither are included in Article VII’s definition of a “unit of local

government,” (Illinois Constitution, Article VII, §1) where Article VII does not include public community colleges, which are “government offices” in the same way as are schools and universities, and public community colleges are not specifically referenced in Section 2B-10.

There is a presumption that the legislature did not intend “absurdity, inconvenience, or injustice” to result from its actions. However, reading Section 2B-10 as defendants urge results in just that. If statutory language is ambiguous, the Court may look to various tools of statutory interpretation, including legislative history.

Plaintiffs have provided the Court with two excerpts from the debate on the House floor which clearly show the legislature intended to close schools and state universities to provide alternate polling places to nursing homes which, due to the pandemic, can no longer be used safely. Schools have the room to have polling places, but the legislature did not want the public interacting with the students. So, by making it a state holiday for schools and state university employees, the interaction could be avoided. A review of the video of the May 21, 2020 House Executive Committee revealed that local governments and private businesses were not to be included. The video can be found at: <https://livestream.com/blueroomstream/events/9141541/videos/206355575>. At approximately 8:12, Representative Butler specifically questioned Representative Burke whether it applied to local governments and private business and Representative Burke responded that it did not. Defendants have not offered contrary legislative history or legislative history supporting their interpretation of Section 2B-10.

The Village of Bolingbrook is a home rule municipality and where the legislature intends to exclusively exercise any given power or authority, it must expressly state such intention in the statute in question. Though there is such language in another section of the Election Code, the legislature did not include the specific language in its amendment to the Election Code. Without the required language, the legislature cannot require a home rule municipality to surrender its authority with regard to the closure of its offices for the purpose of regulating the health, safety, and welfare of its residents.

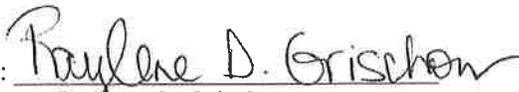
Finally, Section 2B-10 is a state-initiated statutory action that requires a local government to modify its activities in such a way as to necessitate additional expenditures from local revenues. Where the legislature fails to make necessary appropriations allowing reimbursement of expenses, local governments are not required to implement such mandates. Here, the legislature provided for reimbursement to local election authorities to be used to clean schools used as polling places to control the spread of the coronavirus. It did not so provide for municipalities. While the record is not sufficiently developed for the Court to find the extent of the unfunded mandate, it is clear that requiring offices to close will result in costs to municipalities. As such, Section 2B-10 constitutes an unfunded mandate.

For the foregoing reasons, the Court finds Section 2B-10 does not apply to local governments such as municipalities – including those municipalities that are members of IML and specifically, the Villages of Bolingbrook and Southern View.

NOW, THEREFORE, IT IS ORDERED:

- A. Plaintiffs’ Motion for Summary Judgment is granted.
- B. Defendants’ Countermotion for Summary Judgment is denied.
- C. The parties to bear their own attorneys’ fees and costs of suit.
- D. There is no just reason for delaying either enforcement or appeal or both of this Order.

Date: October 16, 2020

By: 
 Raylene D. Grischow
 Circuit Court Judge

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PUBLIC LIBRARIES CLOSED ON NOVEMBER 3, 2020?

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: October 19, 2020

This Memo supplements two (2) prior Memos about legislation (Public Act 101-0642) requiring closure on Election Day (11/3/20) of "all government offices."

As stated in our prior Memos:

A. P.A. 101-0642 provides, in relevant part, as follows:

Notwithstanding any other provision of State law to the contrary, November 3, 2020 shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place (emphasis supplied).

B. Questions arose shortly after this legislation was passed as to whether the Legislature intended that the words "all government offices" included units of local government, e.g., Public Libraries, Municipalities, Park Districts, etc.

C. In an effort to clarify the Legislature's intent as to what government offices must close, a lawsuit was filed against the State Board of Election on July 29, 2020 in Sangamon County by the Illinois Municipal League, the Village of Bolingbrook and the Village of Southern View.

Last Friday (10/16/20), Sangamon County Circuit Court Judge Raylene D. Grischow ruled, in essence, that the language "all government offices" does not apply to municipalities. In her ruling, Judge Grischow noted:

- Closing "all government offices" would necessarily include closing all municipal offices, including those of the fire, police, and other first responder services, as well as service offices of other governmental entities, such as water or sewer districts;
- The statute refers in the first sentence to a "State holiday" and in the second sentence, to a "legal school holiday," which terms are not ordinarily interchangeable, making such section inherently ambiguous;
- Section 2B-10, read in the context of providing for a safe and effective election, does not necessitate the closing of "all" government offices - only those associated with the election;
- The Court finds Section 2B-10 does not apply to local governments such as municipalities - including those municipalities that are members of IML and specifically, the Villages of Bolingbrook and Southern View.

Judge Grischow's ruling provides support for the proposition that "all government offices" does not require closure for all units of local government.

Recommendation

We believe Public Libraries have discretion as to whether to close or open on Election Day.

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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.