

Indian Prairie Public Library Board Agenda
September 21, 2022

Budget and Appropriations Hearing
September 21, 2022 – 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 21, 2022 – 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 17, 2022 Page 4
 - 2. Action on Bills/Additional Bills Page 7
 - 3. Ordinance #2022-5 Providing for the Budget and Appropriations for FY 2022/23 Page 11
 - 4. Estimate of Revenues FY 2022/23 Page 13
 - 5. Finance Committee Minutes June 7, 2022 Page 14
- F. Items Deleted from Omnibus Consent Agenda Action

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G.	Library Director’s Report	Page 15	Information
H.	Department Reports		Information
	1. Assistant Director	Page 21	
	2. Marketing	Page 23	
	3. Guest Services	Page 26	
	4. Programming & Outreach	Page 28	
	5. Resource Services	Page 34	
	6. Technology & Maker Services	Page 36	
I.	Reports		
	1. Treasurer’s Report	Page 44	Information
	2. RAILS	Page 48	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
J.	Unfinished Business		
	None		
K.	New Business		
	1. Advocacy		Information
	2. Use of Maker Studio by Non-IPPL	Page 56	Discussion
	3. Library Pay Partial Health Insurance Premium for Dependents	Page 57	Information
L.	Scheduled Meetings		
	None		
M.	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 21, 2022, 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 August 17, 2022.

Crystal Megaridis, Secretary
Board of Trustees
Published in The Doings August
18, 2022.
August 18, 2022 - 7270114

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 17, 2022

**Board of Trustees Regular Meeting
August 17, 2022 – 6:30 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano (attended by phone)

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

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

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

1. White to Bukovac re: Per Capita Grant
2. Illinois Library Association Annual Conference
3. Peregrine, Stime Memo re: Filling Trustee Vacancies
4. Peregrine, Stime Memo re: Appointing a Treasurer
5. Peregrine, Stime memo re: Committees on Local Government Efficiency
6. Peregrine, Stime Memo re: Collecting Information About Vendors

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 22, 2022
2. Action on Bills/Additional Bills
3. Approval of 2022 Illinois Public Library Annual Report
4. Approval of Proposed Photo and Video Policy
5. Approval of Illinois Libraries Present Intergovernmental Agreement
6. Resolution #2022A Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions
7. Determination to Dispose of Library Property

8. Ordinance #2022-4 Amending Budget and Appropriations Ordinance for the Fiscal year 2021-2022

Megaridis asked that item 4, Proposed Photo and Video Policy, be removed from the Omnibus Consent Agenda for further discussion. Rao moved, Megaridis seconded to approve the Omnibus Consent Agenda without item 4. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Megaridis suggested that the Proposed Photo and Video Policy be reviewed by the Policy Committee. Bukovac said the proposed policy provides needed backup for staff in case this occurs. She suggested that the Board approve the policy in its present form tonight and then the Policy Committee can review it when policies are reviewed in 2023. Krupicka moved, Megaridis seconded to approve the Proposed Photo and Video Policy. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac is retiring as of October 31, 2022. The Board thanked her for her hard work, guidance, and direction over the years. They noted that the library is an invaluable resource for the community and they are forever grateful for all the great things we've accomplished under Bukovac's leadership.

H. Department Reports

I. Reports

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

J. Unfinished Business - none

K. New Business

1. Proposal to Replace Reheat Valves in VAV Boxes – It has always been difficult to control the temperature in various areas of the building. When Hayes Mechanical installed the new control software they discovered defective reheat valves in 28 VAV boxes. This has been the reason for overheating and no heat in areas of the building. The cost to replace the reheat valves is \$27,161.00. There is an excess of \$25,360.00 in the operating budget which Bukovac requested be applied to the repair and the additional cost covered by the building maintenance operating budget. Rao moved, Suriano seconded to approve replacing 28 reheat valves at a cost of \$27,161.00. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. License Plate Sticker Service - Rao moved, Raftis seconded to approve the library offering license plate sticker service with a fee of \$9.00 for transactions under \$200.00 and a fee of \$12.00 for transactions over \$200.00. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

- 3. Adopt Tentative Budget and Appropriation – Megaridis moved, Rao seconded to approve the Tentative Budget and Appropriations. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 4. Ordinance #2022-3 Determining to Levy an Additional Tax of .02% - Krupicka moved, Rodriguez seconded to approve Ordinance #2022-3 Determining to Levy an Additional Tax of .02%. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 5. Audit of Secretary’s Minutes and Review of Closed Session Minutes – Krupicka and Rodriguez conducted the audit and review. Krupicka reported that the minutes are in order and they recommend keeping all closed session minutes closed. Rodriguez moved, Rao seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

L. At 7:05 p.m. Rao moved, Krupicka seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously

M. Return to Open Session and Report of Any Action Taken

At 8:15 p.m. Rao moved, Krupicka seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously. Megaridis moved, Suriano seconded to offer the position of Library Director to Laura Birmingham as of November 1, 2022. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously. Megaridis moved, Raftis seconded to give Krupicka the authority to negotiate Birmingham’s salary. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

N. Scheduled Meetings - none

O. Adjournment

At 8:20 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS AUGUST, 2022

<u>Account</u>	<u>Check #s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1642-1704	\$ 95,068.37
Republic Paper Pay Checks	2042 - 2047	\$ 1,899.59
Republic Direct Deposits		\$ 193,029.01
	MONTH'S TOTAL:	\$ 289,996.97

Indian Prairie Public Library District
Bill Payment List
August 2022

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
08/03/2022	1642	Accurate	107.00
08/03/2022	1643	AEP Energy, Inc.	4,659.49
08/03/2022	1644	Angelika Robbins	20.00
08/03/2022	1645	Baker & Taylor	7,301.53
08/03/2022	1646	Blackstone Publishing, Inc.	914.08
08/03/2022	1647	Bullseye Cleaning Services, Inc.	6,000.00
08/03/2022	1648	Cengage Learning, Inc.	288.70
08/03/2022	1649	Colonial Life & Accident Insurance Co.	82.53
08/03/2022	1650	DEMCO	593.58
08/03/2022	1651	ELM USA, Inc.	206.99
08/03/2022	1652	Hayes Mechanical LLC	6,940.00
08/03/2022	1653	Kanopy	321.10
08/03/2022	1654	Leslie Goddard	400.00
08/03/2022	1655	Lizzardo Museum of Lapidary Art	300.00
08/03/2022	1656	Marcia LautanenRaleigh	175.00
08/03/2022	1657	Midwest Tape	5,495.97
08/03/2022	1658	NCPERS Group Life Insurance	32.00
08/03/2022	1659	OverDrive, Inc.	3,184.72
08/03/2022	1660	Premier Landscape Contractors	1,122.70
08/03/2022	1661	Quill LLC	642.24
08/03/2022	1662	RAILS	664.00
08/03/2022	1663	Runco Office Supply	167.99
08/03/2022	1664	Wlosinski, Maria	11.25
08/10/2022	1665	AmTrust North America	671.00
08/10/2022	1666	AT&T	365.15
08/10/2022	1667	Butler University Libraries	25.00
08/10/2022	1668	Case Lots Inc.	248.30
08/10/2022	1669	Hagg Press, Inc.	2,280.24
08/10/2022	1670	Hayes Mechanical LLC	1,256.97
08/10/2022	1671	Illinois Dept of Innovation & Technology	500.00
08/10/2022	1672	kristinZkreations	1,235.00
08/10/2022	1673	Lauterbach & Amen, LLP	275.00
08/10/2022	1674	LIMRiCC	979.69
08/10/2022	1675	Lou Ann Veldt	40.00
08/10/2022	1676	Lucas Color Card	763.03
08/10/2022	1677	Michelle NicholsYehling	160.00
08/10/2022	1678	Rivistas Subscription Services	77.30
08/10/2022	1679	Scholastic Inc. Magazines	27.45
08/10/2022	1680	Team One Repair, Inc.	450.00
08/10/2022	1681	The Atlantic Monthly Group LLC	39.95

Indian Prairie Public Library District
Bill Payment List
August 2022

Date	Num	Vendor	Amount
08/10/2022	1682	Unique	49.25
08/17/2022	1683	AEP Energy, Inc.	5,270.87
08/17/2022	1684	Baker & Taylor	5,167.74
08/17/2022	1685	Blackstone Publishing, Inc.	781.22
08/17/2022	1686	Canon Financial Services, Inc.	221.00
08/17/2022	1687	Cengage Learning, Inc.	294.30
08/17/2022	1688	Children's Plus Inc.	351.62
08/17/2022	1689	DuPage County Public Works	1,082.00
08/17/2022	1690	FSS Technologies	112.50
08/17/2022	1691	Groot Industries, Inc.	491.33
08/17/2022	1692	Ingram Library Services	450.43
08/17/2022	1693	LexisNexis Matthew Bender	220.10
08/17/2022	1694	Midwest Tape	1,633.55
08/17/2022	1695	Premier Landscape Contractors	1,117.25
08/17/2022	1696	Runco Office Supply	34.47
08/17/2022	1697	Specialty Mat Service	131.70
08/24/2022	1698	Allcomm Systems, Inc.	1,217.50
08/24/2022	1699	Bank of America	7,911.75
08/24/2022	1700	Blue Cross Blue Shield of Illinois	17,530.86
08/24/2022	1701	Body & Brain Yoga and Health Centers, Inc.	100.00
08/24/2022	1702	Indian Prairie Library Foundation & Friends	80.00
08/24/2022	1703	Principal Life Insurance Company	1,568.96
08/24/2022	1704	VSP Vision Service Plan (IL)	225.02
Total for 10127 Republic Bank Operating Account			\$ 95,068.37

Bills for approval – Electronic Payments & Automatic Withdrawals

August 2022

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	08/03/2022	26,201.59
Federal & IL	Payroll taxes	08/17/2022	24,070.21
Federal & IL	Payroll taxes	08/31/2022	24,093.69
IMRF	Payroll Pension	08/31/2022	22,629.67
ExpertPay	Garnishments	08/03/2022	714.38
ExpertPay	Garnishments	08/17/2022	721.92
ExpertPay	Garnishments	08/31/2022	672.34
Mission Square	457 Plan	08/05/2022	750.00
Mission Square	457 Plan	08/19/2022	750.00
Nationwide	457 Plan	08/04/2022	50.00
Nationwide	457 Plan	08/18/2022	50.00
DAC	Deposit to HRA	08/02/2022	100.32
DAC	Deposit to HRA	08/09/2022	119.52
DAC	Deposit to HRA	08/12/2022	246.71
DAC	Deposit to HRA	08/16/2022	307.83
DAC	Deposit to HRA	08/30/2022	385.55
Nicor	Gas	08/16/2022	1,510.51
INB	Credit Card Fee	08/12/2022	200.43

ORDINANCE NO. 2022-5
 BUDGET AND APPROPRIATION ORDINANCE
 INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 DU PAGE & COOK COUNTIES, ILLINOIS
FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023

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, 2022 and ending June 30, 2023.

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, 2022 and ending June 30, 2023.

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	70,000
Programs	50,000
Total Corporate Fund	4,547,000

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)	125,000

Summary

Corporate	4,547,000
Audit	0
IMRF	63,000
Social Security	55,000
Liability Insurance	19,000
Building and Equipment (.02%)	125,000
Special Reserve	0
Total Appropriation	4,809,000

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

- a. The cash on hand at the beginning of the fiscal year is \$3,340.384
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,137,283
- c. The estimated expenditures for the fiscal year are \$4,137,283
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$3,340,384
- e. The estimated amount of taxes to be received during the fiscal year is \$3,930,322
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$206,961

SECTION 3. Funds in the total amount of \$4,809,000 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 21, 2022.

 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, 2022 AND ENDING JUNE 30, 2023

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, 2022 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, 2022 to June 30, 2023.

<u>ESTIMATE OF FUNDS AVAILABLE</u>		<u>SOURCE</u>
1.	1,505,028	Corporate fund balance on hand 7/1/22
2.	206,961	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.	3,930,322	Anticipated tax collection
4.	-123,029	Special Reserve Fund
5.	22,024	Balance SPECIAL TAX funds on hand 7/1/22
6.	0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
<hr/>		
	5,541,306	Total estimated revenues and fund balances available for the 2022/23 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2022 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

Indian Prairie Public Library District
Finance Committee Minutes
June 7, 2022 – 5 p.m.

Present: Krupicka, Rodriguez, Suriano, Damon (via Zoom), Birmingham

Krupicka called the meeting to order at 5:05 p.m.

The committee reviewed the Financial Forecast. The committee would like to add the cobblestones to the budget, if not this year, for sure next year.

The committee reviewed the FY22-23 operating budget. They inquired about the increase in the newsletter and e-newsletter lines. Birmingham explained the rising costs of paper and postage, plus going back to printing more newsletters due to higher traffic in library. Birmingham explained the increase in eNews line due to moving to Patron Point.

The committee reviewed the 22-23 Salary Schedule.

The committee recommends everything as is.

Adjournment 5:49 p.m.

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY22/23. This was reviewed by the trustees in August and has been available for public review in the library since that time. The public hearing to allow residents to comment on this document is set for 6:30, prior to the board meeting starting at 6:40. All of these processes are required by law

The Estimate of Revenues FY 22/23 is also required by law. The board has to adopt the Estimate, which is a summary of information contained in the Budget and Appropriations, and the form is sent to the counties.

The minutes from the Finance Committee in June are included. Years ago, the trustees decided to include approval of committee minutes at the regular board meetings rather than holding on to the minutes until the next committee meeting a year later. If a trustee doesn't want to approve the minutes, because they weren't at the meeting, they may abstain.

Spring Trustee Election

Packets are ready for candidates to pick up Sept. 20. Maria will bring packets to the board meeting. Filing the packets occurs between December 12 and December 19. Four library trustee positions are open – Vicki, Don, Marian, and Sri. All the positions will be for four-year terms.

Health Insurance

Good news – the premium increase is just 12.33% and our broker is confident he can get it below 10%. We had heard of increases of 20 – 30% in premiums.

Fewer Fines

This has been going very well and our patrons certainly appreciate it. We're not seeing any impact on the availability of materials. As a reminder, we do have fines on equipment, console games, and Library of Things items and you'll see in the revenue report that we are collecting fines for these items. In August it was \$698.51. As a comparison, in August of 2021 we collected \$2,416. I've attached an article from *Library Journal* that talks about this trend around the country.

Current Projects

We're reviewing staff scheduling software. We currently use Shifts, which is part of Microsoft Teams, but are interested in seeing the capabilities of other software. The leadership team has been reviewing the performance appraisal form used by the library. This hasn't been looked at in many years and we're making modifications that better suit our current staffing. The

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leadership team will also be reviewing the 2019/2022 strategic plan to identify what has been accomplished since 2019. Laura will be providing a report on that at an upcoming meeting. Laura and I have spent time considering the responsibilities of the new Assistant Director and plan to post the job ad next week. One change I'm making is to change "Director" to "Executive Director" and "Assistant Director" to "Deputy Director". I have been seeing these terms used more and more in libraries and want to make sure we are using the most common terms for these two important positions. I've also been sharing with Laura information relative to my position.

Meetings

I met with Gail several times the week of 8/22 for her orientation and onboarding.

Gail, Laura, and I had a department meeting with the Technical Services staff .

Gail, Laura, and I had a department meeting with the Resource Services librarians.

One department heads meeting.

I held final one-on-ones with six of the Resource Services staff before Gail got started.

I had several meetings with Laura as part of her transition.

Jamie Bukovac

Many public libraries are finding it valuable—even profitable in ways that go beyond revenue—to reduce and eliminate some fees, particularly late fines, as shown by the responses to *LJ*'s 2022 Fines and Fees Survey. In comparison to *LJ*'s 2017 survey, the percentage of U.S. public libraries charging patrons overdue fines dropped dramatically from 92 to 36. From near universal to a minority represents an amazing sea change in the core assumptions of how U.S. public libraries operate in only five years. Some other fees (such as those for printing, copying, and faxing) are still charged by 78 percent of libraries, still a significant decrease from 2017's 86 percent.

While eliminating late fees was not an option for some libraries surveyed in 2022, the respondents whose libraries did abolish them pointed to increases in patron satisfaction and participation and to staff morale. One librarian in Minnesota enthused, "It has engendered a lot of good will in the community and we have seen people—and even materials!—return to the libraries after years away."

Andrew Gerber, Young Adult and Media Librarian for North Brunswick Public Library, NJ, has previously written articles for LJ and Medical References Services Quarterly.

Three hundred twenty people participated in the survey. In every size category, especially the largest, the number of libraries that have dropped fines have increased in the past five years.

Among the 64 percent of libraries that do not currently charge late fees, certain trends emerge. A nearly universal 95 percent of this group previously charged fines for overdue materials. About half (54 percent) eliminated fees during the COVID-19 pandemic between 2020 and 2022, and many chose to keep this policy afterward.

Some hoped the lack of fines would increase patrons' usage of the library, and in a number of cases this appears to be true. A quarter (26 percent) said circulation in their libraries has increased, about the

same (25 percent) stated that it hadn't, and the remaining 49 percent did not know—comments indicated that they were unsure whether circulation changes were attributable to changes in fine policy, the pandemic, or both.

Eight percent of newly fine-free libraries, according to the survey, attempted to replace or offset lost fine revenue through fundraising, collecting voluntary donations at the circulation desk (such as via a fine forgiveness jar), and increasing their local budgeting request. One library added a passport agency; another started charging for for-profit/private meeting room reservations.

A WEALTH OF REASONS

Respondents who chose to eliminate fines listed various grounds for their decisions, including opportunities to foster good will and improve customer service, promote social justice, and adhere to their mission statements and directives. In some cases, the decision to discontinue late fees came about because libraries successfully suspended them during the COVID pandemic and decided to continue doing so. Other libraries made the decision to not charge late fees decades ago.

Some looked at the success of other libraries that have gone fine-free. Adult Program Coordinator and Refer-

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SURVEY STAT
Of libraries that collect fines, **82%** offer ways for patrons to clear their fines without paying money



LJ's 2022 Fines and Fees Survey shows a transformed landscape since 2017 By Andrew Gerber

FINE FAREWELLS

ence Librarian Kristina Giovanni of Bloomingdale Public Library, IL, recounted, "A neighboring library stopped charging fines/fees in 2019 and their success, on top of the pandemic in 2020 that involved patrons holding onto materials far longer than we would typically allow, made going fine-free the most sensible option."

San Francisco Public Library (SFPL) Strategic Data Analyst Zahir Mammadzada described how the library came to a similar conclusion. "Based on extensive research of national publications, conversations with library leaders and experts across the country, surveys of patrons and staff, and rigorous analysis of SFPL data, SFPL concluded that the use of overdue fines did not align with the library's goals," he wrote. "Overdue fines restrict access and exacerbate inequality by disproportionately affecting low-income and racial-minority communities, create conflict between patrons and the library, require an inefficient use of staff time, and do not consistently ensure borrowed materials end up back on library shelves." Many other respondents agreed.

President and CEO Tonya Aikens explained that Howard County Library System (HCLS), MD, found the decision to be both practical and in accordance with the library's philosophy. The lack of late fees "removes a barrier to access," she wrote. "Being fine-free is in keeping with HCLS's commitment to equity and inclusion, and it positions us to more fully live our mission of providing high quality public education for all Howard County residents. At any given time, seven percent of customers have their accounts blocked due to overdue fines. Full access has a dividend for Howard County—we all benefit from a curious and engaged community."

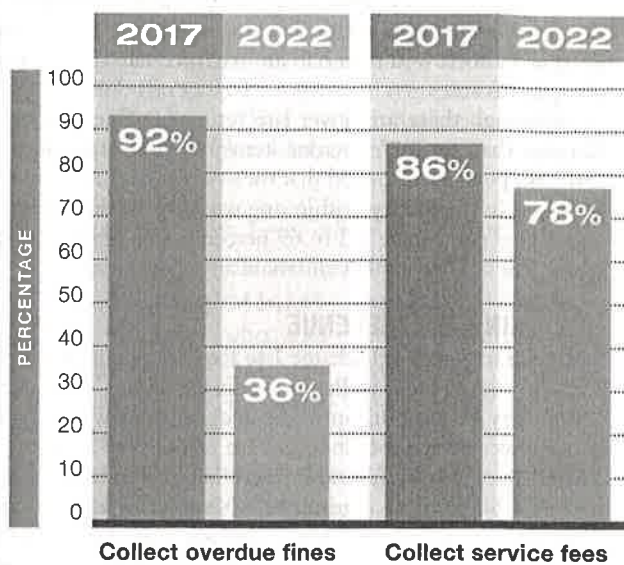
Libraries' consideration of communities' needs was often a factor. "We originally stopped charging fines because of COVID," wrote Tami Cox, assistant director of East Moline Public Library, IL. "Our mission is to serve our patrons and some of them cannot afford to pay a \$10 fine. That is literally a dinner for their family, and why would we want someone to have to pick between food and a library fine?" Casandria Cranc, director of American Fork Library, UT, commented, "We realized the poorest in our community were paying the most."

COLLECTING FEES

All fee-collecting libraries accept cash payments. Personal checks and money orders are accepted at 88 percent of libraries, a sizable majority but still down from 2017's 96 percent. Conversely, the percentage of libraries that accept credit and debit card payment for fines has increased from 59 to nearly three quarters, at 73 percent. Four percent of libraries take digital payment methods through apps such as Paypal, Venmo, and Apple Pay.

Most (92 percent) libraries' circulation staff notify and remind patrons about owed fines. Four-fifths (82 percent) inform patrons on their online accounts, and two-thirds

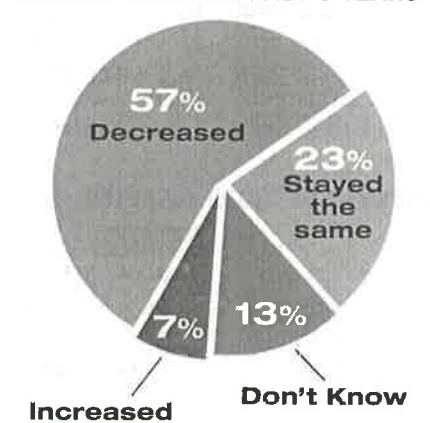
PERCENT OF LIBRARIES COLLECTING FINES AND FEES



SOURCE: LJ FINES & FEES SURVEY 2017, 2022

(64 percent) use email. Other methods include paper mail (54 percent), phone calls (41 percent), texts (37 percent), printed messages on checkout slips (31 percent), and mobile apps (17 percent). Ninety-one percent of libraries train staff to communicate with patrons about fines owed and the concept of shared resources.

CHANGES IN MONTHLY FINE REVENUE OVER THE LAST 3 YEARS*



*Based on libraries that charge fines.

SOURCE: LJ FINES & FEES SURVEY 2022

Ninety-six percent of libraries charging late fees suspend patrons' borrowing privileges after they have reached a specific amount of outstanding fees, at an average of \$11. When fines remain outstanding too long, about a third (31 percent) contact collection agencies. This is significantly fewer than 2017's 44 percent. The average fine threshold that prompts libraries to refer to a collection agency is \$39. Nine percent of respondents' libraries have pursued legal action for unpaid fines, 70 percent have not, and 21 percent were unsure.

Among the 78 percent of libraries that charge fees for services, the most common are for printing (95 percent), copying (94 percent), and faxing (61 percent). About half charge processing fees for replacement of lost and damaged items (53 percent), library card replacement (52 percent), and cards for nonresidents (48 percent). Most (81 percent) do not charge for participation in programs and events. The median monthly revenue from service fees is \$250, 38 percent lower than the median in 2017 (\$400).

LATE RETURNS

At libraries that charge fines, it is estimated that 12.9 percent of all borrowed items are returned late, down from 2017's

14.9 percent, which may have to do with the introduction of automatic renewals. Some 60 percent of responding libraries automatically renew borrowed items. The survey did not ask respondents at libraries that do not charge fines what percent of borrowed materials are returned late or how late those items are.

Although there are fewer late returns at fine-charging libraries than in 2017, overdue items remain out longer. In 2017, 88 percent estimated that the average overdue book is returned to the library within one week of the due date. In 2022, this percentage fell to 69 percent. The lateness tends to be shorter at libraries that automatically renew items.

SHRINKING FINE REVENUE

Most libraries that still charge late fees do so out of necessity. One respondent in Pennsylvania explained, “We need the money as it is built into our budget. Even without the money we receive for fines, we are responsible for raising \$25,000 per year in fundraising activities just to balance our budget.” Similarly, according to a New Jersey respondent, “We still rely on fines to support our operating budget. Until we can replace the revenue with another source, we’re not in a position to get rid of them entirely.”

Libraries that collect fines are earning less revenue from them in 2022 than in 2017. The monthly median fell dramatically from \$500 to \$200. Fifty-seven percent of respondents answered that fine revenue has decreased since 2019, citing various reasons. Half (51 percent) of the respondents blame decreased circulation and COVID for the decrease, 39 percent cite more digital checkouts, and 28 percent say it is the result of instituting automatic renewals. A quarter also changed their fine structure, such as eliminating fines for children’s materials.

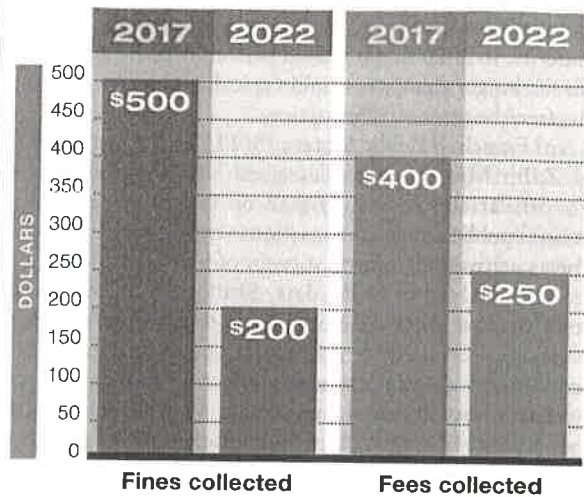
Fee-collecting libraries disperse these funds in various ways. Nearly two-thirds (64 percent) place funds in a general library fund; 22 percent allocate the funds to a general municipality or county fund. Only 10 percent earmark the funds for library materials, and half as many use these funds for programming.

COST OF COLLECTION

When deciding whether or not to go fine-free, the cost-effectiveness of collecting outstanding fines is a consideration for some. Libraries estimate that they spend an average of \$198 per month collecting fines in staff time, collection fees, etc.—seven percent of the average monthly fine income (\$3,001).

Library Manager SueAnn Burkhardt explained the process of how Luther Callaway Public Library, FL, approached the question: “A study was done by the library taking into consideration the staff hours spent on notifying patrons of overdue items, collecting overdue fines, reports and delivery

MEDIAN DOLLARS COLLECTED PER MONTH*



*Based on libraries that charge fines and/or fees.

SOURCE: LJ FINES & FEES SURVEY 2017, 2022

to finance department. It was found to be a loss for the library, not worth the time spent.” However, she added, “We were told specifically, by the county, to continue collecting fines regardless of costs incurred by the library.”

County Librarian Todd Deck said that Tehama County Library, CA, determined that stopping late fees saves the library money and benefits both staff and patrons. “It isn’t financially responsible,” he wrote about collecting fines. “Last year, the library collected \$6,000 from overdue fines. This represents less than 1.9 percent of the library’s overall annual operating budget. We estimate that going fine-free would result in a reduction of staff time to collect and process overdue fines; it will also encourage the return of library materials, so many items will not have to be repurchased. Once implemented at the Tehama County Library, a fine-free program is estimated to save \$7,280 annually.” (He also noted that it promotes the health and safety of patrons and staff by cutting down on physical transactions during the ongoing pandemic.)

FINE ALTERNATIVES

Of libraries that collect fines, 82 percent—up from 61 percent in 2017—offer ways for patrons to clear their fines without paying money. Sixty-nine percent have waived fines for various reasons. Thirty-six percent allow people to donate food to charity drives in lieu of payment. Other methods include fine amnesty periods (31 percent), volunteering in exchange for fines (9 percent), and donations of materials to the library (5 percent). Five

PAYMENT METHODS ACCEPTED

	2017	2022
Cash	100%	100%
Check or money order	96%	88%
Credit/Debit card	59%	73%
Digital payments (e.g., Paypal, Venmo, Apple Pay)	n/a	4%

SOURCE: LJ FINES & FEES SURVEY 2017, 2022

METHODOLOGY The Fines and Fees survey was emailed to a random list of U.S. public library employees on May 26, 2022, with a reminder on June 16. The survey closed on July 1, with 320 U.S. public library responses. Data reported in total was weighted by library size to match the weights used in the 2017 Fines and Fees survey.

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percent allow children and teens to “read down their fines.”

About two-thirds (68 percent) have considered eliminating fines altogether, twice the number that were considering going fine-free in 2017. By comparison, only two percent of those not charging fines are considering adding them. Respondents listed several reasons why their libraries still charge fines besides financial dependence on them. Some cited a belief that patrons must be held accountable for lateness, and that without consequences nothing would stop people from returning materials late or simply keeping them. Others said that even when directors and staff favored eliminating some or all fees, municipal officials and library boards do not support this course of action.

COMPELLING ARGUMENTS

While some directors and staff members received enthusiastic support from their boards or local government for dropping late fees, others found challenges to getting consensus from stakeholders. “Emotionally and morally almost everyone was in favor of it,” recalled Jessica Paulsen, patron experience manager at Jefferson County Public Library, CO. “Practically, especially financially, was harder for some people to reconcile.”

Yolo County, CA, used a test case to convince stakeholders. “We went fine-free for youth first and monitored the results,” explained Director Mark Fink. “The data demonstrated an increase in new cardholders, and existing cardholders using the library more, and there was not a substantial increase in lost/missing items. This data made consensus easy after it was presented.” Clintonville Public Library, WI, also met success with a similar approach.

In some cases, the success of other libraries’ abolishment of overdue fees managed to convince stakeholders, as did the success of automatic renewals.

Advocates used a combination of hard data and anecdotal evidence about the virtues of dropping late fines. Meg Lojek, director of McCall Public Library, ID, wrote, “Honestly, one of the biggest arguments in our favor was that, during COVID we stopped charging fines due to wanting people to stay home and stay safe. Then we were able to show the limited impact on our budget and no impact on people getting materials back to the library. Emotionally, it is easy to tell the stories about families who don’t want to borrow books because of the fines and to show that it is an equity issue—perhaps those who could benefit from the library the most are the same people who fear they will have to pay fines.”

This point was illustrated by Deck’s comment: “Lots of data was helpful. But the single most impactful tool was reading a letter from an eight-year-old asking for forgiveness for having late library books.”

The late fee discussion for Delaware County District Library, OH, also looked at a personal request, wrote Director George Needham. “This was all it took to seal the deal: One letter from a woman who couldn’t pay a small fine she

Fine receipts are less than 0.4 percent of our county library’s annual budget. It was and is such an insignificant amount in library revenue, yet patrons who had fines potentially stopped visiting the library altogether. My advice: ask yourself, Would you rather collect 0.4 percent profit or let a child take books home to read with [the adults in their lives], increase literacy rates in your county, and ultimately change the way your community approaches library use (for the good)?

— ALICIA BLAKE, WORCESTER COUNTY PUBLIC LIBRARY, MD

owed, but offered to work off her fine so that her kids could have access to the collection. I had the numbers for what we would be giving up, but the letter was the emotional impact that pushed the discussion over.”

Alicia Blake, assistant branch manager at Worcester County Public Library, MD, offered advice for libraries considering eliminating overdue fees: “Fine receipts are less than 0.4 percent of our county library’s annual budget. It was and is such an insignificant amount in library revenue, yet patrons who had fines potentially stopped visiting the library altogether. My advice: ask yourself, Would you rather collect 0.4 percent profit or let a child take books home to read with [the adults in their lives], increase literacy rates in your county, and ultimately change the way your community approaches library use (for the good)?”

As libraries continue to gather data, public input, and successful examples from their peers—particularly as the coming years let them judge the evidence on its own merits, rather than as a response to pandemic shutdowns—they will be better able to evaluate their approach to collecting fines and fees. It will be interesting to see what LJ’s 2027 survey reveals. ■

The complete 2022 Fines and Fees survey can be downloaded at bit.ly/Fines-Fees2022.

LIBRARY CHARGES A FEE FOR...

	2017	2022
Printing	94%	95%
Copy machine/ Photocopier	97%	94%
Faxing	n/a	61%
Processing fee for replacement of lost/ damaged items	54%	53%
Library card replacement	77%	52%
Non-resident fee	48%	48%
Space rental/ Meeting rooms	38%	34%
Debt collection processing fee	34%	25%
Interlibrary loan/ Document delivery	32%	22%
3-D printing	6%	19%
Scanning	16%	11%
Test proctoring	n/a	10%
Notary services	n/a	6%
Holds not picked up	12%	3%
Special collections/ Genealogy services	3%	2%

SOURCE: LJ FINES & FEES SURVEY 2017, 2022

Assistant Director's Report – August 2022

Advocacy:

I will be sharing the quarterly advocacy message at the meeting. Just a reminder to fill out an advocacy report if you have had any conversations out in the community,

Building:

Hayes Mechanical has begun working on the replacement of the reheat valves throughout the building that was approved at last month's Board Meeting.

We are currently researching snow services for the upcoming season.

Early Voting:

We have been approached by DuPage County to be an Early Voting Location. Due to the space they need, it would have to be in one of the large meeting rooms. We are unable to accommodate this for the November election due to the fact that our meeting rooms are already very booked. Early voting takes place for 2 weeks before the election. We are seeing if we can accommodate future elections, but this would mean reduced programming. The benefit of being an early voting location is that it is an opportunity to bring in people to the library who don't normally visit. We are also offering suggestions for alternative locations around the community.

Personnel:

Jamie and I have developed a new job description for the soon-to-be open Assistant Director position. The new position no longer includes being a Department Head. The new Assistant Director, besides being part of the leadership team, will oversee all building operations, including the staff side of technology, be the liaison to the IPPL Foundation & Friends, contribute to outreach efforts, and assist in serving patrons. The job opening will be posted soon and we are hoping to get some excellent candidates.

With the change in the Assistant Director position, Amy Merda, our current Mid-Kid Librarian has been promoted to the P&O Department Head position as of October 3rd. Amy has been with IPPL for a year and has several years of experience in libraries and is a former teacher. I am thrilled that Amy will be joining the management team.

IPPL Foundation & Friends:

The Book Sale brought in \$301.75 in August.

Marketing Highlights:

- Here are the five most visited web pages on our website in August:

June:

1. Hours/Location - 799
2. Catalog - 585
3. Notary Public Services - 474
4. eBooks - 393
5. Databases - All Topics -380

- Jill's Marketing report is attached.

Meetings:

- 9/7 Resource Services Staff Meeting
- 9/8 Department Head Meeting
- 9/14 Resource Services Librarians Meeting
- 9/15 Department Head Meeting
- 9/20 P&O Meeting
- 9/21 Library Board Meeting

In August I had 10 one-on-ones with 8 staff.

Report Submitted by: Laura Birmingham

Jill Yott, Communications Coordinator, Report for Board of Trustees August 2022

Training

Paul and I had the monthly Patron Point call in August to chat with our account is doing. Learned about a couple of features we could use including doing pop up boxes on the website. I'm going to try this with Write-On next month, and I'll details and results then.

Paul attended an Instagram workshop. Some of the tips for best practices we already have in place, which is always nice to hear.

In the Gallery—August

Display cases: Carrie Carlson

1st & 2nd floor gallery: Inklude Studios

Other Notable Projects

LittleTown Signage (in its final stages with Jordan, Erin, Laura, and the graphic designer.)

Early Literacy Display (in process with Jordan, Erin, and the graphic designer)

Additional Hoopla and Roku promotions with TJ

Website

Updates were made to the following pages: Mid-Kids, Comics Plus, the addition of Language Other than English, 1,000 Books Before Kindergarten, Write-On

Booklist page—General	60
LOT—New Green Items	74
NASA Telescope Program	66
Homework Hacks Program	20
World Book Database	10
World Cat Database	12
Pronunciator Database	20
Comics Plus	16

Yelp & Google

People are using Yelp and Google to access the library.

In the month of August, 20 people called us by searching for us through Yelp.

In the month August, through Google . . .

- 389 called us
- 779 asked for directions to get to us
- 5,620 Googled our name

Enews

We are still noticing extra traffic coming to the website on Thursdays after enews goes out—which is great! That means we are engaging people enough to visit the website. Even though I report the actual number of subscribers and the percentage of people opening enews below, I'd like to note that nearly 7,200 people are opening enews weekly.

General Enews Subscribers

July 31	20,437
August 31	20,346
Loss/Gain in subscribers	-91

Specialty Enews Subscribers

When we signed up for Patron Point, one of the features we signed up was Recommends. Recommends is a booklist recommendation service that will email lists of titles based on the genres our guests select.

Newsletter	Subscribers	+/-
Business Connect subscribers	262	No change
Recommends	795	+35

Enews Open Rate

With privacy filters being what they are in not giving accurate click through rates, I am going to only report the open rate on enews. The open rate does let us know when someone opens it—privacy filters do prevent us from knowing the actual percentage of desktop/mobile/tablet opens. It will report the majority of opens from devices as “unknown.”

Overall, our open rate trend continues to be healthy at over 30 percent for regular enews. It's nice to have such engagement for a one size, fits all publication.

Date	Open Rate
August 4	33.40
August 11	34.71
August 18	33.89
August 25	35.0
Recommends	47.55

Social Media

There was social media growth on each of our channels. Facebook really took a jump in August. Looking back, the last few years, we have grown in August—perhaps it's the additional exposure at back to school nights that grow our channels.

Social Media Channel	Likes/Followers	+/- (July 31)
Facebook (likes)	2,200	+38
Instagram	980	+10
Twitter	1,157	+3
LinkedIn	203	+3
YouTube	218	No change

Social Media Posts

The posts that we wrote about the Mobile Drivers Unit got a lot of organic shares in the community. In addition, the posts where we shared about our visits to back to school days at the local schools and National Night Out, as well as our annual Dog Day post of staff dogs also did well engagement wise.



Guest Services
August 2022

Circulation

The total checkouts and renewals for August was 50,259.

76% of our checkouts and renewals were done by self-service. 20% of our checkouts and renewals were done at the desk and 4% were done at the drive up.

We had 857 patrons use the drive up in August.

We checked out or renewed 1,817 items at the drive up. 1,099 holds were placed in August for pickup at the drive-up.

There were 178 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 119 passports in August.

Library Cards: We issued 220 resident library cards. 41 were initiated remotely.

License Plate Renewals: We are planning to start this service in October.

Staff

We hired Laura Albert and Dianne Frett as new Guest Services Associates. Rachel Hofstetter will be the new Assistant Guest Services Department Head beginning October 1.

This is my last board report. I have so enjoyed my time here (20 years!) at Indian Prairie Public Library. I want to say thank you to the board. I have always appreciated how the trustees have supported the staff. I leave knowing the Guest Services Department will be in very good hands with Cindy Maiello-Gluecklich at the helm.

Meetings

August 30 SWAN Updates Zoom (Cindy Maiello-Gluecklich)

Debbie Sheehan
Head of Guest Services

Circulation Statistics													
	2013	2014	2015	2016	2017	2018	2018	2019	2020	2021	2022	2022	2023
Month	2014	2015	2016	2017	2018	2019	2020	2020	2021	2021	2022	2022	2023
July	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269	50,710			
Aug.	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	50,259			
Sept.	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926				
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085				
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654				
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669				
Jan.	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860				
Feb.	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102				
Mar.	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000				
Apr.	68,376	71,904 ^	60,424	54,820	52,453	54,270	# 11,631	# 29,586	# 44,598				
May	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473	# 42,153				
June	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565	47,887				
Yearly													
Total	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	100,969			
& Ill sent added													
^Missing data--used an average number to get a total													
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#Covid 19													
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Programming and Outreach Department – August 2022

Community:

On Tuesday, August 2nd, staff attended two local National Night Out Events. Amy and Erin hosted a table at the Darien Community Park and interacted with 315 people. Laura attended the Burr Ridge Event in Harvester Park and interacted with 280 people. We had an easy activity for kids and library-branded giveaways. It was a hit and we got to see many local families at both events.

We recently discovered that Erin made the Kindi Academy's May newsletter: "Earth Day was on April 22nd, and we had a special visit from the Indian Prairie Public Library. Ms. Erin read a story about Earth Day to our class, and each child created a personal trash bag to pick up trash around their community and help keep the Earth clean! "

Erin and I met with Maureen Kidd from Maercker School District to review what resources IPPL has to support 0-5 years old.

Jordan and Amy are working to update our local textbook collection with the area school districts. The textbooks are a few years out of date and are helpful to our residents. They are in-house use only and don't leave the library.

Amy and Kate went to the Willowbrook Corner Summer Camp on August 3rd with 60 campers. It was the final visit for the summer.

After-school visits at Anne M. Jeans will resume this fall. Staff will visit the third Thursday of the month.

The library is part of the "Check Out IPO" program and will be offering some free passes for the Illinois Philharmonic Orchestra for their upcoming 22/23 season.

Concord Elementary School was the recipient of the IPPL Summer Reading Trophy for the 22/23 school year. Their school had the most completed logs this summer.

August has been a busy month with lots of school visits:

- Amy attended a 6th Grade Orientation at Lakeview Junior High on August 15th and interacted with 46 families.
- Erin attended a preschool Open House at Elizabeth Ide on August 16th and interacted with 84 families.

- Amy attended the 1st and 2nd Grade Open House on August 16 at Elizabeth Ide and interacted with 90 families.
- Sarah and Chrissy attended the Eisenhower Back to School Picnic on August 18th and interacted with 38 families.
- Amy and Erin attended the Concord Elementary Orientation Day on August 19th and interacted with 177 families.
- Erin attended the Gower West School Meet and Greet on August 24 and interacted with 173 families.
- Amy and Marquitta attended the Anne M. Jeans Registration/Meet the Teacher Event on August 29th and interacted with 114 families.

Here are some photos from the various school visits:





Kindergarten Boot Camp:

Erin and Jordan hosted a 3-day Kindergarten Boot Camp during the first week in August. This program helps to prepare incoming kindergarten students for the start of school. Children learn to write their name on their work, turn in papers to a designated location, ask before using the restroom, transition between activities and line up and move quietly through the hall to another location.

Each morning when the children arrived, they found their name tag (name recognition) and put it on with minimal assistance (fine motor skills). They then moved to a morning activity while waiting for everyone to arrive. Each day of boot camp focused on a different set of academic skills. For day one, the focus was letter and sound recognition. Activities included sorting objects by beginning sounds, matching upper and lower-case letters on plastic eggs, and tracing letters on paper. Day two focused on numbers and counting from 1-10. Children were asked to thread a requested number of beads onto a pipe cleaner, count objects to represent a given number, and match numbers with corresponding dots. Day three, was all about colors, shapes, and sizes. Children used pattern block shapes to recreate pictures, used tweezers to sort

objects by color, used a set of apple shaped manipulatives to sort by size, color, and design, and used popsicle sticks to build shapes. Each of these activities was chosen to develop pincher grip, hand-eye-coordination, and fine motor skills while also building academic success. Staff held a graduation on the last day.

Overall, the program was a success. Caregivers were happy to witness the graduation and receive a packet of follow-up activities to do at home.

Programs - August 2022

In August, we hosted 52 programs and 730 people attended.

Early Lit

8/2	Kindergarten Boot Camp	Erin/Jordan	10
8/3	Kindergarten Boot Camp	Erin/Jordan	9
8/4	Kindergarten Boot Camp	Erin/Jordan	10
8/7	Open Play	Jordan	10
8/8	Things That Go: Boats	Erin	27
8/9	Family Storytime	Erin	17
8/12	Park Hopper Storytime	Erin	20
8/15	Things That Go: Trucks	Erin	24
8/16	Family Storytime	Erin	15
8/16	Nonfiction Storytime	Jordan	0
8/19	Park Hopper Storytime	Erin	15
8/22	Things That Go: Rockets	Erin	25
8/23	Family Storytime	Erin	22
8/23	Nonfiction Storytime	Jordan	0
8/26	Park Hopper Storytime	Erin	14
8/29	Things That Go: Trains	Erin	30
8/30	Family Storytime	Erin	24
8/30	Nonfiction Storytime	Jordan	0

Families

8/5	Beach Storycraft	Erin	12
8/6	Saturday Social: Tape Town	Jordan	21

Mid-Kids

8/1	Read to a Pet	Amy	7
8/2	Mid-Kids Art Al Fresco: Paper Forest	Amy	12
8/9	Mighty Mid Kids Art Al Fresco: Tote	Amy	11
8/10	Middle School Dungeons & Dragons	Sarah	5

8/13	Start Your Rockin' Collection (1 st -3 rd)	Amy	5
8/13	Start Your Rockin' Collection (4-6 th)	Amy	8
8/21	Middle School Dungeons & Dragons	Sarah	3

Teens

No programs in August

Adults

8/3	Online Chair Yoga	Cindy	16
8/4	Afternoon Movie: The Finest Hours	TJ	17
8/4	Artist's Way Journey	Marquitta	14
8/10	Online Chair Yoga	Cindy	17
8/11	Artist's Way Journey	Marquitta	14
8/16	Online: Emotional Intelligence	Laura	4
8/17	Online Chair Yoga	Cindy	19
8/18	Thursday Afternoon Movie: Cyrano	TJ	12
8/18	Artist's Way Journey	Marquitta	11
8/20	Wet Felting Basics	Sarah	8
8/23	Julia Child, Bon Appetit	Cindy/Kate	68
8/24	Online Chair Yoga	Cindy	22
8/25	Vibrant Adults: Relax & Recharge	Marquitta	7
8/25	Artist's Way Journey	Marquitta	12
8/30	NASA's Next Great Telescope	Cindy/Kate	46
8/31	Online Chair Yoga	Cindy	24
8/31	Adult Dungeons & Dragons	Sarah	3

Groups

8/1	Adult Chess	Laura	7
8/3	Online English Conversation Group	Joe	2
8/4	Nonfiction at Night Book Discussion	Joe	5
8/8	Adult Chess	Laura	9
8/10	English Conversation Group	Joe	3
8/11	Crime Readers Book Discussion	Tori	9
8/15	Adult Chess	Laura	7
8/17	Online English Conversation Group	Joe	2
8/15	Adult Chess	Laura	7
8/18	Novel Idea Book Discussion	Jen	19
8/20	English Conversation Group	Joe	6
8/22	Adult Chess	Laura	8
8/24	Great Decisions	Laura	7
8/25	Genealogy Group	Joe	19

8/29	Adult Chess		Laura	6
8/31	Online English Conversation Group		Joe	2

Passive Programs

8/1-8/13	Tangram Pets	All Ages	Kate/Amy	39
8/2-8/10	Sandcastle	Early Lit	Erin	185
8/10-8/14	Beach Maze	Early Lit	Erin	50
8/14-8/30	Back to School	All Ages	Kate	27
8/16-8/22	Lego Man	Early Lit	Erin	130
8/23-8/31	Submarine	Early Lit	Erin	120
8/1-8/31	Teen Post	Teen	Sarah	93
8/1-8/31	Sticker Challenge	All Ages	Sarah	60

Submitted by:

Laura Birmingham

Resource Services Monthly Report

August 2022

Submitted by Gail Graziani, Head of Resource Services

Comings & Goings

On August 22nd, Gail Graziani started her position as Head of Resources Services. Previously, she spent seven years at the Lisle Library District, with just under five years as the Assistant Director of Adult Services.

Collections

- Jordan added the new e-resource, "Languages Other Than English Online for Kids", also known as LOTE, which provides books for young readers in other languages.
- Jordan created new shelf-talker signs to be placed on the shelves near popular authors with recommendations for similar titles, and also updated older shelf-talkers.

Library Materials Displays for August

1st Floor

- Road Trip Reads
- Summer Salads
- Books to Movies
- Staff Favorites

2nd Floor

- Back to School
- 1st Day of School
- Family Fun Month
- Don't Forget About Summer Reading

Monthly Highlights

- Joe facilitated the Genealogy Group meeting on August 25th with 19 attendees.
- Jordan facilitated the following programs: Kindergarten Bootcamp 8/2, 83, 8/4; Saturday Social: Tape Town 8/6, Open Play 8/7; Nonfiction Storytime 8/16, 8/23, 8/30.
- Jordan officially confirmed Maulik Pancholy, a popular American actor and author of two middle-grade novels, for the author program component of the Write-On! competition.
- Anna is working with Ann to devise a new grouping system for the Library of Things. The updates also involve new artwork and packaging. The first group of items to be updated will be KITCHEN.
- Jeanine ran and distributed a "Selector's Status Report" to help selectors stay up to date on cancellations, backorders, and new publication dates.
- T.J. worked with Amy M. to create new Mid-Kid feedback forms for her programs, and created and sent out the "We Suggest" eNewsletter to staff to keep them informed about new September DVD releases.
- T.J. facilitated the Thursday afternoon movie series, including *The Finest Hour* with 17 attending and *Cyrano* with 12 attending.

- Jen facilitated the Novel Idea Book Discussion with 19 people attending to discuss *The Lincoln Highway* by Amor Towles.

Community

- Veteran's History Project:
 - Joe arranged for flyers encouraging veterans to sign up for interviews to be placed in a VFW facility.
 - A volunteer is continuing to scan the Library of Congress processing forms from the veterans' files.
 - Joe is working with Jill to draft an article to promote the Veteran's History project.
- Tori prepared book club discussion materials for 12 area book clubs, 8 on new titles never before requested, and four on titles that another club had previously requested, along with three IPPL book groups.

Continuing Education & Contributing to the Profession

Joe viewed the webinar, "Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries" (WebJunction)

Jordan applied to be on the Caudill Evaluator's Committee and watched the following webinars:

- New Worlds, New Books: Upcoming Fantasy and Adventure Titles (Booklist)
- Graphic Jam! Graphic Novel Book Buzz pt. 2 (Booklist)
- Celebrate Hispanic & Latinx Heritage Month with Random House Children's Books (Booklist)
- YA Announcements (Booklist)
- Riveting and Page-Turning YA (Booklist)
- SLJ Picture Book Palooza, including "Picture This: Community, People and Places: Who We Are, Lives and Legacies," and "A Recipe for Nurturing"

Jen attended the following programs:

- Collection Development Librarians (L2)
- Summer in the Streets: The Urban Lit Movement (L2)
- Adult Fall Faves Preview (Booklist)
- SustainRT Steering Committee (ALA)
- Socially Distanced Readers' Advisory and Programs (RAILS)

Technology & Maker Services Board Report August 2022

Technology Services

Classes/Programs

Number of Classes: 3 - Total attendance: 16

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Mon., Aug. 1	9:30 a.m.	Photo/Slid Digital Converting Drop-in	Adult	Ann	3
Tue., Aug. 2	6:30 p.m.	Everyday Technology	Adult	Ann	6
Sat., Aug 27	12-1:30 p.m.	Sphero Robot Races	Kids	Jack	7

Statistics

- Computer Usage
 - Adult Users: 1838 Hours: 1355
 - Adult laptop: 18 Hours: 22
 - K&T Users: 485 Hours: 228
 - K&T Laptops: 11 Hours: 17
- Drive-thru Printing- 2
- Technology Desk Assistance- 697
- 1-on-1 Training- 308
- Wireless Usage- Total Unique Access: 6,677

Maker Services/Maker Studio

Silhouette Cameo – A new Silhouette Cameo 24 inch cutting machine was added to the Maker Studio. The wider 24" format can be used to create large banners and custom decals. The Darien Women's Club donated the funds to purchase this machine.

Embroidery Machines- Two additional Brother Embroidery machines were added to the Maker Studio. This was part of the Maker Studio Learning Opportunities Proposal approved and funded by the Friends & Foundation. With these additional machines, we can offer intermediate level classes and larger class sizes. Thanks to the Friends & Foundation.

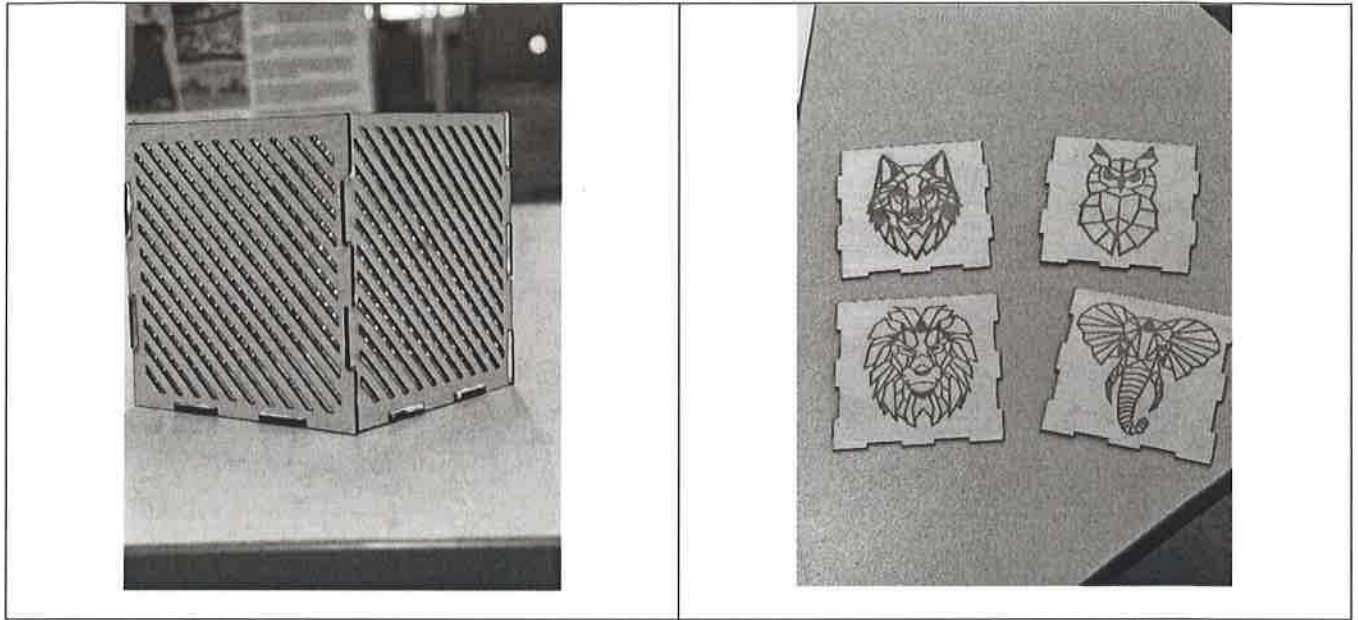
Classes/Programs/1-on-1

- Classes: 8 - Total attendance: 56
- Passive program- Back to school folders. Total attendance: 26
- 1-on-1 training: 56
- Maker Assistance: 394

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Wed. 8/3	10-11:30 a.m.	Introduction to Laser Engraving	Adults	Jack	10
Tues., 8/9	6:30-8pm	Maker Studio Tours for 60+	Adults	Ann	8
Wed. 8/10	10-11:30 a.m.	Introduction to Machine Wood Carving	Adults	Jack	7
Sat. 8/13	10-11:30 a.m.	Laser Cut Lanterns	Adults	Dave	8
Tues. 8/16	3:30-5 p.m.	Wooden Jewelry Carving: Rings	Kids	Jack	2
Wed. 8/17	10-11:30 a.m.	Introduction to Machine Embroidery	Adults/Teens	Jack	8
Sun. 8/21	1-2:30 p.m.	Introduction to Laser Engraving	Adults/Teens/Kids	Ann, Beth	6
Wed. 8/24	10-11:30 a.m.	Introduction to Vinyl Cutting	Adults	Jack	7

Made in a class

Laser Lantern	Laser Decorative Box
---------------	----------------------



Made Using Equipment

Laser Engraved Syrup Bottle



3D Printed Cake Topper



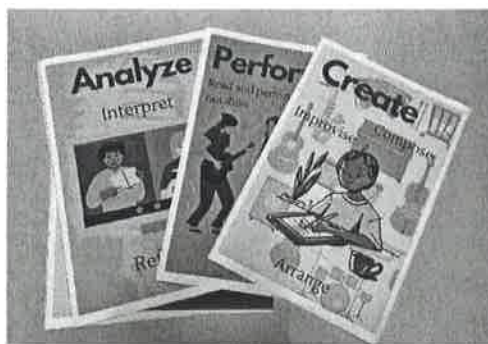
Embroidered Bird



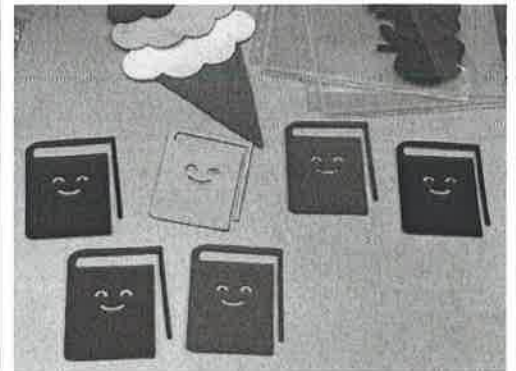
Laser Engraved Photo



Posters



Laser Cut Felt



Equipment Usage

- 3D Printers- 31
- Button Maker – 10
- Candle Maker- 8
- Carving Machine- 5
- Cricut (Vinyl)- 0
- Ellison Dig Cut- 3
- Embroidery Machine- 35
- Knitting Machine- 2
- Laser Cutter- 79
- Poster Printer – 18
- Sewing Machine- 6
- Silhouette (Vinyl)- 33
- Sizzix (die cut/embossing) - 13

Websites

The Maker Studio homepage has been updated to showcase what people have made in our Studio.

Statistics

- Maker Studio Website Users- 884 Page Views- 2,233
- IPPL Website Users – 8804 Page Views- 26,883

Library of Things (LOT)

Checkout Statistics (Includes eLibrary Devices)

- 129 Unique Users – ; Total checkouts – 196

Ann M. Stovall, Head of Technology & Maker Services, September 14, 2022

STATISTICS FOR	Aug-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	21,773	20,123	42,685	40,394	5.67%
Teen	1,584	1,484	3,401	3,122	8.94%
Kids	14,305	12,096	29,174	26,650	9.47%
ILLS Sent	2,715	2,373	6,149	5,379	14.31%
TOTAL	40,377	36,076	81,409	75,545	7.76%
Electronic Circulation	9,882	8,873	19,560	17,673	10.68%
GRAND TOTAL CIRC.	50,259	44,949	100,969	93,218	8.31%
% Reciprocal Borrowing	10%	10%	11%	9%	
Patron Visits	30,956	23,414	62,294	47,395	31.44%
<u>Current Cards</u>					
Resident	220	157	22,419	23,931	-6.32%
Non-Resident	131	110	869	778	11.70%
TOTAL	351	267	23,288	24,709	-5.75%
<u>Patron Assistance</u>					
Adult - Reference	2,386	1,242	4,573	2,695	69.68%
Kids - Reference	842	576	1,955	1,513	29.21%
Technology - Reference	1,237	1,746	2,461	3,156	-22.02%
TOTAL REFERENCE	4,465	3,564	8,989	7,364	22.07%
Adult - Other	224	202	391	441	-11.34%
Kids - Other	112	152	279	251	11.16%
Technology - Other	45	98	70	130	-46.15%
TOTAL OTHER	381	452	740	822	-9.98%
GRAND TOTAL ASST.	4,846	4,016	9,729	8,186	18.85%
<u>ILL/Reserves</u>					
Holds	6,823	6,995	14,192	13,675	3.78%
ILLS Sent	2,715	2,373	6,149	5,379	14.31%
ILLS Checked Out	4,624	3,290	8,429	6,058	39.14%
ILLS Received	5,010	3,584	9,189	6,993	31.40%
<u>Programs - Adult</u>					
# Programs	17	4	42	14	200.00%
Attendance	314	106	658	256	157.03%
<u>Programs - Tech & Maker</u>					
# Programs	11	5	30	14	114.29%
Attendance	72	11	198	70	182.86%
<u>Individual Technology Training</u>					
# of Patrons	414	183	732	414	76.81%
<u>Groups</u>					
# Programs	15	5	28	10	180.00%
Attendance	111	32	180	53	239.62%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	0	1	4	2	100.00%
Attendance	0	2	11	8	37.50%
<u>Programs - Kids</u>					
# Programs	27	10	75	36	108.33%
Attendance	356	93	1,522	573	165.62%
GRAND TOTAL ATT.	1,267	427	3,301	1,374	140.25%

STATISTICS FOR	Aug-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	1	4	1	300.00%
Attendance	9	30	16	30	-46.67%
<u>Passive Programs - Teen</u>					
# Programs	2	1	4	2	100.00%
Attendance	95	52	145	100	45.00%
<u>Passive Programs - Kids</u>					
# Programs	8	3	20	7	185.71%
Attendance	631	198	1,603	369	334.42%
<u>Computers - Patron Use</u>					
Adult Computers	1,838	1,477	3,427	2,825	21.31%
Kids Computers	485	101	1,001	196	410.71%
Teen Laptop	11	1	24	7	242.86%
Adult Laptop	18	17	37	33	12.12%
TOTAL PATRON USE	2,352	1,596	4,489	3,061	46.65%
<u>Hours Used</u>					
Adult Computers	1,355	1,132	2,539	2,210	14.89%
Kids Computers	228	71	474	129	267.44%
Teen Laptop	17	5	37	10	270.00%
Adult Laptop	22	21	48	44	9.09%
TOTAL HOURS USED	1,622	1,229	3,098	2,393	29.46%
<u>Wireless Total Connections</u>	6,677	5,444	13,336	10,336	29.02%
<u>IPPL Total Web Site Access</u>	12,844	15,503	27,271	31,464	-13.33%
<u>IPPL Total Page Views</u>	43,047	38,686	89,324	77,914	14.64%
<u>Subscription Database Logins</u>	2,525	2,860	5,703	5,166	10.39%
<u>Outreach-Homebound</u>					
Items Delivered	154	138	316	273	15.75%
<u>Volunteers</u>					
Number Active	7	2			
Hours Worked	18	10	177	55	221.82%
<u>Staff Training Hours</u>	81	157	99	218	-54.59%
<u>Room Use</u>					
Conference Rooms	481	119	933	255	265.88%
Meeting Rooms					
Library	48	5	114	5	2180.00%
Non-Library	7	1	14	1	1300.00%
Board Room					
Library	21	15	42	15	180.00%
Non-Library	8	6	18	6	200.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -

August 2022

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	627	2	0	629	348	210	350	210
Non-Fiction	39402	138	48	39492	5222	6180	5360	6228
Fiction	32190	375	30	32535	7950	10658	8325	10688
ADULT TOTALS	72219	515	78	72656	13520	17048	14035	17126
KIDS								
Non-Fiction	11912	81	14	11979	1576	1000	1657	1014
Fiction	23944	281	92	24133	5071	3951	5352	4043
KIDS TOTALS	35856	362	106	36112	6647	4951	7009	5057
TEEN								
Non-Fiction	585	8	0	593	225	80	233	80
Fiction	4200	66	11	4255	1101	710	1167	721
TEEN TOTALS	4785	74	11	4848	1326	790	1400	801
BOOK TOTALS	111605	951	195	113616	19758	22309	22444	22984

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	7150	31	155	7026	1210	359	1241	514
Music CDs	4363	15	7	4371	568	2029	583	2036
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20488	219	179	20528	2640	2957	2859	3136
ADULT TOTALS	32369	265	341	32293	4424	5353	4689	5694
KIDS								
Audiobooks on CD	592	1	4	589	119	65	120	69
Music CDs	297	2	0	299	30	2	32	2
Playaway	110	0	0	110	8	5	8	5
DVDs (DVD & Blu-ray)	4104	25	0	4129	395	589	420	589
KIDS TOTALS	5103	28	4	5127	552	661	580	665
TEEN								
Audiobooks on CD	211	3	0	214	81	76	84	76
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	227	3	0	230	83	518	86	518
AUDIOVISUAL TOTALS	37708	296	345	37650	4646	6110	5355	6877

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	218	1	0	219	71	11	72	11
Tech Takeout (except digital content devices)	155	0	1	154	45	6	45	7
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	372	1	1	372	116	53	117	54
KIDS								
Kits (STEM, Book bundles, etc.)	215	0	0	215	83	25	83	25
Puzzles (New Aug. 2018)	23	1	1	23	9	2	10	3
Playaway Launch Pads	18	0	0	18	0	4	0	4
KIDS TOTALS	256	1	1	256	92	31	93	32
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	790	2	0	792	165	41	167	41
Board Games	120	4	1	123	35	12	39	13
TEEN TOTALS	915	6	1	920	200	54	206	55
OTHER TOTALS	1543	8	3	1548	408	138	416	141
COLLECTION TOTALS	150856	1255	543	151568	24812	28557	28215	30002

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Aug 2022

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	683,054	0	683,054	N/A	259,788
eMedia (Overdrive Consortium)	24,293	8	24,301	954	962
eMedia (Overdrive Advantage)	7,167	45	7,212	1109	1154
Preloaded eReaders	158	1	159	69	70
eBook Totals	714,672	54	714,726	2132	261,974
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	93,069	75661	168,730	N/A	75661
eMedia (Overdrive Consortium)	6,477	30	6,507	580	610
eMedia Advantage (Overdrive)	1,831	30	1,861	467	497
Preloaded Adult Audiobook iPods	153	1	154	79	80
Audiobook Total	101,530	75722	177,252	1126	76848
Music					
Hoopla- Year	241,704	78673	320,377	N/A	78673
Videos					
Hoopla- Year (includes TV Episodes)	15,037	9417	24,454	N/A	9417
Kanopy	28,974	203	29,177	28974	29177
Preloaded Adult Roku Titles	1,336	10	1,346	110	120
Preloaded Family Roku Titles	201	2	203	15	17
Video Totals	45,548	9632	55,180	125	38731
Total Audiovisual	388,782	164,027	552,809	1,251	194,252
Collection Totals	1,103,454	164,081	1,267,535	3,383	456,226

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2022

Balance on hand as of July 31, 2022.....	2,978,983.96
Cash Receipts for August.....	382,182.90
Cash Disbursements for August.....	393,999.54
Cash on hand as of August 31, 2022.....	2,967,167.32

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.180%	
General.....	356,447.07
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 1.00%.....	1,125,723.17
Republic Bank - Checking General.....	41,526.65
Republic Bank - Payroll Account.....	21,691.83
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2022.....	2,967,167.32

FUND BALANCES AS OF 8/31/2022

Corporate Fund.....	2,714,624.84
Building & Maintenance Fund.....	43,092.00
I.M.R.F. Fund.....	1,873.48
Liability Fund.....	(5,404.53)
Social Security Fund.....	(815.25)
Special Reserve Fund.....	(123,028.84)
Current Liabilites.....	336,825.62
Grand Total All Funds.....	2,967,167.32

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

Percent of Year: 16.67

	RECEIVED August 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	292,489.05	2,423,519.19	61.66%	3,930,322.00	1,506,802.81
41150 · Non-current Property Taxes	0.00	3.68	0.00%	0.00	-3.68
43100 · Interest-Tax Levy	124.71	124.73	0.00%	0.00	-124.73
TOTAL PROPERTY TAX & LEVY INTEREST	292,613.76	2,423,647.60	61.67%	3,930,322.00	1,506,674.40
INTERGOVERNMENTAL					
42200 · Per Capita Grant	64,740.70	64,740.70	121.78%	53,161.00	-11,579.70
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	64,740.70	64,740.70	121.78%	53,161.00	-11,579.70
INTEREST					
43500 · Interest - Investment	1,476.82	2,754.10	0.00%	4,000.00	1,245.90
TOTAL INTEREST	1,476.82	2,754.10	0.00%	4,000.00	1,245.90
DESK MONIES					
45100 · Copier	245.15	447.35	22.37%	2,000.00	1,552.65
45120 · Computer Copies	1,141.78	2,333.96	19.45%	12,000.00	9,666.04
45130 · Fax	385.44	871.17	17.42%	5,000.00	4,128.83
45200 · Fines/Fees	698.51	1,195.97	23.92%	5,000.00	3,804.03
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	421.45	1,037.49	18.86%	5,500.00	4,462.51
45350 · Non-Resident Fees	11,950.05	22,591.87	25.10%	90,000.00	67,408.13
45450 · Hot Picks	38.00	70.00	0.00%	0.00	-70.00
45550 · Meeting Room Rental	50.00	381.25	0.00%	500.00	118.75
45600 · ILL Fees	42.50	213.98	42.80%	500.00	286.02
45650 · Maker Studio	534.25	910.75	45.54%	2,000.00	1,089.25
45700 · Passport Fees	3,010.00	5,355.00	21.42%	25,000.00	19,645.00
45750 · Notary Fees	0.00	8.00	0.00%	0.00	-8.00
TOTAL DESK MONIES	18,517.13	35,416.79	24.00%	147,600.00	112,183.21
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	475.00	475.00	23.75%	2,000.00	1,525.00
46800 · Collection Agency Fee	0.00	0.00	0.00%	200.00	200.00
TOTAL OTHER INCOME	475.00	475.00	21.59%	2,200.00	1,725.00
TOTAL	377,823.41	2,527,034.19	61.08%	4,137,283.00	1,610,248.81
49000 · Operating Transfer In					
GRAND TOTAL	377,823.41	2,527,034.19	61.08%	4,137,283.00	1,610,248.81

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

Percent of Year: 16.67

	August 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	267,809.20	437,612.41	18.43%	2,375,154.00	1,937,541.59		
61310 · Benefits - Medical / Life Ins.	14,247.02	29,793.47	14.03%	212,360.00	182,566.53		
61330 · Benefits - IMRF	24,197.23	39,520.00	19.44%	203,246.00	163,726.00		
61340 · Benefits - FICA	18,474.74	30,362.79	17.61%	172,400.00	142,037.21		
61400 · Staff Development	0.00	0.00	0.00%	22,400.00	22,400.00		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	671.00	7,095.00	110.45%	6,424.00	-671.00		
61720 · Unemployment Insurance	0.00	0.00	0.00%	3,500.00	3,500.00		
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00		
TOTAL PERSONNEL	325,399.19	544,383.67	18.17%	2,996,484.00	2,452,100.33	3,250,000.00	16.75%
MATERIALS							
62100 · Books	12,635.82	13,590.74	8.54%	159,200.00	145,609.26		
62200 · Periodicals	159.69	159.69	0.87%	18,300.00	18,140.31		
62300 · Audio	1,785.60	1,785.60	5.98%	29,850.00	28,064.40		
62400 · Video	2,804.10	2,804.10	6.93%	40,450.00	37,645.90		
62500 · Multi-Media	67.28	73.76	3.69%	2,000.00	1,926.24		
62600 · eMaterials	9,198.86	81,243.73	40.06%	202,825.00	121,581.27		
62700 · Console Games	144.05	144.05	2.06%	7,000.00	6,855.95		
62800 · Damaged Item Replacement	1,084.79	1,115.18	13.94%	8,000.00	6,884.82		
62900 · Materials Supplies	1,436.02	1,436.02	6.84%	21,000.00	19,563.98		
TOTAL MATERIALS	29,316.21	102,352.87	20.95%	488,625.00	386,272.13	525,000.00	19.50%
BUILDING							
63200 · Cleaning Service	6,131.70	12,263.40	14.10%	87,000.00	74,736.60		
63300 · Utilities (1-8-11 · Gas)	1,510.51	2,718.90	18.13%	15,000.00	12,281.10		
63300 · Utilities (1-8-12 · Electric)	9,930.36	9,930.36	20.48%	48,500.00	38,569.64		
63300 · Utilities (1-8-13 · Telephone)	220.42	220.42	4.41%	5,000.00	4,779.58		
63300 · Utilities (1-8-14 · Water/Sewer)	1,082.00	1,082.00	13.53%	8,000.00	6,918.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	491.33	982.66	19.65%	5,000.00	4,017.34		
63350 · Building Supplies	0.00	0.00	0.00%	5,500.00	5,500.00		
63400 · Maintenance Supplies	2,595.90	4,442.40	40.39%	11,000.00	6,557.60		
63500 · Security System Monitoring	112.50	112.50	16.07%	700.00	587.50		
63600 · Property Maintenance	2,239.95	3,403.74	6.81%	50,000.00	46,596.26		
63800 · Building Maintenance/Repair	9,414.47	10,078.06	28.79%	35,000.00	24,921.94		
TOTAL BUILDING	33,729.14	45,234.44	16.71%	270,700.00	225,465.56	350,000.00	12.92%
OPERATIONS							
64100 · Payroll Service	275.00	275.00	8.09%	3,399.00	3,124.00		
64200 · Supplies - Office	181.59	201.33	2.65%	7,601.00	7,399.67		
64300 · Photocopy Supplies	13.48	382.38	10.93%	3,500.00	3,117.62		
64400 · Guest Services Supplies	763.03	763.03	20.62%	3,700.00	2,936.97		
64500 · Postage	-375.90	3,997.78	79.96%	5,000.00	1,002.22		
64550 · Passport Postage	375.90	680.20	22.67%	3,000.00	2,319.80		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	11.25	21.25	2.13%	1,000.00	978.75		
64800 · Organizational Memberships	385.00	524.00	14.16%	3,700.00	3,176.00		
64900 · Bank Fees	200.43	396.86	15.87%	2,500.00	2,103.14		
TOTAL OPERATION	1,829.78	7,241.83	21.05%	34,400.00	27,158.17	42,000.00	17.24%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	0.00	0.00%	8,000.00	8,000.00		
65150 · Supplies-Staff Toner	858.79	1,001.35	20.03%	5,000.00	3,998.65		
65160 · Supplies-Technology Services	82.79	82.79	27.60%	300.00	217.21		
65170 · Supplies-Maker Studio	465.25	465.25	16.62%	2,800.00	2,334.75		
65200 · Technology-Prof Services	0.00	0.00	0.00%	3,000.00	3,000.00		

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

Percent of Year: 16.67

	August 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	574.95	1,682.90	8.14%	20,672.00	18,989.10		
65350 · Library of Things	354.65	398.65	4.83%	8,250.00	7,851.35		
65400 · Technology Equip Mnt/Repair	0.00	0.00	0.00%	19,564.00	19,564.00		
65500 · Software	254.87	3,286.87	19.34%	17,000.00	13,713.13		
66600 · SWAN		12,639.68	25.62%	49,335.00	36,695.32		
65700 · Telecommunications	1,903.00	2,073.97	13.83%	14,995.00	12,921.03		
TOTAL TECHNOLOGY	4,494.30	21,631.46	14.53%	148,916.00	127,284.54	200,000.00	10.82%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,342.00	1,342.00	7.25%	18,500.00	17,158.00		
66200 · Credit Bureau	49.25	49.25	4.10%	1,200.00	1,150.75		
66300 · Copier	221.00	442.00	14.73%	3,000.00	2,558.00		
66400 · Copier Maintenance Contract	0.00	362.32	12.08%	3,000.00	2,637.68		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00		
TOTAL CONTRACTUAL SERVICES	1,612.25	2,195.57	8.47%	25,920.00	23,724.43	35,000.00	6.27%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	13,068.00	100.00%	13,068.00	0.00		
67200 · Bonding	0.00	1,356.00	100.00%	1,356.00	0.00		
67300 · Officers & Directors Liability	0.00	2,153.00	107.17%	2,009.00	-144.00		
67400 · Umbrella Liability	0.00	2,524.00	99.96%	2,525.00	1.00		
TOTAL INSURANCE	0.00	19,101.00	100.75%	18,958.00	-143.00	25,000.00	76.40%
COMMUNICATIONS							
68110 · Marketing Newsletter	2,289.24	2,289.24	5.96%	38,400.00	36,110.76		
68111 · eNewsletter	0.00	0.00	0.00%	9,670.00	9,670.00		
68210 · Marketing Advertising	0.00	0.00	0.00%	1,000.00	1,000.00		
68310 · Marketing Supplies	0.00	0.00	0.00%	1,000.00	1,000.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	13,000.00	13,000.00		
68500 · Legal Notices	0.00	0.00	0.00%	1,500.00	1,500.00		
TOTAL COMMUNICATIONS	2,289.24	2,289.24	3.55%	64,570.00	62,280.76	70,000.00	3.27%
PROGRAMMING							
68600 · Programming	1,697.01	4,293.40	10.71%	40,100.00	35,806.60		
TOTAL PROGRAMMING	1,697.01	4,293.40	10.71%	40,100.00	35,806.60	50,000.00	8.59%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%		0.00		
69900 · Contingency	536.33	686.33	2.95%	23,250.00	22,563.67		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	400,903.45	749,409.81	18.23%	4,111,923.00	3,362,513.19		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%				
GRAND TOTAL	400,903.45	749,409.81	18.23%	4,111,923.00	3,362,513.19	4,547,000.00	16.48%



Next RAILS Member Update, September 29

Hear the latest RAILS news and share your library news at the next RAILS Member Update on Thursday, September 29 from 10 a.m. to noon. Deirdre Brennan, RAILS Executive Director, will host the meeting in person at the RAILS Coal Valley service center. There will be a light lunch for Coal Valley attendees after the update session.

Members have the option of attending in person at Coal Valley or at the RAILS Burr Ridge or East Peoria service center. [Register and get more information on L2.](#) Members can also attend via [Zoom](#).

There will be something of interest to all levels of staff at all types of RAILS libraries. [View the full agenda.](#) **Greg McCormick** from the Illinois State Library will be there to discuss new procedures for filling public library trustee vacancies. Other topics include:

- Update on new RAILS Strategic Plan
 - New RAILS staff
 - RAILS at ILA and AISLE Conferences
 - RAILS Statewide Access to Online Resources Proposal
 - Expansion of Cards for Kids Act (Public Act 102-0843)
 - New law creating Decennial Committees on Local Government Efficiency Act
 - Illinois School Library Data Project, including goals and objectives and future plans
 - RAILS equity, diversity, and inclusion plans for FY 2023
 - Find More Illinois, including a special offer for joining
 - Statewide World Languages Cataloging Program
 - RAILS Continuing Education
 - Explore More Illinois, including the community college pilot program
 - New and upcoming RAILS deals and discounts
-

RAILS Board Meeting and Networking Lunch, September 23

The RAILS Board will meet in person at Peoria Public Library (downtown branch) on Northeast Monroe Street, on Friday, September 23 at 1 p.m. There will be a networking lunch at the library at 11:30 a.m., prior to the board meeting. Deirdre Brennan, RAILS Executive Director, will be there, and this is your opportunity to wish her well before her November retirement. It's also a great opportunity to network with other RAILS staff and colleagues from the Peoria area.

All library staff from all types of libraries are invited. Please [register on L2](#) so we know how many people to include in the lunch count. **The deadline to register for lunch is September 16.** You are also welcome to stay for the RAILS Board meeting at 1 p.m.

[See agenda/supporting documents](#), when available. Please submit public comments in advance to [Emily Fister](#) to be read aloud at the meeting.

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

Connect with Deirdre before She Retires

RAILS' fearless leader, Executive Director Deirdre Brennan, is soon leaving for more eastern pastures! There are several opportunities for you to help us celebrate her, congratulate her, and wish her all the best before she goes!

Please register if you plan to attend:

- [Friday, September 23](#) - [Board meeting; Deirdre will be in Peoria](#). Lunch will be provided for those attending at the Peoria Public Library location.
- [Thursday, September 29](#) - [Member update; Deirdre will attend in Coal Valley](#). Lunch will be provided for those attending at Coal Valley.

AND...

- [Don't Miss Our Reception for Deirdre at ILA!](#)
Join us in [celebrating RAILS Executive Director Deirdre Brennan's retirement](#) on Tuesday, October 18 from 5 to 7 p.m., in Rooms 25-30, at the Donald E. Stephens Convention Center. There will be a short ceremony starting at 5:30 p.m. Appetizers and beverages (beer, wine, and soft drinks) will be served. The event is free and all Illinois library staff and

trustees are welcome.

Please register so we know how many are attending. Thanks to the Platinum Sponsors for this event, Ancel Glink and Baker & Taylor, and to the Gold Sponsors, Auto-Graphics and HR Source.

Sparks Podcast

In the latest Sparks podcast, RAILS Executive Director Deirdre Brennan talks with Lynn Stainbrook and Leon Smith of Rockford Public Library, and Leila Heath of RAILS about Career Online High School, a nationally accredited online high school degree program. Lynn and Leon discuss the program's tremendous success at their library and how it makes a huge impact on lives.

There are 1.4 million adults in Illinois who lack a high school credential; libraries can help by offering this program! RAILS offers a vendor discount on the scholarships from Smart Horizons to libraries offering this program.

Continuing Education

"Packing for the Future: What to Take and What to Leave Behind" Webinar, October 6

As the pandemic fades into the rearview mirror, libraries are looking to the future and hoping to take what we've learned with us. In this webinar, you will recognize your library's successes and consider the roadblocks that arose during this challenging time. This webinar is on Thursday, October 6, 10-11 a.m. [Register via L2.](#)

"Introduction to Grant Proposal Writing" Webinar, October 3

This webinar will provide an overview of the proposal writing process and a list of resources to support participants as they work on future proposals. Attendees will increase their understanding of positioning projects and programs for support including outputs and outcomes. Join Deb Hass, Serendipity Consulting, Inc., as she guides you through the process. This webinar is on Monday, October 3, 10:00-

11:30 a.m. [See more details and register on L2.](#)

"Academic Library Marketing: Reaching Your Audience in a Post-COVID Era" Webinar, September 29

In this workshop, you'll learn how to organize marketing efforts to identify meaningful goals that address the whole student, beginning with how COVID-19 has (and hasn't) changed the nature of library marketing. Get inspired to set your library's marketing goals for the upcoming academic year in this webinar on Thursday, September 29, 1-2 p.m. [View the full program description and register via L2.](#)

OTHER CE

"Covid, Monkeypox, and the Next Pandemic: How Libraries Can Prepare," September 20

This free webinar is on September 20 from noon to 1 p.m. Attendance is limited to 500 people. [Register](#). This webinar will be recorded and available on the Infopeople [webinar archive page](#) within two business days of the live event.

Cataloging Maintenance Center (CMC) Cataloging Basics

The CMC will offer a crash course in basic cataloging with RDA from March 27 to May 5, 2023. This six-week course covers MARC fields, 0XX-8XX as well as the fixed-field elements. [Register for Cataloging Basics](#). A login and password will be emailed to registered participants before March 27.

Networking

Data in Libraries Networking Group Meeting, September 20

The Data in Libraries Networking Group hosts [its next meeting on Tuesday, September 20, 2-3 p.m., via Zoom](#). The theme of this meeting will be **collections data**. How is your library acquiring and analyzing collections data? Have you done

a collections audit? Come share your experiences and learn what other libraries are doing.

To kick off this discussion, we're looking for two or three people to share their experiences in a short presentation format. If you're willing to talk for 5-10 minutes about your collections data project or experience, please contact [Dan Bostrom](#), [Grant Halter](#), or [Tyler Works](#).

We're also looking for a co-convenor for this group. Contact us if you'd like to help choose topics and plan meetings.

"Ask Us Anything: Public/School Library Partnerships," October 12

When public libraries and school libraries work together successfully, everyone wins. In a new [My Library Is...](#) networking event, hear about three collaborations between public and school libraries that are helping advance services for the community. This event, on [October 12 from 3:30 to 4:30 p.m.](#), is open to anyone working in an Illinois library. The presentation portion will be recorded and saved to the [RAILS YouTube page](#).

SLA Illinois - Lincoln Park Zoo & Picnic, September 24

Join the Special Library Association Illinois (SLA IL) for a family-friendly visit to the zoo, ending with a picnic. (Please bring your own picnic items.)

You do not need to be an SLA IL member to attend. [There is no cost for this event - the zoo is free - but please register if you plan on attending.](#) This event will take place rain or shine, so wear your comfortable walking shoes and bring an umbrella.

Meet at 10 a.m. at the West Gate of Lincoln Park Zoo on Saturday, September 24. The event will run from 10 a.m. to 1 p.m.

E-Resources

Explore More Illinois Welcomes Dillon Home Museum

Explore More Illinois, RAILS' online cultural and recreational pass program for Illinois libraries, welcomes its newest attraction, Dillon Home Museum in Sterling! The Dillon Home Museum is a work of Italianate Architecture built in

1858. Read more about the [museum](#) and its [Explore More Illinois special offer](#) on the RAILS website.

Explore More Illinois users can access and reserve passes from any of our attractions via their participating library's website. Please [visit the Explore More Illinois website for a list of current attractions](#). For more information, please contact [Jessica Barnes](#) or 630.734.5181.

Deals, Discounts, Grants

Creativebug Discount for RAILS Public Libraries

RAILS has negotiated advantageous pricing for [Creativebug](#), a craft education hub for every skill level. Patrons have an all-access, no-boundaries pass to explore thousands of classes. People of all skill levels can work alongside instructors to learn craft techniques. Visit the Deals & Discounts page for more information, pricing, and to sign up for an instant free trial. Register for a vendor demonstration of [Creativebug for Libraries on Thursday, October 13 at 2 p.m.](#)

Conference News

RAILS AT CONFERENCES

RAILS at ILA Annual Conference

Visit RAILS at our exhibit booth (#812) at the ILA conference, in Rosemont, on October 18-20. Exhibit hours are Wednesday, October 19 from noon to 5 p.m., and Thursday, October 20 from 9 a.m. to 2 p.m. RAILS is a Platinum Sponsor of the conference.

RAILS staff and board members are participating in the following ILA programs:

- RAILS Member Engagement Manager Dan Bostrom
 - [The Crisis in Specialized Libraries: Survival in a Catch-All Field](#)
- RAILS Data Research Specialist Janette Derucki
 - Poster Session: [By the Numbers: School Library Advocacy Through Data](#)
- RAILS Board member Becky Spratford

- [Actively Anti-Racist Service to Leisure Readers: Foundations](#)
- [Actively Anti-Racist Service to Leisure Readers: Discussion](#)
- [Get On Board: Encouraging Library Workers to Run for Local Library and School Boards](#)

RAILS staff are also planning several live booth demos at our exhibit booth. Stay tuned for further details.

RAILS at AISLE Conference

RAILS is a Gold Sponsor for the [AISLE Conference](#) and we will be LIVE and IN-PERSON at our booth during the annual conference this year on November 3-5, at the Tinley Park Convention Center. Visit us at the booth and stay tuned for further details.

OTHER CONFERENCES NEWS

Early Bird Registration for ILA

The annual Illinois Library Association Conference is October 18-20, at the Donald E. Stephens Convention Center in Rosemont. [Registration is open and early bird rates](#) go through September 26. Check out [ILA's conference website](#) for the schedule and more.

Other Library News

IMLS Opens Nominations for the 2023 National Medal for Museum and Library Service

The Institute of Museum and Library Services (IMLS) is now accepting nominations for the [2023 National Medal for Museum and Library Service](#). Complete the [online nomination form](#) by 11 p.m. on Tuesday, November 1.

2021 Bill of Rights Student Contest

The United States Courts of Appeals along with the United States District Courts in the Seventh and Eighth Circuits are hosting the third annual Bill of Rights contest

with a \$500 cash prize! School-aged children in Illinois are encouraged to submit art and essays on "The Importance of the Bill of Rights." The deadline is October 3, 5 p.m. Registration is required; rules and entry form.

Call for Nominee Suggestions for 2023 ILA Executive Board Election

The nomination process begins with an open call for suggestions for candidates.

These are three-year terms beginning July 2023 and ending June 2026.

All ILA members are invited to suggest a colleague or self-suggest. **The submission deadline is 5 p.m. on Monday, October 24, 2022.** For more information and to submit nominee suggestions, please visit the ILA website.

Member News

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

Roberto Clemente Wins Library Makeover

Roberto Clemente Community Academy's library is getting a free overhaul this fall after winning an online competition held last month. The library was one of 10 finalists from around the United States for the Cloud Cuckoo Land Library Makeover contest, sponsored by nonprofit Heart of America.

RAILS helped campaign for a Roberto Clemente win and we thank all the RAILS members who voted!

Use of the Maker Studio by People Who Don't Have an IPPL Card

The Maker Studio is currently only available to IPPL residents and non-residents who have purchased an IPPL card. We limited it right from the start to see how our residents would use the space and it's been very popular with our residents. In addition, the Maker Studio was a significant investment of tax dollars and Foundation dollars. We've had many people who live in other towns who would like to use the Maker Studio. The staff are very service-minded and always want to serve anyone wanting to use our services. They have discussed some ideas about how to manage this such as offering a monthly card that people could buy to use the Maker Studio. Before staff put time into discussion, I thought it would be good to get the trustees' thoughts about allowing use by others sometime in the future.

Library Pay Partial Health Insurance Premium for Dependents

As Laura and I have been interviewing for librarians and department heads this past year, we've noticed a greater interest in the library paying part of the health insurance premium for dependents or family. As the library works on its budget next year, it could be beneficial for future hiring to consider paying a portion of family premiums.

The library currently pays 85% of the premium for staff and 0% for dependents. Each year HR Source conducts a survey on library benefits and provides the results to libraries who participate. The libraries who participate are mostly in the northern part of the state. This year 134 libraries with a total of 6,087 employees participated in the survey. I thought I would share the information recently provided relative to family premiums:

Of the libraries that offer a PPO plan:

- 85 libraries pay an average of 82.9% of the staff premium.
- 22 libraries pay 100% of the premium for staff.
- 65 libraries pay an average of 65.2% of the premium for family coverage.
- 2 libraries pay 100% of the family premium.
- 44 libraries pay 0% of the premium.

Of the libraries that offer a high-deductible plan (HSA):

- 32 libraries pay 87.8% of the premium for staff.
- 5 libraries pay 100% of the premium for staff.
- 26 libraries pay an average of 67.6% of the family premium.
- 0 libraries pay the entire premium for family.
- 12 libraries pay 0% of the family premium.

Of the libraries that offer a HMO:

- 56 libraries pay an average of 82.2% of the premium for staff.
- 13 libraries pay 100% of the premium for staff.
- 47 libraries pay an average of 68.4% of the family premium.
- 1 library pays 100% of the family premium.
- 21 libraries pay 0% of the family premium.



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.**