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Board Agenda
September 16, 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 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.

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

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

Webinar ID: 883 6901 7674

Passcode: 204922

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

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

- A. Call to Order and Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the Budget and Appropriations Ordinance.
- B. Public Questions/Comments
- C. Closing of Hearing

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

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

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

Vision Statement: Lives are enriched and dreams are realized.

- C. Public Comment
- D. Communications and Announcements
 - 1. Ritzman to Libraries re: Election of Library Trustees
 - 2. Ritzman to Libraries re: November 3 Election Day

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E.	Omnibus Consent Agenda		Action
	1. Minutes of Regular Board Meeting, August 19, 2020	Page 16	
	2. Action on Bill/Additional Bills	Page 20	
	3. Minutes of Special Board Meetings, July 20, August 10, August 17, August 24, August 31, 2020	Page 24	
	4. Ordinance #2020-7 Budget and Appropriations Ordinance for FY 2020/21	Page 29	
	5. Estimate of Revenues FY 2020/21	Page 31	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 32	Information
H.	Department Reports		Information
	1. Assistant Director	Page 35	
	2. Marketing	Page 37	
	3. Adult	Page 39	
	4. Circulation	Page 42	
	5. Technology and Technical Services	Page 44	
	6. Youth	Page 46	
I.	Staff Report None		
J.	Reports		
	1. Treasurer's Report	Page 57	Information
	2. Chamber Reports (Jensen)	Page 61	Information
	3. RAILS	Page 62	Information
	4. Building and Grounds Committee (no report)		
	5. Finance Committee (no report)		
	6. Planning/Outreach Committee (no report)		
	7. Policy Committee (no report)		
K.	Unfinished Business		
	1. Renovation		Discussion
L.	New Business None		
M.	Scheduled Meetings Special Board Meeting with architect to select finishes – September 14, 21, 28 at 2:00 p.m.		
N.	Community Events		
O.	Library Events		
P.	Adjournment		

**NOTICE OF PUBLIC HEARING
INDIAN PRAIRIE PUBLIC
LIBRARY DISTRICT**

NOTICE IS HEREBY GIVEN that a public hearing will be held in conjunction with a Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage & Cook Counties, Illinois at 6:30 p.m. Central Daylight Savings Time, September 16, 2020, at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois. Notice is hereby given that a tentative Budget and Appropriations Ordinance is on file and has been on file at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois, since July 17, 2020.

Crystal Megaridis, Secretary
Board of Trustees
8/6/2020 6732088

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ELECTION OF LIBRARY TRUSTEES

Consolidated Election April 6, 2021

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: September 1, 2020

This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 6, 2021.

TRUSTEES - LIBRARY DISTRICTS

- Tuesday, September 22, 2020: First day to circulate nominating petitions¹
- Monday, December 14, 2020 to
Monday, December 21, 2020: Seven (7) day period within which to file nominating petitions with Library Board Secretary
- Thursday, January 28, 2021: Last day for certification of candidates (certified to the County Clerk) - certification is made by the Secretary of the Library Board serving as the "Local Election Official"
- Tuesday, April 6, 2021: Consolidated Election

¹ Nominations of candidates for election as trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for library trustee, or 50, whichever is less, residing within the district, and filed with the secretary of the district within the time provided by the Election Code. No party name or affiliation may appear on the petition. 75 ILCS 16/30-20.

TRUSTEES - VILLAGE LIBRARIES

- Tuesday, September 22, 2020: First day to circulate nominating petitions²
- Monday, December 14, 2020 to
Monday, December 21, 2020 Seven (7) day period within which to file nominating petitions with Village Clerk
- Thursday, January 28, 2021: Last day for certification of candidates (certified to the County Clerk) certification is made by the Village Clerk as the "Local Election Official"
- Tuesday, April 6, 2021: Consolidated Election

CANDIDATE'S GUIDE

Attached for reference are excerpts from the Candidate's Guide, 2021, issued by the State Board of Elections.

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² Nominations for the position of library trustee including the first board of library trustees shall be by petition, signed by at least 25 legal voters residing in the incorporated town or village (except a village under the commission form of government) or township and filed with the clerk of such incorporated town, village, or township within the time prescribed by the general election law. Such clerk shall certify the candidates for library trustees to the proper election authorities who shall conduct the election in accordance with the general election law. All candidates must be residents of their incorporated town, village or township involved, The ballots shall not designate any political party, platform or political principle. 75 ILCS 5/4-3.3

PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

Public Library District

NOMINATION PAPERS

Petitions: Nonpartisan (SBE Form P-4)

Statement of Candidacy: Nonpartisan (SBE Form P-1A)

Loyalty Oath (optional): All candidates (SBE Form P-1C)

Statement of Economic Interests: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106)

Fair Campaign Practices Act (voluntary): Filed with the State Board of Elections or the county clerk.

QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

FILING DATES

December 14-21, 2020 (not more than 113 nor less than 106 days prior to the consolidated election).

WHERE TO FILE

With the Library District Secretary.

TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

TERM BEGINS

The third Monday of the month (May 17, 2021) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))

CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 W. Randolph Street, Suite 14-100, Chicago, IL 60601.

LOCAL LIBRARY BOARD – TRUSTEE

Municipal – Township

NOTE: In villages under the Commission form of government, the Library Board of Trustees are appointed by the village council. (75 ILCS 5/4-2)

NOMINATION PAPERS

Petitions: Nonpartisan (SBE Form P-4)

Statement of Candidacy: Nonpartisan (SBE Form P-1A)

Loyalty Oath (optional): All candidates (SBE Form P-1C)

Statement of Economic Interests: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106)

Fair Campaign Practices Act (voluntary): Filed with the State Board of Elections or the county clerk.

QUALIFICATIONS

Resident of incorporated town, village, or township involved. (75 ILCS 5/4-3.3)

SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the commission form of government), or township. (75 ILCS 5/4-3.3)

FILING DATES

December 14-21, 2020 (not more than 113 nor less than 106 days prior to the consolidated election).

WHERE TO FILE

Local municipal or township clerk.

TERM

7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution). (75 ILCS 5/4-3.1)

7 Trustees: 4 years for Township Public Libraries. (75 ILCS 5/4-3.2)

TERM BEGINS

Trustees hold office until their successors are elected and qualified. (75 ILCS 5/4-3.1) Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. (75 ILCS 5/4-6)

CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 W. Randolph Street, Suite 14-100, Chicago, IL 60601.

- d. A political slogan is defined as any word or words expressing or connoting a position, opinion, or belief that the candidate may espouse, including but not limited to any word or words conveying any meaning other than that of the personal identity of the candidate. A candidate may not use a political slogan as part of their name on the ballot, notwithstanding that the political slogan may be part of the candidate's name. (10 ILCS 5/7-17(b), 16-3(e))

NOTE: The State Board of Elections, a local election official, or an election authority shall not certify to any election authority any candidate name designation that is inconsistent with this statutory reference. (10 ILCS 5/7-17(c), 16-3(f))

- e. The form of name on the petition sheets must match the form of name on the Statement of Candidacy. **THE CANDIDATE'S NAME SHOULD APPEAR IN EXACTLY THE SAME FORM ON THE PETITION SHEETS, STATEMENT OF CANDIDACY, AND LOYALTY OATH.**

Failure to match the name on the petition to the name on the Statement of Candidacy may result in the candidate not being certified for ballot.

- f. Petitions of candidates for specified offices, which are to be filed with the same officer, may contain the names of two or more candidates of the same political party for the same or different offices. However, each candidate must submit their individual Statement of Candidacy, receipt for filing the Statement of Economic Interests, and optional Loyalty Oath. (10 ILCS 5/7-10)
- g. Each sheet of the petition other than the statement of candidacy and candidate's statement shall be of uniform size and contain above the space for signatures an appropriate heading. The heading must provide the name of the candidate(s) on whose behalf the petition is signed, the office sought, the political party represented, and the place of residence. The heading of each sheet shall be the same. (10 ILCS 5/7-10, 10-4)
- h. Petition sheets which are filed with the proper local election official, election authority, or the State Board of Elections must contain the **original** signatures of the voters and the original signature of the circulator thereof, and shall not be photocopies or duplicates of such sheets. (10 ILCS 5/7-10, 10-4)

SIGNING AND CIRCULATING PETITIONS

PETITION CIRCULATOR REQUIREMENTS

- a. A petition circulator must be 17 years of age and a qualified voter in Illinois. **The circulator must personally witness all signatures given and sign the required certificate stating that all signatures were given in their presence.** No one may be considered a circulator of any petition page except the person who signs the circulator's statement. (10 ILCS 5/7-10, 10-4)
- b. Petition sheets must not be circulated more than 90 days preceding the last day for the filing of the petitions. The circulator's statement on a candidate's petition must specify either the dates on which the sheets were circulated, the first and last dates on which the sheet was circulated, or that none of the signatures on the sheet were signed more than 90 days preceding that last day for filing of the petitions. (10 ILCS 5/7-10, 10-4)
- 1) Petitions circulated for established political party candidates and nonpartisan candidates who are required to file for the February 23, 2021 Consolidated Primary Election may be circulated starting August 25, 2020 for the filing period November 16-23, 2020.
 - 2) Petitions circulated for independent candidates, new political party candidates, and nonpartisan candidates who are required to file for the April 6, 2021 Consolidated Election may be circulated starting September 22, 2020 for the filing period December 14-21, 2020.
- c. A petition circulator may not circulate for more than one political party. (10 ILCS 5/10-4) *Schober v. Young, 322 Ill.App.3d 996, 751 N.E. 2d 610 (4th Dist. 2001)*
- d. A petition circulator may not circulate for independent candidates in addition to candidates for an established political party. (10 ILCS 5/10-4)

- e. A petition circulator may not circulate for more than one new political party. (10 ILCS 5/10-4)
- f. A petition circulator may not circulate for independent candidates in addition to candidates for a new political party. (10 ILCS 5/10-4)
- g. A petition circulator must complete the circulator’s statement at the bottom of each petition sheet certifying address, age, and citizenship information as well as that the signatures on that sheet were signed in their presence; are genuine; to the best of their knowledge, the persons so signing were duly registered voters of the political subdivision for which the candidate(s) shall be nominated or elected; and that their respective registration addresses are correctly stated therein. This statement shall be sworn to and signed before an officer authorized to administer oaths in Illinois. (10 ILCS 5/7-10, 10-4)
- h. Petition circulators shall indicate on such petition their residence address, written or printed, including the street address or rural route number of the circulator, as well as the circulator’s city, village, or town. (10 ILCS 5/7-10, 10-4)

PETITION SIGNER REQUIREMENTS

- a. A signer **MAY NOT** sign petitions for a candidate of more than one political party for the same primary election. (10 ILCS 5/7-10)
- b. A signer may sign the petitions of one established political party for the consolidated primary election and one new political party or independent for the subsequent consolidated election. (10 ILCS 5/10-3)
- c. A signer must sign their own signature on the petition. The signer cannot sign for someone else, such as another member of their family. (10 ILCS 5/7-10, 10-4)
- d. A petition signer may change party affiliation from one election to another. *Kusper v. Pontikes*, 414 U.S. 51, 94 S. Ct. 303 (1973), *Sperling v. County Officers Electoral Board*, 57 Ill.2d 81, 309 N.E.2d 589 (Ill. 1974)
- e. Petition signers must be registered voters in the political subdivision in which the candidate is seeking nomination or election. (10 ILCS 5/7-10, 10-2, 10-3, 10-4)

Petition signers shall indicate on such petition their residence address, written or printed, including the street address or rural route number, as well as their city, village or town, county, and state. However, the state, county, city, village, and town of residence may be pre-printed on the petition form when all of the electors signing the petition form reside therein. Standard abbreviations may be used in writing the residence address. **A petition signer must be a registered voter from the address shown opposite their signature on the petition.** (10 ILCS 5/3-1.2, 7-10, 10-4)

- f. Signatures may be stricken from the petition by the circulator or the candidate (SBE Form P-2A), prior to filing, in the following manner:
 - 1) The person striking the signature must initial the petition at the place where the signature is stricken. (10 ILCS 5/7-10, 10-3)
 - 2) The person striking the signature must sign a certification (SBE Form P-2A) listing the page number and line number of each signature stricken from the petition. Such certification shall be filed as part of the petition. (10 ILCS 5/7-10, 10-3)
 - 3) The person striking signatures from independent candidate petitions must sign an additional certificate (SBE Form P-2B) specifying the number of certification pages listing stricken signatures, which are attached to the petition, and the page numbers indicated on such certifications. This additional certificate must be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters’ signatures and before the certifications of stricken signatures (SBE Form P-2A). This last step is required statutorily only for independent candidates. (10 ILCS 5/10-3)
 - 4) All of the foregoing requirements are necessary to affect a valid striking of any signature.

PREPARING PETITION SHEETS

- a. The petition signature sheets must be **original** and of **uniform size**. (10 ILCS 5/7-10, 10-4)
- b. The petition **signature** sheets must be numbered consecutively, beginning with the top sheet as number "1." (10 ILCS 5/7-10, /10-4)
- c. The following original documents are to be attached (preferably on top) to the nominating petition signature sheets:
 - 1) Statement of Candidacy;
 - 2) Loyalty Oath (optional)
 - 3) Receipt for filing the Statement of Economic Interests (not required for federal or party office). The receipt may be filed at any time during the filing period and will not change the initial date and time of filing.
The above documents are NOT page numbered.
 - 4) Any certifications related to the striking of signatures shall be attached immediately following the last petition page and numbered consecutively beginning with the number "1." (10 ILCS 5/7-10, 10-3)
 - 5) For all new political party petitions, the petition must have attached thereto a certificate (SBE Form P-8C) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will result in the party forfeiting its right to fill vacancies in nomination, but will not invalidate the petition. (10 ILCS 5/10-5, 10-11)
 - 6) Any other documentation which may be required to qualify for a specific office.
- d. The petition signature sheets must be **neatly fastened together** in book form by fastening them together at one edge in a secure and suitable manner.

NOTE: A petition once filed shall not be altered or added to. However, the receipt for an economic interest statement filing may be filed no later than 5:00 p.m. on the last day on which nomination papers may be filed. (10 ILCS 5/7-10, 7-12, 10-4, 10-5)

STATEMENT OF CANDIDACY

COMPLETING A STATEMENT OF CANDIDACY FORM

Each candidate, whether an individual candidate or one whose name appears on a group petition or certificate of nomination, must complete and file a Statement of Candidacy. The form of the candidate's name, as printed and signed, should match the name as printed on the petition. Furthermore, the address of the candidate, the office for which the person is a candidate, political party designation, if applicable, and statements that the person is qualified for the office specified, if required, should also match the information as printed on the petition. See each individual office in this guide for the recommended SBE Statement of Candidacy form. **THIS STATEMENT MUST ACCOMPANY THE NOMINATION PAPERS.** (10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e))

FILING AS A SLATE

Petitions filed with the same officer (for specified offices) may contain the names of two or more candidates of the same political party. However, each candidate must submit an individual Statement of Candidacy, optional Loyalty Oath, and Statement of Economic Interests receipt. (10 ILCS 5/7-10)

BALLOT CERTIFICATION

CERTIFICATION OF THE BALLOT FOR THE CONSOLIDATED PRIMARY (IF PRIMARY ELECTION IS REQUIRED): DECEMBER 17, 2020

Not less than 68 days before the consolidated primary, the local election official shall certify to the election authority the names of all candidates who have filed nomination papers, as well as any public questions that have been filed. (10 ILCS 5/7-13.1, 28-5)

The names of candidates whose petitions have been held invalid by an electoral board are not certified unless the electoral board decision is reversed by a court pursuant to judicial review. (10 ILCS 5/7-13.1)

If the primary is partisan, the certification should also indicate the party affiliation of all candidates. (10 ILCS 5/7-13.1, 10-15) The candidates are listed on the certification in the order the petitions were filed or as determined by lottery (for simultaneous filings). (10 ILCS 5/7-12(6), 10-6.2) When a municipality is situated in two or more counties, the certification must be sent to the election authority in each county (SBE Form G-1). (10 ILCS 5/7-13.1)

NOTE: In any city under the jurisdiction of a city board of election commissioners, the certification is sent to the board of election commissioners.

Municipalities that elect officers at nonpartisan primary and general elections shall conduct the elections as provided in the Election Code, except that no office for which the nomination is uncontested shall be included on the primary ballot and no primary shall be held for that office. **When one or more but not all of the offices are uncontested, a primary is held for the contested offices only.** (10 ILCS 5/7-5; 65 ILCS 5/3.1-20-45)

An office is uncontested when not more than 4 persons to be nominated for each office have timely filed valid nominating papers (and/or declarations of intent to be write-in candidates) seeking nomination for the election to that office. (65 ILCS 5/3.1-20-45)

The local election official shall issue an amended certification whenever it is discovered that the original certification is in error. (10 ILCS 5/7-13.1)

**CERTIFICATION OF THE BALLOT FOR THE 2021 CONSOLIDATED
ELECTION: JANUARY 28, 2021 (ESTABLISHED PARTY CANDIDATES)**

Within five days following the canvass and proclamation of the results of the consolidated primary, the local election official shall certify to the election authority the names of all candidates nominated at the consolidated primary, or who have been nominated to fill a vacancy in nomination. (10 ILCS 5/7-60.1) For more information on vacancies in nomination, please see page 30. In the case of multiple offices (e.g., village trustees), the name of each candidate is placed on the consolidated election ballot according to the highest number of votes received in the primary (SBE Form G-1). (10 ILCS 5/7-60.1)

**CERTIFICATION OF THE BALLOT FOR THE 2021 CONSOLIDATED
ELECTION: JANUARY 28, 2021 (INDEPENDENT, NEW PARTY, &
NONPARTISAN CANDIDATES)**

Not less than 68 days (January 28, 2021) before the consolidated and nonpartisan elections, the local election official with whom petitions have been filed shall certify the names of all candidates whose nominating petitions have been filed in their offices, in the order so filed (or as determined by lottery for simultaneous filings), to each election authority in whose jurisdiction the political subdivision is located (SBE Form G-1 and SBE Form G-1A). (10 ILCS 5/10-15) Public question(s) initiated by petition or board resolution must also be certified to the election authority (SBE Form G-1B). (10 ILCS 5/28-5)

If a political subdivision is located in two or more counties, the certification shall be made to the election authority of each county. If a political subdivision is situated partially within a municipality under the jurisdiction of a municipal board of election commissioners and partially within the county, the certification shall be made to both the board and to the county clerk. (10 ILCS 5/7-13.1)

Where a candidate's nominating papers or petitions have been objected to and the objection has been sustained by the electoral board established in Section 10-10 of the Election Code, the words "OBJECTION SUSTAINED" shall be placed under the title of the office being sought by the candidate and the name of the aggrieved candidate shall not appear; and where a candidate's nominating papers or petitions have been objected to and the decision of the electoral board established in Section 10-10 of the Election Code is either unknown or known to be in judicial review, the words "OBJECTION PENDING" shall be placed under the title of the office being sought by the candidate and next to the name of the candidate. (10 ILCS 5/10-15(6)(7))

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PUBLIC LIBRARIES CLOSED ON NOVEMBER 3, 2020?

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: September 11, 2020

Must Public Libraries close on November 3, 2020 (General Election Day) per Public Act 101-0642?

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).

As we noted in our Memorandum of August 11, 2020:

- a. 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.
- b. 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.

The Attorney for the Illinois Municipal League advised that a decision in the pending lawsuit is expected on October 15, 2020.

While a decision in the pending lawsuit is binding only on the parties to the lawsuit, the decision would be "persuasive authority" applicable to other units of local government.

Included in the pleadings filed in the pending lawsuit by the Illinois Municipal League is the following exchange during a 5/21/20 meeting of the House Executive Committee:

- Rep. Butler: So, is it just a state holiday for schools?
- Rep. Burke: So, it's currently a state holiday, General Election Day is currently a state holiday for purposes of government facilities.
- Rep. Butler: For state employees.
- Rep. Burke: For state employees, yes. So, this will add schools and university staff.
- Rep. Butler: Not local government? Not private business? This is just for schools?
- Rep. Burke: Correct.

Stated simply, the Illinois Municipal League's position in the lawsuit is that the Legislature's intent was to extend the existing state employees holiday only to schools and state universities.

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16

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 19, 2020

**Board of Trustees Regular Meeting
August 19, 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 August 19, 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. August 19, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

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Webinar ID: 899 3050 9987

Passcode: 777870

International numbers available: <https://us02web.zoom.us/j/kcULU4JOBr>

A. Roll Call

President Suriano called the meeting to order at 6:30 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 Bukovac re: Election Day State Holiday

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, July 15, 2020
- 2. Action on Bills/Additional Bills
- 3. Resolution #2020-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions
- 4. Approval of 2020 Illinois Public Library Annual Report
Damon moved, Krupicka 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

With respect to COVID, Bukovac and the department heads have discussed how to handle roll backs in service if the need arises including how many staff would be needed to provide basic services. If Illinois were to revert to Phase 1 there would be some amount of work for staff to do remotely. The question was raised about staff pay if we reverted to phase 1. The Board felt the discussion should be tabled for now - the situation is fluid and decisions need to be made based on events as they happen. An emergency board meeting can be scheduled if needed. Megaridis noted that everything we’ve learned over the last few months should be incorporated into our disaster plan.

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 Update – Bukovac reported we have been looking at flooring, carpeting, tables and trying out a variety of chairs. The goal is to bring the finishes to the Board at the September meeting. The architects are working on the construction documents.

K. New Business

- 1. Approval of Knudsen Construction for Pickup Window – The library received five proposals for the new drive up window. A memorandum from the architects and a list of the

- proposals submitted is included in the packet. The low proposal for the project was from Knudsen Construction. The architects have completed several projects of similar size with Knudsen over the last several years. They spoke to Knudsen about the scope of the project and their recommendation is to award the project to them. Krupicka moved, Damon seconded to approve the base bid proposal for a new drive up window submitted by Knudsen Construction in the amount of \$21,432.00. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Proposed Employee Expense Reimbursement Policy – In January 2019 the Illinois Wage Payment and Collection Act was amended to include a new section that requires every Illinois employer to reimburse an employee for all necessary expenditures incurred by the employee within their scope of employment. In January 2019 the library did not require staff to use their own internet and phones to perform their work and we did not establish policy and procedures for expense reimbursement. With the onset of COVID, all staff worked from home March 14-May 28 and as of May 29 some of the staff have worked part of their hours from home and will continue to do so until the state moves to phase 5. The library's attorney said the law does not set guidelines to determine the cost so Bukovac calculated reimbursement based on the average cost of data and cell phone plans. Megaridis moved, Frawley seconded to adopt the proposed Employee Expense Reimbursement Policy. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously
 3. Proposed Student Library Card – Bukovac is proposing that a special student card be made available to youth ages 13 to 17. The limited card would provide complete access to digital services and allow checkout of most materials (not equipment) with a limit of 10 physical items at a time on a card. All policies relative to issuance of cards and cardholder responsibilities would apply. The Board agreed that it was a great idea especially in light of the fact that schools are not providing library services due to COVID. The Board decided to limit the number of physical items on a card to 5 at a time since the primary purpose of the card is to provide digital access. Akhras moved, Frawley seconded to adopt the Proposed Student Library Card with a limit of 5 physical items at a time on a card. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 4. Library Phases during COVID – The library is basing its phased services on the phases instituted by the state as detailed in *Restore Illinois: A Public Health Approach to Safely Reopen Our State*. Bukovac and the department heads have evaluated what the library has done so far and have made improvements along the way. They have also discussed what could trigger a potential rollback in service including if Illinois reverts back. We are confident that we'll be ready if needed. An updated plan is in the packet. The number of visitors in the library continues to be low. We've added a few study tables/seats that can be booked for up to two hours and will be opening the two conference rooms on the second floor for up to two people. Curbside pickup continues to be busy with over 100 daily pickups. We're allowing people to use computers for up to two hours if no one is waiting. We've started allowing cardholders to place holds on items from other SWAN libraries and cardholders at other libraries can place holds on our items. We hope to resume passport service on October 1.

L. Meetings Scheduled

Special Board Meetings with Product Architecture on August 24 and 31 at 2:00 p.m.

M. Adjournment

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

Crystal Megaridis, Secretary

ACTION ON BILLS AUGUST, 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4683 - 4761	\$ 89,842.09
Fifth Third-Salaries	869 - 885	\$ 4,605.17
Hinsdale Bank-Direct Deposits	& 30738 - 30869	\$ 109,313.04
MONTH'S TOTAL:		\$ 203,760.30

Indian Prairie Public Library District Account QuickReport - Vendors

21

As of August 31, 2020

Type	Date	Num	Name	Amount
10122 · Fifth Third Checking				
Liability Check	08/06/2020	4683	Nationwide Retirement	936.53
Liability Check	08/06/2020	4684	Vantagepoint	1,401.26
Liability Check	08/06/2020	4685	State Disbursement Unit	493.94
Liability Check	08/06/2020	4686	State Disbursement Unit	130.04
Bill Pmt Check	08/12/2020	4687	AT&T	441.20
Bill Pmt Check	08/12/2020	4688	Baker & Taylor	1,329.26
Bill Pmt Check	08/12/2020	4689	Blackstone Audio, Inc.	134.99
Bill Pmt Check	08/12/2020	4690	Cengage Learning, Inc.	68.87
Bill Pmt Check	08/12/2020	4691	Chicago Tribune	248.00
Bill Pmt Check	08/12/2020	4692	Colley Elevator Co.	850.50
Bill Pmt Check	08/12/2020	4693	Dancing Cranes Yoga Inc.	60.00
Bill Pmt Check	08/12/2020	4694	Dynegy Energy Services	5,296.94
Bill Pmt Check	08/12/2020	4695	Groot Industries, Inc.	361.84
Bill Pmt Check	08/12/2020	4696	HR Source	150.00
Bill Pmt Check	08/12/2020	4697	Ingram Library Services	423.80
Bill Pmt Check	08/12/2020	4698	JoAnn Stores, LLC	1,339.00
Bill Pmt Check	08/12/2020	4699	Kroeschell Service	2,094.00
Bill Pmt Check	08/12/2020	4700	LM Information Delivery, Inc.	3,429.20
Bill Pmt Check	08/12/2020	4701	Midwest Tape	5,917.75
Bill Pmt Check	08/12/2020	4702	Neviol Inc.	4,725.00
Bill Pmt Check	08/12/2020	4703	OverDrive	3,227.96
Bill Pmt Check	08/12/2020	4704	Recorded Books, Inc	242.97
Bill Pmt Check	08/12/2020	4705	Runco	273.43
Bill Pmt Check	08/12/2020	4706	Sebert Landscaping	1,280.00
Bill Pmt Check	08/12/2020	4707	Springshare LLC	1,065.00
Bill Pmt Check	08/12/2020	4708	Szczepaniak, Stella	50.00
Bill Pmt Check	08/12/2020	4709	TMobile	37.44
Bill Pmt Check	08/12/2020	4710	Today's Business	300.00
Bill Pmt Check	08/12/2020	4711	University of Chicago Library	150.00
Bill Pmt Check	08/12/2020	4712	Wilsey, Tim	125.00
Bill Pmt Check	08/12/2020	4713	Young, Khristine	50.00
Liability Check	08/20/2020	4714	Nationwide Retirement	936.53
Liability Check	08/20/2020	4715	Vantagepoint	1,351.26
Liability Check	08/20/2020	4716	State Disbursement Unit	493.94
Liability Check	08/20/2020	4717	State Disbursement Unit	159.54
Bill Pmt Check	08/24/2020	4718	Baker & Taylor	8,311.15
Bill Pmt Check	08/24/2020	4719	Baker & Taylor (video)	75.18
Bill Pmt Check	08/24/2020	4720	BCBS	13,574.48
Bill Pmt Check	08/24/2020	4721	Blackstone Audio, Inc.	584.93
Bill Pmt Check	08/24/2020	4722	Call One	787.89
Bill Pmt Check	08/24/2020	4723	Canon Financial Services, Inc.	221.00
Bill Pmt Check	08/24/2020	4724	Cengage Learning, Inc.	8.79
Bill Pmt Check	08/24/2020	4725	Darien Woman's Club	75.00
Bill Pmt Check	08/24/2020	4726	DEMCO	300.79

Indian Prairie Public Library District
Account QuickReport - Vendors

22

As of August 31, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	08/24/2020	4727	Eskew, Joe	71.34
Bill Pmt Check	08/24/2020	4728	FedEx	14.78
Bill Pmt Check	08/24/2020	4729	Forst, Tauya R.	75.00
Bill Pmt Check	08/24/2020	4730	FSS Technologies	225.00
Bill Pmt Check	08/24/2020	4731	Garvey's Office Products	233.52
Bill Pmt Check	08/24/2020	4732	Grasso Graphics	4,498.89
Bill Pmt Check	08/24/2020	4733	Ingram Library Services	293.74
Bill Pmt Check	08/24/2020	4734	LM Information Delivery, Inc.	146.29
Bill Pmt Check	08/24/2020	4735	Midwest Tape	1,815.33
Bill Pmt Check	08/24/2020	4736	OUT	29.95
Bill Pmt Check	08/24/2020	4737	OverDrive	2,249.37
Bill Pmt Check	08/24/2020	4738	Principal Life Insurance Company	1,086.06
Bill Pmt Check	08/24/2020	4739	Recorded Books, Inc	667.67
Bill Pmt Check	08/24/2020	4740	Runco	16.99
Bill Pmt Check	08/24/2020	4741	Sebert Landscaping	310.00
Bill Pmt Check	08/24/2020	4742	Springshare LLC	274.00
Bill Pmt Check	08/24/2020	4743	Suburban Door Check & Lock Service	132.00
Bill Pmt Check	08/24/2020	4744	TMobile	37.44
Bill Pmt Check	08/24/2020	4745	Thomson Reuters West	82.68
Bill Pmt Check	08/24/2020	4746	U.S. Postmaster	1,892.48
Bill Pmt Check	08/24/2020	4747	Uline	202.63
Bill Pmt Check	08/24/2020	4748	VSP Vision	194.06
Bill Pmt Check	08/24/2020	4749	Wlosinski, Maria	26.45
Bill Pmt Check	08/27/2020	4750	Baker & Taylor	2,223.38
Bill Pmt Check	08/27/2020	4751	Baker & Taylor (video)	95.25
Bill Pmt Check	08/27/2020	4752	Bank of America	6,955.37
Bill Pmt Check	08/27/2020	4753	Blackstone Audio, Inc.	431.22
Bill Pmt Check	08/27/2020	4754	Cengage Learning, Inc.	168.74
Bill Pmt Check	08/27/2020	4755	Concepcion, Eric	370.00
Bill Pmt Check	08/27/2020	4756	Heritage House Florist	60.00
Bill Pmt Check	08/27/2020	4757	Ingram Library Services	318.78
Bill Pmt Check	08/27/2020	4758	Midwest Tape	573.86
Bill Pmt Check	08/27/2020	4759	Nguyen, Bichthuy T.	70.00
Bill Pmt Check	08/27/2020	4760	Recorded Books, Inc	211.45
Bill Pmt Check	08/27/2020	4761	Runco	273.97

Total 10122 - Fifth Third Checking

89,842.09

TOTAL

89,842.09

Bills for approval – Electronic Payments & Automatic Withdrawals

August 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	08/07/2020	3,425.17
EFTPS-Federal	Payroll taxes	08/07/2020	18,625.40
ILDOR-State	Payroll taxes	08/21/2020	3,431.31
EFTPS-Federal	Payroll taxes	08/21/2020	18,448.24
IMRF	Payroll Pension	08/21/2020	21,936.84
DAC	Deposit to HRA	08/04/2020	377.47
DAC	Deposit to HRA	08/11/2020	730.18
DAC	Deposit to HRA	08/12/2020	179.34
DAC	Deposit to HRA	08/18/2020	8.00
DAC	Deposit to HRA	08/25/2020	54.86
Fifth Third	Check Printing – A/P	8/19/2020	250.10
Nicor	Gas	08/11/2020	522.12
INB Bank/5/3	Credit Card Fee	08/15/2020	141.47
Hinsdale Bank	Fee-Direct Deposit	08/18/2020	+ .25

Indian Prairie Public Library
Special Board of Trustees Meeting
July 20, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

Present: Marian Krupicka, Victoria Suriano, Jamie Bukovac, Tony Lucarelli, Debbie Sheehan, Natalie Williams, Ann Stovall, Tiffany Nash, Dan Pohrte, Samantha Shepherd

Reviewed preliminary plans for the maker space.

The meeting adjourned at 3:30 p.m.

Indian Prairie Public Library
Special Board of Trustees Meeting
August 10, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

Present: Marian Krupicka, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Tony Lucarelli, Debbie Sheehan, Natalie Williams, Ann Stovall, Tiffany Nash, Dan Pohrte, Samantha Shepherd

Discussed carpet and furniture.

The meeting adjourned at 3:15 p.m.

Indian Prairie Public Library
Special Board of Trustees Meeting
August 17, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

Present: Marian Krupicka, Jamie Bukovac, Laura Birmingham, Tony Lucarelli, Debbie Sheehan, Natalie Williams, Ann Stovall, Tiffany Nash, Dan Pohrte, Samantha Shepherd

Discussed ideas for lighting, maker space design, and carpet for the second floor hallway.

The meeting adjourned at 3:30 p.m.

Indian Prairie Public Library
Special Board of Trustees Meeting
August 24, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

Present: Marian Krupicka, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Tony Lucarelli, Debbie Sheehan, Natalie Williams, Ann Stovall

Continued reviewing furniture and lighting.

The meeting adjourned at 3:30 p.m.

Indian Prairie Public Library
Special Board of Trustees Meeting
August 31, 2020 – 2 p.m.
Minutes

Call to Order: 2 p.m.

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

Started selecting paint colors and furniture finishes. Finalized lighting.

The meeting adjourned at 4 p.m.

**ORDINANCE NO. 2020-7
BUDGET AND APPROPRIATION ORDINANCE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DU PAGE & COOK COUNTIES, ILLINOIS
FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021**

This Ordinance constitutes the Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Estimate of Expenditures from Corporate Fund

	<u>Appropriation</u>
Personnel	3,171,664
Materials	533,747
Building Operations	370,650
Office Operations	40,200
Technology	200,000
Contractural Services	35,000
Insurance	25,000
Communications/Publicity	50,000
Programs	40,000
Total Corporate Fund	4,466,261

Estimate of Expenditures from Special Tax Funds

Audit	0
IMRF	62,000
Social Security	53,000
Liability Insurance	18,000
Building and Equipment (.02% Special Tax)	100,000

Transfer of Funds from Corporate Fund to Special Reserve Fund for renovation and related costs	1,300,000
--	-----------

Summary

Corporate	4,466,261
Audit	0
IMRF	62,000
Social Security	53,000
Liability Insurance	18,000
Building and Equipment (.02%)	100,000
Special Reserve	1,300,000
Total Appropriation	5,999,261

SECTION 2. As part of the Annual Budget, it is stated

- a. The cash on hand at the beginning of the fiscal year is \$1,605,583
- b. The estimated cash expected to be received during the fiscal year from all sources is \$3,902,205
- c. The estimated expenditures for the fiscal year are \$5,202,205
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$305,583
- e. The estimated amount of taxes to be received during the fiscal year is \$3,740,844
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$161,361

SECTION 3. Funds in the total amount of \$5,999,261 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Corporate Reserve Fund.

AYES:
 NAYS:
 ABSENT:

PASSED by the Board of Library Trustees on September 16, 2020.

 Victoria Suriano, President

ATTEST:

 Crystal Megaridis, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,
DU PAGE & COOK COUNTIES, ILLINOIS
ESTIMATE OF REVENUES FOR THE FISCAL YEAR
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

I, Marian Krupicka, do hereby certify that I am the duly qualified and acting Treasurer of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, and as such that I am the chief fiscal officer of said Library District.

I do further certify that the following is an estimate of fund balances on hand as of July 1, 2020 and revenues, by source, anticipated to be received by the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2020 to June 30, 2021.

<u>ESTIMATE OF FUNDS AVAILABLE</u>		<u>SOURCE</u>
1.	1,594,583	Corporate fund balance on hand 7/1/20
2.	161,361	Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, rentals, donations, and impact fees
3.	3,740,844	Anticipated tax collection
4.	5,878	Special Reserve Fund
5.	5,122	Balance SPECIAL TAX funds on hand 7/1/20
6.	0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
<hr/>		
	5,507,788	Total estimated revenues and fund balances available for the 2020/21 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2020 and revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Chapter 35, Act 205, Section 162 of Illinois Compiled Statutes 1992.

Date

Marian Krupicka, Treasurer and Chief Fiscal Officer of the
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY20/21. This was reviewed by the trustees in July and has been available for public review in the library since that time. The public hearing to allow residents to comment on this document is set for 6:30, prior to the board meeting starting at 6:40. All of these processes are required by law

The Estimate of Revenues FY 20/21 is also required by law. The board has to adopt the Estimate, which is a summary of information contained in the Budget and Appropriations, and the form is sent to the counties.

Renovation

There was a short article in the newsletter about the renovation and a web page has been put together with preliminary information. We'll add the floor plan and colored renderings as more decisions are made along the way.

Product Architects have updated the renderings of the building and have provide "bird's eye views" of each floor which are really helpful in understanding how it will all come together. I used this in a Zoom presentation with the staff to show them what will be happening with the renovation. I plan to "walk" the trustees through the plan at the board meeting.

There's a possible start date of October 1 for the drive-up window. I'm waiting for confirmation of that. It will be a five-day job.

Most of the furniture has been selected. We're currently working through furniture finishes and paint colors. Flooring for the stairway, new café, and the 2nd floor hallway and offices has been selected. We've looked at ideas for specialty lighting.

I've started talking with the architects about how the construction would be phased. I'll have more information about this when the board meets Wednesday but there are some things to consider relative to whether or not the library should close the building during some or part of the project. In normal times this would be a conversation to have because closing the building for part of the project would shorten the project and may provide some savings. Because of COVID, I have concerns about having the space to keep staff and the public socially distanced because areas will be taken over by construction.

Here are initial ideas from the architect:

Option 1: close for approximately 2 weeks to take care of the most disruptive portions of the project. These include:

- Lobby tile removal and new carpet
- Stair work
- Trenching on first floor for power
- Staff area carpet and paint

After this time, the areas shown in blue would be separated from the public and staff with a plastic or drywall barrier. We would work with the contractor to limit disruption in others areas as they are phased into the overall project.

Option 2: close for most of the duration of the entire project

We believe that closing for 2 months would be enough for most of the project to be completed. There might be some items like millwork and glass that would be installed after the 2 months, but this would probably be enough time to complete the Public Services workroom and build out the walls and ceilings in the study rooms and maker space, as well as painting of all of the public areas and flooring in the café. You might have another month of work after closure, but we don't see it as being disruptive to patrons and staff.

Patron Services

In August we averaged 121 pickups per day. The highest day was Saturday 8/15 with 208 pickups. Just this week we are starting to see an uptick in the number of visitors and in circulation. Based on a new REALM test of COVID on stacked materials we have gone back to quarantining returned materials for seven days. SWAN plans on turning on "Holds Pick Up Anywhere" in September. This is where a patron may select which library they would like to pick up their materials at. After discussing this with the department heads we are opting out at this point because it would increase the number of non-residents using IPPL and thus increase the number of people in the building. The seating is working well. We find that most days all the seats on the first floor are being used. We are stating that food is not allowed in the building because we've found that people are picking up carry-out and eating it in the library. Spending time eating goes against our policy that people in the public areas need to keep their masks on.

Continuing Education

I attended an online two-day leadership conference, Global Leadership Summit, along with the department heads. This is the third year we've attended. It is so inspiring and renews each of us. We spent time afterwards sharing our key takeaways. We learned about leading through life's upsets, building resilience, intentionality, staying curious, prioritizing for time management, and laddering up our leadership among other topics.

Meetings in August

Three meetings about the renovation

SWAN update

Three department heads meetings

Two one-on-one with Tony

One one-on-ones with Debbie S.

One one-on-ones with Natalie

Two one-on-ones with An

Jamie Bukovac

Assistant Director's Report: September 2020

Building:

Joe continues to work on the installation of the new office in the current Circulation workroom.

The dreaded Japanese Knotweed has returned again this year. Landscaping crews have been weeding it out by hand in an effort to not use heavy-duty weed killer in our planting beds.

Joe recently replaced the aging electrical contacts for the library's main lighting, both inside and outside.

IPPL Foundation and Friends:

The Book Nook made \$310 in August.

The books that we send to Better World Books are either recycled or sold in their online book store. When they sell one of our items, we earn a commission. I am happy to report that we recently got a check for \$807.25 – our commissions from November 2018 through June 2020.

Programming:

Cindy organized and hosted the following online programs in August:

<u>Date:</u>	<u>Program:</u>	<u>Attendance:</u>
8/5	Chair Yoga	27
8/12	Chair Yoga	22
8/12	The History of the Chicago Outfit	23
8/17	Defining Systemic Racism	80* (also advertised by COD)
8/19	Chair Yoga	24
8/20	Getting Started with Meditation	10

Since the chair yoga series was a popular one (and it is very inexpensive), we are continuing it through October.

I am leading a group of staff to determine future EDI (Equity, Diversity, Inclusion) initiatives, such as upcoming programming. Staff include Natalie, Jennifer, Joe and Cindy. We had our first discussion and we have determined that we will focus on racial equality for at least the next quarter. The goal of the group is to determine ways we can foster community learning and discussion on topics such as racism. We have invited the COD facilitator, Tanya Frost, Associate Professor of Justice Studies, who led the "Defining Systemic Racism" discussion in August to facilitate more discussions and she is very interested in helping us as we move forward.

Contributing to the Profession:

I am working with Anthony Hattan to complete his 75-hour practicum experience for his LTA (Library Technical Associate) Certificate through the College of DuPage. Anthony is currently one of our Circulation Pages and will be working primarily with the Kids & Teens and Technical Services departments, as those are his areas of interest as a career. He started earlier this month and will complete his hours with us by early December.

Dave helped the marketing staff at Schaumburg Township District Library understand and set up a YouTube Live account. Dave also learned how they approach live programming.

Marketing Highlights:

- Dave edited and published 8 new YouTube videos in August. The most popular video published was "Homeschooling 101" with 46 views. "Miss Lexy's Favorite Baby Tickles", which is an older video, had 116 new views in August.
- The 4-page fall newsletter was delivered to mailboxes on or around September 1st.
- Dave and Jill worked with Kids & Teens and Adult staff to create a new "Supporting Students" page. The page can be found under the "Learn & Research" heading on the homepage or by going to ippl.info/learn-research/supportingstudents
- Dave created a new "Building the Future" page highlighting our upcoming renovation plans. The current project being highlighted is the new drive-up window. Find the page at ippl.info/future
- Dave and Jill worked with Monica to create a new "Homeschooling Help" page. The page is also found under "Learn & Research" or by going to ippl.info/learn-research/homeschool
- Jill's Marketing Report, which includes eNews and social media statistics, is attached.

Misc.:

Volunteers from the Southwest Suburban Immigrant Project (www.ssipchicago.org) will be providing in-person voter registration (with safety precautions) on September 12th, September 22nd (National Voter Registration Day), October 14th and October 21st. Weather-permitting, they will be outside near the front entrance. The library partners with SSIP to provide Citizenship Preparation Classes.

Submitted by: Laura Birmingham



**Jill Yott, Communications Coordinator, Report for Board of Trustees
August 1-31, 2020**

Continuing Education

Webinar: Content Marketing Secrets for Every Social Media Platform

Enews

Due to dead emails, people moving, and overall unsubscribes, we lost 47 subscribers to our general enews in August. Looking at enews open rates the last few summers, we appear to be in the summer slump. Because of the way the calendar fell, no enews for BizConnect was sent in August (It was sent July 31 and Sept. 3.) We continue to send news on Thursdays and programming on Sundays.

General Enews Subscribers

July 31	16,665
August 31	16,618
Loss in subscribers	-47

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Biz Connect subscribers	333	-3
Teen Enews subscribers	156	0

Enews Open & Click Rate

Date	Open Rate	Click Rate
Aug. 3 (Teen)	22	12
Aug. 6	19	4
Aug. 9	16	8
Aug. 13	15	8
Aug. 16	16	6
Aug. 20	17	6
Aug. 23	16	6
Aug. 27	18	7

Social Media

Social Media continues to grow organically. Growth rate was slower on Facebook and YouTube compared to previous months. Interestingly, last August (and September,) the Facebook growth rate was slower.

Channel	Likes/Followers	+/- (Since July 31)
Facebook (Likes)	1,961	+2
Instagram	653	+14
Twitter	1,093	+4
LinkedIn	156	0
YouTube	161	+3

Fun Social Media Posts

The library staff contributed personally to a few of our posts in August including National Dog Day, International Cat Day, and National Book Lovers Day. It was fun to show the public a personal side of our library family. Besides, who doesn't love seeing dog and cat photos.



Adult Services Monthly Report

August 2020

As I have taken on selection of more of the adult non-fiction collections, I've streamlined my ordering processes. This has allowed me to better order what may be popular titles more in advance to allow patrons to place holds on items.

The biography project continues to come along. Biographies of musicians, bands, actors, producers, and directors have been moved out of the 700s and into biography. We are still refining call number labels as we move into other areas of the non-fiction collections (for example, do we list titles of nobility or status)?

Weeding across all areas of the collections continues apace. I weeded 100s and am currently working on the 200s. I'm enlisting Shirley's input in the 200s and 500s for this process as those are currently her areas to select for. The Pages are going to start shifting starting in the 700s to reclaim the space opened by the biography project.

I took part in discussions with the architects about new furnishings as well as color scheme.

Monthly Highlights

- Shirley contacted the chambers about securing gift cards to local restaurants to use as prizes for the adult summer reading program. She notes that at the WBBR Chamber networking meeting Willowbrook Mayor Trilla urged people to support the local food pantries and to buy gas locally. For example, Willowbrook receives \$1 for every 20 gallons purchased. She was asked to serve on the WBBR Chamber Virtual Programming Committee and has been assisting the chamber in getting the word out on chamber programming as well as providing insights into speakers and topics. She has been working on weeding the Dewey 800s.
- Jennifer and the Associates have resumed support for area book clubs. They provided packets of information to fulfill three requests. She reports that we had 139 adults participate in the summer challenge with 66 completing the challenge through Beanstack. Although not an exact comparison, we had 43 adults submit 132 bingo cards in 2019. For those who completed the challenge, names were drawn and six winners had a chance to select gift cards from local businesses. Catherine's annotation of Piranesi by Susanna Clarke was featured as part of the Library Reads monthly top ten list. Jennifer continues to weed the adult fiction collection and has been guiding Emily in the weeding of large print.
- Joe successfully arranged five legal consultations for immigrants with World Relief DuPage. He arranged for an in-person interview for the Veteran's History project. He cohosted the systemic racism program and moderated the online Genealogy Group meeting. He arranged the online webinar the group viewed at this meeting. He arranged for the Southwest Suburban Immigrant Project to host a voter's registration table outside the library. They spoke with 25 patrons and registered two. He has been weeding audiobooks and travel.
- Marissa continues to add to our kids & teens reader's advisory resources on the website and in Overdrive. She did a turnover analysis of the J Novel collection and found that on average the titles get 2.41 checkouts per year on items that have been in the collection for over a year. She began weeding this collection as it hasn't been weeded in two years.

Community

- Shirley attended WBBR Women in Business; WBBR Chamber Meeting and Networking; WBBR Chamber virtual programming committee; and co-hosted the library's Adult Advisory Board meeting.
- Joe co-hosted the Adult Advisory Board meeting.

Contributing to the Profession

- Shirley hosted the Southwest Business Librarians Networking group via Zoom.
- Jennifer led an ARRT Book Club chat. Eighteen area librarians participated in book talking best practices. As a representative of eMediaLibrary, she met with Overdrive CEO Steve Potash to discuss immediate priorities: pricing models; Advantage controls; and individualized reporting mechanisms.
- Marissa participated in the Teens or Youth Selectors (TOYS) Networking Group through RAILS.

Continuing Education

- Tony watched ILA Noon Network: We Can Walk Together: Creating Meaningful Dialogue on Race in Our Communities; HR Source Webinar Employees and COVID-19; and a SWAN Poolside Chat about the REALMS study and new quarantine recommendations from RAILS. He also started watching a leadership course available through Lynda.com: Leadership Foundations: Leadership Styles & Models.
- Jennifer watched webinars on Library Reads in Conversation: Actively Antiracist Readers Advisory; Defining Systemic Racism; ILA: We Can Walk Together: Creating Meaningful Dialogue on Race in Our Communities; and a TED Talk – Luvvie Ajayi's "Get Comfortable with Being Uncomfortable".
- Joe watched When You Least Expect It: Helping Library Patrons Manage Life's Financial Twists and Turns; Sparks podcast on Equity, Diversity, and Inclusion; and ILA Noon Network: We Can Walk Together: Creating Meaningful Dialogue on Race in Our Communities.
- Marissa watched webinars Antiracist Collection Development as well as Programming for Middle School & High School Teens. She also watched a School Library Journal Live session.

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
4-Aug	9:00 a.m.	Online: Free Legal Consultations for Immigrants	Joe	5
5-Aug	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	1
12-Aug	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	1
18-Aug	7:00 p.m.	Online: Adult Advisory Board Meeting	Shirley/Joe	4
19-Aug	10:00 a.m.	Virtual Co-Working Wednesday	Shirley	1
19-Aug	7:00 p.m.	Online Book Club: <i>The Revisioners</i>	Jennifer	9
26-Aug	7:00 p.m.	Online: Overdrive Training	Jennifer	10
27-Aug	1:00 p.m.	Online - Genealogy Group	Catherine/Joe	21
27-Aug	1:00 p.m.	Southwest Suburban Immigrant Project Voter Registration	Joe	25
			Total	77

Social Media & e-Newsletter Reach

- Bestseller Preview (send bimonthly, links both to SWAN and Overdrive)
 - 8/1: opened by 212/495 subscribers (43% open rate) and 141 clicks.
 - 8/15: opened by 225/495 subscribers (45% open rate) and 113 clicks.
- New eBooks (send bimonthly)
 - 8/1: opened by 95/186 (51% open rate) and 57 clicks.
 - 8/15: opened by 92/187 (49% open rate) and 44 clicks.

Circulation Services

August 2020

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User Experience

Patrons are continuing to enjoy the curbside pickup option. In August, 3263 patrons used this service with an average of 121 pickups per day. The highest day was Saturday August 15 with 208 pickups!

Patrons are now able to place holds on items owned by other libraries. We started receiving delivery on August 11. Although this has increased our workload, we know it makes our patrons happy.

Community

Passports: We are planning to resume passport acceptance on October 1. Staff have been given the assignment to recertify by September 26. We will be switching to an appointment only model.

Library Cards: We are now offering a Student card. The card is available to students 13-17 without a parent's signature. It is a restricted card – only allowing 5 checkouts at any time and not checkouts of tech take out or kits. We issued 36 cards to community members who applied remotely.

Notary Public: We notarized 26 documents in July.

COVID -19

On August 31 we were notified that all items that came in through the book returns and then going out through delivery, needed to be quarantined for 7 days. We came up with a solution quickly. On September 3 the REALM study announced the results of Test 4 which are when items such as books, DVDs and paperbacks are stacked up, trace amounts of the virus were detectable at 6 days. We immediately made the switch to quarantining items for 7 days.

Staff:

Although we are still short staffed, we hired Colleen Sullivan as our newest Circulation Associate. Interviews are continuing. Jessie Armstrong has resigned effective September 30.

Continuing Education

August 6 & 7	Global Leadership Conference
August 18	Swan Update
August 28	Swan Update

Debbie Sheehan
Head of Circulation Services

Circulation Statistics												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Month	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
July	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	
Aug.	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	
Sept.	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401		
Oct.	42,400	** 71,702	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681		
Nov.	53,470	** 67,626	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513		
Dec.	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504		
Jan.	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138		
Feb.	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801		
Mar.	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850		
Apr.	68,953	73,470	71,161	68,376	71,904	* 60,424	54,820	52,453	54,270	# 11,631		
May	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670		
June	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631		
Yearly												
Total	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961	82,612	
	*Parking lot construction											
	&InterLibrary Loan sent added											
	# Covid 19											

Technology & Technical Services Board Report August 2020

Improvements for Public, User Experience & Strategic Goals

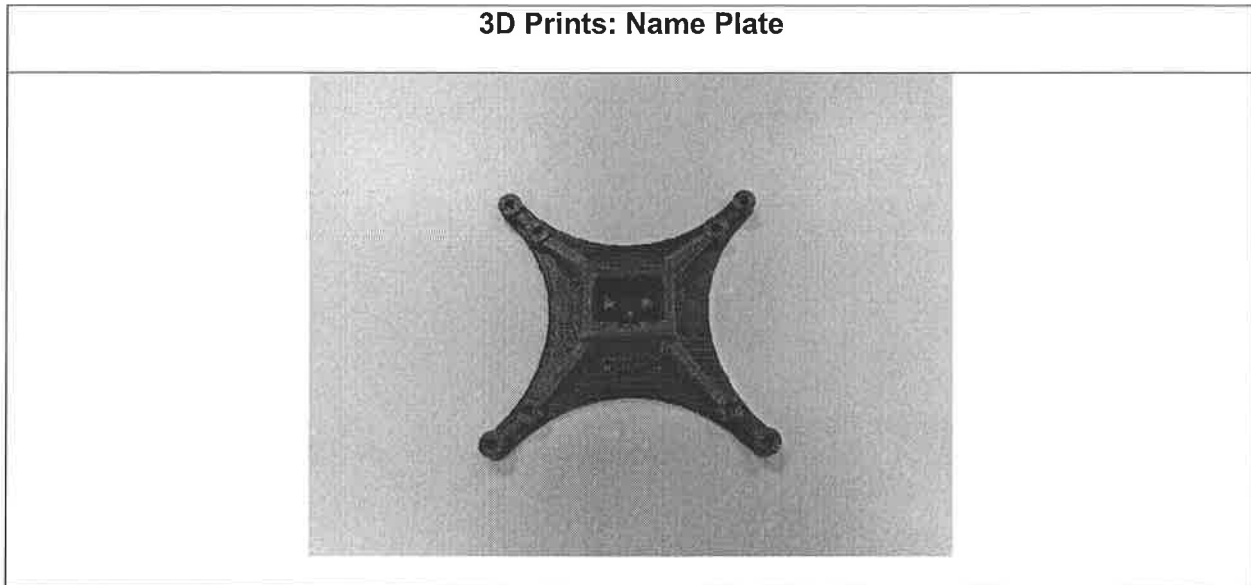
Laptop with Wi-Fi Hotspot –The requests for circulating Windows laptop/Wi-Fi combo has increased. In order to improve user experience by decreasing the wait time we took a laptop and hotspot that were circulating separately and created an additional combo. We now have three Windows laptops with Wi-Fi hotspot in our Tech Takeout collection.

Room & Study Tables – I reconfigured our online spaces booking software to be able to book study tables. Patrons can now book a study room or a study table online. We have two study rooms on the 2nd floor and nine study tables on the 1st floor for booking online.

Computer Assistance- We added access to the public computer reservation and printing software on both Ask Us desk computers. Patrons can now reserve a computer or get help with printing at the Ask Us desk when the Technology Desk is busy.

Statistics

- 3D Printer- One request was processed. Interesting Print: VESA adapter for mounting a TV.
- Carvey – Had no requests.



- Tech Takeout Checkouts - 103 unique users & 148 total checkouts
- Curbside Printing- 17

Public Technology Programs & Classes

- 3 Live Online Classes offered with total attendance/views: 13
- 1-on-1 assistance- 2- T.J. helped a person join a Zoom meeting so they can attend a program and he helped someone mirror an iPod to a TV.
- 2 recorded video YouTube views
 - Microsoft Word Resume Templates: 1 view
 - Google Drive Basics: 5 views

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Mon. Aug 3, 2-3 p.m.	Practice Zooming	T.J.	3
Thur. Aug, 13, 6:30-7:30 p.m.	Practice Zooming	T.J.	1
Thur. Aug. 27, , 6:30-7:30 p.m.	Practice Zooming	T.J.	9

Technology Projects

Audio/Intercom Systems- Brett has started to research audio intercom/paging systems that can be used by roaming staff in our new staffing/service module.

Laptop Deployment- All Department Head desktop computers were replaced with a new laptop and docking station so they can easily use it between working from home and the library.

Emergency Technology Preparation- All library laptops have been prepared for various staff functions in case there is a future need for more staff to work from home. This will make it faster and easier to respond if more staff need to work from home. They will be able to receive/make library phone calls using the laptop instead of their personal cellphone.

Continuing Education

- Aug. 11 -Brett attended the webinar, "Make the move to ExtremeCloud IQ", which covered options and how to migrate from AeroHive HiveManager Classic to ExtremeCloud for managing Wi-Fi access points.
- T.J.- Took a two hour course on Lynda.com to learn how to create videos using the software Camtasia.
- Aug. 6 & 7 - I attended a two day online leadership conference from the Global Leadership Summit.

Sharing

- I shared information on how we are offering seating in the library during Covid-19 with George from Woodridge Library.

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

Programs

In August, Youth Services presented 85 programs serving 348 people.

Of these programs, 28 were Book Buddies, 15 were Storytime 1-on-1s, 12 were Mini Musicians, and 3 were Babytimes, 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
3-Aug	Book Buddies a.m.	Monica	2
3-Aug	Cooking Science: Edible Slime	Jack, Monica	11
4-Aug	Storytime One-on-One	Lexy	2
4-Aug	Fractured fairy tales	Tricia	12
4-Aug	Mindful Mid-Kids Yoga -Canceled	Monica	0
4-Aug	Online Teen Town Hall	Michelle	1
5-Aug	Storytime One-on-One	Lexy	2
5-Aug	Storytime One-on-One	Lexy	2
5-Aug	Storytime One-on-One/Book Buddy Mash Up	Lexy	2
5-Aug	Book Buddies 9:30	Natalie	1
5-Aug	Book Buddies 10:00	Natalie	1
5-Aug	STEM in the Prairie Patch	Monica	5
5-Aug	DnD grades 3-5	Jack	6
5-Aug	Book Buddies	Meghna	1
6-Aug	Book Buddies	Monica	2
6-Aug	Mini Musicians	Heather	1
6-Aug	Mini Musicians	Heather	1
6-Aug	Book Buddies	Meghna	1
6-Aug	Book Buddies	Meghna	1
7-Aug	STEMinist Webinar	Michelle, Natalie	25
8-Aug	Mid-Kid Field Day Fun	Monica	5
9-Aug	Online Teen cooking Club	Michelle	0
10-Aug	Outdoor - Pause and Pose	Lexy	17
10-Aug	Book Buddies	Monica	1
11-Aug	Fractured Fairy Tales - Summer Wrap Up	Tricia	18
11-Aug	Storytime One-on-One	Lexy	2
11-Aug	Mid-Kids Paint with Nature	Monica	9
12-Aug	Scratch	Jack	9
12-Aug	Mini Musicians	Heather	1
12-Aug	Mini Musicians	Heather	1
12-Aug	Book Buddies 9:30	Natalie	1
12-Aug	Book Buddies 10:00	Natalie	1
12-Aug	Book Buddies	Meghna	1
12-Aug	STEM in the Prairie Patch	Monica	8

13-Aug	Babytime	Heather	2
13-Aug	Mini Musicians	Heather	1
13-Aug	Mini Musicians	Heather	2
13-Aug	Book Buddies	Meghna	1
13-Aug	Book Buddies	Meghna	1
13-Aug	Book Buddies	Monica	2
15-Aug	TASC Meeting	Michelle	9
17-Aug	Outdoor - Pause and Pose	Lexy	29
17-Aug	Book Buddies	Jack, Monica	1
18-Aug	Storytime One-on-One	Lexy	4
18-Aug	Storytime One-on-One	Lexy	2
18-Aug	Mid-Kid Music 101	Heather	3
18-Aug	Teen Town Hall	Michelle	0
19-Aug	Storytime One-on-One	Lexy	3
19-Aug	Storytime One-on-One	Lexy	1
19-Aug	Mini Musicians	Heather	1
19-Aug	Mini Musicians	Heather	1
20-Aug	Book Buddies	Meghna	1
20-Aug	Book Buddies	Meghna	1
20-Aug	Book Buddies	Monica	2
20-Aug	Babytime	Heather	2
21-Aug	5 Steps to an Amazing Research Paper	Michelle	3
20-Aug	Storytime One-on-One	Lexy	3
12-Aug	Book Buddies 9:30	Natalie	1
24-Aug	Outdoor - Pause and Pose	Lexy	26
25-Aug	Storytime One-on-One	Lexy	3
25-Aug	Storytime One-on-One	Lexy	2
25-Aug	Book Buddies	Monica	2
26-Aug	Back-to-School Storytime	Megan	7
26-Aug	Storytime One-on-One	Lexy	2
26-Aug	Storytime One-on-One	Lexy	2
26-Aug	Unravelling the College Challenge presented by Kennedy College Consulting	Michelle	4
26-Aug	Mini Musicians	Heather	1
26-Aug	Book Buddies	Meghna	1
26-Aug	Mini Musicians	Heather	1
27-Aug	Outdoor - Steppin' with Irish Dance for Preschoolers	Lexy	24
27-Aug	Outdoor - Irish Dance for Mid-Kids	Lexy	15
27-Aug	Babytime	Heather	2
27-Aug	Mini Musicians	Heather	2
28-Aug	Storytime One-on-One/Book Buddy Mash Up	Lexy	2
28-Aug	Book Buddies	Meghna	1
28-Aug	Book Buddies	Meghna	1
28-Aug	Storytime One-on-One (Caregiver Conversation)	Lexy	1
28-Aug	Book buddies	Monica	1
29-Aug	Book Buddies	monica	1

29-Aug	Online Murder Mystery	Michelle	8
31-Aug	Book Buddies	Monica	2
31-Aug	Out-Loud Reading Club: Francine Poulet	Monica	3
31-Aug	Book Buddies	Lexy	2
31-Aug	Book Buddies	Jack	1
31-Aug	Mini Musicians	Heather	2
		TOTAL:	348

Mid-Kids Music 101

Heather Forster Jensen concluded the final Mid-Kids Music 101 class of the summer. This new program was offered once monthly in June, July, and August over Zoom. Each class allowed Heather to teach 2nd-4th graders about composers, instruments, and music history, as well as listen to music from various genres and eras. Interactive listening activities accompanied each month's musical selections and themes of exploring instruments (creating a listening map to Prokofiev's "Peter and the Wolf"), creative compositions (writing/drawing a story to different pieces of music, including Grieg's "In the Hall of the Mountain King," Carmichael's "Stardust," and Curnow's "Tempus Fugit"), and seasonal sounds (visually interpreting the feel of each season as heard in Vivaldi's "The Four Seasons)." Heather will offer another Mid-Kids Music 101 in September to feature African American musicians who were at the heart of the jazz movement.

STEM in the Prairie Patch

Monica Dzierzbicki completed a five-week series of STEM in the Prairie Patch for Mid-Kids. The children focused on the development, harvesting and insect eco-systems supported through the garden. The group harvested almost ten pounds of food. Prairie Patch volunteer and Darien Garden Club member Cathy Streett assisted this program.

Pause and Pose

Lexy Twidell and Monica Dzierzbicki organized outdoor movement programs for kids of all ages this month. Lexy partnered with Early Childhood Social Worker, Dena Walters to present an outdoor yoga and mindfulness storytime in the Prairie Patch. The program was well attended each week with participants safely spaced at least 6 feet apart at all times. Caregivers commented that this was a much-needed area of programming for both children and adults. Lexy and Monica both partnered with Alyssa Harling of the Harling School of Irish Dance to provide Irish Dance classes for Preschoolers and Mid-Kids, both of which were safely held, well-attended, and met with positive feedback from participants.

Homeschooling 101

Monica Dzierzbicki created three Homeschooling 101 videos which were posted on IPPL YouTube and on the new Homeschool Help web page. The videos are intended as an introduction for new home-schooling families and include information on frequently asked questions, how to get started, the basics of Illinois State Board of Education and legal responsibilities, and choosing and purchasing homeschool curriculum styles.

Grab Bag Events and Activities

Kindergarten Readiness

Lexy Twidell fulfilled over 40 requests for the Kindergarten Readiness packets that she created along with Heather Forster Jensen and Megan Lawrence. Patrons shared many positive comments upon receiving the packets such as, "Thank you so much for doing this for the kids in these trying times. Really appreciated." and "I am impressed by the variety of the content. Not to mention it's super cute!" One patron notably shared that her son "...was SO EXCITED to receive his own folder. He is used to [his older brother] coming home every day with his school folder. So when he received the Kindergarten Packet in a folder with his name on it... well, he jumped up and down and insisted that his very 'own' folder belonged in his book bag."

Pet Transfer Portrait

Michelle created Pet Transfer Portrait activities for grades 4-12. She created 30 bags which consisted of a transfer sheet, watercolor paper, and black watercolor marker and a photo of one of a cat. Participants could either trace the photo provided or they could use one of their own pet photos. They then colored or painted in their creation, creating a beautiful pet portrait.

LittleShop Mystery Bags

Heather Forster Jensen continued offering LittleShop Mystery Bags. More than 70 Mystery Bags were picked up in person or via curbside. Heather also added two families to the LittleShop at Home email distribution list, bringing the total to 27. While the popularity of the LittleShop Mystery Bags has been high, Heather will freshen up the grab-and-go option in the LittleShop beginning in September around a new theme and aim to further increase the email distribution list for the projects. Remaining Mystery Bags will be available into September while supplies last.

DIY Stress Relief

Jimmy Doane created the DIY Stress Relief activities for grades 4-12. Twenty of these bags were made available on to patrons starting on August 10. Each bag contained materials to create a "stress ball" (balloons and dry rice), instructions on the creation of the stress ball, and an adult coloring page with three colored pencils. This project was made available to coincide with the reopening of schools, a particularly stressful time of year. Within four days of the bags becoming available, all twenty had been taken.

Fit Matters

In order to assist individuals having problems with their masks, Heather Forster Jensen developed a "Fit Matters" kit as a giveaway item. Each includes a card with directions on how to properly wear a mask with a simple graphic demonstration, and on the back are two "hacks" to correct a mask's fit, using a piece of elastic and using paperclips. In addition to the instructions, Heather included the materials for each. All items fit into zipped baggies to make it easy for patrons to grab as needed for themselves or others. Heather created 40 kits on August 18th, and by Sunday the 23rd, only 11 remained, sparking her to create an additional 40. Heather will continue to monitor the count of these kits and make more as needed.

STEM Kits & Grant

Jack created two new STEM Kits, which encouraged coding skills. The first is Code: On the Brink, a board game that teaches coding concepts without the need for technology. The second is a kit developed from the Unruly Splats donated to the library as part of a special grant. Unruly Splats is a Boston-based EDtech company that creates Unruly Splats-- active, play-based STEM tools for schools. Jack Schultz was awarded the Unruly COVID-19 Grant (\$500 value). The grant includes a 2-pack of Splats, training, and ongoing support so Jack can use Splats for STEM learning with students during the school closures.

Jack also submitted a grant application to Playshifu for the opportunity to update and offer more STEM learning toys. Playshifu makes AR toys that work with iPads to teach math, reading, and science.

Summer Challenges on Beanstack

This month marked the end of the Beanstack summer reading challenges. In August alone, 57 readers logged 1,462 books and earned 386 badges. Below are the summer totals of readers who participated, per challenge:

- Baby Book Bees: 11 readers
- Mission Math: 197 readers
- Adult Summer Challenge: 139 readers

- Teen Summer Challenge: 48 readers
- Mid-Kid Summer Challenge: 161 readers
- Little Kids Summer Challenge: 90 readers
- 1,000 Books Before Kindergarten: 23 readers

To date, 518 readers have logged 7,510 books and earned 2,522 badges.

Supporting Students Survey

110 patrons participated in our Supporting Students Survey, which asked parents of children entering grades 1-8 about their school-related plans and concerns this fall.

Close to half (43.6%) of participants said their children will exclusively do remote learning next year, while another 32.7% reported a combination of in-person and remote learning. 14.5% said they were homeschooling, and only 11.8% said that their children would attend school in person.

Parents reported a variety of concerns about school this year. Most common concerns were socialization, engagement and quality of education under remote learning, ensuring students don't fall behind, excessive screen time, and a lack of support and resources.

75% want more training on Google Classroom, while smaller groups expressed interest in training for Zoom (45%), SeeSaw (43.3%), Flipgrid (25%), Symbloo (10%) and YouTube (10%).

Below are the library services that respondents expressed the most interest in:

- 62% - Math practice with incentives
- 60% - Writing practice with incentives
- 60% - Outdoor classes
- 56% - Online classes

School Discussion Group

Monica Dzierzbicki hosted a final summer School Discussion Group Zoom meeting on August 13. The group will resume regular meetings in late September. The group consists of at least one member of each elementary school district (and parochial school) within the IPPL service area. Some of the work that Monica completed in August include:

- Discussing each school districts use of ebooks, OverDrive/Libby or Hoopla, demonstration of Overdrive and Hoopla for students, and using Overdrive with Public Library Connect to expand ebook access.
- Providing information on publishers currently allowing teachers open copyright permission for online use of books with students.
- Sharing homeschooling resources with parents choosing to move to homeschooling this school year.
- Providing promotional materials and links to IPPL online card registration,
- Demonstrating IPPL database access for students and investigating adding additional databases for school and homeschool student use.
- Sharing the Beanstack reading challenges going live September 1.
- Responding to requests to use the library's button maker.

Prairie Patch

In August, we continued to offer events, such as Pause and Pose yoga in the Prairie Patch. Our team our volunteers continued to help water and maintain the gardens. We continued harvesting food and giving it away (contactless) in the lobby following safety guidelines determined by the CDC and the Illinois Farmers Market Association. In August, we gave away 42 pounds of fresh herbs and veggies.

Megan Lawrence registered the Prairie Patch as a Pollinator Patch on the JourneyNorth.org website. This citizen scientist organization tracks migratory species including hummingbirds and monarch butterflies. The Pollinator Patch program is an attempt to map pollinator-friendly gardens throughout the US. IPPL's Prairie Patch is now listed on it's database.

Megan Lawrence created and installed new Sensory Garden posts in the Prairie Patch using the Cricut vinyl cutter. The sensory garden signs are rotated monthly to give visitors a chance to experience the Prairie Patch in a curated manner.

Seed Library

- Number of Checkouts: 2
- Number of Seed Packets Checked Out: 4
- Number of Donations: 1 large bag of milkweed

Contributing to the Profession

Date	Description	K&T Staff
4-Aug	LACONI Board Meeting	Natalie

Continuing Education

Date	Description	K&T Staff	Hours
2-Aug	Crip Camp: Virtual Experience	Megan	1
3-Aug	"Wake Up, Libraries: Curbside Pickup is NOT the Answer" Reimagining Libraries	Monica	0.25
4-Aug	Graphic Novel panel part II	Tricia	1
6-Aug	Global Leadership Summit	Natalie	6
7-Aug	Global Leadership Summit	Natalie	6
7-Aug	On Being with Krista Tippett with guest, Resmaa Menakem 'Notice the Rage; Notice the Silence'	Monica	1
9-Aug	Crip Camp: Virtual Experience	Megan	1
10-Aug	Whose Turn Is It, Anyway? Online Board Gaming and Libraries	Michelle	1
10-Aug	First Tuesdays: Let's Talk About Race in Storytimes with Jessica Anne Bratt	Heather	1
10-Aug	On Being with Krista Tippett with guest, Resmaa Menakem 'Notice the Rage; Notice the Silence'	Heather	1
10-Aug	Alix Tonggard, MS, Early Learning Specialist, DuPage Children's Museum - online blog articles: "Yes, Buddy, the Park is Still Closed: How Young Children Grieve the Loss of Their Normal," "Big Conversations with Little People"	Heather	0.25
11-Aug	First Tuesdays: Let's Talk About Race in Storytimes with Jessica Anne Bratt	Lexy	1
12-Aug	We Can Walk Together: Creating Meaningful Dialogue on Race in our Communities	Michelle, Lexy	1
12-Aug	How to Start a Movement	Michelle	0.05
14-Aug	Talking with Kids about Race and Racism: A Community Conversation Oakland Public Library panel	Lexy	1.5
14-Aug	Ohio AEYC "Getting Ready for the New Normal - Supporting Children, Staff, and Families When Your Center Reopens"	Lexy	1.5
14-Aug	ILA Noon Network: We Can Walk Together Creating Meaningful Dialogue on Race in our Communities	Monica	1

16-Aug	Crip Camp: Virtual Experience	Megan	1
17-Aug	ILA Noon Network: We Can Walk Together Creating Meaningful Dialogue on Race in our Communities	Jack, Natalie	1
18-Aug	Zero to Three's "Counting on the Early Years: Promoting Math Learning for Toddlers"	Lexy	1
18-Aug	Chicago Parent Aug 2020 Issue: Raising Anti-Racists	Lexy	0.5
23-Aug	Crip Camp: Virtual Experience	Megan	1
26-Aug	Highland Public Library's "Raising Antiracist Children" Event	Lexy, Heather, Natalie	1.25
30-Aug	Crip Camp: Virtual Experience	Megan	1
31-Aug	Whole Person Librarianship	Jack	1
		TOTAL:	33.3

Submitted by Natalie Williams, Head of Youth Services 9/8/2020

STATISTICS FOR	Aug-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	20,176	31,441	36,907	62,944	-41.37%
Teen	1,474	2,425	2,853	5,391	-47.08%
Kids	10,631	16,156	19,509	35,420	-44.92%
ILLS Sent	1,503	3,412	1,503	6,926	-78.30%
TOTAL	33,784	53,434	60,772	110,681	-45.09%
Electronic Circulation	10,654	7,381	21,840	14,460	51.04%
GRAND TOTAL CIRC.	44,438	60,815	82,612	125,141	-33.98%
% Reciprocal Borrowing	9%	13%	9%	13%	
Patron Visits	9,890	27,334	17,782	56,898	-68.75%
Current Cards					
Resident	116	213	22,850	23,095	-1.06%
Non-Resident	8	79	837	1,097	-23.70%
TOTAL	124	292	23,687	24,192	-2.09%
Patron Assistance					
Adult - Reference	1,553	2,904	2,773	5,714	-51.47%
Kids - Reference	871	2,365	1,625	4,910	-66.90%
Technology - Reference	1,128	1,213	2,135	2,544	-16.08%
TOTAL REFERENCE	3,552	6,482	6,533	13,168	-50.39%
Adult - Other	65	629	374	1,110	-66.31%
Kids - Other	12	133	31	306	-89.87%
Technology - Other	29	62	41	141	-70.92%
TOTAL OTHER	106	824	446	1,557	-71.36%
GRAND TOTAL ASST.	3,658	7,306	6,979	14,725	-52.60%
ILL/Reserves					
Holds	7,602	8,256	15,109	16,157	-6.49%
ILLs Sent	1,503	3,412	1,503	6,926	-78.30%
ILLs Checked Out	2,808	5,009	3,118	9,184	-66.05%
ILLS Received		5,553	310	10,228	-96.97%
Programs - Adult					
# Programs	15	8	26	20	30.00%
Attendance	294	202	482	563	-14.39%
Technology Classes					
# Programs	8	6	14	13	7.69%
Attendance	32	48	206	104	98.08%
Individual Technology Training					
# of Patrons	66	456	140	991	-85.87%
Groups					
# Programs	2	11	6	23	-73.91%
Attendance	30	116	78	237	-67.09%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	7	3	19	9	111.11%
Attendance	52	17	96	83	15.66%
Programs - Kids					
# Programs	81	36	194	152	27.63%
Attendance	386	1,274	884	4,044	-78.14%
GRAND TOTAL ATT.	860	2,113	1,886	6,022	-68.68%

STATISTICS FOR	Aug-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	1,349	3,058	2,267	6,132	-63.03%
Kids Computers	115	919	199	1,979	-89.94%
TOTAL PATRON USE	1,464	3,977	2,466	8,111	-69.60%
Hours Used					
Adult Computers	910	2,332	1,505	4,799	-68.64%
Kids Computers	53	666	74	1,498	-95.06%
TOTAL HOURS USED	963	2,998	1,579	6,297	-74.92%
Wireless Total Connections	4,317	9,456	7,925	18,930	-58.14%
IPPL Total Web Site Access	57,319	35,892	114,610	53,834	112.90%
IPPL Total Page Views	68,113	48,470	138,882	96,113	44.50%
Subscription Database Logins	2,702	3,011	5,283	5,790	-8.76%
Outreach-Homebound					
Items Delivered	117	177	228	271	-15.87%
Volunteers					
Number Active	12	57			
Hours Worked	43	362	109	970	-88.76%
Staff Training Hours	94	95	144	135	6.67%
Conference Room Usage	30	431	30	945	-96.83%
Study Table Usage	28		28		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - August 2020

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	490	3	0	493	1	0	4	0
Non-Fiction	40024	131	695	39460	374	710	505	1405
Fiction	34788	421	733	34476	404	514	825	1247
ADULT TOTALS	75302	555	1428	74429	779	1224	1334	2652
KIDS								
Non-Fiction	11515	36	1	11550	225	46	261	47
Fiction	22543	154	114	22583	216	497	370	611
KIDS TOTALS	34058	190	115	34133	441	543	631	658
TEEN								
Non-Fiction	443	2	1	444	3	0	5	1
Fiction	3770	26	3	3793	15	54	41	57
TEEN TOTALS	4213	28	4	4237	18	54	46	58
BOOK TOTALS	113573	773	1547	112799	1238	1821	2011	3368

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6367	63	59	6371	71	3	134	62
Music CDs	5837	18	0	5855	14	1	32	1
Playaway	373	1	0	374	3	0	4	0
DVDs (DVD & Blu-ray)	20927	116	433	20610	226	134	342	567
ADULT TOTALS	33504	198	492	33210	314	138	512	630
KIDS								
Audiobooks on CD	540	1	1	540	2	0	3	1
Music CDs	268	1	0	269	0	1	1	1
Playaway	107	5	0	112			5	0
DVDs (DVD & Blu-ray)	4297	7	59	4245	5	6	12	65
KIDS TOTALS	5212	14	60	5166	7	7	21	67
TEEN								
Audiobooks on CD	209	2	0	211	3	0	5	0
Playaway	19	0	0	19			0	0
DVDs (DVD & Blu-ray)	13	0	10	3	0	424	0	434
TEEN TOTALS	241	2	10	233	3	424	5	434
AUDIOVISUAL TOTALS	38957	214	562	38609	324	569	538	1131

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	158	8	0	166	4	0	12	0
Tech Takeout (except digital content devices)	115	0	1	114	1	1	1	2
CD-ROMs	3	0	2	1	0	32	0	34
ADULT TOTALS	276	8	3	281	5	33	13	36
KIDS								
Kits (STEM, Book bundles, etc.)	154	0	1	153	0	3	0	4
Puzzles (New Aug. 2018)	16	0	0	16			0	0
Playaway Launch Pads	22	0	0	22			0	0
KIDS TOTALS	192	0	1	191	0	3	0	4
TEEN								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	679	31	0	710	14	1	45	1
Board Games	97	1	0	98			1	0
TEEN TOTALS	782	32	0	814	14	1	46	1
OTHER TOTALS	1250	40	4	1286	19	37	59	41
COLLECTION TOTALS	153780	40	4	153816			2608	4540

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- August 2020

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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)	23,196	77	23,273	135	212
eMedia (Overdrive Advantage)	6,232	103	6,335	120	223
Preloaded eReaders	100	0	100	12	12
eBook Totals	353,206	99,768	452,974	255	435
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)	5,816	18	5,834	8	26
eMedia Advantage (Overdrive)	1,368	12	1,380	31	43
Preloaded Adult Audiobook iPods	85	3	88	12	15
Audiobook Total	76,541	23830	100,371	51	84
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	0	1,226	10	10
Preloaded Family Roku Titles	183	1	184	0	1
Video Totals	16,446	1	16,447	10	11
Total Audiovisual	334,691	23,831	358,522	316	95
Collection Totals	687,897	123,599	811,496		530

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2020

Balance on hand as of July 31, 2020.....	3,448,488.00
Cash Receipts for August.....	373,671.10
Cash Disbursements for August.....	271,891.55
Cash on hand as of August 31, 2020.....	3,550,267.55

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.161%	
General.....	1,207,862.04
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,880.44
Children's Endowment.....	3,062.79
Endowment.....	11,855.96
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	75,412.46
Hinsdale Bank & Trust - Checking.....	59,913.21
Fifth Third - Savings - Rate 0.20%	
General.....	255,522.98
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2020.....	3,550,267.55

FUND BALANCES AS OF 8/31/2020

Corporate Fund.....	3,294,145.69
Building & Maintenance Fund.....	45,163.45
I.M.R.F. Fund.....	13,300.10
Liability Fund.....	(6,471.81)
Social Security Fund.....	16,881.43
Special Reserve Fund.....	5,879.65
Current Liabilites.....	181,369.04
Grand Total All Funds.....	3,550,267.55

Indian Prairie Public Library District
Consolidated Revenue Report for August 2020

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Percent of Year: 16.67

	RECEIVED August 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	309,676.46	2,377,685.10	63.56%	3,740,844.00	1,363,158.90
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	309,676.46	2,377,685.10	63.56%	3,740,844.00	1,363,158.90
INTERGOVERNMENTAL					
42200 · Per Capita Grant	53,161.25	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	53,161.25	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	203.12	531.76	0.00%	0.00	-531.76
TOTAL INTEREST	203.12	531.76	0.00%	0.00	-531.76
DESK MONIES					
45100 · Copier	141.95	240.55	10.46%	2,300.00	2,059.45
45120 · Computer Copies	627.44	972.15	12.96%	7,500.00	6,527.85
45130 · Fax	115.65	166.65	33.33%	500.00	333.35
45200 · Fines/Fees	1,741.04	3,193.49	12.77%	25,000.00	21,806.51
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	275.46	550.51	13.76%	4,000.00	3,449.49
45350 · Non-Resident Fees	6,972.64	22,733.88	48.37%	47,000.00	24,266.12
45450 · Top Picks	4.00	5.80	0.00%	0.00	-5.80
45550 · Meeting Room Rental	0.00	0.00	0.00%	0.00	0.00
45600 · ILL Fees	105.00	105.00	21.00%	500.00	395.00
45650 · 3D Printing	0.00	0.00	0.00%	250.00	250.00
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	52.00	99.00	14.14%	700.00	601.00
TOTAL DESK MONIES	10,035.18	28,067.03	26.53%	105,800.00	77,732.97
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	10.00	10.00	6.67%	150.00	140.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	10.00	10.00	0.42%	2,400.00	2,390.00
GRAND TOTAL	373,086.01	2,459,455.14	63.03%	3,902,205.00	1,442,749.86

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

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Percent of Year: 16.67

	August 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,813.08	319,236.76	13.92%	2,294,105.00	1,974,868.24		
61310 · Benefits - Medical / Life Ins.	13,537.65	23,568.19	13.49%	174,732.00	151,163.81		
61330 · Benefits - IMRF	16,372.21	32,942.55	15.04%	219,079.00	186,136.45		
61340 · Benefits - FICA	12,041.82	24,053.85	14.11%	170,513.00	146,459.15		
61400 · Staff Development	60.00	817.86	5.38%	15,200.00	14,382.14		
61600 · Board Development	0.00	0.00	0.00%	750.00	750.00		
61710 · Workers Compensation	0.00	5,952.00	100.00%	5,952.00	0.00		
61720 · Unemployment Insurance	121.63	233.11	7.77%	3,000.00	2,766.89		
TOTAL PERSONNEL	201,946.39	406,804.32	14.11%	2,883,331.00	2,476,526.68	3,171,664.00	12.83%
MATERIALS							
62100 · Books	13,115.96	18,289.23	10.72%	170,650.00	152,360.77		
62200 · Periodicals	3,853.44	6,992.56	26.56%	26,325.00	19,332.44		
62300 · Audio	2,762.76	4,878.95	13.80%	35,350.00	30,471.05		
62400 · Video	2,037.09	3,095.20	7.04%	43,950.00	40,854.80		
62500 · Multi-Media	8.95	13.46	0.12%	11,250.00	11,236.54		
62600 · eMaterials	11,646.10	68,839.82	40.81%	168,700.00	99,860.18		
62700 · Console Games	1,487.79	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	1,444.34	1,987.68	9.47%	21,000.00	19,012.32		
TOTAL MATERIALS	36,356.43	105,584.69	21.76%	485,225.00	379,640.31	533,747.00	19.78%
BUILDING							
63200 · Cleaning Service	4,725.00	4,825.00	6.75%	71,500.00	66,675.00		
63300 · Utilities (1-8-11 · Gas)	522.12	1,087.04	10.87%	10,000.00	8,912.96		
63300 · Utilities (1-8-12 · Electric)	5,296.94	5,296.94	9.13%	58,000.00	52,703.06		
63300 · Utilities (1-8-13 · Telephone)	988.00	988.00	17.96%	5,500.00	4,512.00		
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	361.84	8.22%	4,400.00	4,038.16		
63350 · Building Supplies	0.00	0.00	0.00%	6,000.00	6,000.00		
63400 · Maintenance Supplies	1,135.84	3,530.30	32.09%	11,000.00	7,469.70		
63500 · Security System Monitoring	225.00	225.00	32.14%	700.00	475.00		
63600 · Property Maintenance	1,590.00	2,395.00	5.99%	40,000.00	37,605.00		
63800 · Building Maintenance/Repair	3,461.28	3,859.28	12.86%	30,000.00	26,140.72		
TOTAL BUILDING	18,306.02	22,568.40	9.13%	247,100.00	224,531.60	370,650.00	6.09%
OPERATIONS							
64200 · Supplies - Office	1,227.98	1,335.07	11.13%	12,000.00	10,664.93		
64300 · Photocopy Supplies	364.24	382.18	7.64%	5,000.00	4,617.82		
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	1.80	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	97.79	136.32	9.09%	1,500.00	1,363.68		
64800 · Organizational Memberships	150.00	269.00	7.69%	3,500.00	3,231.00		
64900 · Bank Fees	142.22	164.63	5.49%	3,000.00	2,835.37		
TOTAL OPERATION	1,984.03	2,289.00	6.83%	33,500.00	31,211.00	40,200.00	5.69%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	0.00	0.00%	10,000.00	10,000.00		
65150 · Supplies-Staff Toner	527.98	527.98	8.80%	6,000.00	5,472.02		
65160 · Supplies-Technology Services	0.00	162.96	13.58%	1,200.00	1,037.04		
65200 · Technology-Prof Services	0.00	0.00	0.00%	4,000.00	4,000.00		
65300 · Purchase of Equipment	47.69	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		
65400 · Technology Equip Mnt/Repair	0.00	1,798.00	13.85%	12,979.00	11,181.00		

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

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Percent of Year: 16.67

	August 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	3,536.00	3,536.00	42.13%	8,393.00	4,857.00		
65600 · SWAN	0.00	11,997.00	25.00%	47,988.00	35,991.00		
65700 · Telecommunications	516.08	1,209.43	8.36%	14,465.00	13,255.57		
TOTAL TECHNOLOGY	4,627.75	19,279.06	16.51%	116,775.00	97,495.94	200,000.00	9.64%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	1,165.00	7.28%	16,000.00	14,835.00		
66200 · Credit Bureau	0.00	0.00	0.00%	900.00	900.00		
66300 · Copier	221.00	467.00	13.34%	3,500.00	3,033.00		
66400 · Copier Maintenance Contract	0.00	297.40	11.90%	2,500.00	2,202.60		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00		
TOTAL CONTRACTUAL SERVICES	221.00	1,929.40	8.35%	23,120.00	21,190.60	35,000.00	5.51%
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	6,391.37	6,391.37	17.75%	36,000.00	29,608.63		
68111 · eNewsletter	75.00	75.00	3.75%	2,000.00	1,925.00		
68210 · Marketing Advertising	108.00	108.00	12.86%	840.00	732.00		
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	2,200.00	2,200.00		
68500 · Legal Notices	0.00	0.00	0.00%	1,500.00	1,500.00		
TOTAL COMMUNICATIONS	6,574.37	6,574.37	15.28%	43,040.00	36,465.63	50,000.00	13.15%
PROGRAMMING							
68600 · Programming	851.25	3,829.76	12.28%	31,200.00	27,370.24		
TOTAL PROGRAMMING	851.25	3,829.76	12.28%	31,200.00	27,370.24	40,000.00	9.57%
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	0.00	0.00	0.00%	1,000,000.00	1,000,000.00	1,300,000.00	0.00%
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	493.04	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	271,360.28	586,737.04	11.97%	4,902,205.00	4,315,467.96	5,866,261.00	10.00%

Chamber Report
August 2020

At Jennifer's request, I contacted both chambers about whether any of their restaurants offered gift cards that she could use for Summer Challenge prizes. She got a lead or two.

Darien:

I could not attend the monthly board meeting due to vacation.

Willowbrook/Burr Ridge

A variety of chamber topics came up at the informal Women in Business meeting on 8/4 morning.

I attended a very informative pre-lunch networking Zoom meeting of the Chamber on August 5. Each meeting participant updates the others on our business so I did a quick review of library services currently available. Willowbrook's Mayor Trilla spoke about the village situation during COVID. Two important things we can do for the village include: support the food pantries and purchase gas (Willowbrook receives \$1 for every 20 gallons purchased).

Leah Jason of the WBBR virtual programming committee (and the Women in Business group) contacted me about whether I had any ideas for a speaker on social media; they had planned that as their topic for September. At the time, I was in communications with my speaker for the September program on developing a Social Media Strategy, so I connected Leah to Sue Kirchner. Sue will present as part of the panel at the September pre-lunch meeting and will promote the library's program. The committee asked if I would join them.

I attended my first WBBR Chamber virtual programming meeting with Leah Jason of Farmers Insurance and Dave Ricordali of County Line Properties, along with Chamber administrators Cheryl Freburg and Amanda Wagner. We reviewed the September meeting agenda and discussed future programs. They want additional engagement with the membership. Seeing a need for promotion of attendance at the upcoming meeting, each of us called several members who had not attended since the start of Zoom meetings.

An idea also came up about promoting these meetings with a video clip of highlights from Mayor Trilla's appearance. I contacted Laura about the possibility of Dave working on this.



E-News September 9, 2020

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

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[Other Library News](#) | [Member News](#) | [RAILS Jobs and More Links](#)


RAILS News

New L2 Arrives!

The new and [Improved Library Directory & Learning Calendar \(L2\)](#) has launched!

L2 provides a statewide continuing education calendar where you can find and register for events and meetings hosted by RAILS, IHLS, shared catalog consortia, and many continuing education and networking groups. It also provides a directory of all ILLINET member libraries and staff in Illinois. (Any library that is a member of a system is an ILLINET library.)



In addition to a new, more intuitive design, we've made it much easier to find events that fit your interests, and to search, compare, and download information about libraries. Check it out at librarylearning.org. Please log in to check, correct, and complete your user and library profiles.

If you have trouble logging in, completing your profile, or have other questions, you can receive support by emailing help@librarylearning.org or completing [this form on the L2 website](#).

REALM Test 4 Results Released

The REALM Project has published the results of the fourth round of Battelle's laboratory testing for COVID-19 on five commonly handled materials: hardback book cover, softcover book cover, plastic protective cover, DVD case, and expanded polyethylene foam.

Results show that after six days of quarantine, the SARS-CoV-2 virus was still detected on all five materials tested. When compared to Test 1, which resulted in nondetectable virus after three days on an unstacked hardcover book, softcover book, plastic protective cover, and DVD case, the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus.

Visit the [REALM Project Update](#) page to read the results and their comparison to Test 1, 2, and 3 results. For more on the scope, timeline, and committees involved with #REALMproject, visit oc.lc/realm-project.

[Sign up](#) for the REALM Project email list to receive timely REALM Project updates.

RAILS Joins Hull-House in Celebrating Women's Right to Vote

This year, we celebrate the 100th anniversary of the official certification of the ratification of the 19th Amendment! Jane

Addams Hull-House Museum has partnered with Gail Borden Public Library District, Schaumburg Township District Library, Aurora Public Library, Arlington Heights Memorial Library, and RAILS to pilot a new [virtual suite of exhibits and programs](#) commemorating the history of women's activism and its evolution today, including women of color and queer communities.



For more details about this partnership and the resulting online experiences, read the [press release](#) or visit the [Hull-House website](#). Also, watch the [RAILS Facebook page](#) for live streaming of programs from this project.

RAILS Is Looking for Advisory Group Members!

We need seven volunteers to help publicize the [My Library Is...](#) campaign and make people more aware of resources on the My Library Is... website.

for increased support and funding, consider becoming part of this advisory group. Fill [out this form](#) to apply by September 18.

 **MY LIBRARY IS...**

Find out more about [My Library Is...](#) by perusing the website: read the [blog posts](#), check out the [Get Started](#) section, view all the useful information in the [Sharing Showcase](#), and more. We welcome contributions from all libraries and all staff and board members! Contact communications@railslibraries.info with questions.

3D Printing for the Healthcare Field Survey

If your library has done 3D printing of face shields for the healthcare field in the past six months, please [take a survey about your experiences](#). Any type of library that printed face shields during the pandemic is encouraged to take this survey by **Friday, September 25**. For more information, contact [Dan Bostrom](#), RAILS Member Engagement Manager.

Continuing Education (CE)

"Dealing with Difficult People" Webinar, September 29

Have you ever encountered a difficult patron or coworker? Learn pragmatic ways to identify and remedy different types of difficult people, such as using triage to accurately name drama patterns, and deploy proven techniques to lower our reactivity to the most challenging people. Dr. Eileen O'Grady, a certified nurse practitioner and wellness coach, will present this webinar on Tuesday, September 29, from 10:00–11:30 a.m. [See more details and register on L2.](#)

Webinar Recording Available: "COVID-19 Employer Q&A"

If you missed the HR Source webinar "COVID-19: Employer Q&A," the recording is now available on the [RAILS CE Archives web page](#). This webinar discusses how employers can best face and handle a variety of issues while keeping their employees and workplaces safe. Please note that this recording will only be available through **September 23**. RAILS members must log in to view this recording using their L2 credentials.

Webinar Recording Available: "Director Essentials-Working with Trustees"

If you missed the August 10 webinar "Director Essentials - Working with Trustees," the [recording is now available](#) in the [RAILS CE Archives](#). The topics covered during this 60-minute webinar include trustee responsibilities, how to onboard new trustees, and the role of a trustee vs. the role of a director. The [recording and accompanying documents](#) can be found on the RAILS website. Please note: You will need to log in with your L2 account to access this content.

Other CE

"Food Literacy during the Pandemic" Webinar, September 16

Join Hillary Dodge, author of *Gather 'Round the Table: Food Literacy Programs, Resources, and Ideas for Libraries (2020)*, on [Wednesday, September 16, at 1 p.m.](#) for a discussion of food literacy programs and services at libraries. This webinar will explore several ways that libraries have changed their service and program design to provide food literacy programs and services during the pandemic.

If you're interested, but not able to attend the live webinar, go ahead and register. Registrants will receive a link to the recording after the webinar.

Census 2020 and Libraries

Updates, Prime Items, CE, and More

Just a Few More Weeks to Push the Census!

We are asking libraries to do all you can these last few weeks to ensure a complete census count in Illinois. Don't let us lose hundreds of thousands of dollars to help our communities' schools, libraries, hospitals, roads, public works, and other vital programs.

Make sure that you have accessible Wi-Fi in and around your library. Promote your In-library



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- Provide guest or "express" internet access without a library card number.
- Temporarily add or dedicate one or more devices for completing the census with up to 15-minute usage.
- Leave your Wi-Fi on when the library is closed.
- Ensure users can access my2020census.gov and 2020census.gov through the library's firewall.
- Make mobile devices available to complete the census at curbside, bookmobiles, and other outreach efforts.

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Networking Opportunities

RAILS Online Roundtable: "Using Data in Libraries"

Ready to fine-tune your processes for collecting and analyzing data? Join us on Thursday, September 24, 10–11 a.m., for the RAILS Online Roundtable: "Using Data in Libraries." This event will feature a short presentation by Grant Halter, RAILS Data Analysis Manager. [Learn more and sign up via Zoom.](#)

E-Resources

Sign up for eRead Illinois

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

Illinois Census 2020 Collection in the BiblioBoard Library

We've got a special collection of e-books available in the BiblioBoard Library. We added 50 e-books from Lawrence Hill Books in collaboration with the Illinois Department of Human Services as part of their "Care About the Count" 2020 census campaign.

Explore [this collection](#) of quality nonfiction e-books on civil and human rights, feminism, and topics of interest to African Americans and other underrepresented groups. And encourage your patrons to go to my2020census.gov to fill out the census. Make Illinois count!

The [Illinois Census 2020 Collection](#) is available to everyone in Illinois. There are no holds, no login required, and no fees to access these materials. Every library is encouraged to make these resources available to its patrons by putting a [link](#) to the BiblioBoard Library on their website. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

Even More Cover Images Available for Use

We've added 15 more Recovering the Classics images for your use. As a RAILS member, you have access to a rich collection of classic book cover art images created by contemporary artists. These recovered classics take a fresh, approachable take at literary works in the public domain.

These images are freely available to use for library programs, promotions, activities, and more. Go to the RAILS website to [download these images](#) today.



Recording Available: E-Content Options for Schools

If you missed the RAILS Online Roundtable discussion about RAILS e-content options for school libraries, including [eRead Illinois Axis 360](#) and the [BiblioBoard Library](#), the [video](#) and [presentation slides](#) are now available. The event featured a presentation by RAILS E-Content Specialist Anna Behm, who provided an overview of the eRead Illinois program including information about the collection, scoping options for schools, fee structure, and how to sign up.

Anna also talked about the [RAILS for Schools BiblioBoard Library](#) site, which provides everyone in Illinois unrestricted access to e-books and other e-content.

Deals & Discounts

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

EBSCO Discounts

[Learning Express](#) is a highly-acclaimed e-learning solution that provides support to students and professionals for academic skill-building, standardized test prep, career certification test prep, and more.

[LibraryAware/NextReads](#) helps libraries connect with readers and keeps them engaged. It includes templates and tools to create newsletters, bookmarks, shelf-talkers, flyers, and more for promoting books and resources throughout the library and beyond.

OpenGov Discount

The [OpenGov Citizen Engagement suite of resources](#) (Transparency, Story Builder, and Open Town Hall) helps libraries communicate the services and value they provide to their communities. Fox River Valley Public Library District was the first library in the nation to adopt this resource in early 2019. Check out their [Transparency Dashboard](#) and their "Long Overdue" [Survey](#), created with the OpenGov tools.

RAILS also used OpenGov Story Builder to report our [findings on e-content usage during the COVID-19 pandemic](#) and mandatory shutdown of non-essential services. OpenGov makes it easy to combine statistics and graphs with supporting explanations and observations.

Conferences

Registration Open for LMCC20 Conference

The Library Marketing and Communications Conference (LMCC) will be online for 2020 and held on November 4-6. If you're involved in marketing, communications, public relations, social media, or outreach in academic, public, and special libraries, this is the conference for you. Read more [about the conference and registration options](#). Registration is limited.

ARSL Conference

The [Association of Rural and Small Libraries](#) (ARSL) will hold its annual conference, [Soar with Libraries: Sharing Our Amazing Resources](#), online from September 28–October 2. For conference details including schedule, session details, and registration, [visit the conference web page](#).

Additional ARSL considerations: [become a member of ARSL](#), join the [ILA SARL Forum](#) for statewide and local focus, or subscribe to the [Daily Yonder: Keep It Rural](#) newsletter for current information on issues and trends experienced by rural communities.

Register for the 2020 Virtual AISLE Conference

The AISLE virtual conference will take place from November 5–14. [Registration is now open](#). The early bird price of \$110 is available until midnight on September 23. Registering for the conference will provide access to over 40 events spanning 10 days, all from the comfort of your home, after school hours.

Library Journal's Summit: What's Next? Libraries Adapt to the New Abnormal

Library Journal will hold a summit on October 6 focusing on how libraries morphed their plans and strategies to function during the pandemic. During this day-long event, leaders at all levels will share their learnings from all phases of the pandemic.

Sessions will be available for viewing on-demand within an hour of their initial broadcast, and the entire event will be available on-demand until January 6, 2021. For a list of [topics and to register](#), read the event notice from *LJ*.

Register for the ILA Conference

Registration is now open for the [2020 ILA Virtual Conference](#). Join the Illinois library community to network electronically, visit exhibits in a virtual marketplace, and experience an array of high-quality topics and content you've come to expect from ILA conferences. In addition, the conference will conclude with the first-ever virtual awards ceremony to celebrate and honor this year's [ILA Awards recipients](#).



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Illinois State Library News

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Four Grants Available from the State Library

The Illinois State Library has four grants available for Illinois libraries that are members of RAILS, IHLS, or CPL. The grants are open to varying library types. Follow the links for eligibility and program guidelines, and to apply.

- [School District Library Grant Program](#) provides more library books and materials for students of public schools in Illinois. Grant applications are due October 15. Direct questions to 800.665.5576, option 2.
- [Back To Books Grant Offering](#) offers up to \$4,900 to develop collections that encourage formal and independent reading. Public libraries and school districts may apply. Grant deadline is September 30.
- [Digital Network Access for Illinois Libraries](#) awards grants to assist libraries in addressing the unforeseen consequences of COVID-19. Public libraries, school libraries, and community colleges are invited to apply for up to \$10,000 to establish or expand the library's digital network access. Grant deadline is September 30.
- [Personal Protective Equipment \(PPE\) for Illinois Public Libraries](#) supports the role of public libraries in their efforts to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic. Public libraries may apply for up to \$500 per public library building. Grant deadline is September 30.

Other Library News

Nominate Your Museum or Library for an IMLS National Medal

The Institute of Museum and Library Services is now accepting nominations for the 2021 [National Medal for Museum and Library Service](#), the nation's highest honor awarded to libraries and museums for service to their communities.

Employees, board members, volunteers, members of the public, or government officials are invited to nominate an institution. To be considered, [complete and return the nomination materials](#) by November 2. For more information, contact IMLS at nationalmedals@imls.gov.

For a look back celebrating the last 25 years of National Medals, [click here to watch the short video](#) with StoryCorps. More information is also available on previous years' medal recipients via the [IMLS website](#).

Member News

[Library News](#), [Director Updates](#), [Member Questions](#), [Fast Facts Surveys](#)

RAILS Library Director News

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

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.

- [Westchester Public Library Hosts Architecture Historian Lee Bey](#)
- [Nominating Petitions Available at Bartlett Public Library District](#)
- [Reappointment of Cox Helps Self-Represented Litigants in the 16th Judicial Circuit](#)
- [Technology Opens Windows to Library and the Pandemic World](#)
- [Palatine Library Drops Fines, Joins Forces with Other Libraries](#)
- [Grayslake Library Joins New Library Cooperative](#)
- [Oak Park Partners 'to Develop Young Minds' during COVID-19](#)
- [Schaumburg Library Celebrates 19th Amendment](#)
- [October 11 Virtual Event: Meet Author Claire Lombardo](#)

Fast Facts Surveys

- [Naming Library Rooms in Exchange for Donations](#)
- [Emergency Closing Pay](#)



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.