

Indian Prairie Public Library Board Agenda  
September 15, 2021

**Budget and Appropriations Hearing**  
**September 15, 2021 – 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. Page 3
- B. Public Questions/Comments
- C. Closing of Hearing

**Board of Trustees Regular Meeting**  
**September 15, 2021 – 6:40 p.m.**

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

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment
- D. Communications and Announcements - none
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, August 18, 2021 Page 4
  - 2. Action on Bills/Additional Bills Page 7
  - 3. Ordinance 2021-4 Providing for the Budget and Appropriations for FY 2021/22 Page 11
  - 4. Estimate of Revenues FY 2021/22 Page 13
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Information

Board Meeting – September 15, 2021 – page 2

|    |   |         |             |
|----|---|---------|-------------|
| H. | Department Reports  |         | Information |
|    | 1. Assistant Director   | Page 14 |             |
|    | 2. Marketing  | Page 15 |             |
|    | 3. Guest Services   | Page 19 |             |
|    | 4. Programming & Outreach   | Page 21 |             |
|    | 5. Resource Services  | Page 24 |             |
|    | 6. Technology & Maker Services  | Page 27 |             |
| I. | Staff Report  | Page 33 | Information |
|    | Ann Stovall will give a tour of the Maker Studio  |         |             |
| J. | Reports   |         |             |
|    | 1. Treasurer's Report   | Page 38 | Information |
|    | 2. RAILS  | Page 42 | Information |
|    | 3. Building and Grounds Committee – Krupicka  |         | Information |
|    | 4. Building and Grounds Meeting Minutes, September 7, 2021  | Page 47 | Action      |
|    | 5. Finance Committee (no report)  |         |             |
|    | 6. Planning/Outreach Committee (no report)  |         |             |
|    | 7. Policy Committee (no report)   |         |             |
| K. | Unfinished Business   |         |             |
|    | 1. Renovation Update  | Page 48 | Information |
|    | 2. Library Fines  | Page 50 | Action      |
| L. | New Business  |         |             |
|    | 1. COVID Policy and Practices   | Page 54 | Action      |
|    | 2. Library Hours  | Page 55 | Action      |
|    | 3. Approve Purchase of Carpet Tiles   | Page 56 | Action      |
|    | 4. Memorial Donation Request  | Page 57 | Discussion  |
| M. | Schedule Meetings   |         |             |
|    | Set date for Policy Committee meeting week of October 4<br>or week of September 27 (Damon, Megaridis, Raftis) |         |             |
| N. | Adjournment   |         |             |

**LEGAL NOTICE  
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 15, 2021, 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 23, 2021.

Crystal Megaridis, Secretary  
Board of Trustees  
Published in The Doings August  
5, 2021.

8/5/2021 7007165

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 18, 2021

**Board of Trustees Regular Meeting  
August 18, 2021 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:34 p.m. Secretary Megaridis called the roll.  
Present: Marian Krupicka, Crystal Megaridis, Sri Rao, Christina Rodriguez, Victoria Suriano  
Absent: Donald Damon, Themis Raftis  
Staff Present: Laura Birmingham, Maria Wlosinski, Debbie Sheehan, Natalie Baddour,  
Marissa Fletcher, Heather Jensen  
Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 21, 2021
2. Action on Bills/Additional Bills
3. Approval of 2021 Illinois Public Library Annual Report  
Rao moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Raftis. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report – Marissa Fletcher, Resource Services Librarian/Kids & Teens and Natalie Baddour, Resource Services Librarian/Adults introduced themselves to the board and gave a summary of their responsibilities. They are excited about the new staffing model.

J. Reports

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

K. Unfinished Business

1. Renovation Update – We have a walk-through with the contractor on Tuesday to create the punch list.
2. Library Fines – Discussion continued from last month's meeting regarding resident Nader Najjar's letter requesting that the library consider discontinuing charging fines for overdue items. Bukovac's memo in the packet provides answers to some of the Board's questions and Guest Services Department Head, Debbie Sheehan, attended tonight's meeting to answer questions. Bukovac's memo explains that overdue fines were instituted in libraries to motivate people to return materials. Libraries who have chosen fine-free now incentivize people to return items by placing a stop on a patron's card if an item is not returned within a certain number of days. If we implemented a no-fines policy, a patron's card would be stopped when one item is 14 days overdue. We would want to continue to charge overdue fines for equipment, console games, and Hot Picks to ensure their timely return. With respect to interlibrary loan items, overdue fines follow the policies of the library that is checking out the item. In SWAN, 47 libraries out of 100 don't charge overdue fines, including 11 libraries in our area. Sheehan indicated that patrons do get upset when they know that surrounding libraries don't charge overdue fines and we do. She pointed out that we are very flexible when it comes to waiving fines. Bukovac's memo states that we generally waive 25% of fines each year. When asked how a patron's behavior changes with fine-free, Sheehan said fine-free libraries have reported that stopping a patron's card when an item is 14 days overdue is working very well. The Board agreed that our fine revenue is a significant amount of money. They want to ensure they are being fiscally responsible when deciding this issue. At the end of tonight's discussion, the Board determined there is additional information they would like to have before making a decision. First, what percentage of our total fine revenue comes from items that incur a .25 cents a day fine? The Board was also interested to know what the neighboring libraries charge for tech items. The following questions were raised with respect to fine-free libraries: how do they market this feature and do they call it "fine-free", how do they communicate to their patrons that some items still carry a fine, are there items they are charging fines on that we do not?

L. New Business

1. COVID Policy and Practices – Suriano stated that subsequent to the July Board meeting, DuPage County announced that the county is in substantial transmission stage and recommending that everyone wear masks - we changed the wording on our signage accordingly and brought back the "kids zone = mask zone" signs. Suriano reiterated that it's a fluid situation. A sheet was distributed indicating our response to the various transmission levels.
2. Library Hours – Last month the Board voted to increase hours starting August 23. Unfortunately, we had two resignations after the July meeting. So we are still short five people in Guest Services and two librarians. Megaridis moved, Rodriguez seconded to keep

our current hours in place. Ayes: Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Raftis. Motion carried unanimously.

3. Replacement of Strobe & Horn Strobes to Sync with Fire Alarm System – As reported at the April and May Board meetings, Tri-State’s review indicated that our strobes are not up to code in some areas and need to be synchronized. The strobes were installed when the building was built and the fire code has changed since that time. The current strobes cannot be programmed to flash in sync so they need to be replaced as well as the annunciator panel in the vestibule. We received two bids and are waiting on a third. Fox Valley is the current low bid at \$6,490.00. Rao moved, Rodriguez seconded to approve spending up to \$6,490.00 to replace the strobes and the annunciator panel. Ayes: Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Raftis. Motion carried unanimously.
4. Audit of Secretary’s Minutes & Review of Closed Session Minutes - Krupicka and Raftis conducted the audit and review. Krupicka reported that the minutes are in order and recommend keeping all closed session minutes closed. Megaridis moved, Rodriguez seconded to keep all closed session minutes closed. Ayes: Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Raftis. Motion carried unanimously.

M. Scheduled Meetings

A Building & Grounds Committee Meeting is scheduled for September 7 at 6:30.

N. Adjournment

At 7:38 p.m. Rodriguez moved, Megaridis seconded to adjourn the meeting. Ayes: Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Raftis. Motion carried.

---

Crystal Megaridis, Secretary

ACTION ON BILLS AUGUST, 2021

| <u>Account</u>                 | <u>Check #'s</u>   | <u>Total</u>  |
|--------------------------------|--------------------|---------------|
| Fifth Third-Bills for Approval | 1193 - 1274        | \$ 158,535.77 |
| Fifth Third-Salaries           | 1050 - 1059        | \$ 2,716.19   |
| Hinsdale Bank-Direct Deposits  | &<br>32433 - 32558 | \$ 106,622.03 |

MONTH'S TOTAL: \$ 267,873.99

# Indian Prairie Public Library District Account QuickReport - Vendors

8

As of August 31, 2021

| Type                                | Date       | Num  | Name                                     | Amount   |
|-------------------------------------|------------|------|--|----------|
| <b>10122 - Fifth Third Checking</b> |            |      |  |          |
| Liability Check                     | 08/05/2021 | 1193 | Nationwide Retirement                    | 88.19    |
| Liability Check                     | 08/05/2021 | 1194 | Vantagepoint                             | 2,800.00 |
| Liability Check                     | 08/05/2021 | 1195 | State Disbursement Unit                  | 493.94   |
| Liability Check                     | 08/05/2021 | 1196 | State Disbursement Unit                  | 159.68   |
| Bill Pmt Check                      | 08/05/2021 | 1197 | Colonial Life                            | 82.53    |
| Bill Pmt Check                      | 08/05/2021 | 1198 | NCPERS Group Life                        | 32.00    |
| Bill Pmt Check                      | 08/05/2021 | 1199 | Wlosinski, Maria                         | 17.92    |
| Check issued in FY 2020-2021        |            | 1200 | Lo Destro Construction Company           | 0.00     |
| Bill Pmt Check                      | 08/06/2021 | 1201 | FedEx                                    | 8.90     |
| Bill Pmt Check                      | 08/06/2021 | 1202 | Game Informer                            | 24.98    |
| Bill Pmt Check                      | 08/06/2021 | 1203 | Illinois Dept of Innovation & Technology | 500.00   |
| Bill Pmt Check                      | 08/06/2021 | 1204 | LM Information Delivery, Inc.            | 611.61   |
| Bill Pmt Check                      | 08/06/2021 | 1205 | Quill LLC                                | 450.64   |
| Bill Pmt Check                      | 08/06/2021 | 1206 | Rivistas Subscription Services           | 715.99   |
| Bill Pmt Check                      | 08/06/2021 | 1207 | Runco                                    | 227.97   |
| Bill Pmt Check                      | 08/06/2021 | 1208 | SWAN                                     | 74.33    |
| Bill Pmt Check                      | 08/10/2021 | 1209 | Accurate Employment Screening, LLC       | 333.50   |
| Bill Pmt Check                      | 08/10/2021 | 1210 | AT&T                                     | 434.30   |
| Bill Pmt Check                      | 08/10/2021 | 1211 | Baker & Taylor                           | 3,041.52 |
| Bill Pmt Check                      | 08/10/2021 | 1212 | Blackstone Audio, Inc.                   | 508.74   |
| Bill Pmt Check                      | 08/10/2021 | 1213 | Case Lots Inc.                           | 440.80   |
| Bill Pmt Check                      | 08/10/2021 | 1214 | Cengage Learning, Inc.                   | 469.03   |
| Bill Pmt Check                      | 08/10/2021 | 1215 | Chicago Tribune                          | 139.50   |
| Bill Pmt Check                      | 08/10/2021 | 1216 | DEMCO                                    | 352.22   |
| Bill Pmt Check                      | 08/10/2021 | 1217 | Fox Valley Fire & Safety                 | 3,036.99 |
| Bill Pmt Check                      | 08/10/2021 | 1218 | Garvey's Office Products                 | 17.94    |
| Bill Pmt Check                      | 08/10/2021 | 1219 | Groot Industries, Inc.                   | 401.03   |
| Bill Pmt Check                      | 08/10/2021 | 1220 | Ingram Library Services                  | 255.24   |
| Bill Pmt Check                      | 08/10/2021 | 1221 | Kanopy                                   | 182.00   |
| Bill Pmt Check                      | 08/10/2021 | 1222 | Midwest Tape                             | 4,674.58 |
| Bill Pmt Check                      | 08/10/2021 | 1223 | OverDrive                                | 1,399.17 |
| Bill Pmt Check                      | 08/10/2021 | 1224 | Scholastic Inc. Magazines                | 27.45    |
| Bill Pmt Check                      | 08/10/2021 | 1225 | Specialty Mat Service                    | 128.78   |
| Bill Pmt Check                      | 08/10/2021 | 1226 | Springshare LLC                          | 1,364.00 |
| Bill Pmt Check                      | 08/10/2021 | 1227 | Team One Repair, Inc.                    | 933.00   |
| Bill Pmt Check                      | 08/10/2021 | 1228 | Today's Business                         | 103.52   |
| Bill Pmt Check                      | 08/10/2021 | 1229 | Wingren Landscape, Inc                   | 899.51   |
| Bill Pmt Check                      | 08/10/2021 | 1230 | World Relief                             | 225.00   |
| Liability Check                     | 08/19/2021 | 1231 | Nationwide Retirement                    | 88.19    |
| Liability Check                     | 08/19/2021 | 1232 | Vantagepoint                             | 2,800.00 |
| Liability Check                     | 08/19/2021 | 1233 | State Disbursement Unit                  | 493.94   |
| Liability Check                     | 08/19/2021 | 1234 | State Disbursement Unit                  | 158.47   |
| Bill Pmt Check                      | 08/23/2021 | 1235 | AmTrust North American                   | 246.00   |
| Bill Pmt Check                      | 08/23/2021 | 1236 | Birmingham, Laura                        | 149.00   |



## Indian Prairie Public Library District Account QuickReport - Vendors

9

As of August 31, 2021

| Type                               | Date       | Num  | Name                             | Amount           |
|------------------------------------|------------|------|----------------------------------|------------------|
| Bill Pmt Check                     | 08/23/2021 | 1237 | Blais, Alicia                    | 50.00            |
| Bill Pmt Check                     | 08/23/2021 | 1238 | Carrera, Kristin                 | 175.00           |
| Bill Pmt Check                     | 08/23/2021 | 1239 | Darien Woman's Club              | 75.00            |
| Bill Pmt Check                     | 08/23/2021 | 1240 | Goddard, Leslie Elizabeth        | 250.00           |
| Bill Pmt Check                     | 08/23/2021 | 1241 | Hagg Press, Inc.                 | 1,649.40         |
| Bill Pmt Check                     | 08/23/2021 | 1242 | Lawrence, Megan                  | 104.95           |
| Bill Pmt Check                     | 08/23/2021 | 1243 | Lynn, John                       | 150.00           |
| Bill Pmt Check                     | 08/23/2021 | 1244 | Prince, Ronald                   | 50.00            |
| Bill Pmt Check                     | 08/23/2021 | 1245 | Streett, Cathy                   | 213.41           |
| Bill Pmt Check                     | 08/23/2021 | 1246 | Wenstrup, Gary                   | 220.00           |
| Bill Pmt Check                     | 08/27/2021 | 1247 | AEP Energy, Inc.                 | 5,142.58         |
| Bill Pmt Check                     | 08/27/2021 | 1248 | Baker & Taylor                   | 10,464.22        |
| Bill Pmt Check                     | 08/27/2021 | 1249 | BCBS                             | 16,103.88        |
| Bill Pmt Check                     | 08/27/2021 | 1250 | Blackstone Audio, Inc.           | 818.24           |
| Bill Pmt Check                     | 08/27/2021 | 1251 | Bukovac, Jamie                   | 149.00           |
| Bill Pmt Check                     | 08/27/2021 | 1252 | Call One                         | 291.62           |
| Bill Pmt Check                     | 08/27/2021 | 1253 | Canon Financial Services, Inc.   | 221.00           |
| Bill Pmt Check                     | 08/27/2021 | 1254 | Cengage Learning, Inc.           | 237.53           |
| Bill Pmt Check                     | 08/27/2021 | 1255 | Chicago Tribune Media Group      | 179.48           |
| Bill Pmt Check                     | 08/27/2021 | 1256 | Children's Plus Inc.             | 1,437.42         |
| Bill Pmt Check                     | 08/27/2021 | 1257 | DEMCO                            | 1,720.69         |
| Bill Pmt Check                     | 08/27/2021 | 1258 | FSS Technologies                 | 112.50           |
| Bill Pmt Check                     | 08/27/2021 | 1259 | Garvey's Office Products         | 15.00            |
| Bill Pmt Check                     | 08/27/2021 | 1260 | Ingram Library Services          | 209.39           |
| Bill Pmt Check                     | 08/27/2021 | 1261 | Midwest Tape                     | 1,511.83         |
| Bill Pmt Check                     | 08/27/2021 | 1262 | NCPERS Group Life                | 32.00            |
| Bill Pmt Check                     | 08/27/2021 | 1263 | Neviol Inc.                      | 5,595.00         |
| Bill Pmt Check                     | 08/27/2021 | 1264 | OverDrive                        | 2,132.63         |
| Bill Pmt Check                     | 08/27/2021 | 1265 | Principal Life Insurance Company | 1,359.48         |
| Bill Pmt Check                     | 08/27/2021 | 1266 | Rivistas Subscription Services   | 29.95            |
| Bill Pmt Check                     | 08/27/2021 | 1267 | Runco                            | 38.50            |
| Bill Pmt Check                     | 08/27/2021 | 1268 | Salt Creek Quilter's Guild       | 60.00            |
| Bill Pmt Check                     | 08/27/2021 | 1269 | TMobile                          | 16.40            |
| Bill Pmt Check                     | 08/27/2021 | 1270 | Thomson Reuters West             | 88.47            |
| Bill Pmt Check                     | 08/27/2021 | 1271 | Thorpe, Carla                    | 75.00            |
| Bill Pmt Check                     | 08/27/2021 | 1272 | Unique                           | 35.80            |
| Bill Pmt Check                     | 08/27/2021 | 1273 | VSP Vision                       | 186.37           |
| Bill Pmt Check                     | 08/31/2021 | 1274 | Bank of America                  | 7,890.28         |
| Total 10122 - Fifth Third Checking |            |      |                                  | 88,684.12        |
| <b>TOTAL</b>                       |            |      |                                  | <b>88,684.12</b> |

Bills for approval – Electronic Payments & Automatic Withdrawals

August 2021

| <b>Vendor</b> | <b>Purpose</b>     | <b>Date Paid</b> | <b>Amount Paid</b> |
|---------------|--------------------|------------------|--------------------|
| ILDOR-State   | Payroll taxes      | 08/06/2021       | 3,374.14           |
| EFTPS-Federal | Payroll taxes      | 08/06/2021       | 18,050.72          |
| ILDOR-State   | Payroll taxes      | 08/20/2021       | 3,254.43           |
| EFTPS-Federal | Payroll taxes      | 08/20/2021       | 17,284.36          |
| IMRF          | Payroll Pension    | 08/20/2021       | 23,845.92          |
| DAC           | Deposit to HRA     | 08/06/2021       | 181.60             |
| DAC           | Deposit to HRA     | 08/10/2021       | 631.79             |
| DAC           | Deposit to HRA     | 08/17/2021       | 995.64             |
| DAC           | Deposit to HRA     | 08/31/2021       | 9.73               |
| Nicor         | Gas                | 08/10/2021       | 357.45             |
| INB Bank/5/3  | Credit Card Fee    | 08/11/2021       | 191.38             |
| Hinsdale Bank | Fee-Direct Deposit | 08/18/2021       | 59.00              |

11

**ORDINANCE NO. 2021-4**  
**BUDGET AND APPROPRIATION ORDINANCE**  
**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**DU PAGE & COOK COUNTIES, ILLINOIS**  
**FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022**

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, 2021 and ending June 30, 2022.

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, 2021 and ending June 30, 2022.

**Estimate of Expenditures from Corporate Fund**

|                             | <u>Appropriation</u> |
|-----------------------------|----------------------|
| Personnel                   | 3,250,000            |
| Materials                   | 525,000              |
| Building Operations         | 350,000              |
| Office Operations           | 42,000               |
| Technology & Maker          | 200,000              |
| Contractual Services        | 35,000               |
| Insurance                   | 25,000               |
| Communications/Publicity    | 50,000               |
| Programs                    | 45,000               |
| <b>Total Corporate Fund</b> | <b>4,522,000</b>     |

**Estimate of Expenditures from Special Tax Funds**

|   |         |
|---|---------|
| Audit                                     | 0       |
| IMRF                                      | 63,000  |
| Social Security                           | 55,000  |
| Liability Insurance                       | 19,000  |
| Building and Equipment (.02% Special Tax) | 100,000 |

**Summary**

|                               |                  |
|-------------------------------|------------------|
| Corporate                     | 4,522,000        |
| Audit                         | 0                |
| IMRF                          | 63,000           |
| Social Security               | 55,000           |
| Liability Insurance           | 19,000           |
| Building and Equipment (.02%) | 100,000          |
| Special Reserve               | 0                |
| <b>Total Appropriation</b>    | <b>4,759,000</b> |

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

- a. The cash on hand at the beginning of the fiscal year is \$1,773,861
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,037,558
- c. The estimated expenditures for the fiscal year are \$4,800,000
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$1,011,419
- e. The estimated amount of taxes to be received during the fiscal year is \$3,862,097
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$175,461

SECTION 3. Funds in the total amount of \$4,759,000 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 15, 2021.

\_\_\_\_\_  
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, 2021 AND ENDING JUNE 30, 2022

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, 2021 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, 2021 to June 30, 2022.

| <u>ESTIMATE OF FUNDS AVAILABLE</u> | <u>SOURCE</u>  |
|------------------------------------|--|
| 1. 2,631,753                       | Corporate fund balance on hand 7/1/21  |
| 2. 175,461                         | 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. 3,862,097                       | Anticipated tax collection   |
| 4. 105,040                         | Special Reserve Fund   |
| 5. 42,590                          | Balance SPECIAL TAX funds on hand 7/1/21   |
| 6. 0                               | Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building                       |
| 6,816,941                          | Total estimated revenues and fund balances available for the 2021/22 fiscal year   |

I do further certify that the above estimate of balances on hand as of July 1, 2021 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

## Assistant Director's Report: August 2021

### **Building:**

The library received a check for \$372 from Cozzi Recycling for our extra shelving and other miscellaneous metals.

ServiceMaster cleaned the carpets over the Labor Day weekend and they look great!

Jamie A. and I have been working on cleaning out and organizing the closets in the former Youth Room.

### **Proctoring:**

Shirley Jensen, the Assistant Adult Services Department Head who retired in 2020 used to manage proctoring services at the library. Because of our remodeling project, we have not been able to offer proctoring due to the lack of study rooms. Now that we have study rooms again, it is starting back up. Administration is taking over the management of this and will be working with students and their schools with exams. Proctoring is only open to people with an IPPL card. We do not monitor the test, just book them a room to take the test and coordinate getting the exam from their school. We have our first appointment in late September.

### **IPPL Friends and Foundation:**

The used book sale is back! The new location in the café looks great. Book sale volunteers filled the shelves in early September.

The library is not taking any donations at this time due to lack of storage space. We will start taking donations again once we sell some inventory and have room to store materials.

The library received a check from Better World Books for used books donated to them in the amount of \$251.90.

### **Marketing Highlights:**

- Jill's Marketing Report is attached.

### **Continuing Education:**

I attended the online Global Leadership Conference on August 5<sup>th</sup> and 6<sup>th</sup>. This is the fourth year I have been privileged to attend as it is always inspiring!

Submitted by: Laura Birmingham

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

### **Welcome, Paul LaTour!**

Paul LaTour is the library's new Communications & Brand Strategy Specialist, joining the marketing team on August 16. With a passion for libraries and telling stories, he brings a wealth of experience to the library. Paul is a former award-winning journalist, writing for publications including the *Naperville Sun* and the *Killeen (Texas) Herald*. He also worked for the Radiological Society of North America and the American Nuclear Society, holding marketing and writing positions at both of those associations. In addition, while he holds a B.A from University of Minnesota, he earned a Library Technical Service Certificate from Joliet Junior College and worked at the Downers Grove Library as a clerk. Paul is a volunteer with Culture Stock, a social venture that operates as a hub for cultural activities and community programs while serving as a used book and media reseller. He also is on the board of the Aurora Library Board of Trustees.

### **Thank you, Jamie Allard!**

Jamie Allard recently left the marketing department for a new full-time role as Administrative Associate. Jamie has been a key part of the department since December 2019. I will still have the opportunity to work with her on projects, but I'm going to miss having her as part of the team on the regular basis. Congrats on your new role, Jamie!

### **School Outreach**

Amy M. and Sarah Z. were able to do school outreach this fall, and we did a flier about the library's services for them to pass out at their visits. I have met with Amy M. Marissa F., and Joe P. about a new school outreach flier for teachers and a supporting web site to further strengthen our outreach and presence in the schools. Amy and I also are working on a new flier for the school's electronic distribution system.

### **Program Guides**

For the first time since March 2020, we have a printed piece for our programs. We created six program guides for guests to pick up when visiting the library: Adults, Families & Early Literacy, Mid-Kids, Teens, Technology, and Maker Studio. These targeted pieces will be placed around the library for our guests to pick up the guide(s) that are best-suited for them. These guides also are linked on the website for those who prefer to view this kind of document from home. I'm very excited to have a printed piece for our patrons again!

### **Newsletter**

The printed newsletter was mailed to households around September 1. This issue featured the renovation and a story about the Prairie Patch among the other content. We once again had an 8-page piece to send to our community. To quote an email we received from a patron on Sept. 1, "I received the Fall Newsletter today. Well done! Thanks for sending that to your local postal patrons...really appreciate it. There's always something new that I should know about."

### **Website**

The website was quiet this month in terms of major updates. We did a lot of minor updates and our monthly marketing plan update. The Maker Studio is taking the forefront of our website work right now, which Dave has been working on.

### Enews

Enews was sent out Thursdays during the month of August. The open rate continues to hover around 20 percent. While I will continue to report open rates, it will never be a true representation of our actual open rate because of the new bulk mail filter that Apple is putting into place. About 50 percent of our open rate is mobile; while I don't know what percentage is Apple and what percentage is Android, Apple users account for about half of the cell phone market. I also know based on the kind of filters that you have set on your email, an open may not register as an open.

### General Enews Subscribers

|                          |        |
|--------------------------|--------|
| July 31                  | 16,921 |
| August 31                | 17,226 |
| Loss/Gain in subscribers | 305    |

### Specialty Enews Subscribers

| Newsletter              | Subscribers | +/-       |
|-------------------------|-------------|-----------|
| Biz Connect subscribers | 297         | No change |
| Teen Enews subscribers  | 149         | No change |

### Enews Open & Click Rate

| Date      | Open Rate | Click Rate |
|-----------|-----------|------------|
| August 5  | 16        | 7          |
| August 12 | 20        | 6          |
| August 19 | 17        | 7          |
| August 26 | 17        | 6          |



### Social Media

Other than YouTube, which lost one like, our other channels experienced growth. No single post contributed to the growth. I know I say this often, but I'm always proud of the fact our accounts grows organically based on posting consistently with quality content.

| Channel          | Likes/Followers | +/- (Since June 30) |
|------------------|-----------------|---------------------|
| Facebook (Likes) | 2,060           | +6                  |
| Instagram        | 830             | +18                 |
| Twitter          | 1,131           | +6                  |
| LinkedIn         | 178             | +3                  |
| YouTube          | 219             | -1                  |

### Social Media Posts

This month, the community enjoyed posts about the Prairie Patch and photos of the community using the new library spaces. We also featured the library staff dogs for National Dog Day and the Dog Day Storytimes. We have so many great dogs at the library; here is an example of one of the collages with the dogs. Also pictured is a family playing a game in the Mid-Kids area of the library.



y.



Guest Services

August 2021

User Experience

We had 961 patrons use the drive up in August. Our busiest day was Tuesday, August 31 with 43 patrons being served. Our busiest hour was Tuesday, August 10 from 10-11 with 15 patrons coming through.

Patrons are now able to choose to pick their items up at the drive up when placing holds! This started on July 9th. We checked out 993 items at the drive up in July and almost doubled that in August to 1,866! We have been promoting this service and it's great to see patrons taking advantage of it!

Community

**Passports:** We accepted 64 passports in August with our busiest day being Wednesday, August 4th with 7. This is the most we have accepted in any month since February 2020!

**Library Cards:** We issued 157 resident library cards. 21 were initiated remotely. There were no student cards issued.

**Notary Public:** We notarized 99 documents in August.

Staff

We are still looking to hire several more Associates.

Renovation

It is so nice that the Pages have been moved downstairs and the department is back together again! Their jobs are much easier now that they don't have to go up and down the stairs all day! The shelveers are continuing to shift the non-fiction collection. Sheet music, collections and sports have been taken out of storage and added back on to the shelves.

Continuing Education

I, along with the rest of the Department Heads, attended the annual Global Leadership Summit on August 5 & 6. It was again offered remotely, which we all took advantage of. This year's speakers were amazing – we all felt that they were often speaking right to us! A theme that ran through the summit was “PUC” P=PAIN, U=UNCERTAINTY and C=CHOAS. With Covid, the renovation and our staffing issues, the past year and a half have certainly brought a lot of that!

August 31                      SWAN Updates                      Zoom

Debbie Sheehan  
Head of Guest Services

| Circulation Statistics  |         |         |         |          |         |         |          |          |              |          |      |
|---|---------|---------|---------|----------|---------|---------|----------|----------|--------------|----------|------|
|   | 2012    | 2013    | 2014    | 2015     | 2016    | 2017    | 2018     | 2019     | 2020         | 2021     | 2022 |
| Month   | 2013    | 2014    | 2015    | 2016     | 2017    | 2018    | 2019     | 2020     | 2021         | 2022     |      |
| July  | 87,216  | 87,602  | 80,022  | 75,425   | 67,595  | 59,767  | & 65,323 | 64,326   | # 38,174     | # 48,269 |      |
| Aug.  | 80,915  | 77,621  | 72,824  | 67,971   | 63,720  | 56,603  | 61,591   | 60,815   | # 44,438     | # 44,949 |      |
| Sept.   | 67,864  | 65,873  | 64,241  | 57,006   | 53,375  | 48,001  | * 43,966 | 55,401   | # 44,419     |          |      |
| Oct.  | 74,123  | 70,857  | 65,894  | 60,141   | 56,236  | 51,829  | 56,250   | 56,681   | # 45,228     |          |      |
| Nov.  | 71,019  | 68,912  | 64,203  | 59,906   | 53,280  | 51,105  | 53,902   | 53,513   | # 43,386     |          |      |
| Dec.  | 66,499  | 62,642  | 62,656  | 56,512   | 50,932  | 48,477  | 51,627   | 50,504   | # 39,447     |          |      |
| Jan.  | 78,554  | 71,590  | 69,608  | 64,231   | 58,950  | 53,767  | 56,972   | 57,138   | # 42,870     |          |      |
| Feb.  | 70,512  | 65,225  | 60,286  | 60,625   | 54,369  | 52,259  | 53,962   | 54,801   | # 40,445     |          |      |
| Mar.  | 78,612  | 74,816  | 64,857  | 65,904   | 61,856  | 58,144  | 59,223   | # 33,850 | # 46,377     |          |      |
| Apr.  | 71,161  | 68,376  | 71,904  | ^ 60,424 | 54,820  | 52,453  | 54,270   | # 11,631 | #, \$ 29,586 |          |      |
| May   | 67,429  | 61,687  | 62,018  | 58,528   | 54,893  | 51,329  | 54,751   | # 15,670 | # 45,473     |          |      |
| June  | 79,392  | 74,986  | 71,702  | 71,568   | 60,867  | 60,743  | 59,443   | # 26,631 | # 46,565     |          |      |
| Yearly  |         |         |         |          |         |         |          |          |              |          |      |
| Total   | 893,296 | 850,187 | 810,215 | 758,241  | 690,893 | 644,477 | 671,280  | 540,961  | 506,408      | 93,218   |      |
| & Ill sent added<br>^Missing data--used an average number to get a total<br>*Parking lot construction<br>#Covid 19<br>\$-closed 2 weeks |         |         |         |          |         |         |          |          |              |          |      |

## Programming and Outreach Department Report

### Community:

Lexy did a story time at Kingswood Academy on August 4<sup>th</sup>. 16 kids attended.

Heather did a story time at Barbara's Bookstore in Burr Ridge on August 6<sup>th</sup> and 18 people attended.

Amy and Sarah made many meaningful in-person connections at three school district events (Districts: 180, 61, and 62) with caregivers, students, and school staff. Almost 300 interactions were logged (297) with 25 library card applications completed. Many caregivers and students expressed interest in the library and they appreciated the giveaways (pens, pencils, bookmarks, hand sanitizers, magic tricks) as well as the visual items displayed such as scrolling library photos on an iPad, physical materials, and the "Supporting Students" flyer. One community partnership was strengthened at the Anne M. Jeans event with the tentative scheduling of a monthly visit to Willowbrook Corner's afterschool program. Many patrons sounded very interested in library cards and the technology that will be available in the Maker Studio.

Megan attended the DuPage County Day One PACT/Child and Family Connections Meet Up on August 31<sup>st</sup> and did a story time for the group. Day One PACT is a not-for-profit agency that works with kids with disabilities.

Amy and Sarah have been working with Tricia Giron, our partner at 4H, on ideas for programs for IEP (Individualized Education Plan)/homeschools.

Megan organized the school supply collection for the People's Resource Center and brought the many donations from patrons to them – two trunk loads in fact! Donations from our patrons helped the PRC reach their goal of providing school supplies to 1,000 families.

As things are harvested in the Prairie Patch, it is donated weekly to the West Suburban Food Pantry. In August, we gave away more than 30 pounds of fresh herbs and veggies. There is also a 15-foot sunflower growing in the patch - amazing! Many insects, bees, birds and butterflies have been spotted in the Prairie Patch recently, including a praying mantis.

### Programs:

In August, staff presented/hosted a total of 20 events serving 1,133 people.

### Business:

There were no business programs in August.

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

|      |                            |               |    |
|------|----------------------------|---------------|----|
| 8/4  | Baby Open Play in the Park | Heather, Lexy | 10 |
| 8/9  | Mixed Media Canvas         | Megan         | 9  |
| 8/16 | Mixed Media Canvas         | Megan         | 15 |
| 8/23 | Mixed Media Canvas         | Megan         | 13 |
| 8/25 | Baby Open Play             | Heather       | 0  |
| 8/26 | Dog Day Story time         | Heather       | 11 |
| 8/30 | Mixed Media Canvas         | Megan         | 14 |

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

|      |                             |     |    |
|------|-----------------------------|-----|----|
| 8/4  | Mini Mid Kid Art Doors      | Amy | 3  |
| 8/13 | Build a Boat                | Amy | 7  |
| 8/17 | Minute to Win It Challenges | Amy | 11 |

At the "Minute to Win it" Challenges program, solo kids and families enjoyed the activities together. One parent said, "I'm glad we came in. We almost just returned our books through the slot, then we would have missed this. I didn't know this was going on." Benefits of this drop-in format within the dept. is increased visibility and flexibility even for those that just happen to be there and can still enjoy the program without potential barriers like not wanting to commit in advance (if a varied family schedule) or current lack of a library card.

**Teens:**

|      |                  |       |   |
|------|------------------|-------|---|
| 8/30 | Teen Crafternoon | Sarah | 2 |
|------|------------------|-------|---|

**Adults:**

|      |                                   |       |    |
|------|-----------------------------------|-------|----|
| 8/11 | Concert: Johnny Lyons             | Laura | 41 |
| 8/25 | Online: Life on the Missouri      | Cindy | 15 |
| 8/23 | Online: The Mystery of Nancy Drew | Cindy | 29 |
| 8/30 | Online: Billy Joel –the Piano Man | Cindy | 21 |

**Groups:**

|      |                            |         |    |
|------|----------------------------|---------|----|
| 8/4  | English Conversation Group | Joe     | 7  |
| 8/11 | English Conversation Group | Joe     | 4  |
| 8/18 | Great Decisions            | Joe     | 10 |
| 8/18 | English Conversation Group | Joe     | 4  |
| 8/19 | IPPL Reader's Club         | Natalie | 7  |

**Passive Programs/Take and Makes:**

Heather put together over 200 "Take and Make Kits" for a variety of ages:

|                           |             |    |
|---------------------------|-------------|----|
| <i>Fun in the Sun</i>     | Little Kids | 48 |
| <i>Cosmic Scratch Art</i> | Mid-Kids    | 72 |
| <i>Origami Star Jars</i>  | Teens       | 52 |

|                                       |             |    |
|---------------------------------------|-------------|----|
| <i>Homebound Hobbies</i>              | Seniors     | 30 |
| <i>Baby Sensory: Bean Bags</i>        | Babies      | 48 |
| <i>Kindergarten Readiness Packets</i> | Little Kids | 30 |

Heather worked with Marquitta to get the "Homebound Hobbies" kit to our homebound patrons with their item delivery. The kit included a word search, crossword puzzle, marker and pencil.

**Continuing Education:**

Amy attended a 4-week ALA class in August on "Practical Services for Grade School Kids".

Submitted by: Laura Birmingham

## Resource Services Monthly Report

August 2021

Submitted by Tony Lucarelli, Head of Resource Services

I, along with the other Department Heads, had the privilege of attending the Global Leadership Summit at the beginning of the month. It is striking that the presentations seem to always line up with what is happening here at the library.

I have been working on coordinating the Aspen catalog launch which will replace the current catalog interface in late October. I've been informing the necessary staff about training that is being presented by SWAN as well as get staff logins and passwords they will need to investigate the new catalog.

Volunteers have returned! We have three regular volunteers returning to the department. In addition, two college students volunteered for the month of August, with possible returns over break. One of them has decided to apply for a Library Assistantship after her experience with us. Anna, who oversaw her work, provided Laura with a reference to forward on.

We used to make the current issues of magazines non-circulating. When the building reopened last summer, we decided it was best to allow current issues to be checked out so that we weren't encouraging people to hand out in the building. It's been working well and we've decided to continue the practice.

I have begun reviewing the old Technical Services procedures manual, looking to update it with current processes and work flows.

All of the librarians pulled items in their respective areas to add to a book display to go along with the 9/11 poster exhibition. The material display covers all genres, ages, and material formats.

I saw that the 300s were getting tight, and it has been about a year since I weeded that area of the collection, so I went ahead and weeded the 300s using CREW standards. I wanted to do this before that area got shifted.

### Collections

Shifting continues in adult non-fiction. We started by shifting in Great Courses to the start of the collection and then biographies were shifted as the shelves were getting a little tight. We then moved to end of the collection and are working backwards. We were able to move collectibles (745.1) and sheet music (780.26) out of storage and back into the main collection. Sports materials were also pulled out of storage.

We have completed the first pass through the adult non-fiction Dewey collections for putting barcodes on the front of book covers. We have asked Guest Services to send any adult Dewey non-fiction books that don't have a front barcode to us to have a front barcode added. With this area done, we have moved on to doing the romance paperback collection.

Two new magazine titles arrived for K&T area based on patron requests: Ranger Rick Cub for early learners and StoryWorks for mid-kid level. A request was made for Star Trek Discovery magazine, which debuts in November. We are taking it under consideration.

Since the WouldShop no longer exists as a brand, we are rebranding the WouldShop collection. Since all the books in this collection deal with kids making things, we have decided to call the collection "Kids



Make". We will have to make adjustments to the sub categories in order to make this work, but if we are updating the call numbers anyway, this is the time to do it. These items have their own shelving area and we'll be promoting the Maker Studio and its activities by the materials.

### Monthly Highlights

- T.J., Senior Librarian for Audio/Visual Collections & Data Analysis, has been on parental leave since August 18. On August 18, He and his wife welcomed Kingsley Therese who joins big brother Jasper.
- Joe, Reference & Database Librarian, has been working with Literacy DuPage and six area libraries to have a shared book discussion on a title centered around immigration/literacy. The discussions will happen in February of 2022. He also hosted our immigrant legal consultations in conjunction with World Relief DuPage. Slots have been difficult to fill when these area done virtually.
- Marissa, Youth & Teen Collections Librarian, worked on putting shelf dividers throughout the Youth non-fiction Dewey collection. These dividers show the call number and the subject that falls in that call number area. She has been working with Jill on rebranding and relaunching the 1,000 Books Before Kindergarten initiative. She also worked with Tori to start putting new endcap signs in the Youth & Teen collections.
- Natalie, Adult Fiction & Reader's Advisory Librarian, hosted our first in-person book discussion group since February 2020. She had seven attendees and already has 19 people registered for the next discussion. She has been working with Joe and Tori to establish a mystery themed book discussion group (Tori) and non-fiction book discussion group (Joe).

### Community

- Natalie assisted five of our area book clubs by making recommendations for their future discussions and assisted in acquiring titles for them.
- Tori created book club discussion packets for seven local book discussion groups. Five were on new titles and two were for titles previously requested by another group.

### Contributing to the Profession

- Tony attended the Portal Networking Group meeting to discuss issues affecting middle managers in small to mid-size libraries.

### Continuing Education

- Tony and Natalie attended the Aspen Kickoff meeting to start learning about the new catalog interface.
- Marissa attended the following online webinar: Reading Graphic Part 2 presented by Booklist. She also attended the School Library Journal Teen Live all day conference covering books in the following themes: Summer Lovin'; Prepping Teens for Adulthood; Truth Be Told; Rhythm and Rhyme; Make 'Em Laugh; Panel By Panel; Between Worlds; and Coming of Age.
- Natalie watched The State of Readers' Advisory presented by NoveList.

### eNewsletters

#### **Bestseller Preview**

August 1, 2021 – Sent to 479 addresses, opened 344 times (72% open rate) with 147 click throughs.

August 15, 2021 – Sent to: 479 addresses, opened 198 times (41% open rate) with 111 click throughs.

**New eBooks**

August 1, 2021 – Sent to 182 addresses, opened 90 times (49% open rate) with 33 click throughs.

August 15, 2021 – Sent to 182 addresses, opened 88 times (48% open rate) with 51 click throughs.

## Technology & Maker Services Board Report August 2021

### Public Technology Improvements

Public Wi-Fi – Wireless access points on the 2<sup>nd</sup> floor were relocated to optimize connectivity around the new areas where patrons sit.

Public Computers – All public internet computers have been updated with the newest build of Windows 10. This had to be done to continue to receive security updates.

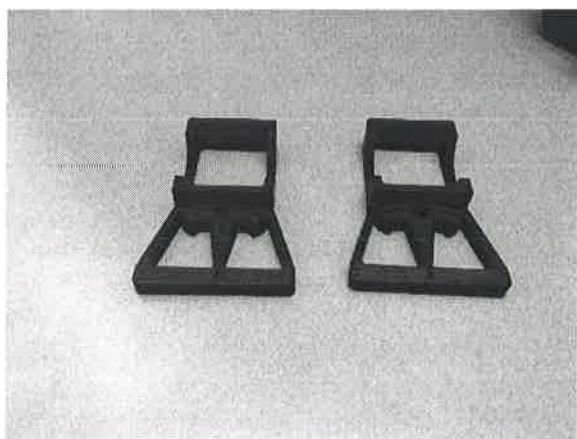
### Maker Studio (MS)

- Training- Dave, Jack, Brett and I were trained on the laser cutter.
- Processes- Equipment certification outlines and processes have been created. This will be used by staff to certify patrons on certain Maker Studio machines so they can either use the machine on their own or with staff assistance.
- Storage- All supplies for the Maker Studio are now stored in the cabinets, drawers and pods. Jack and Dave created a labeling system for each type of storage to keep the space organized, make it easy for staff to locate items, and to keep track of supplies.

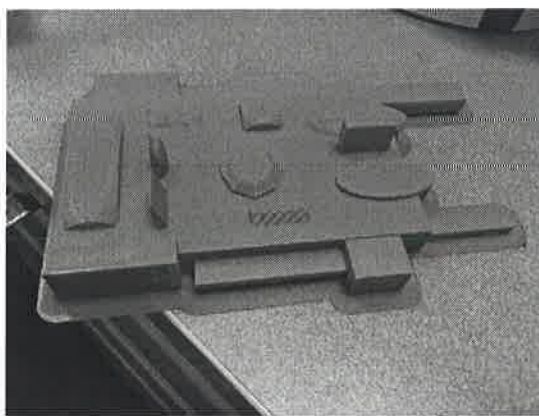
### Statistics

- 3D Printer- 11 processed requests. Interesting Print: Air Pod holder for Tesla
- Carving Machine – 0 requests.

**3D Printed – AirPod holder for Tesla**



**3D Printed – Biofeedback**



- Tech Takeout Checkouts (Includes eLibrary Devices)
  - Unique Users - 92
  - Total checkouts - 133

- Curbside Printing- 10

### Programming

We started in-person maker related programming using the Board Room.

Programs Offered: 5 - Total attendance 16

| <u>Day/Time</u> | <u>Class/Program</u>         | <u>Instructor</u> | <u>Attendance</u> |
|-----------------|------------------------------|-------------------|-------------------|
| 8/10            | Pet T-Shirts/Cutting Machine | Ann/Dave          | 5                 |
| 8/16            | Embroidered Patch            | Jack              | 2                 |
| 8/18            | 3D Keychains                 | Dave              | 3                 |
| 8/26            | 3D Keychains                 | Dave              | 3                 |
| 8/26            | Embroidered Patch            | Jack              | 3                 |

### Continuing Education

- Jack attended "Taking STEAM Programs to the Next Level" webinar.
- Brett attended "Current State of Wi-Fi 6 and 6E" webinar.
- Dave and Ann attended "Aspen Training: Kick Off" webinar for our new public catalog.
- Jack, Dave, Brett, and Ann attended training on our new laser cutter.

### Community

- Jack Schultz had several Girl Scout Troops contact him about Coding, Robotics, Engineering, and design badges. He is working with the Troops to set up dates and times to host the events.

Ann M. Stovall, Head of Technology & Maker Services, September 9, 2021

| STATISTICS FOR                               | Aug-21 | SAME MONTH<br>PREV. YEAR | FYTD   | LAST FYTD | FYTD %<br>CHANGE |
|--|--------|--------------------------|--------|-----------|------------------|
| <b><u>Circulation</u></b>                    |        |                          |        |           |                  |
| Adult  | 20,123 | 20,176                   | 40,394 | 36,907    | 9.45%            |
| Teen   | 1,484  | 1,474                    | 3,122  | 2,853     | 9.43%            |
| Kids   | 12,096 | 10,631                   | 26,650 | 19,509    | 36.60%           |
| ILLS Sent                                    | 2,373  | 1,503                    | 5,379  | 1,503     | 257.88%          |
| TOTAL  | 36,076 | 33,784                   | 75,545 | 60,772    | 24.31%           |
| Electronic Circulation                       | 8,873  | 10,654                   | 17,673 | 21,840    | -19.08%          |
| GRAND TOTAL CIRC.                            | 44,949 | 44,438                   | 93,218 | 82,612    | 12.84%           |
| % Reciprocal Borrowing                       | 10%    | 9%                       | 9%     | 9%        |                  |
| Patron Visits                                | 23,414 | 9,890                    | 47,395 | 17,782    | 166.53%          |
| <b><u>Current Cards</u></b>                  |        |                          |        |           |                  |
| Resident                                     | 157    | 116                      | 23,931 | 22,850    | 4.73%            |
| Non-Resident                                 | 110    | 8                        | 778    | 837       | -7.05%           |
| TOTAL  | 267    | 124                      | 24,709 | 23,687    | 4.31%            |
| <b><u>Patron Assistance</u></b>              |        |                          |        |           |                  |
| Adult - Reference                            | 1,242  | 1,553                    | 2,695  | 2,773     | -2.81%           |
| Kids - Reference                             | 576    | 871                      | 1,513  | 1,625     | -6.89%           |
| Technology - Reference                       | 1,746  | 1,128                    | 3,156  | 2,135     | 47.82%           |
| TOTAL REFERENCE                              | 3,564  | 3,552                    | 7,364  | 6,533     | 12.72%           |
| Adult - Other                                | 202    | 65                       | 441    | 374       | 17.91%           |
| Kids - Other                                 | 152    | 12                       | 251    | 31        | 709.68%          |
| Technology - Other                           | 98     | 29                       | 130    | 41        | 217.07%          |
| TOTAL OTHER                                  | 452    | 106                      | 822    | 446       | 84.30%           |
| GRAND TOTAL ASST.                            | 4,016  | 3,658                    | 8,186  | 6,979     | 17.29%           |
| <b><u>ILL/Reserves</u></b>                   |        |                          |        |           |                  |
| Holds  | 6,995  | 7,602                    | 13,675 | 15,109    | -9.49%           |
| ILLS Sent                                    | 2,373  | 1,503                    | 5,379  | 1,503     | 257.88%          |
| ILLS Checked Out                             | 3,290  | 2,808                    | 6,058  | 3,118     | 94.29%           |
| ILLS Received                                | 3,584  |                          | 6,993  | 310       | 2155.81%         |
| <b><u>Programs - Adult</u></b>               |        |                          |        |           |                  |
| # Programs                                   | 4      | 15                       | 14     | 26        | -46.15%          |
| Attendance                                   | 106    | 294                      | 256    | 482       | -46.89%          |
| <b><u>Technology Classes</u></b>             |        |                          |        |           |                  |
| # Programs                                   | 5      | 8                        | 14     | 14        | 0.00%            |
| Attendance                                   | 11     | 32                       | 70     | 206       | -66.02%          |
| <b><u>Individual Technology Training</u></b> |        |                          |        |           |                  |
| # of Patrons                                 | 183    | 66                       | 414    | 140       | 195.71%          |
| <b><u>Groups</u></b>                         |        |                          |        |           |                  |
| # Programs                                   | 5      | 2                        | 10     | 6         | 66.67%           |
| Attendance                                   | 32     | 30                       | 53     | 78        | -32.05%          |
| <b><u>Others</u></b>                         |        |                          |        |           |                  |
| #Programs                                    | 0      | 0                        | 0      | 0         |                  |
| Attendance                                   | 0      | 0                        | 0      | 0         |                  |
| <b><u>Programs - Teen</u></b>                |        |                          |        |           |                  |
| # Programs                                   | 1      | 7                        | 2      | 19        | -89.47%          |
| Attendance                                   | 2      | 52                       | 8      | 96        | -91.67%          |
| <b><u>Programs - Kids</u></b>                |        |                          |        |           |                  |
| # Programs                                   | 10     | 81                       | 36     | 194       | -81.44%          |
| Attendance                                   | 93     | 386                      | 573    | 884       | -35.18%          |
| GRAND TOTAL ATT.                             | 427    | 860                      | 1,374  | 1,886     | -27.15%          |

| STATISTICS FOR                             | Aug-21 | SAME MONTH<br>PREV. YEAR | FYTD   | LAST FYTD | FYTD %<br>CHANGE |
|--|--------|--------------------------|--------|-----------|------------------|
| <b><u>Passive Programs - Adult</u></b>     |        |                          |        |           |                  |
| #Programs                                  | 1      |                          | 1      |           |                  |
| Attendance                                 | 30     |                          | 30     |           |                  |
| <b><u>Passive Programs - Teen</u></b>      |        |                          |        |           |                  |
| # Programs                                 | 1      |                          | 2      |           |                  |
| Attendance                                 | 52     |                          | 100    |           |                  |
| <b><u>Passive Programs - Kids</u></b>      |        |                          |        |           |                  |
| # Programs                                 | 3      |                          | 7      |           |                  |
| Attendance                                 | 198    |                          | 369    |           |                  |
| <b><u>Computers -<br/>Patron Use</u></b>   |        |                          |        |           |                  |
| Adult Computers                            | 1,477  | 1,349                    | 2,825  | 2,267     | 24.61%           |
| Kids Computers                             | 101    | 115                      | 196    | 199       | -1.51%           |
| Teen Laptop                                | 1      |                          | 7      |           |                  |
| Adult Laptop                               | 17     |                          | 33     |           |                  |
| TOTAL PATRON USE                           | 1,596  | 1,464                    | 3,061  | 2,466     |                  |
| <b><u>Hours Used</u></b>                   |        |                          |        |           |                  |
| Adult Computers                            | 1,132  | 910                      | 2,210  | 1,505     | 46.84%           |
| Kids Computers                             | 71     | 53                       | 129    | 74        | 74.32%           |
| Teen Laptop                                | 5      |                          | 10     |           |                  |
| Adult Laptop                               | 21     |                          | 44     |           |                  |
| TOTAL HOURS USED                           | 1,229  | 963                      | 2,393  | 1,579     |                  |
| <b><u>Wireless Total Connections</u></b>   | 5,444  | 4,317                    | 10,336 | 7,925     | 30.42%           |
| <b><u>IPPL Total Web Site Access</u></b>   | 15,503 | 57,319                   | 31,464 | 114,610   | -72.55%          |
| <b><u>IPPL Total Page Views</u></b>        | 38,686 | 68,113                   | 77,914 | 138,882   | -43.90%          |
| <b><u>Subscription Database Logins</u></b> | 2,860  | 2,702                    | 5,166  | 5,283     | -2.21%           |
| <b><u>Outreach-Homebound</u></b>           |        |                          |        |           |                  |
| Items Delivered                            | 138    | 117                      | 273    | 228       | 19.74%           |
| <b><u>Volunteers</u></b>                   |        |                          |        |           |                  |
| Number Active                              | 2      | 12                       |        |           |                  |
| Hours Worked                               | 10     | 43                       | 55     | 109       | -49.54%          |
| <b><u>Staff Training Hours</u></b>         | 157    | 94                       | 218    | 144       | 51.39%           |
| <b><u>Room Use</u></b>                     |        |                          |        |           |                  |
| Conference Rooms                           | 119    | 30                       | 255    | 30        | 750.00%          |
| Meeting Room                               |        |                          |        |           |                  |
| Library                                    | 5      |                          | 5      |           |                  |
| Non-Library                                | 1      |                          | 1      |           |                  |
| Board Room                                 |        |                          |        |           |                  |
| Library                                    | 15     |                          | 15     |           |                  |
| Non-Library                                | 6      |                          | 6      |           |                  |

| BOOKS               | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD |              | YEAR TO DATE |              |
|---------------------|-----------------------|-------------|-----------------|----------------|---------------|--------------|--------------|--------------|
|                     |                       |             |                 |                | Adds          | Discards     | Added        | Discarded    |
| <b>ADULT</b>        |                       |             |                 |                |               |              |              |              |
| Reference           | 546                   | 1           | 1               | 546            | 70            | 13           | 71           | 14           |
| Non-Fiction         | 38164                 | 290         | 254             | 38200          | 2952          | 5148         | 3242         | 5402         |
| Fiction             | 31151                 | 496         | 243             | 31404          | 4421          | 8168         | 4917         | 8411         |
| <b>ADULT TOTALS</b> | <b>69861</b>          | <b>787</b>  | <b>498</b>      | <b>70150</b>   | <b>7443</b>   | <b>13329</b> | <b>8230</b>  | <b>13827</b> |
| <b>KIDS</b>         |                       |             |                 |                |               |              |              |              |
| Non-Fiction         | 11674                 | 83          | 12              | 11745          | 849           | 564          | 932          | 576          |
| Fiction             | 23287                 | 140         | 87              | 23340          | 2626          | 2108         | 2766         | 2195         |
| <b>KIDS TOTALS</b>  | <b>34961</b>          | <b>223</b>  | <b>99</b>       | <b>35085</b>   | <b>3475</b>   | <b>2672</b>  | <b>3698</b>  | <b>2771</b>  |
| <b>TEEN</b>         |                       |             |                 |                |               |              |              |              |
| Non-Fiction         | 482                   | 9           | 2               | 489            |               | 41           | 9            | 43           |
| Fiction             | 3834                  | 37          | 78              | 3793           | 516           | 513          | 553          | 591          |
| <b>TEEN TOTALS</b>  | <b>4316</b>           | <b>46</b>   | <b>80</b>       | <b>4282</b>    | <b>516</b>    | <b>554</b>   | <b>562</b>   | <b>634</b>   |
| <b>BOOK TOTALS</b>  | <b>109138</b>         | <b>1056</b> | <b>677</b>      | <b>109517</b>  | <b>11434</b>  | <b>16555</b> | <b>12490</b> | <b>17232</b> |

| AUDIOVISUAL               | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD |             | YEAR TO DATE |             |
|---------------------------|-----------------------|-------------|-----------------|----------------|---------------|-------------|--------------|-------------|
|                           |                       |             |                 |                | Adds          | Discards    | Added        | Discarded   |
| <b>ADULT</b>              |                       |             |                 |                |               |             |              |             |
| Audiobooks on CD          | 6772                  | 30          | 9               | 6793           | 739           | 233         | 769          | 242         |
| Music CDs                 | 5965                  | 27          | 4               | 5988           | 283           | 1806        | 310          | 1810        |
| Playaway                  | 369                   | 2           | 0               | 371            | 4             | 5           | 6            | 5           |
| DVDs (DVD & Blu-ray)      | 20745                 | 73          | 125             | 20693          | 1436          | 1916        | 1509         | 2041        |
| <b>ADULT TOTALS</b>       | <b>33851</b>          | <b>132</b>  | <b>138</b>      | <b>33845</b>   | <b>2462</b>   | <b>3960</b> | <b>2594</b>  | <b>4098</b> |
| <b>KIDS</b>               |                       |             |                 |                |               |             |              |             |
| Audiobooks on CD          | 560                   | 6           | 3               | 563            | 74            | 47          | 80           | 50          |
| Music CDs                 | 293                   | 0           | 0               | 293            | 26            | 2           | 26           | 2           |
| Playaway                  | 113                   | 0           | 0               | 113            | 6             | 0           | 6            | 0           |
| DVDs (DVD & Blu-ray)      | 4227                  | 21          | 3               | 4245           | 205           | 269         | 226          | 272         |
| <b>KIDS TOTALS</b>        | <b>5193</b>           | <b>27</b>   | <b>6</b>        | <b>5214</b>    | <b>311</b>    | <b>318</b>  | <b>338</b>   | <b>324</b>  |
| <b>TEEN</b>               |                       |             |                 |                |               |             |              |             |
| Audiobooks on CD          | 201                   | 2           | 1               | 202            | 29            | 34          | 31           | 35          |
| Playaway                  | 21                    | 0           | 0               | 21             | 2             | 0           | 2            | 0           |
| DVDs (DVD & Blu-ray)      | -5                    | 0           | 0               | -5             | 0             | 442         | 0            | 442         |
| <b>TEEN TOTALS</b>        | <b>217</b>            | <b>2</b>    | <b>1</b>        | <b>218</b>     | <b>31</b>     | <b>476</b>  | <b>33</b>    | <b>477</b>  |
| <b>AUDIOVISUAL TOTALS</b> | <b>39261</b>          | <b>161</b>  | <b>145</b>      | <b>39277</b>   | <b>2804</b>   | <b>4754</b> | <b>2965</b>  | <b>4899</b> |

| Other   | Previous Month Totals | Added Items | Discarded Items | Current Totals | Prev. Mo. YTD |           | YEAR TO DATE |              |
|---|-----------------------|-------------|-----------------|----------------|---------------|-----------|--------------|--------------|
|   |                       |             |                 |                | Adds          | Discards  | Added        | Discarded    |
| <b>ADULT</b>                                  |                       |             |                 |                |               |           |              |              |
| Console Games                                 | 203                   | 0           | 0               | 203            | 55            | 6         | 55           | 6            |
| Tech Takeout (except digital content devices) | 134                   | 0           | 0               | 134            | 23            | 4         | 23           | 4            |
| CD-ROMs                                       | 0                     | 0           | 0               | 0              | 0             | 36        | 0            | 36           |
| <b>ADULT TOTALS</b>                           | <b>337</b>            | <b>0</b>    | <b>0</b>        | <b>337</b>     | <b>78</b>     | <b>46</b> | <b>78</b>    | <b>46</b>    |
| <b>KIDS</b>                                   |                       |             |                 |                |               |           |              |              |
| Kits (STEM, Book bundles, etc.)               | 163                   | 0           | 0               | 163            | 14            | 19        | 14           | 19           |
| Puzzles (New Aug. 2018)                       | 16                    | 0           | 0               | 16             | 1             | 1         | 1            | 1            |
| Playaway Launch Pads                          | 21                    | 0           | 0               | 21             | 0             | 3         | 0            | 3            |
| <b>KIDS TOTALS</b>                            | <b>200</b>            | <b>0</b>    | <b>0</b>        | <b>200</b>     | <b>15</b>     | <b>23</b> | <b>15</b>    | <b>23</b>    |
| <b>TEEN</b>                                   |                       |             |                 |                |               |           |              |              |
| Equipment (CD Players, etc.)                  | 6                     | 0           | 1               | 5              | 0             | 0         | 0            | 1            |
| Console Games                                 | 755                   | 5           | 0               | 760            | 97            | 9         | 102          | 9            |
| Board Games                                   | 112                   | 4           | 0               | 116            | 19            | 4         | 23           | 4            |
| <b>TEEN TOTALS</b>                            | <b>873</b>            | <b>9</b>    | <b>1</b>        | <b>881</b>     | <b>116</b>    | <b>13</b> | <b>125</b>   | <b>14</b>    |
| <b>OTHER TOTALS</b>                           | <b>1410</b>           | <b>9</b>    | <b>1</b>        | <b>1418</b>    | <b>209</b>    | <b>82</b> | <b>218</b>   | <b>83</b>    |
| <b>COLLECTION TOTALS</b>                      | <b>149809</b>         | <b>1226</b> | <b>823</b>      | <b>150212</b>  |               |           | <b>15673</b> | <b>22214</b> |

## MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - August 2021

| 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)       | 24,214         | 173            | 24,387         | 981           | 1154        |
| eMedia (Overdrive Advantage)        | 6,836          | -1             | 6,835          | 712           | 711         |
| Preloaded eReaders                  | 114            | 0              | 114            | 26            | 26          |
| <b>eBook Totals</b>                 | <b>354,842</b> | <b>99,760</b>  | <b>454,602</b> | <b>1719</b>   | <b>1891</b> |
| <b>AUDIOVISUAL</b>                  |                |                |                |               |             |
|                                     | Previous       | Added          | Current        | Prev. Mo. YTD | YTD         |
|                                     | Month Totals   | Items          | Totals         | A             | Add         |
| <b>Audiobooks</b>                   |                |                |                |               |             |
| Hoopla- Year                        | 69,272         | 23797          | 93,069         | N/A           | N/A         |
| eMedia (Overdrive Consortium)       | 6,132          | 48             | 6,180          | 285           | 333         |
| eMedia Advantage (Overdrive)        | 1,621          | 42             | 1,663          | 277           | 319         |
| Preloaded Adult Audiobook iPods     | 137            | 0              | 137            | 64            | 64          |
| <b>Audiobook Total</b>              | <b>77,162</b>  | <b>23887</b>   | <b>101,049</b> | <b>626</b>    | <b>716</b>  |
| <b>Music</b>                        |                |                |                |               |             |
| Hoopla- Year                        | 241,704        | 0              | 241,704        | N/A           | N/A         |
| <b>Videos</b>                       |                |                |                |               |             |
| Hoopla- Year (includes TV Episodes) | 15,037         | 0              | 15,037         | N/A           | N/A         |
| Preloaded Adult Roku Titles         | 1,268          | 5              | 1,273          | 50            | 55          |
| Preloaded Family Roku Titles        | 188            | 2              | 190            | 5             | 7           |
| <b>Video Totals</b>                 | <b>16,493</b>  | <b>7</b>       | <b>16,500</b>  | <b>55</b>     | <b>62</b>   |
| <b>Total Audiovisual</b>            | <b>335,359</b> | <b>23,894</b>  | <b>359,253</b> | <b>2400</b>   | <b>778</b>  |
| <b>Collection Totals</b>            | <b>690,201</b> | <b>123,654</b> | <b>813,855</b> |               | <b>2669</b> |



## Welcome to Our New Maker Studio

by Ann S.

While we are in the process of building our new makerspace, the Maker Studio. The Maker Studio team, Ann, Jack, Dave, and Brett want to educate staff on what a makerspace is and the types of equipment we will have in the Maker Studio.



We will be featuring various collections of equipment and tools starting with this issue of **Catch** the Wave with cutting machines. Stay tuned for information regarding staff tours and times to try out the equipment.

### What's a Makerspace?

Makerspaces are DIY (do-it-yourself) social spaces where people can gather, design, create, invent, tinker, explore, discover, learn, and share ideas using a variety of equipment, tools, and materials. Our makerspace, which we will call the Maker Studio, contains a variety of resources and equipment to carve, engrave, print, sew, embroidery, and more— the possibilities are endless!

### What will we have in our Maker Studio?

The Maker Studio will have equipment and tools including two 3D printers, cutting machines, an embroidery machine, a sewing machine, 3D carving machine, and a laser cutter.

## Welcome to Our New Maker Studio

by Ann S.

While we are in the process of building our new makerspace, the Maker Studio. The Maker Studio team, Ann, Jack, Dave, and Brett want to educate staff on what a makerspace is and the types of equipment we will have in the Maker Studio.



We will be featuring various collections of equipment and tools starting with this issue of *Catch the Wave* with cutting machines. Stay tuned for information regarding staff tours and times to try out the equipment.

### What's a Makerspace?

Makerspaces are DIY (do-it-yourself) social spaces where people can gather, design, create, invent, tinker, explore, discover, learn, and share ideas using a variety of equipment, tools, and materials. Our makerspace, which we will call the Maker Studio, contains a variety of resources and equipment to carve, engrave, print, sew, embroidery, and more—the possibilities are endless!

### What will we have in our Maker Studio?

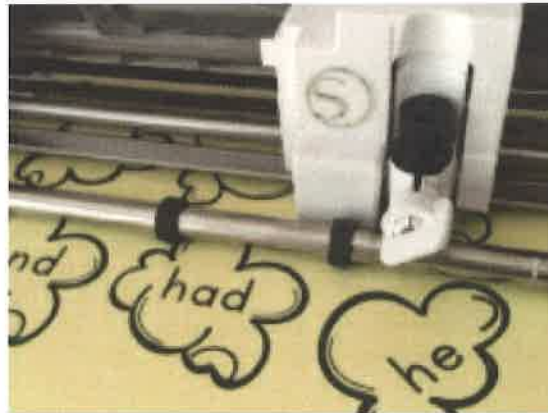
The Maker Studio will have equipment and tools including two 3D printers, cutting machines, an embroidery machine, a sewing machine, 3D carving machine, and a laser cutter.

## Spotlight on Cutting Machines

The library has two electric cutting machines: a Silhouette Cameo and a **Cricut**, as well as one manual cutting machine the Ellison AccuCut.

### Silhouette

The Silhouette Cameo is an electronic cutting and drawing machine. Using a connected computer, it uses a small blade to cut a design you created on the computer out of material sent into the machine. It cuts paper, cardstock, vinyl, and fabric. You can use it to make custom coffee mugs, labels, tote bags, and much more! Pictured is a project courtesy of the Silhouette Facebook page.



### Cricut

The **Cricut** is an electronic cutting and drawing machine. Designs created on your computer can be cut or drawn or cut into materials such as paper, cardstock, vinyl, and fabric. The **Cricut** can be used to make signs, custom t-shirts, labels, greeting cards, and much more!

### Ellison Accucut

The Ellison is a manual die-cut machine that cuts pre-made shapes into paper and other materials. The Maker Studio offers an assortment of die cuts including the full alphabet. The Ellison is great for projects like banners, scrapbooking, creating posters or cards. You can cut shapes out of paper or cardstock for your paper crafting projects.

## Maker Studio News

by Ann S.

The progress on the Maker Studio constructions is coming along great. The lighting is in and the cabinets and counters are being installed next.

We received our new embroidery machine last week. Jack has unboxed and tested it to make sure all the parts are there and in working order, which is just one part of the processes we use when implementing new equipment, machinery, or tools in Technology & Maker Services. In this **Catch** the Wave, we are featuring needlecraft machinery and tools used with fabric.



**MAKER**  
**STUDIO**  
Let's learn and create!

---

### Spotlight on Needlecraft

The library has various needlecraft machinery and tools to learn how to sew, crochet, embroider and knit, including seven sewing machines that members can check out.

#### Brother Embroidery NQ1600E Machine

An embroidery machine is an embroidery process whereby a machine is used to create patterns on textiles. The NQ1600E is the latest embroidery machine by Brother with 198 built-in embroidery designs and 11 fonts, 6"x10" maximum embroidery area and a top embroidery speed of 850 stitches per a minute.



It can be used to embellish and personalize DIY projects – everything from home décor to vintage goods. Use the built-in designs or create your own design using Hatch embroidery software.

#### Singer Heavy Duty Sewing Machine

This Singer sewing machine can sew through just about anything. Use it to create original costumes, sew personalized fashions, hem pants, or transform your home with new decorator pillows and curtains.

#### Knitting Machine

The Addi Express knitting machine knits full designs in minutes. The Addi is excellent for creating scarves, ponchos, pillowcases, and Afghans.

#### Needlecraft Maker Kits

These are kits created with everything you need to learn how to sew, embroider, crochet, and knit at home or on the go.

## Maker Studio News

by Ann S.

We received our new laser cutter and it was unboxed and set-up waiting to be installed. The laser cutter requires filtration system which is part of the building of the new Maker Studio.



In this eNews, we are featuring what I call the "big" three machinery, 3D Printers, CNC Carving Machine (Carvey) and the laser cutter. These are our most expensive and sophisticated pieces of machinery as they require learning software to create and make the design.

Thanks to the IPPL Foundation & Friends for donation of this equipment.

### Spotlight on Big Machinery

#### 3D Printers

The library has two 3D printers, the Makerbot Replicator 2 and the new Ultimaker 5. We have been offering 3D printing classes and an online 3D print request service since 2015. 3D printing has been popular maker equipment as we have received up to 30 requests or more per month.



#### 3D Printers/Printing

Three-dimensional (3D) printing is an additive manufacturing process that creates a physical object from a digital design. A 3D printer essentially works by extruding molten plastic through a tiny nozzle that it moves around precisely under computer control. It prints one layer at a time.

It can be used to create proto types, replacement parts, tools, personalized objects and more. Designs can be created using TinkerCAD, a free online design application.

#### Carving Machine – The Carvey

The Carvey is a 3D carving machine that can make quality objects out of a variety of materials including wood, metal, and plastic.

It can be used to make jewelry, signs, toys, and more using Easel, a free design software.

#### Laser Cutter – Epilog Fusion Edge 12

The Fusion Edge laser cutter/engraver is a computer-controlled cutting device that uses a laser to cut or engrave a design into various materials.

It can cut out shapes, burn or etch a design into an object's surface to make personalized picture frames, etched glassware, and more.

## Maker Studio News

by Ann S.

The completion of the Maker Studio is postponed until mid-September when the glass door and walls arrive.

While we are waiting for the glass installation around September 14, your Technology & Maker Services team is working hard. We are creating processes and procedures for the studio, learning the equipment, and getting the studio set up. This article features more equipment, tools, and Maker Kits.



### Spotlight on Machines, Tools, & Kits

#### Machines

##### Large Format Printer

A wide-format 24" inkjet printer. It can create posters and banners that are 24"x33" or 24"x48."

##### Button Maker Machine

A loadable, die-driven device that allows for quick, easy, and efficient production of a wide range of different types of buttons. We have two machines for making 1.25" or 2.25" pinback buttons, magnets, fabric buttons, photo buttons, and more.



#### Tools

Here are some of the tools that support the various machinery in the Maker Studio. We also have multiple types of accessories for each machine.

- Digital Caliper- A precision instrument used to take very accurate measurements. Used with carving machine and 3D printer.
- Wrench Set – Used to change bits on the carving machine.
- Mini Loop Scissors- Adaptive easy-squeeze scissors help teens, children, toddlers, or those with low coordination and hand strength to cut safely and easily.
- Dremel- A variable Speed Rotary Tool Kit for routing, metal cutting, wood carving, and polishing.
- Glass Bottle Cutter- Use to cut round bottles.
- Wood Burning Kit- A multi-functional wood burning tool for fabric embossing, carving, image transferring, paper crafting, hot stamping, and stencil cutting.
- Wood Carving Kit – Use for carving into yew wood designs created on the carving or laser cutter machines.

#### Maker Kits

Maker Kits are kits curated by staff for checkout to DIY'ers. Kits include everything you need to learn how to create and make. In addition, kits include the tools, instructions, and practice materials to start making at home.

The following Maker Kits are currently available:

- Sewing Machines - The Singer heavy duty 4423 (Sews through just about anything.)
- Embroidery Kit
- Knitting Kit
- Knitting Machine. \*
- Candle Maker Kit- Design unique candles.
- Hand Lettering –Add embellishments to handwriting for use in journaling, art, and card making.
- 3D Pen - Build your design and ideas in 3D with this pen.
- 3D Printer – Create small 3D designs. \*
- Vinyl Cutter – With the Silhouette Cameo vinyl cutter, you can make stickers. \*
- Knitting Machine- The Addi knitting machine is excellent for creating scarves, ponchos, pillowcases, and Afghans. \*

\*We have one or something similar available for in-library use in the Maker Studio.

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2021

|  |              |
|--|--------------|
| Balance on hand as of July 31, 2021..... | 3,043,952.13 |
| Cash Receipts for August.....            | 453,151.68   |
| Cash Disbursements for August.....       | 266,202.34   |
| Cash on hand as of August 31, 2021.....  | 3,230,901.47 |

Investments

|   |              |
|---|--------------|
| Illinois Funds (Money Market) - Average Monthly Rate 0.020% |              |
| General.....  | 1,276,155.14 |
| Marion E Weston Endowment.....                              | 18,966.74    |
| Special Reserve.....  | 5,884.10     |
| Children's Endowment.....                                   | 3,064.76     |
| Endowment.....  | 11,863.75    |
| MPI Investment (Corporate Fund).....                        | 1,522,792.05 |

Fifth Third - Checking

|                                       |              |
|---------------------------------------|--------------|
| General.....                          | 36,063.81    |
| Hinsdale Bank & Trust - Checking..... | 82,982.05    |
| Fifth Third - Savings - Rate 0.01%    |              |
| General.....                          | 272,725.07   |
| Petty Cash/Circulation.....           | 404.00       |
| Balances as of August 31, 2021.....   | 3,230,901.47 |

FUND BALANCES AS OF 08/31/2021

|                                  |                |
|----------------------------------|----------------|
| Corporate Fund.....              | 4,853,422.84   |
| Building & Maintenance Fund..... | 7,632.08       |
| I.M.R.F. Fund.....               | (11,725.24)    |
| Liability Fund.....              | (5,330.79)     |
| Social Security Fund.....        | 6,534.74       |
| Special Reserve Fund.....        | 99,323.63      |
| Current Liabilites.....          | (1,718,955.79) |
| Grand Total All Funds.....       | 3,230,901.47   |

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

39

Percent of Year: 16.67

|   | RECEIVED<br>August 2021 | RECEIVED THIS<br>YEAR | PRCT COLL      | BUDGET<br>RECEIPTS  | UNCOLLECTED<br>RECEIPTS |
|---|-------------------------|-----------------------|----------------|---------------------|-------------------------|
| <b>PROPERTY TAX &amp; LEVY INTEREST</b>       |                         |                       |                |                     |                         |
| 41100 · Property Taxes                        | 371,558.57              | 2,458,076.23          | 63.65%         | 3,862,097.00        | 1,404,020.77            |
| 41150 · Non-current Property Taxes            | 0.00                    | 1.32                  | 0.00%          | 0.00                | -1.32                   |
| 43100 · Interest-Tax Levy                     | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| <b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b> | <b>371,558.57</b>       | <b>2,458,077.55</b>   | <b>63.65%</b>  | <b>3,862,097.00</b> | <b>1,404,019.45</b>     |
| <b>INTERGOVERNMENTAL</b>                      |                         |                       |                |                     |                         |
| 42200 · Per Capita Grant                      | 62,730.28               | 62,730.28             | 118.00%        | 53,161.00           | -9,569.28               |
| 42300 · LIMRiCC                               | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| <b>TOTAL INTERGOVERNMENTAL</b>                | <b>62,730.28</b>        | <b>62,730.28</b>      | <b>118.00%</b> | <b>53,161.00</b>    | <b>-9,569.28</b>        |
| <b>INTEREST</b>                               |                         |                       |                |                     |                         |
| 43500 · Interest - Investment                 | 24.29                   | 51.43                 | 0.00%          | 0.00                | -51.43                  |
| <b>TOTAL INTEREST</b>                         | <b>24.29</b>            | <b>51.43</b>          | <b>0.00%</b>   | <b>0.00</b>         | <b>-51.43</b>           |
| <b>DESK MONIES</b>                            |                         |                       |                |                     |                         |
| 45100 · Copier                                | 30.60                   | 222.05                | 9.65%          | 2,300.00            | 2,077.95                |
| 45120 · Computer Copies                       | 940.71                  | 1,645.56              | 21.94%         | 7,500.00            | 5,854.44                |
| 45130 · Fax                                   | 131.34                  | 589.75                | 29.49%         | 2,000.00            | 1,410.25                |
| 45200 · Fines/Fees                            | 2,416.76                | 4,940.82              | 29.94%         | 16,500.00           | 11,559.18               |
| 45250 · Gifts/Donations                       | 0.00                    | 0.00                  | 0.00%          | 250.00              | 250.00                  |
| 45300 · Lost Materials                        | 432.82                  | 866.31                | 21.66%         | 4,000.00            | 3,133.69                |
| 45350 · Non-Resident Fees                     | 11,723.62               | 22,670.32             | 30.23%         | 75,000.00           | 52,329.68               |
| 45450 · Hot Picks                             | 0.00                    | 4.00                  | 0.00%          | 0.00                | -4.00                   |
| 45550 · Meeting Room Rental                   | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| 45600 · ILL Fees                              | 0.00                    | 27.99                 | 5.60%          | 500.00              | 472.01                  |
| 45650 · Maker Studio                          | 26.15                   | 53.93                 | 10.79%         | 500.00              | 446.07                  |
| 45700 · Passport Fees                         | 2,310.00                | 4,935.00              | 39.48%         | 12,500.00           | 7,565.00                |
| 45750 · Notary Fees                           | 113.00                  | 200.00                | 28.57%         | 700.00              | 500.00                  |
| <b>TOTAL DESK MONIES</b>                      | <b>18,125.00</b>        | <b>36,155.73</b>      | <b>29.70%</b>  | <b>121,750.00</b>   | <b>85,594.27</b>        |
| <b>OTHER INCOME</b>                           |                         |                       |                |                     |                         |
| 46500 · OCLC Refund                           | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| 46700 · Miscellaneous                         | 8.80                    | 28.80                 | 5.76%          | 500.00              | 471.20                  |
| 46800 · Collection Agency Fee                 | 0.00                    | 0.00                  | 0.00%          | 50.00               | 50.00                   |
| 49000 · Operating Transfer In                 | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| <b>TOTAL OTHER INCOME</b>                     | <b>8.80</b>             | <b>28.80</b>          | <b>5.24%</b>   | <b>550.00</b>       | <b>521.20</b>           |
| <b>GRAND TOTAL</b>                            | <b>452,446.94</b>       | <b>2,557,043.79</b>   | <b>63.33%</b>  | <b>4,037,558.00</b> | <b>1,480,514.21</b>     |

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

40

Percent of Year: 16.67

|   | August 21         | YTD ACTIVITY      | PRCT USED     | WORKING BUDGET      | REMAINING BUDGET    | APPROPRIATION       | PRCT APPROPRIATION |
|---|-------------------|-------------------|---------------|---------------------|---------------------|---------------------|--------------------|
| <b>PERSONNEL</b>                              |                   |                   |               |                     |                     |                     |                    |
| 61100 · Salaries                              | 156,413.12        | 319,512.13        | 13.93%        | 2,294,105.00        | 1,974,592.87        |                     |                    |
| 61310 · Benefits - Medical / Life Ins.        | 15,206.77         | 25,396.03         | 13.27%        | 191,452.00          | 166,055.97          |                     |                    |
| 61330 · Benefits - IMRF                       | 18,230.69         | 37,533.24         | 16.65%        | 225,440.00          | 187,906.76          |                     |                    |
| 61340 · Benefits - FICA                       | 11,663.54         | 23,854.62         | 13.59%        | 175,500.00          | 151,645.38          |                     |                    |
| 61400 · Staff Development                     | 799.84            | 948.84            | 4.27%         | 22,200.00           | 21,251.16           |                     |                    |
| 61600 · Board Development                     | 0.00              | 0.00              | 0.00%         | 1,000.00            | 1,000.00            |                     |                    |
| 61710 · Workers Compensation                  | 246.00            | 5,933.00          | 104.38%       | 5,684.00            | -249.00             |                     |                    |
| 61720 · Unemployment Insurance                | 137.17            | 273.38            | 9.11%         | 3,000.00            | 2,726.62            |                     |                    |
| <b>TOTAL PERSONNEL</b>                        | <b>202,697.13</b> | <b>413,451.24</b> | <b>14.17%</b> | <b>2,918,381.00</b> | <b>2,504,929.76</b> | <b>3,250,000.00</b> | <b>12.72%</b>      |
| <b>MATERIALS</b>                              |                   |                   |               |                     |                     |                     |                    |
| 62100 · Books                                 | 14,123.77         | 22,077.42         | 13.89%        | 158,950.00          | 136,872.58          |                     |                    |
| 62200 · Periodicals                           | 196.90            | 6,968.30          | 26.47%        | 26,325.00           | 19,356.70           |                     |                    |
| 62300 · Audio                                 | 1,794.66          | 2,233.77          | 6.91%         | 32,350.00           | 30,116.23           |                     |                    |
| 62400 · Video                                 | 1,623.23          | 1,965.85          | 4.63%         | 42,450.00           | 40,484.15           |                     |                    |
| 62500 · Multi-Media                           | 27.18             | -55.76            | -2.79%        | 2,000.00            | 2,055.76            |                     |                    |
| 62600 · eMaterials                            | 7,826.57          | 74,957.31         | 40.80%        | 183,700.00          | 108,742.69          |                     |                    |
| 62700 · Console Games                         | 362.06            | 396.87            | 5.67%         | 7,000.00            | 6,603.13            |                     |                    |
| 62800 · Damaged Item Replacement              | 654.96            | 737.61            | 12.29%        | 6,000.00            | 5,262.39            |                     |                    |
| 62900 · Materials Supplies                    | 1,593.84          | 1,900.52          | 9.05%         | 21,000.00           | 19,099.48           |                     |                    |
| <b>TOTAL MATERIALS</b>                        | <b>28,203.17</b>  | <b>111,181.89</b> | <b>23.17%</b> | <b>479,775.00</b>   | <b>368,593.11</b>   | <b>525,000.00</b>   | <b>21.18%</b>      |
| <b>BUILDING</b>                               |                   |                   |               |                     |                     |                     |                    |
| 63200 · Cleaning Service                      | 5,723.78          | 10,628.78         | 13.84%        | 76,800.00           | 66,171.22           |                     |                    |
| 63300 · Utilities (1-8-11 · Gas)              | 357.45            | 1,630.81          | 10.87%        | 15,000.00           | 13,369.19           |                     |                    |
| 63300 · Utilities (1-8-12 · Electric)         | 5,142.58          | 10,051.29         | 17.33%        | 58,000.00           | 47,948.71           |                     |                    |
| 63300 · Utilities (1-8-13 · Telephone)        | 504.07            | 795.77            | 13.26%        | 6,000.00            | 5,204.23            |                     |                    |
| 63300 · Utilities (1-8-14 · Water/Sewer)      | 0.00              | 0.00              | 0.00%         | 8,000.00            | 8,000.00            |                     |                    |
| 63300 · Utilities (1-8-15 · Garbage Disposal) | 401.03            | 801.56            | 16.03%        | 5,000.00            | 4,198.44            |                     |                    |
| 63350 · Building Supplies                     | 653.20            | 653.20            | 10.89%        | 6,000.00            | 5,346.80            |                     |                    |
| 63400 · Maintenance Supplies                  | 440.80            | 835.43            | 7.60%         | 11,000.00           | 10,164.57           |                     |                    |
| 63500 · Security System Monitoring            | 112.50            | 189.00            | 27.00%        | 700.00              | 511.00              |                     |                    |
| 63600 · Property Maintenance                  | 1,112.92          | 2,012.43          | 5.03%         | 40,000.00           | 37,987.57           |                     |                    |
| 63800 · Building Maintenance/Repair           | 3,152.87          | 3,566.87          | 11.89%        | 30,000.00           | 26,433.13           |                     |                    |
| <b>TOTAL BUILDING</b>                         | <b>17,601.20</b>  | <b>31,165.14</b>  | <b>12.15%</b> | <b>256,500.00</b>   | <b>225,334.86</b>   | <b>350,000.00</b>   | <b>8.90%</b>       |
| <b>OPERATIONS</b>                             |                   |                   |               |                     |                     |                     |                    |
| 64200 · Supplies - Office                     | 342.33            | 451.18            | 4.10%         | 11,000.00           | 10,548.82           |                     |                    |
| 64300 · Photocopy Supplies                    | 43.94             | 103.92            | 1.73%         | 6,000.00            | 5,896.08            |                     |                    |
| 64400 · Guest Services Supplies               | 933.00            | 933.00            | 26.66%        | 3,500.00            | 2,567.00            |                     |                    |
| 64500 · Postage                               | -244.60           | 2,468.18          | 49.36%        | 5,000.00            | 2,531.82            |                     |                    |
| 64550 · Passport Postage                      | 246.45            | 533.67            | 21.35%        | 2,500.00            | 1,966.33            |                     |                    |
| 64600 · Non-Payment Reimbursement             | 0.00              | 0.00              | 0.00%         | 1,500.00            | 1,500.00            |                     |                    |
| 64700 · Travel                                | 17.92             | 17.92             | 1.20%         | 1,500.00            | 1,482.08            |                     |                    |
| 64800 · Organizational Memberships            | 0.00              | 419.00            | 11.97%        | 3,500.00            | 3,081.00            |                     |                    |
| 64900 · Bank Fees                             | 250.38            | 532.78            | 21.31%        | 2,500.00            | 1,967.22            |                     |                    |
| <b>TOTAL OPERATION</b>                        | <b>1,589.42</b>   | <b>5,459.65</b>   | <b>14.76%</b> | <b>37,000.00</b>    | <b>31,540.35</b>    | <b>42,000.00</b>    | <b>13.00%</b>      |
| <b>TECHNOLOGY</b>                             |                   |                   |               |                     |                     |                     |                    |
| 65100 · Supplies-Public Toner                 | 0.00              | 460.95            | 4.61%         | 10,000.00           | 9,539.05            |                     |                    |
| 65150 · Supplies-Staff Toner                  | 0.00              | 0.00              | 0.00%         | 7,000.00            | 7,000.00            |                     |                    |
| 65160 · Supplies-Technology Services          | 0.00              | 0.00              | 0.00%         | 300.00              | 300.00              |                     |                    |
| 65170 · Supplies-Maker Studio                 | 0.00              | 0.00              | 0.00%         | 2,500.00            | 2,500.00            |                     |                    |
| 65200 · Technology-Prof Services              | 0.00              | 0.00              | 0.00%         | 3,000.00            | 3,000.00            |                     |                    |
| 65300 · Purchase of Equipment                 | 171.58            | 171.58            | 1.01%         | 17,000.00           | 16,828.42           |                     |                    |
| 65350 · Tech Takeout                          | 0.00              | 0.00              | 0.00%         | 3,000.00            | 3,000.00            |                     |                    |



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

41

Percent of Year: 16.67

|   | August 21         | YTD ACTIVITY      | PRCT USED      | WORKING BUDGET      | REMAINING BUDGET    | APPROPRIATION       | PRCT APPROPRIATION |
|---|-------------------|-------------------|----------------|---------------------|---------------------|---------------------|--------------------|
| <b>65360 · Kits</b>                               | 36.99             | 36.99             | 0.71%          | 5,250.00            | 5,213.01            |                     |                    |
| <b>65400 · Technology Equip Mnt/Repair</b>        | 50.10             | 50.10             | 0.27%          | 18,436.00           | 18,385.90           |                     |                    |
| <b>65500 · Software</b>                           | 2,014.00          | 2,014.00          | 14.21%         | 14,169.00           | 12,155.00           |                     |                    |
| <b>65600 · SWAN</b>                               | 0.00              | 11,937.33         | 25.17%         | 47,422.00           | 35,484.67           |                     |                    |
| <b>65700 · Telecommunications</b>                 | 450.70            | 1,579.03          | 10.56%         | 14,955.00           | 13,375.97           |                     |                    |
| <b>TOTAL TECHNOLOGY</b>                           | <b>2,723.37</b>   | <b>16,249.98</b>  | <b>11.36%</b>  | <b>143,032.00</b>   | <b>126,782.02</b>   | <b>200,000.00</b>   | <b>8.12%</b>       |
| <b>CONTRACTUAL SERVICES</b>                       |                   |                   |                |                     |                     |                     |                    |
| <b>66100 · General Professional Services</b>      | 508.50            | 508.50            | 3.12%          | 16,300.00           | 15,791.50           |                     |                    |
| <b>66200 · Credit Bureau</b>                      | 35.80             | 71.60             | 5.97%          | 1,200.00            | 1,128.40            |                     |                    |
| <b>66300 · Copier</b>                             | 221.00            | 442.00            | 14.73%         | 3,000.00            | 2,558.00            |                     |                    |
| <b>66400 · Copier Maintenance Contract</b>        | 0.00              | 588.09            | 19.60%         | 3,000.00            | 2,411.91            |                     |                    |
| <b>66900 · Fees - Bond Registrar</b>              | 0.00              | 0.00              | 0.00%          | 220.00              | 220.00              |                     |                    |
| <b>TOTAL CONTRACTUAL SERVICES</b>                 | <b>765.30</b>     | <b>1,610.19</b>   | <b>6.79%</b>   | <b>23,720.00</b>    | <b>22,109.81</b>    | <b>35,000.00</b>    | <b>4.60%</b>       |
| <b>INSURANCE</b>                                  |                   |                   |                |                     |                     |                     |                    |
| <b>67100 · Multi Peril-Physical Assets</b>        | 0.00              | 11,925.00         | 100.00%        | 11,925.00           | 0.00                |                     |                    |
| <b>67200 · Bonding</b>                            | 0.00              | 1,356.00          | 116.90%        | 1,160.00            | -196.00             |                     |                    |
| <b>67300 · Officers &amp; Directors Liability</b> | 0.00              | 2,009.00          | 100.00%        | 2,009.00            | 0.00                |                     |                    |
| <b>67400 · Umbrella Liability</b>                 | 0.00              | 2,275.00          | 100.00%        | 2,275.00            | 0.00                |                     |                    |
| <b>TOTAL INSURANCE</b>                            | <b>0.00</b>       | <b>17,565.00</b>  | <b>101.13%</b> | <b>17,369.00</b>    | <b>-196.00</b>      | <b>25,000.00</b>    | <b>70.26%</b>      |
| <b>COMMUNICATIONS</b>                             |                   |                   |                |                     |                     |                     |                    |
| <b>68110 · Marketing Newsletter</b>               | 1,649.40          | 1,649.40          | 6.60%          | 25,000.00           | 23,350.60           |                     |                    |
| <b>68111 · eNewsletter</b>                        | 0.00              | 0.00              | 0.00%          | 2,000.00            | 2,000.00            |                     |                    |
| <b>68210 · Marketing Advertising</b>              | 95.00             | 95.00             | 11.88%         | 800.00              | 705.00              |                     |                    |
| <b>68310 · Marketing Supplies</b>                 | 108.00            | 108.00            | 15.43%         | 700.00              | 592.00              |                     |                    |
| <b>68410 · Marketing-Information Printing</b>     | 0.00              | 0.00              | 0.00%          | 15,000.00           | 15,000.00           |                     |                    |
| <b>68500 · Legal Notices</b>                      | 179.48            | 179.48            | 11.97%         | 1,500.00            | 1,320.52            |                     |                    |
| <b>TOTAL COMMUNICATIONS</b>                       | <b>2,031.88</b>   | <b>2,031.88</b>   | <b>4.52%</b>   | <b>45,000.00</b>    | <b>42,968.12</b>    | <b>50,000.00</b>    | <b>4.06%</b>       |
| <b>PROGRAMMING</b>                                |                   |                   |                |                     |                     |                     |                    |
| <b>68600 · Programming</b>                        | 1,971.09          | 3,291.07          | 8.97%          | 36,700.00           | 33,408.93           |                     |                    |
| <b>TOTAL PROGRAMMING</b>                          | <b>1,971.09</b>   | <b>3,291.07</b>   | <b>8.97%</b>   | <b>36,700.00</b>    | <b>33,408.93</b>    | <b>45,000.00</b>    | <b>7.31%</b>       |
| <b>CAPITAL OUTLAY &amp; CONTINGENCY</b>           |                   |                   |                |                     |                     |                     |                    |
| <b>69100 · Building Improvements</b>              | 2,138.00          | 2,138.00          | 0.00%          | 0.00                | -2,138.00           |                     |                    |
| <b>69200 · Special Reserve Fund</b>               | 0.00              | 0.00              | 0.00%          | 0.00                | 0.00                |                     |                    |
| <b>69250 · Equipment/Furnishings</b>              | 0.00              | 0.00              | 0.00%          | 0.00                | 0.00                |                     |                    |
| <b>69800 · Operating Transfer Out</b>             | 0.00              | 0.00              | 0.00%          | 0.00                | 0.00                |                     |                    |
| <b>69900 · Contingency</b>                        | 2,838.07          | 3,903.98          | 39.04%         | 10,000.00           | 6,096.02            |                     |                    |
| <b>69920 · Gift/Donation Purchases</b>            | 0.00              | 0.00              | 0.00%          | 0.00                | 0.00                |                     |                    |
| <b>70000 · Operating Transfer Purchases</b>       | 0.00              | 0.00              | 0.00%          | 0.00                | 0.00                |                     |                    |
| <b>GRAND TOTAL</b>                                | <b>262,558.63</b> | <b>608,048.02</b> | <b>15.33%</b>  | <b>3,967,477.00</b> | <b>3,359,428.98</b> | <b>4,522,000.00</b> | <b>13.45%</b>      |

View this message in your browser.

*E-News September 8, 2021***In this Issue:**

RAILS News | Continuing Education (CE) | E-Resources | Deals, Discounts, Grants |  
 Conferences and More | Illinois State Library News | Other Library News | Member News |  
 RAILS Jobs and More Links



## RAILS News

We are trying something different to help you navigate the *E-News*. If you see this **NEW** sign by an article, you'll know that it has not run before. We've also shortened previously-run articles down to links in some cases.

**NEW RAILS Seeks School Library Staff Member to Fill Open Board Position**

Due to a resignation from our board, RAILS is looking for a RAILS school library staff member to fill the remainder of a term that ends on June 30, 2023.

The successful candidate will be asked to actively participate in 11 board meetings per year, either in person at a RAILS location or via Zoom (depending on current pandemic restrictions). We are also looking for someone who can help keep RAILS up-to-date on issues affecting school libraries and make sure other school library members are aware of RAILS programs/services. See the RAILS Board Member Job Description for more information on duties/requirements.

If you work at a RAILS school library and are interested in this position, please complete this form by Thursday, September 30. The RAILS Board will choose candidates to interview and make a selection. Questions? Contact Mary Witt, RAILS Marketing & Communications Director.

**NEW All RAILS Members Invited to September 30 Member Update**

Save the date for the next RAILS Member Update on Thursday, September 30 from 10 a.m. to noon. Our special guest will be Stephanie Chase from Constructive Disruption. Stephanie is helping RAILS with our new strategic plan, and you'll have a chance to learn about our process, including a preview of upcoming virtual member town halls, designed for you to provide feedback on the direction you would like RAILS to take in the future.

Come to the update prepared to participate; you'll need your phone or the ability to use multiple windows on your device. Register here. Watch for further details on other member update topics and an agenda coming soon.

**NEW Attention School Librarians**

Have you ever wondered "What is RAILS and why is my school district a member?" We would love to help answer these questions and others. With the new school year underway, we invite school librarians to talk with us one-on-one about RAILS programs/services, including:

- Continuing education
- Deals & discounts
- Delivery services & interlibrary loan
- Grants
- Networking & connections
- Support for e-books and e-content

These meetings are great if you are new to your school, new to school librarianship, or just want a refresher on what we offer. All meetings take place via Zoom and only last about 30 minutes. If you're interested in scheduling a meeting, e-mail us at [communications@railslibraries.info](mailto:communications@railslibraries.info).

RAILS is discontinuing support for SHARE Illinois, a grassroots solution for interlibrary loan between consortia dating back to the 1990s. The website will be going offline on October 30. If your library is a member of a shared catalog that currently participates in SHARE Illinois, please contact your consortium's director or help desk for more details. For information on your interlibrary loan options, please visit the RAILS website.

## Continuing Education (CE)

### **NEW** "Unconscious Bias: Beyond Awareness" Workshop, October 11

Managing unconscious bias is a critical skill to ensure your workplace is a diverse, respectful, creative, and vital organization. In this workshop, Candace Fisher of HR source will address the importance of being aware of our own unconscious bias and explore how to move beyond awareness to build steps to ensure unconscious bias isn't guiding your organization's most important decisions. This workshop will be held at Peoria Public Library on Monday, October 11 from 9 a.m. to noon. This event is supported by a RAILS EDI Training Grant and sponsored by Peoria Public Library. See more details and register on L2.

### **NEW** Notary Public Online Workshop

If you are a new notary public or would like a refresher course, consider registering for this two-hour online training. Participants will learn how to properly execute their notary responsibilities and review policies, procedures, and guidelines. Space is limited. Register through L2.

### **NEW** "Web Accessibility Fundamentals for Libraries," September 21

Join this live webinar, "Web Accessibility Fundamentals for Libraries," on September 21 at 1 p.m. Anyone who is a catalog administrator, designing a library website, or making purchasing decisions on electronic resources is especially encouraged to join. Plan to attend; this WILL NOT be recorded. SWAN organized this webinar, and it's funded by a RAILS Equity, Diversity, and Inclusion Grant.

For a web accessibility resource from RAILS, check out the E-Resources section of this *E-News*.

### **NEW** Webinar Recording Available: "Combatting Workplace Injustice in Public Libraries and the Importance of Diversifying Collections"

Check out the conversation between Baker & Taylor's Aman Kolchar, author Kim Scott, Las Vegas-Clark County Library District Executive Director Kelvin Watson, and Library Director at San Diego County Migell Acosta. The discussion covers library leadership, just and fair workplaces, and the importance of having a diverse collection.

To view the recording, click here and fill out the short registration form. You'll receive an email with the link to the recording.

### "Developing Responsive Collections for LGBTQ+ Patrons" Webinar, September 15

Do you understand the informational needs of LGBTQ+ patrons? What is the best way to organize LGBTQ+ materials in your library? This webinar will assist library staff in creating and sharing diverse collections featuring LGBTQ+ materials for children, young adults, and adults. Presented by Dr. Jamie Campbell Naidoo of the University of Alabama School of Library and Information Studies, this webinar is Wednesday, September 15 from 3:00 to 4:30 p.m. This event is supported by a RAILS EDI Training Grant and sponsored by CCS. See more details and register on L2.

### "How to Be An Exceptional Ally" Webinar, September 10

Friday, September 10 from 9:30 to 11 a.m. See more details and register on L2.

### "Powerful Presentations: Data Visualization Techniques for Delivering Effective Slideshows" Two-Part Webinar, September 9 and 16

The first session is on Thursday, September 9 from 9:30 to 11:30 a.m. The second session is on Thursday, September 16 from 9:30 to 11:30 a.m. Full course description and registration link.

### "Meet Your Local Horror Authors" Panel Discussion, September 21

Tuesday, September 21 from 1:30 to 3:30 p.m. Register today on L2

OTHER CE

**NEW** LACONI - "Building Connections: Community Engagement 101," September 20

Learn the basics of community engagement, and practical steps libraries with limited staff can take to create community connections from Cindy Fesemyer, former Director of Columbus Public Library in Wisconsin. Hear how the Free Library of Philadelphia trained staff at all levels on researching neighborhood assets, facilitating community meetings, and contributing to the library's existing community engagement initiatives, through their Skills for Community-Centered Libraries project. Learn more about our speakers and register.

**NEW** "I Know You: Understanding the LGBTQIA+ Community," September 16

Join Itasca Community Library for this virtual LGBTQIA+ program on September 16 from 7:00 to 8:30 p.m. Facilitators guide you through a story performance and a series of exercises that promote sharing and listening to one another. Learn to promote awareness, inclusion, and a deeper understanding of the broader LGBTQIA+ community. Register.

**NEW** "When Speech Bubbles and Pictures Collide: Cataloging Graphic Novels," September 16

The next Online with the CMC webinar, "When Speech Bubbles and Pictures Collide: Cataloging Graphic Novels," is on Thursday, September 16 from 10 to 11 a.m. Register even if you are unable to attend the live session. A link to the recording will be sent to all registrants after the event.

E-Resources

**NEW** E-Content We Love

Check out some of last month's most popular e-books available in eRead Illinois Axis 360:

- *Deep End* by Jeff Kinney
- *Dog Man: Grime and Punishment* by Dave Pilkey
- *Four Winds* by Kristin Hannah
- *Golden Girl* by Elin Hilderbrand
- *The Last Thing He Told Me* by Laura Dave



In an effort to get popular titles into the hands of library users faster, we keep a low holds ratio on items like these in the eRead Illinois Axis 360 collection.

For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 54,000 popular e-books and audiobooks, visit eRead Illinois.

**NEW** Web Accessibility: VPAT Project for RAILS Public Libraries

The Web Accessibility Voluntary Product Accessibility Template (VPAT) web page is now available for RAILS public libraries to access. The information on the page will help libraries understand web accessibility and how to vet resources. Digital technology accessibility is essential when considering library purchases to achieve equitable and inclusive service and access to resources.

RAILS members can view the VPATs and easily create a customized VPAT page for their library. VPAT links can be sorted and viewed by vendor, resource name, and library. **Get more details on the RAILS website.**

To learn more about web accessibility, register for this live webinar "Web Accessibility Fundamentals for Libraries" on September 21 at 1 p.m.

**"System E-Content and E-Resources for Illinois Educators," September 23**

Join RAILS and IHLS to learn more about our e-book/e-audiobook programs, vendor discounts, networking events, and much more! Register. This event qualifies for one PDH credit through AISLE.

page and log in using your L2 email and password.

#### **NEW** READsquared Training Sessions

RAILS offers discounted pricing for READsquared, an online tool for managing reading programs such as Read Across America, 1000 Books before Kindergarten, summer reading, and more. Over 40 RAILS libraries subscribe to READsquared.

Subscribing libraries may attend a fall training and summer wrap-up session to learn how to load new themes for fall and winter, and how to close out the summer programs. No sign-up is required, simply join the webinar and dial in for audio by calling 213.226.1066 (Conference ID: 518-509-521#).

- Monday, September 13, at 9:30 a.m.
- Wednesday, September 15, at 1 p.m.
- Tuesday, September 21, at 9:30 a.m.

#### **Patron Point Discount**

RAILS has negotiated advantageous pricing for Patron Point, a fully-featured marketing automation platform that connects seamlessly with integrated library systems and other data sources. Patron Point allows libraries to automate their day-to-day customer messaging and enhance their marketing into high-impact targeted campaigns. Currently, several RAILS libraries subscribe to Patron Point.

Register for a Patron Point informational webinar on

- Wednesday, September 22, at 10 a.m., or
- Wednesday, September 29, at 2 p.m.

#### **GRANTS**

##### **Grant Funding for Joining a Shared Catalog (LLSAP)**

The first application deadline for FY 2022 is October 15, 2021. Grant application and more information. Contact Anne Slaughter for more information about the grant and joining process.

## Conferences

and other professional development opportunities

#### **NEW** Early Bird Rate for ILA Annual Ends Soon

The early bird rate for the 2021 ILA Annual Conference, held virtually October 12-14, ends on Monday, September 13. Register today.

#### **PUG Day**

PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education. PUG Days 2021 is virtual this year! Live virtual sessions are offered from September 14-24, 2021. Interested library staff can view the schedule and register for Zoom sessions. The sessions are also listed in L2.

Sessions include:

- "Get Back in Here! Library Promotional Ideas to Draw People Back to the Library," September 16, at 10 a.m.
- "The Library after COVID-19," September 24, at 10 a.m.
- "Technology on a Shoestring Budget: Delivering Value and WOW! Experiences to Library Patrons Without Breaking the Bank." September 24, at 2 p.m.

#### **Early Bird Registration for AISLE**

Registration is open and early bird rates go through September 24. Check out the conference website for the schedule and more.

#### **Call for ALA Annual Education Program Proposals**

Visit the website for submission details.

#### **2021 ABOS Virtual Conference**

Learn more and register.

**FY 2022 School District Library Grant Application**

ISL is accepting applications for the FY 2021 School District Library Grant. The deadline is October 15. More information, or contact 800.665.5576, Option 2.

**Live & Learn Construction Grant Applications Now Available**

Requirements and link to the grant application. Applications are due on or before January 15, 2022. For more information, contact Mark Shaffer or Jake Magnuson.

---

## Other Library News

**NEW ILA Marketing Forum September Roundtable, September 17**

Join the ILA Marketing Forum for its monthly roundtable discussion from 11 a.m. to noon on Friday, September 17.



This month's roundtable discussion is on file storage and sharing. John Knirr, Web & IT Administrator at IHLS, will discuss best practices for file storage and effective ways to share files among staff.

In addition, Nicole Zimmermann, Marketing and Public Relations Specialist at RAILS, will share how the My Library Is... campaign has successfully helped Illinois libraries share their stories by utilizing the campaign's resources.

Visit the ILA website to learn more about this event and to register. If you have any questions about the ILA Marketing Forum or the September roundtable, please contact Tamara Jenkins. Past roundtable discussions are available to view here.

**NEW Nominate Your Museum or Library for an IMLS National Medal**

The Institute of Museum and Library Services (IMLS) is now accepting nominations for the 2022 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 1. For more information, contact IMLS at [nationalmedals@imls.gov](mailto:nationalmedals@imls.gov).

---

## Member News

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

**NEW** Items in this section are always new, however, Fast Facts repeat until they expire.

**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.

Liesl Cottrell is the new library director at Concordia University Chicago.

Melanie Armstrong is the new library coordinator at Sauk Valley Community College.

**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.

- 2021 Indie Author of the Year Announcement
- 2021 National History Teacher of the Year Award Ceremony, October 6
- September 11, Remembrance
- "I Know You: Understanding the LGBTQIA+ Community," September 16

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
September 7, 2021 – 6:30 p.m.

Present: Krupicka, Raftis, Rao, Suriano, Bukovac, Birmingham

The committee reviewed artwork that had been hung in the library prior to the renovation. They determined to rehang the architectural drawing in the Board Room. It was also suggested staff see if there are comparable architect drawings for the two renovations that could be framed as part of a grouping. The historic photographs of the library as well as the painting of the current building will also be hung in the Board Room. There are four small collages and one will be hung in each of the four study rooms. The painting of woods will be hung in a conference room. The committee doesn't see a place for three large paintings as the library expanded its gallery space as part of the renovation. The library will contact the artists to see if they would like the paintings.

The committee looked at the east side landscaping and would like to see short stone retaining walls built around the 6 trees on the east side to prevent erosion. They also noted two other areas to add cobblestones to prevent erosion. In the Reading Garden they said to remove the pergola now and in the spring they'll determine what is best to put on the brick patio.

In the parking lot they would like to flatten the berms and put cobblestones since it is difficult to keep grass growing on the berms. The committee would like a concrete pad added next to the entrance plaza and this is where the trash and recycling containers will be placed.

The committee toured the building. Bukovac will get quotes for refinishing the doors. They identified the cafe as a spot to honor local community groups. They'd like to see tile placed on all low window sills. It was suggested staff investigate a smart board for the new meeting room. The committee agreed that the rust-colored bands of carpet on the first floor should be replaced with grey carpet tiles. They like the idea of purchasing tables and chairs for the meeting rooms at a height that is geared towards youth. Staff will see if tables that can be raised and lowered will fill the need. The committee agreed that guest chairs should be replaced as the current chairs are 30 years old and don't fit the decor. The committee looked at the old office furniture. They also determined that plaques for the two renovations should be placed in the vestibule. The plaque for the current renovation will include recognition of the donation made by the Foundation and Friends.

Adjourn 8:50 p.m.

## Renovation Update

Currently the glass walls for the Maker Studio and Meeting Room 2 (formerly the Youth Room and LittleTown) is scheduled to be installed Sept. 20. The light fixture in the café is scheduled for the end of October. New recycling and trash containers for the vending area and outside the building are on order.

The end panels in the marketplace and the teen area were installed and really do a nice job of finishing off those areas. Doors were installed (although we're still waiting on hardware for some of them.) Once the doors were installed we started taking reservations for all the study and conference rooms. The screens to divide the computer tables and the study tables were installed and the last of our chairs were received. At this point we have received all the furniture.

Signage is on order. We will be using acrylic letters for most of the signage that identifies areas and desks. For the Maker Studio and LittleTown we're getting vinyl replicas of each logo as signage. I've been working with Jill to develop signage for collections that fits into our new design scheme. The signs for the 2<sup>nd</sup> floor collections have arrived from the printer and we've received a sample sign for the first floor to approve. Dave Bunn has designed lovely signs for the Maker Studio to identify and promote the equipment that is in the space and those have arrived.

The Technology Desk was completed and staff moved into the desk last week. We were then able to fully set up the café and add the Foundation and Friends Book Sale.

The contractor has moved all his stuff out of the Maker Studio so the space is now completely ours.

August 24 we did the walk-through to create the punch list. Some of the items on the list have been completed but we're still waiting on other items.

Joe is back at the end of the month and one of the first tasks he'll be doing is to install the donor tree on the wall directly east of the stairway.

The community information bulletin board and brochure holders have been installed on the wall opposite the first floor restrooms.

Dave, Jill, and I are currently working on developing a floor directory.

In the past we haven't had the shelving to display the Tech Takeout items. With the renovation we now have shelving across from the Maker Studio that will show patrons what we own. We're using DVD boxes upon which we've affixed a label with the name of the equipment and a description of what the equipment can be used for. These cases will be on display and the



patron brings the case to the desk to get the item. The collection is now called the "Library of Things" (LOT) and the cases will all be set up on the shelving on Monday.

## Consideration of Removing Overdue Fines

After two discussions about this topic it seems there are several variables to consider:

- Fines as a source of revenue (see below).
- Fines as an incentive to return materials. Once an item is 14 days overdue, the patron's card is stopped. However, libraries who have stopped charging overdue fines report that items continue to be returned on time and hold lists are not impacted.
- Potential confusion for patrons if some items don't have overdue fines and other items do (see below).
- Fine free is a growing movement among libraries including all our neighboring libraries and throughout SWAN. Since I last checked in July, the number of libraries in SWAN that don't charge overdue fines, has increased from 47 to 70. While Indian Prairie has never been a library to do something just because other libraries are doing it, this can become an public relations problem.
- We have heard anecdotally that our residents are starting to use other libraries because they don't charge fines.
- We are seeing more confusion about this from patrons, hearing statements like, "I was told my fines would disappear once I returned the items."
- Overdue fines do prevent people from using the library because they don't have the money to pay the fines. We have a very diverse community with diverse levels of income.
- The library waives approximately 25% of fines. However, that is because patrons complain about the fine or share with staff problems that occurred that prevented them from returning items on time. But, not everyone is comfortable having those conversations. So there is a certain unfairness in that the "squeaky wheel" gets their fines reduced or removed.
- A person can carry \$19.99 in fines on their card forever and never lose their library privileges.
- It is common practice in families that when one family member's card is stopped because of fines, they just check out materials on another family member's card and never pay the fines.
- Collecting fines creates a cost in staff time through the discussions staff need to have with patrons about their fines and the fine payment process.
- Fines create tension between patrons and staff.

One question from the Board last month was, "What percentage of our total fines comes from items that incur .25 cents per day?" Items that have an overdue fine of .25 cents account for 80.29% of fines. Console games account for 7.23%. They have a \$1.00 overdue fine and in the

new scenario would keep that fine. All other materials each account for 1% or lower of overdue fines.

Another question from the Board was, "How do other libraries market fine-free. Do they call it fine-free? How do they communicate that some items still carry a fine?" "Fine-free" is shorthand for the topic we're discussing. Some libraries do use this phrase. Others say, "We don't charge overdue fines" or "No more late fees". Some libraries don't mention fines at all on their websites. Those who continue to charge fines on some of their items state that. This is an example from Gail Borden Library in Elgin. They don't say, "These items don't have fines". They simply talk about the items that do have overdue fines:

### **Overdue Materials**

Fines (\$.25 per day per item) are accrued for the following overdue materials.

- 7 & 28-day Library of Things
- Board Games
- Chromebooks
- DVDs/Blu-rays from Media Dispensers
- ereaders Launchpads & Playaway views
- Media Dispenser Movies & Games
- Hotspots
- Kits
- Magnifiers
- Read-a-long
- Rokus
- Tales & Travels
- Toys (American Gill Doll & telescopes)
- Umbrellas
- Video Games
- And other specialty materials

Our message would be something along the lines of, "Most of our items do not have overdue fines. Equipment, console games, and Hot Picks do have overdue fines to ensure their timely return."

Please note that currently we manage communication relative to three different overdue fine amounts. It's important that patrons understand that some items have a higher overdue fine. Twenty-five cents per day is the norm so we place special labels or tags on any item that has a \$1.00/day or \$3.00 per day overdue fine. We haven't had any problems with communicating these differences.

Another question was, "What do neighboring libraries charge for tech items?" Our neighbors are not charging overdue fines for any items. Debbie Sheehan sent out a survey and 40% of the respondents said they still charge overdue fines for equipment, but none of those libraries are neighboring libraries.

A question from the Board, "Are they charging fines on items we do not?" No.

At last month's meeting, trustees noted that fines provide revenue and they want to be fiscally responsible. This is one of the hallmarks of good trustees – ensuring the best for the library and, thus, for the community. Other considerations are also important such as do overdue fines harm vulnerable people in our community? I know the answer is that if people returned their items on time they would not have to pay fines. But we all know how life happens and that things get in the way of our best intentions.

Our finances are at a point that we do not need to gather this form of revenue. Our financial forecast is in very good shape with a projected reserve of \$1,114,704 after paying for the renovation and other capital projects.

Pre-COVID, fines made up 1.25% of our revenue. In the fiscal year that just ended fines were 0.44% of the revenue received. In the current budget, fines are 0.41 of the revenue. In addition, in this operating budget, there is a surplus of \$70,000 which can be applied to capital project. This is because, under the tax cap rules, the consumer price index has worked in our favor for the last few years. We now have an ongoing foundational budget that easily supports library services and, in some years depending on the CPI, will also support capital projects.

There is historical precedent at Indian Prairie relative to removing fines and fees. When I started here, the library charged a rental fee for DVDs and for a bestseller rental service which brought in \$35,000.00. In 2012 the library stopped charging the rental fees for DVDs because it was no longer an acceptable practice. A few years after that the library stopped charging a rental fee for bestsellers and provided a "Hot Picks" collection as we have now.

Attached are comments from some of our neighboring libraries relative to their move to fine free.

#### Oak Brook:

- Importance of removing obstacles for patrons to get information and achieve literacy
- Reduction in negative patron interactions at the Circulation Desk
- Still mechanisms to get materials back through blocking of accounts and then the billing of a "lost" item
- Staff will have more time available for other tasks instead of handling money and answering questions about fines
- Switch to fine free fosters good will in the community
- Amount of fines collected was not large to begin with

#### Westmont:

These were the points we focused on during our Board discussions:

- Similar to Downers Grove, my Board was keen to reduce the number of negative customer service interactions due to overdue fines. And it did.
- They also liked the model we went with -- when an item is 2 weeks overdue the patron account is blocked. We still have a mechanism for getting the material back from the patron, which is the ultimate goal.

#### Elmhurst:

We would be an outlier if we continued to assess fines. I also did a brief cost analysis about how much staff time we spend collecting fines

#### Downers Grove:

- We had community members thank us for doing it because they could now "afford" to use the library more with their children without the threat of an unexpected expense for overdue books. That was the most powerful one.
- It dramatically reduced the number of negative customer service interactions at the Check Out Desk - from multiple times per day to only a few per week.
- The user experience of the library has improved considerably.

#### Westmont:

Staff think it's a lot easier and are happy to no longer have long conversations about overdue fines. They've been giving me good anecdotes about patrons who have come back because their fines have been cleared and long overdue items that have been returned.

## **COVID Policy and Practices**

There is nothing new to report as I write this. I will keep it on each agenda just in case. Our messaging continues to be that we are following the state mandate to wear masks in public places. Staff are not policing this. We have had a few people in the building not wearing masks.

## **Library Hours**

The department heads and I have been studying staffing relative to hours and would like to extend hours to 8:00 p.m. Monday – Thursday beginning Monday, Sept. 20. We feel we can accommodate these additional 4 hours at this time.

I'd also like the trustees to give me the authority to continue to extend hours, without waiting for a board meeting to get approval, as we add staff or if we determine we can allocate staff hours differently and assign more staff to service desks.

### **Proposed Purchase of Carpet Tile**

The Building and Grounds Committee recommends the library replace the rust-colored accent carpet on the first floor with the gray carpet that is used as a transitional carpet in the lobby and the second floor hallway. The cost for the carpet tiles is \$1,540.00. Joe would do the work to move the shelving, remove the rust carpet, and lay the grey carpet.



## Memorial Donation Request

A resident contacted the Administration office inquiring about donating money to place a plaque on a room for her teen-age son who has passed away. She is aware of the donor tree but wanted to do something more. My suggestion is that this be considered similar to the Sadowski family donations which paid for equipment and furniture in the WouldShop and for the play furniture in LittleTown. We placed information about their parents, as well as the Sadowski name, in each space. I can prepare costs for the teen area and the mid-kids area that reflect the cost of the furniture/equipment in the spaces and see if this concept appeals to her with the understanding that the library reserves the right to remove the plaque after a certain length of time.



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.