Indian Prairie Public Library Board Agenda
December 15, 2021 – 6:30 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
     1. Creed to IPPL re: Thank You   Page 3

E.   Omnibus Consent Agenda   Action
     1. Minutes of Regular Board Meeting, November 17, 2021   Page 4
     2. Action on Bills/Additional Bills   Page 7

F.   Items Deleted from Omnibus Consent Agenda   Action

G.   Library Director's Report   Page 11   Information

H.   Department Reports   Information
     1. Assistant Director   Page 17
     2. Marketing   Page 18
     3. Guest Services   Page 21
     4. Programming & Outreach   Page 23
     5. Resource Services   Page 27
     6. Technology & Maker Services   Page 30

I.   Staff Report
     Laura Birmingham, Assistant Director/Programming & Outreach   Information
     Department Head

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Board Meeting – December 15, 2021 – page 2

J.   Reports
1. Treasurer's Report   Page 37   Information
2. RAILS   Page 41   Information
3. Building and Grounds Committee (no report)
4. Finance Committee (no report)
5. Planning/Outreach Committee (no report)
6. Policy Committee (no report)

K.   Unfinished Business - none

L.   New Business
1. Covid Policy and Practices   Action
2. Proposal to Purchase Security Camera System   Page 45   Action
3. Proposal to Purchase Plaques Commemorating the Building   Page 46   Action
   Renovations
4. Review of *Serving Our Public 4.0: Standards for Illinois*   Page51   Discussion
   Public Libraries

M.   Adjournment

Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

Dear Indian Prairie Public Library:

Thank you for being such a wonderful resource for the community!

All Weather Products is a small, family-owned and operated business and have appreciated the convenience and selection Indian Prairie Public Library has had to offer for years.

In some cases, we've used your resources to find information, used your rooms for meetings with clients as well as when we were tutoring non-native English language learners, attended events where we were able to learn from the speakers you brought in, and more!

We have the utmost amount of respect for the way you handled the pandemic and we are so thankful for the books and the ease the library provided. We feel very lucky to have you in our community!

Thank you for always being one of our favorite places to visit and for having a fantastic collection...even though we often have too many holds to pick up at one time!

Happy Reading,

Stephanie Creed

Stephanie Creed

AWPStephanie@gmail.com

All Weather Products, inc.

www.roofingstuff.com

(630) 655-3555
7475 South Madison, Unit 4
Willowbrook, IL 60527

Indian Prairie Public Library
Board of Trustees Minutes
November 17, 2021

Truth in Taxation Hearing
November 17, 2021 – 6:25 p.m.

A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 6:25 p.m. Present were Donald Damon, Marian Krupicka, Crystal Megaridis, Sri Rao, Christina Rodriguez, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Maria Wlosinski. Absent: Themis Raftis. Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 4, 2021.
B. Public Questions/Comments – No public in attendance.
C. Closing of Hearing – Suriano closed the hearing at 6:30 p.m.

Board of Trustees Regular Meeting
November 17, 2021 – 6:30 p.m.

A. Roll Call
President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.
Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Sri Rao, Christina Rodriguez, Victoria Suriano
Absent: Themis Raftis
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Erin Fergus, Jordan Calabrese
Others: Joe Martin of Brian Zabel & Associates attended by video conference regarding L1 of New Business

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

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

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

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

C. Public Comment – none

D. Communications and Announcements
   1. Mayor Joe Marchese re: Darien Community Calendar

E. Omnibus Consent Agenda
   1. Minutes of Regular Board Meeting, October 20, 2021
   2. Action on Bills/Additional Bills
   3. Ordinance #2021-6 Directing County Clerk as to PTELL Reduction
   4. Proposal to Dispose of Library Property
   Damon moved, Rao seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda

At this point the Board proceeded with the Staff Report followed by Joe Martin's presentation of the FY2020-2021 Audit.

G. Library Director's Report
Bukovac reported that we are preparing for the fine-free policy that the Board approved last month. The first step is to clear fines from library cards so that everyone starts with a clean slate. This does not apply to cards that were stopped due to lost or damaged materials. Once SWAN has our fine-free parameters set up in the system, we will publicize. No one will accrue fines between now and December.

H. Department Reports

I. Staff Report – Erin Fergus, Programming & Outreach Librarian/Early Literacy and Jordan Calabrese, Programming & Outreach Associate introduced themselves to the Board.

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

K. Unfinished Business
   1. Policy 1100 Gifts and Donations – Bukovac made revisions based on last month's discussion. Rao moved, Megaridis seconded to approve Policy 1100 Gifts and Donations. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.
   2. Renovation Update – A few punch list items are still being worked on. Joe is working on several small projects that support the renovation. Most of the signage is up – we're waiting on a few more pieces which we hope to have by the end of the month.
   3. Overdue Fines: Suspension of Privileges – Last month the Board approved removing fines from certain items and stopping a library card when an item is 14 days overdue. However, they did not address when to stop a patron's card when overdue fines are incurred on items that still have a fine of $1.00 – these items are HotPicks, console games, and equipment. The current policy is that a library card is stopped when the amount of overdue fines reaches $20.00. Bukovac is recommending lowering the amount to $5.00. Megaridis moved,

Rodriguez seconded to stop a patron's library card when their overdue fines reach $5.00. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.

L. New Business
  1. FY2020/2021 Audit Presented by Joe Martin, Brian Zabel & Associates – Martin reviewed the audit report with the Board. He noted that the financials are in good order and the library received a clean opinion. He complimented the great job Administration Office Coordinator, Mary Dames did with tracking the financials, and getting them the information they needed to do the audit. The library ended the year with a good number in the General Fund even after expenditures.
  2. Ordinance #2021-5 Levying and Assessing Taxes for FY 2021-22 – Krupicka moved, Damon seconded to approve Ordinance #2021-5 Levying and Assessing Taxes for FY 2021-22. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.
  3. COVID Policy and Practices – There is nothing new to report.
  4. Request to Purchase Meeting Room Tables and Chairs for Youth – The library has never had properly sized meeting room tables and chairs for young children. Bukovac is requesting the library purchase 12 KI nesting flip-top tables, 24x60x26" high and 24 stackable chairs with a seat height of 15". Rao moved, Damon seconded to approve the request to purchase 12 KI nesting flip-top tables and 24 chairs for the meeting room. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.
  5. Willowbrook TIF- Willowbrook is proposing a TIF for the industrial/office area known as "Executive Plaza". The library is one of the taxing bodies impacted by the TIF. Bukovac attended a meeting of the Joint Review Board hosted by Willowbrook. The powerepoint from the meeting is attached. There will be a public meeting about the TIF on December 20.

M. Scheduled Meetings - none

N. Adjournment
At 7:45 p.m. Rao moved, Megaridis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Raftis. Motion carried unanimously.

_____
Crystal Megaridis, Secretary

ACTION ON BILLS NOVEMBER, 2021

Account	Check #'s		Total
Fifth Third-Bills for Approval	5828 - 5879	$	142,888.51
Republic Bank-Bills for Approval	1001 - 1001	$	25,419.54
Fifth Third-Salaries	1089 - 1100	$	6,068.99
Hinsdale Bank-Direct Deposits	& 32864 - 32990	$	111,786.86
MONTH'S TOTAL:		$	286,163.90

Indian Prairie Public Library District
Bill Payment List
November 2021

Date	Num	Vendor	Amount

10122 Fifth Third Checking

Date	Num	Vendor	Amount
11/09/2021	5828	Accurate Employment Screening, LLC	373.50
11/09/2021	5829	Allard, Jamie	35.90
11/09/2021	5830	AT&T	365.15
11/09/2021	5831	Baker & Taylor	3,837.29
11/09/2021	5832	Blackstone Audio, Inc.	1,277.95
11/09/2021	5833	BookPage	98.00
11/09/2021	5834	Canon Financial Services, Inc.	221.00
11/09/2021	5835	Canon Solutions America Inc.	981.53
11/09/2021	5836	Case Lots Inc.	525.90
11/09/2021	5837	Cengage Learning, Inc.	203.92
11/09/2021	5838	Colonial Life	82.53
11/09/2021	5839	Comcast	193.35
11/09/2021	5840	Dell Marketing L.P.	5,832.27
11/09/2021	5841	DEMCO	349.16
11/09/2021	5842	Displays2go	138.78
11/09/2021	5843	Groot Industries, Inc.	401.52
11/09/2021	5844	Hagg Press, Inc.	862.25
11/09/2021	5845	Illinois Dept of Innovation & Technology	500.00
11/09/2021	5846	Illinois Secretary of State	10.00
11/09/2021	5847	Ingram Library Services	197.59
11/09/2021	5848	Kamm Insurance Group	30.00
11/09/2021	5849	Kanopy	154.90
11/09/2021	5850	kristinZkreations	375.00
11/09/2021	5851	Lo Destro Construction Company	96,320.10
11/09/2021	5852	McCully, Nancy	200.00
11/09/2021	5853	Merda, Amy E	14.57
11/09/2021	5854	Midwest Tape	4,850.38
11/09/2021	5855	NCPERS Group Life	32.00
11/09/2021	5856	Neviol Inc.	5,895.00
11/09/2021	5857	OverDrive	1,558.47
11/09/2021	5858	Palos Heights Public Library	47.60
11/09/2021	5859	Pennington, Rochelle	300.00
11/09/2021	5860	Product Architecture & Design	3,400.00
11/09/2021	5861	Quill LLC	1,577.16
11/09/2021	5862	Runco	193.03
11/09/2021	5863	TMobile	14.66
11/09/2021	5864	Thomas Interiors Systems, Inc.	90.00
11/09/2021	5865	Thomson Reuters West	88.47
11/09/2021	5866	Unique	53.70
11/09/2021	5867	USA Today	334.81

11/09/2021	5868	Wlosinski, Maria		6.72
11/10/2022	5869	Nationwide		50.00
11/10/2022	5870	Vantage		2,800.00
11/10/2022	5871	State Disbursement Unit		493.94
11/10/2022	5872	State Disbursement Unit		176.90
11/11/2021	5873	JoAnn Stores, LLC		1,339.00
11/11/2021	5874	kristinZkreations		500.00
11/15/2021	5875	Warga, Jasmine		2,000.00
11/24/2022	5876	Nationwide		50.00
11/24/2023	5877	Vantage		2,800.00
11/24/2024	5878	State Disbursement Unit		493.94
11/24/2025	5879	State Disbursement Unit		160.57
		Total Fifth Third Checking	$	**142,888.51**

10127 Republic Checking

11/29/2021	1001	BCBS		15,985.45
11/29/2021	1002	City of Darien		50.00
11/29/2021	1003	Closer		99.32
11/29/2021	1004	Colley Elevator Co.		240.00
11/29/2021	1005	Fidelity Monitor & Insight		159.00
11/29/2021	1006	VSP Vision		219.94
11/29/2021	1007	Principal Life Insurance Company		1,454.75
11/30/2022	1008	Bank of America (credit cards)		7,211.08
		Total Republic Checking	$	**25,419.54**

TOTAL ALL BILLS $ **168,308.05**

Bills for approval – Electronic Payments & Automatic Withdrawals

November 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	11/12/2021	3,488.77
EFTPS-Federal	Payroll taxes	11/12/2021	18,820.59
ILDOR-State	Payroll taxes	11/24/2021	3,624.69
EFTPS-Federal	Payroll taxes	11/26/2021	19,167.09
IMRF	Payroll Pension	11/26/2021	25,583.81
DAC	Deposit to HRA	11/02/2021	792.83
DAC	Deposit to HRA	11/08/2021	194.36
DAC	Deposit to HRA	11/09/2021	355.80
DAC	Deposit to HRA	11/16/2021	97.92
DAC	Deposit to HRA	11/23/2021	1,338.84
Nicor	Gas	11/09/2021	559.05
INB Bank/5/3	Credit Card Fee	11/11/2021	197.58
Hinsdale Bank	Fee-Direct Deposit	11/18/2021	57.00

Director's Report
December 2021

Programming and Outreach

With a fully staffed department, we have something like 195 programs being offered in January and February! Laura will be reporting at the meeting on the various initiatives the department is developing. We had planned on doing a big bash in honor of the renovation on January 15 but have scrapped that idea given the new variant and the rise in Covid after Thanksgiving. Instead, we're going to plan an outside bash in June to kick off the Summer Reading Challenge.

Renovation

Currently we are waiting for a door and parts to a staff door keypad. Plus the café light fixture which seems to still be scheduled to be shipped in January. The vinyl signs for the Maker Studio, LittleTown, and Meeting Room 2 are due to be installed in two weeks. The guest chairs are scheduled for the end of December and the meeting room tables for children are due mid-February.

Fewer Fines

Everything is in place for this to officially start December 15. Fines have been removed from patrons' cards, new parameters set in SWAN, staff have been changing fine labels on a variety of equipment, and publicity has been prepared. The Borrowing and Fees webpage will be updated the morning of December 15. It includes a FAQ that gets into the topic a bit deeper if people are interested. We've also prepared a bookmark handout for guests and staff will have the FAQ available to hand out if guests request more information. I've attached a copy of the bookmark and the FAQ.

Library Hours

We are planning to open the library at 9:00 am Monday – Saturday starting January 2. Though we have not hired more staff in Guest Services, with the addition of new staff in Programming and Outreach we're able to provide good coverage on the second floor and some of them will assist at the Guest Services Desk.

Newsletter

The newsletter is due in mailboxes starting January 5. We continue to evaluate how best to provide information about our services and impact while promoting programs and classes. Historically, the newsletter was 80% programs with a bit of room to promote services. It was always frustrating to not be able to share more information with our community. We did not

want to go back to that model and thus landed on printing program guides for the fall programming. This led us to think about doing a shorter program guide in the middle of the newsletter – just descriptive program titles, dates, and times, referring readers to our website for more information. This plan still provides space to promote services and share stories of the library's impact. While we'll continue to examine the best way to promote to our community, I'm quite excited about this new format.

Staff Health Insurance

I had a bit of a shock when I learned our Blue Cross Blue Shield (BCBS) premiums were going up over 30%! While our change in demographics by hiring a number of younger staff worked in our favor, medical trend costs contributed over 7% to the increase and, per BCBS, medical conditions of plan members contributed almost 23%. Illinois law requires IMRF employers to offer their medical plan to retirees (the retirees pay the full premium.) We have several retirees on our plan, so there may have been some medical situations that I'm not aware of that contributed to the increase.

I asked the broker to see what other carriers would charge for plans similar to ours. Aetna and Humana do not allow retirees to join their plans and Cigna was higher. United Health Care came in lower, but in my research about them I discovered they provide poor service. I worked with our broker to negotiate a 10% reduction in BCBS's premium and dropped it to a 20.7% increase. As I reviewed the past year's increases this seemed fair and we can still offer a terrific plan and great service to our staff. Also, I had anticipated a higher premium when I did the budget and we should be covered with the amount I budgeted.

Past history of BCBS premium increases:

Year	Increase
2022	20.7%
2021	-0.48%
2020	4.03%
2019	6.5%
2018	5.77%
2017	3.13%

Staff

I've met with 9 staff so far to discuss how things are going and their ideas. All of the staff feel settled at this point and like the renovation. Several provided ideas for new services and to tweak current services. I am making a list of these to review with the department heads.

I met with all the librarians to review background of the development of the new service model, including our goals, and to review process for roaming and for providing reference services in this model.

December 15 we are hosting a lunch for the staff. We used to do this and staff indicated they are comfortable with a buffet from Zazzo's. It's the first staff social activity we've done since December 2019. A big thank you to Vicki and Marian for providing the dessert for the luncheon!

We're making a change in the way monthly schedules are developed. Historically each department chose their own method of creating and sharing schedules – some used Google, some used Excel, and some used paper. We are moving to Shifts which is an app on Microsoft Teams (and is free!). Tony Lucarelli started using it with his staff and liked it. Our database LinkedIn Learning provides a number of videos on how to use shifts. All department heads have been trained and are creating their January schedules using Shifts. This way all schedules will be in one location and anyone can easily see who is where as we can also indicate desk shifts, meetings, etc. Staff will request time off and can swap shifts online via Shifts. There is also a phone app available so that staff always have access to their schedule and can make their time off requests.

Meetings

Meeting with Kailas and Dhiren Sanghani regarding donation opportunities in honor of their son Keshav
9 staff one-on-ones
2 one-on-ones with Tony
2 one-on-ones with Ann
1 one-on-one with Laura
1 one-on-one with Debbie
Meeting with Jill to discuss marketing processes
2 department heads meetings
Meeting with librarians to discuss service model

Fewer Fines

We are excited to announce that, as of December 15, we do not charge daily overdue fines for most items returned late. This includes books, DVDs, CDs, and magazines.

The exceptions are the following, which have an overdue fine of $1 per day.
- Console Games
- Hot Picks
- iPods
- Kindles
- Kits
- Launchpads
- LeapPad Tablets
- Library of Things
- Rokus

We still encourage you to return your items on time so that others may use them. You will receive a courtesy notice two days before an item is due.

Please note that your card will be blocked under the following circumstances.

- Once an item is **14 days overdue, your card will be blocked** from checking out other materials until the item is returned or renewed.

- Remember, some items still have an overdue fine. Once a total of $5 in fines and fees, of any type, is reached the library card will be blocked until the fines/fees are paid.

- If materials are lost or damaged, you are still responsible for replacement and processing costs. Your card is blocked until those costs are paid.

Indian Prairie Public Library

Fewer Fines Frequently Asked Questions

Why fewer fines?
This is a growing trend across the country due to studies that show that fines create barriers to library usage. Studies also show when overdue fines are removed, materials are returned. Suspending borrowing privileges is more effective without the financial burden of fines. Fewer fines allow us to improve customer service and remove barriers to library use. We want to encourage everyone to use their library and we'd rather have the items back than your money.

Does this mean I can keep materials longer?
No. Borrowed items still have due dates and need to be returned on time to avoid suspension of borrowing privileges. If you keep an item 14 days past the due date, your card will be blocked until you return the overdue item(s). For items that have an overdue fine of $1, a total of $5 in fines and fees, of any type, will block your library card.

Does "fewer fines" mean I will never be charged by the library ever again?
Daily overdue fines for most items are being eliminated, but special collections such Console Games, Hot Picks, iPods, Kindles, Kits, Launchpads, LeapPad Tablets, Library of Things, and Rokus are not part of the fine free initiative. We also charge for lost or damaged items.

What about interlibrary loan items?
Our policies apply to all materials checked out at IPPL, including items received through interlibrary loan.

Do I owe for old overdue fines?
All existing overdue fines owed to Indian Prairie Public Library were removed November 23, 2021. This did not apply to fines from other libraries or charges for lost or damaged items.

My card is still blocked. Why can't I use it?
There are many reasons why your card may be showing as blocked. The most common reasons include you have fees for lost items, your card was reported lost, or we received returned mail from your address. Contact us, and we will see how we can help you.

Will this impact wait times for popular items or make my hold times longer?
Libraries that have eliminated overdue fines report that items were returned at similar rates, or return rates actually increased after they changed their policy—which means, eliminating late fines should not adversely impact your wait time. We will continue to encourage and promote on-time returns with overdue reminders. If an item is more than 14 days overdue a guest's card will be blocked until the overdue item is returned.

What if I lose or damage an item?
You will be charged the replacement cost and a processing fee.

What if I return an item after it was billed as lost?
If the item is returned within one year of the due date, we will accept the item back and remove the block from your card.

Why not also waive lost item fees?
The library's collection - the books, movies, and other materials - is at the core of our services, and is a substantial investment of taxpayer funds. In order to be good stewards of these funds, it is important that we enforce compensation for lost, damaged, or stolen items.

What if I pay for a lost item and then find it?
If the item is returned within 30 days of paying for the item, we will refund the cost of the item but not the

processing fee. This applies only to items owned by Indian Prairie Library. Refunds will not be given for items owned by other libraries that were obtained at Indian Prairie via interlibrary loan.

What if an Indian Prairie Public Library cardholder checks out materials at another library?
If that library charges overdue fees, you will be charged those fees for items checked out at the other library.

What about the money the library loses from collecting overdue fees?
Overdue fees have been a small part of the library's revenue and the library is able to adjust the budget to accommodate this change without impacting services or increasing taxes.

Assistant Director's Report: November 2021

Building:

Joe installed concrete pavers under the new garbage and recycling cans at the front entrance.

The interior and the exterior of all windows were cleaned in November.

IPPL Foundation and Friends:

The book sale made $120 in October and $259 in November.

This year's "Giving Tuesday" campaign brought in $1,745 in donations, which is fantastic! In 2020, we received $450. In 2019, we received $530.

Marketing Highlights:

- Here are the five most visited web pages on our website:
    1. Databases All Topics -- 457
    2. Hours/Location - 440
    3. Catalog - 346
    4. Job openings - 287
    5. eBooks – 269

- Jill's Marketing Report is attached.

Continuing Education:

I viewed the following webinars in November:

Managing Projects with Microsoft Teams

Rethinking Performance Reviews

Public Libraries and Public Health: Partners for Community Health

Mental Health First Aid: Approaches for Libraries

Submitted by: Laura Birmingham

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

Training
Paul and I participated the final storytelling workshop in the three-part series.

I watched two, one-hour webinars from Network for Good and Constant Contact on Giving Tuesday.

Paul was trained on updating the website from Dave. (Thanks, Dave!)

School Outreach
Another flier about the Write-On author was sent to the schools via the virtual backpack system. In addition, a flier was created for the library-wide celebration on January 15, which will be distributed both through the schools' virtual backpack service and the Willowbrook Corner meal distribution.

In the Gallery—November
Display cases: 20s, 30s, 40s Display Glass Illinois
1st and 2nd floor gallery: Mixed Media from Laura Lein-Scvencer

Website
The website was quiet this month in terms of major updates. We updated the home page as part of our monthly plan. A new page was created along with Joe for the Neighbors Together series. The library card benefit page was updated to go along with the print newsletter for January/February. We also started a page for fewer fines (in process). Dave and I also are working on a new section for the teens (Sarah had some great ideas!) Dave and I also met with Natalie and Tori forms on the website.

Other
New mask signs were created. Jamie B. was inspired by some other signs she saw in retail stores, so we followed suit in our signage.

The business card-sized database cards were completed.

November/December program guides arrived in the library. Stories were written for January/February print newsletter; program listings also were compiled for the newsletter.

I had the opportunity to meet with the three new Programming and Outreach staff and share with them information about the Marketing Department. Welcome to Jordan, Jen, and Erin.

Enews

Enews appears to be picking up steam with open rates. But, as I have reported in previous months, it will never be a true representation of our actual open rate because of the bulk mail filters. In addition, the open rate hovers are 1 percent, which again, it's a true representation because of privacy filters. I tested this in my own email, and because of my filters, I don't register.

General Enews Subscribers

October 31	17,313
November 30	17,272
Loss/Gain in subscribers	-41

Specialty Enews Subscribers

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

Enews Open & Click Rate

Date	Open Rate	Click Rate
November 4	22	1
November 11	22	1
November 18	24	1
November 24	24	1
November 30 (Giving Tuesday)	22	1

Social Media

This month, each channel grew, except YouTube, where we lost a follower.

One thing I'd like to note. Facebook and Instagram provided some additional insights for the month of November. Our Facebook yielded 5,381 interactions this month, up 51.2 percent from the previous month; Instagram 761, up 3.1 percent.

Channel	Likes/Followers	+/- (Since October 31)
Facebook (Likes)	2,069	+8
Instagram	860	+3
Twitter	1,137	+1
LinkedIn	184	+3
YouTube	217	-1

Social Media Posts

Mother Nature was simply gorgeous on November 29, and I had a chance to capture the sunrise through the second floor windows. Personally, I'm obsessed with sunrises, and apparently, so is our community. This photo had one of our highest interactions to date.

Other posts that did well include Amy visiting Ann M. Jeans School (we shared several photos.) and Marissa reading in LittleTown.
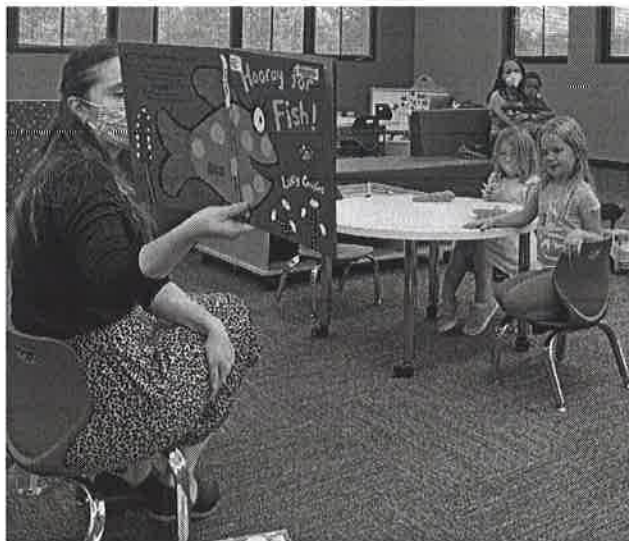
Guest Services
November 2021

Circulation

79% of our checkouts and renewals are currently being done by self-service. 15% of our checkouts and renewals are being done at the desk and 6% are being done at the drive up.

We had 976 patrons use the drive up in November.
We checked out 1956 items. 781 holds were placed in November for pickup at the drive up.

Community

Passports: We accepted 64 passports in November. Our staff recently recertified for 2022.

Library Cards: We issued 110 resident library cards. 5 were initiated remotely.

Notary Public: We notarized 125 documents in November.

Homebound Delivery: We continue to make homebound deliveries, with the assistance of Interfaith Community Partners, every other Saturday. We are currently delivering to 14 patrons and 4 facilities.

User Experience

On November 18, our loan rules were changed to reflect the fact that most of our items no longer have fines attached to them. SWAN went in and removed all fines owed to Indian Prairie so that everyone would start with a clean slate. Because items that were checked out prior to the change would still charge fines if returned late, we are checking-in items that will no longer have fines associated with them, "fine free". I am also running a report every few days in case something is checked in incorrectly. We will continue to check items in "fine free" until January 1. At that time, we will resume normal check-in procedures. The new blocks of $5 due or 14 days late will go into effect on December 15.

Staff
Chris Franklin was hired by the Resource Services Department as an Associate. We have hired Desi Alvarez as our new Guest Services Page.

Continuing Education

November 10	Liz Wiseman Webinar (Impact Players)	
November 17	SWAN Circulation Advisory	Zoom
November 30	SWAN Updates	Zoom

Debbie Sheehan
Head of Guest Services

Month	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018		2018 2019	2019 2020		2020 2021		2021 2022
July	87,216	87,602	80,022	75,425	67,595	59,767	&	65,323	64,326	#	38,174	#	48,269
Aug.	80,915	77,621	72,824	67,971	63,720	56,603		61,591	60,815	#	44,438	#	44,949
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	*	43,966	55,401	#	44,419	#	40,926
Oct.	74,123	70,857	65,894	60,141	56,236	51,829		56,250	56,681	#	45,228	#	43,085
Nov.	71,019	68,912	64,203	59,906	53,280	51,105		53,902	53,513	#	43,386	#	42,654
Dec.	66,499	62,642	62,656	56,512	50,932	48,477		51,627	50,504	#	39,447		
Jan.	78,554	71,590	69,608	64,231	58,950	53,767		56,972	57,138	#	42,870		
Feb.	70,512	65,225	60,286	60,625	54,369	52,259		53,962	54,801	#	40,445		
Mar.	78,612	74,816	64,857	65,904	61,856	58,144		59,223	33,850	#	46,377		
Apr.	71,161	68,376	71,904 ^	60,424	54,820	52,453		54,270	11,631	#, $	29,586		
May	67,429	61,687	62,018	58,528	54,893	51,329		54,751	15,670	#	45,473		
June	79,392	74,986	71,702	71,568	60,867	60,743		59,443	26,631	#	46,565		
Yearly Total	893,296	850,187	810,215	758,241	690,893	644,477		671,280	540,961		506,408		219,883

& Ill sent added
^Missing data--used an average number to get a total
*Parking lot construction
#Covid 19
$-closed 2 weeks

Programming and Outreach Department Report - November 2021

Community:

Amy represented the library at the Darien Garden Clubs 20th Anniversary Celebration on November 1.

Amy and Marquitta gave a tour of the library and program about Ozobots with a 5th and 6th Grade class from Cass Junior High. 6 students attended.

Amy hosted a 2nd grade Brownie Inventor Badge program for 13 Girl Scouts.

Amy visited the WBC after-school program and did an activity with 21 kids.

Amy and Jack did a coding program with a 3rd Grade Girl Scout troop with 10 girls.

Marquitta attended a meeting of the Willowbrook Corner Coalition on November 15th.

Marquitta met with Tom Schneider, Superintendent of District 180, at Anne M. Jeans School. Tom gave Marquitta a tour of the facilities available to the library. The kitchen, community room, gym and library are all available after school hours and on weekends. Programming and Outreach staff are going to start bringing programs for all ages to this location in 2022.

Programs:

In November, staff presented/hosted a total of 50 events serving 515 people.

Business:

There were no business programs in October.

All Ages:

11/15 Write-On: An Evening with Jasmine Warga		24

Little Kids Program Attendance (all programs in-person)

11/2	Family Storytime 10:15	Megan	22
11/2	Family Storytime 11:15	Megan	6
11/3	Festival of Lights: Diwali	Megan	17
11/8	Mixed Media Sculpture Class	Megan	20
11/9	Family Storytime 10:15	Megan	17
11/9	Family Storytime 11:15	Megan	6
11/15	Mixed Media Sculpture Class	Megan	22
11/16	Family Storytime 10:15	Megan	21
11/16	Family Storytime 11:15	Megan	6

11/17	Festival of Lights: Hanukkah	Megan	13
11/21	Birthday Party Storytime	Megan	22
11/22	Mixed Media Sculpture Class	Megan	28

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

11/2	Write-On Writing Workshop 4th - 6th Gr.	Amy	5
11/4	Rez Dogs Run	Amy	0
11/10	Cat Ninja Attack	Amy	4
11/11	Homeschooling Smart	Amy	17
11/16	STEM Lab: Food Chemistry	Amy	4
11/18	Middle School Dungeons & Dragons	Sarah	4
11/21	Mid-Kid Craft: Treasure Box	Amy	19
11/22	Play-It: Snipperclips Plus	Amy	8
11/23	Family Storytime 10:15	Megan	23
11/23	Family Storytime 11:15	Megan	15
11/30	Family Storytime 10:15	Erin	25
11/30	Family Storytime 11:15	Erin	5

Teens:

11/3	Teen Craft: Yarn Beards	Sarah	0
11/16	Teen Dungeons and Dragons	Sarah	0
11/22	Teen Board Game Club	Sarah	0
11/30	Paying for College	Sarah	43

Adults:

11/3	Online – Chair Yoga	Cindy	21
11/8	Exploring Sicily and Malta	Cindy	17
11/8	Medigap Plans	Joe	11
11/10	Online – Chair Yoga	Cindy	16
11/13	Doc O'Clock: Afghan Interpreters	Sarah	4
11/15	An evening with Annemarie Mannion	Cindy	44
11/16	Wreck of the Edmund Fitzgerald	Cindy	29
11/17	Online – Chair Yoga	Cindy	17
11/29	Adulting 101: Hammer Time	Sarah	3

Groups:

11/6	ESL Conversation Group	Joe	4
11/9	Rainbow Club	Sarah	7
11/13	Teen Advisory Service Committee	Sarah	5
11/13	Hand Sewing Circle	Sarah	3

11/16	Rainbow Club	Sarah	4
11/17	English Conversation Group	Joe	6
11/18	Genealogy Group	Joe	12
11/19	Book Discussion	Natalie	19
11/21	An Afternoon with Lynsay Addario	Laura	14
11/23	Yarn Spinners	Sarah	1
11/24	English Conversation Group	Joe	5

Passive Programs:

11/1-11/15	Scarecrow Color by Number	Early Literacy	70
11/16-11/23	Turkey Coloring Page	Early Literacy	160
11/22-11/30	Interactive Voting	Mid-Kid	25
11/23-11/30	Teen Post	Teen	17
11/26-11/30	Tracing Page	Early Literacy	37
11/13	Collage Art Demonstration	Adults	7

Erin and Jordan, with the help of the Marketing Department, created an area in Little Town for "Little Makers". This is an activity station for little kids and it changes frequently.

Seed Library:
There were 5 checkouts from the seed library in November. Jen Ripka, who has a passion for gardening, is taking over the Seed Library and will be giving it a refresh.

Continuing Education:
Amy attended the TWILL (Tween Librarians) meeting on November 12.

Jordan viewed the following webinars in November

Bilingual Storytimes: Reading through the Language Barrier

Stay and Play: A new way to engage families, friends and neighbors

Developmentally Appropriate Programming for Babies and Toddlers

Sarah and Amy attended Stop, Look and Listen: Helping Students Spot the Fakes

Jen attended the SowBusi (Southwest Business Librarians Group) on November 18th.

Marquitta viewed the webinar, What to Think about in Designing a Reframing Aging Initiative in your Community

Contributing to the Profession

Jen is a member of ALA's Sustainability Roundtable, "SustainRT". SustainRT was created as a venue in which members exchange ideas and opportunities regarding sustainability in order to move toward a more equitable, healthy and economically viable society. They meet monthly.

Submitted by: Laura Birmingham

Resource Services Monthly Report

November 2021

Submitted by Tony Lucarelli, Head of Resource Services

I trained new Programming & Outreach staff in searching WorkFlows and Aspen as well as how to use the library's chat service.

I attended the bi-monthly SWAN Direct User Experience Advisory Board meeting and brought up the topic of how to find Library of Things items in the catalog. Aspen uses different fields of catalog records than Enterprise does and SWAN is investigating how to get Aspen to narrow by item types. We also planned future usability testing to find areas that can be improved in the Aspen catalog interface.

After posting the question in the SWAN forums about items marked STORAGE not appearing as available in Aspen, it was decided that these items should be shown as being available as there is a way that libraries can mask what is in storage if they do not want these items to show as being available. All of our items in storage can now be easily discovered in the catalog.

The library's mobile app has the ability to be used by guests to checkout items. It is a feature that needs to be turned on and we are looking to do this in the new year. The app can only be used to checkout items when a guest is in the library. We are asking our neighboring libraries if they have this feature turned on and if they do, if we can agree to enter each other's location as a place that this feature can be used. For example, if Woodridge has it turned on, we would enter their location and they would do the same for us. So, a patron from Indian Prairie could use this feature at Woodridge and vice-versa.

I attended SWAN's Aspen Office Hours to get more information about how record grouping works.

We hired Christopher Franklin as the new Resource Services Associate I. He was formerly Guest Services Page.

Collections

The department has been working on updating item tags and labels on items that are now fine-free.

Magazines were shifted to allow more space for Bookazines. We also swapped out the wire frame holders that were on the end cap for clear acrylic holders with a lip. The acrylic holders allow us to have more Bookazines out on the endcap.

Front barcoding of the ESL collection is 50% completed.

Series projects: hardcover adult mysteries A-Q is done; paperback adult mysteries A-R is done; junior fiction series Hu-Z is done.

Sheet music book project: we are adding the song titles included in each sheet music book into the book's catalog record. This will make it easier when searching for the sheet music for a particular song. This has been done through R&B.

Marissa discovered that the display we had in Teens was not getting much usage, so repurposed the display unit to display teen trending items. She shifted new teen fiction to make space for the regular teen fiction collection. She found that after the first weekend this happened, two teen trending items had been checked out, which she says is more than usual in so short a frame of time.

Library Material Displays For November

Lobby Guest Services Desk – Native American Heritage Month
Café – The Eternals Movie Release (Marvel Comics Display) November 1-14; Giving Thanks
(Thanksgiving) November 15-30 (side facing the computers); World Vegan Month (side facing the café)
1st Floor Staircase – National Novel Writing Month (NaNoWriMo) November 1-15; Conversations on
Climate November 15-30.

Kids & Teens Entrance (counter top above the end of the board game collection) – Bones or No Bones
(books about pugs; theme is based off an Instagram meme) November 1-7; Giving Thanks (Thanksgiving)
November 8-30; Write On November 8-30 (this was a special table moved to near the entrance of the
collections to support the Write On! Program)
Junior Fiction – Native American Heritage Month
Teen Fiction – Native American Heritage Month November 1-10; Red (Taylor's Version) (books with red
covers to play off of Taylor Swifts re-release of her Red album) November 11-24

Monthly Highlights

- T.J. added downloadable games to the Nintendo Switch systems we have available in the Mid-Kid and Teen lounges based on suggestions from Programming & Outreach staff. He met with Department Heads to go over the Guest Services statistics log and made updates based on suggestions. He put the holiday music collection out on the floor. He has been working on creating a new program evaluation form to help us better evaluate our programming.
- Joe worked with Jill and Dave to have a webpage created to support the Neighbors Together program initiative coming in February. This program brings together six area libraries to have shared book discussions and related programming around a literacy theme. He arranged presentations for the Genealogy group for their February meeting and worked with Ann to have a program for genealogists to showcase how the library's equipment can support genealogy efforts.
- Marissa updated the binder we have by the Baby Book Bundles (the binders show what is in each bundle so that guests don't have to open the bag to see the items available). She worked with Amy to establish a passive programming board in the mid-kid area. This is a white board where a different activity would be put up for kids to take part in. Her activity was a crossword puzzle for the kids as a community to work on.
- Joe and Marissa met with Amy and Jill to discuss an initiative to promote our resources to teachers in the area schools.
- Natalie updated the personalized suggestion form available on the website. She found that she was reaching out to guests after they filled out the form to get additional details. She added fields to ask for more information and hopes this will cut down on delays due to having to follow up with a patron before making suggestions. She is in the process of creating a large type hot picks section that would be at the beginning of the new large type books. She changed out material displays from October topics to November topics. She has been working with Jen in Programming & Outreach to re-establish the GenLit book discussion group.

Community

- Joe continues to volunteer at the Southwest Suburban Immigration Project's online citizenship preparation classes.

- Natalie helped four community book clubs find titles and information for their book discussion groups.
- Natalie and Tori created nine book club discussion packets on nine titles, six that had been previously discussed by other groups and three on new titles that had not been previously asked for.

Continuing Education

- Joe watched the LinkedIn Learning webinar Customer Service: Serving Customers through Chat and Text. He watched the latest recorded PULSE (Programmers United for Service Excellence) meeting, which talks about putting on hybrid programs (online/in-person).
- Marissa watched the Booklist presentation of coming youth fiction and non-fiction announcements.
- Natalie watched the Glen Ellyn Public Library's We Love Our Book Clubs! Presentation and watched a webinar on Navigating Non-Fiction Reader's Advisory.

eNewsletters

Bestseller Preview

November 1, 2021 – Sent to 475 addresses, opened 209 times (44% open rate) with 88 click throughs.

November 15, 2021 – Sent to: 474 addresses, opened 225 times (47% open rate) with 80 click throughs.

New eBooks

November 1, 2021 – Sent to 179 addresses, opened 86 times (48% open rate) with 18 click throughs.

November 15, 2021 – Sent to 177 addresses, opened 89 times (50% open rate) with 17 click throughs.

Technology & Maker Services Board Report
November 2021

Technology Services

Classes/Programs
6 classes & 2 programs - Total attendance: 60

Date	Class/Program	Instructor	Attendance
Wed. Nov. 3, 12:30 p.m.	SASED Lego Robotics Program	Jack	16
Wed. Nov. 3, 10 a.m.	Intro. to Computers Session 4	People's Resource Center	8
Wed. Nov. 3, 6:30 p.m.	iPhone/iPad Basics Part 1	Dave	3
Sat. Nov. 6, 10:30 a.m.	Stream All About it Program	Ann	7
Wed. Nov. 10,- 10 a.m.	Intro. to Computers Session 5	People's Resource Center	8
Wed. Nov. 10, 6:30 p.m.	iPhone/iPad Basics Part 2	Dave	3
Wed. Nov. 17,- 10 a.m.	Intro. to Computers Session 6	People's Resource Center	8
Wed. Nov. 17,- 7 p.m.	iPhone Features: Maps & Navigation	Dave	4
Wed. Nov. 24,- 10 a.m.	Intro. to Computers Session 7	People's Resource Center	3

Statistics

- Computer Usage
    - Adult Users: 1,427 Hours: 1,137
    - Adult laptop: 21 Hours: 23
    - K&T Users: 202   Hours: 97
    - K&T Laptops: 10   Hours: 7

- Curbside Printing- 6
- Technology Desk Assistance- 613
- 1-on-1 Training: 203
- Wireless Usage- Total Unique Access: 5,978

Maker Services/Maker Studio

Classes/Programs/1-on-1
- 10 classes-Total attendance: 55
- 1 passive program- Total attendance: 69
- 1-on-1 training: 65
- Assistance: 281

Passive Programming- Month of November

- Quick Craft: Card making

Date	Class/Equipment	Instructor	Attendance
Wed., Nov. 3, 4 p.m.	Laser Engraved Dog Tags	Jack	4
Sun. Nov. 7, 1:30 p.m.	Fall Inspired Embroidery	Ann	6
Tues., Nov. 9, 6:30 p.m.	Get Creative with Creative Bug and Make a Tote Bag	Ann	8
Thurs., Nov. 11, 6:30 p.m.	Laser Engraved Glassware	Jack	9
Sat. 11/13, 10:30 a.m.	CorelDraw/Laser Cutter	Jack	8
Sun. Nov. 14, 1:30 p.m.	Fall Inspired Embroidery	Jack	4
Tues. Nov. 16, 6:30 p.m.	Laser Engraved Dog Tags	Ann	6
Thurs., Nov. 18 6:30 p.m.	Wooden Toys using Carving and Laser machines	Jack/Ann	4
Sun. Nov. 28, 1:30 p.m.	Sports Glass Engraving	Dave	6
Tues. Nov. 30, 6:30 p.m.	CorelDraw/Laser Cutter	Ann	4

Made in a class

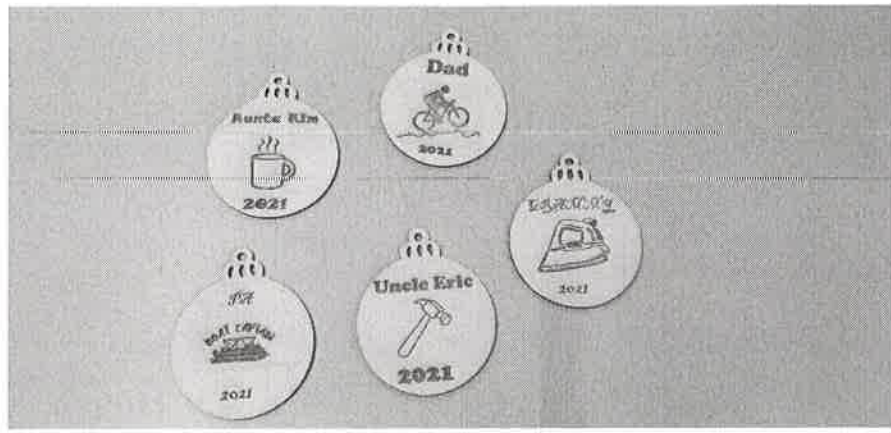Vinyl Tote Bags

Laser Engraved Glassware

Equipment Usage

- 3D Printers- 27
- Embroidery Machine- 40
- Laser Cutter- 20
- Sewing Machine- 8
- Silhouette Cutting Machine-14
- Vinyl Cutting Machines-13
- Carving Machine- 1
- Button Maker - 5
- Poster Printer – 5
- Sizzix (die cut/embossing) - 11

Made using Equipment

Laser Engraved Personalized Ornaments	Patron Sewed Zipper on Coat

Community

- Nov. 18- Jack did a visit to Lakeview Jr. High. Attendance 20
- Nov. 29- Jack presented a program for 3rd grade Girl Scouts to help them obtain their coding badge. Attendance 15.

Websites

- Statistics
    - Maker Studio Website Users- 346 Page Views- 1,528
    - IPPL Website Users – 12,322 – Page Views- 36,866

Library of Things (LOT)

Statistics
- LOT Checkouts (Includes eLibrary Devices)
    - Unique Users - 144
    - Total checkouts – 263

Continuing Education
- Bhargavi had training on the laser cutter, embroidery, and Sizzix machines.
- Rachel had training on the laser cutter.
- Staff completed the sexual harassment PowerPoint yearly review training.

Ann M. Stovall, Head of Technology & Maker Services, December 8, 2021

STATISTICS FOR	Nov-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	18,581	18,922	95,836	94,622	1.28%
Teen	1,232	1,249	6,638	6,591	0.71%
Kids	12,548	11,191	62,500	54,738	14.18%
ILLS Sent	2,124	2,362	12,152	8,654	40.42%
TOTAL	34,485	33,724	177,126	164,605	7.61%
Electronic Circulation	8,169	9,662	42,757	51,040	-16.23%
GRAND TOTAL CIRC.	42,654	43,386	219,883	215,645	1.97%
% Reciprocal Borrowing	7%	6%	8%	8%	
Patron Visits	22,804	10,548	115,786	49,245	135.12%
Current Cards					
Resident	110	70	23,931	22,850	4.73%
Non-Resident	78	53	764	795	-3.90%
TOTAL	188	123	24,695	23,645	4.44%
Patron Assistance					
Adult - Reference	1,708	1,301	6,785	7,338	-7.54%
Kids - Reference	578	914	3,138	4,346	-27.80%
Technology - Reference	947	1,000	5,488	5,204	5.46%
TOTAL REFERENCE	3,233	3,215	15,411	16,888	-8.75%
Adult - Other	230	139	1,074	883	21.63%
Kids - Other	163	12	614	64	859.38%
Technology - Other	50	18	383	83	361.45%
TOTAL OTHER	443	169	2,071	1,030	101.07%
GRAND TOTAL ASST.	3,676	3,384	17,482	17,918	-2.43%
ILL/Reserves					
Holds	7,123	8,441	34,884	39,828	-12.41%
ILLs Sent	2,124	2,362	12,152	8,654	40.42%
ILLs Checked Out	3,436	3,864	16,334	15,155	7.78%
ILLS Received	3,767	3,864	18,387	15,155	21.33%
Programs - Adult					
# Programs	11	10	47	62	-24.19%
Attendance	234	203	892	1,192	-25.17%
Technology Classes					
# Programs	18	6	50	35	42.86%
Attendance	118	97	280	461	-39.26%
Individual Technology Training					
# of Patrons	413	58	1,522	321	374.14%
Groups					
# Programs	11	1	35	11	218.18%
Attendance	51	24	246	157	56.69%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	5	12	20	56	-64.29%
Attendance	71	49	113	256	-55.86%
Programs - Kids					
# Programs	23	38	86	387	-77.78%
Attendance	334	333	1,361	2,510	-45.78%
GRAND TOTAL ATT.	1,221	764	4,414	4,897	-9.86%

STATISTICS FOR	Nov-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	2		6		
Attendance	26		110		
Passive Programs - Teen					
# Programs	2		7		
Attendance	27		132		
Passive Programs - Kids					
# Programs	5		18		
Attendance	375		878		
Computers -					
Patron Use					
Adult Computers	1,427	1,027	7,233	5,853	23.58%
Kids Computers	202	60	642	444	44.59%
Teen Laptop	10	11	26	35	-25.71%
Adult Laptop	21	4	81	29	179.31%
TOTAL PATRON USE	1,660	1,102	7,982	6,361	25.48%
Hours Used					
Adult Computers	1,137	721	5,690	3,877	46.76%
Kids Computers	97	43	374	231	61.90%
Teen Laptop	7	8	25	33	-24.24%
Adult Laptop	23	7	106	42	152.38%
TOTAL HOURS USED	1,264	779	6,195	4,183	48.10%
Wireless Total Connections	5,978	4,519	28,280	22,399	26.26%
IPPL Total Web Site Access	12,668	60,150	75,648	312,248	-75.77%
IPPL Total Page Views	38,394	77,843	199,413	379,881	-47.51%
Subscription Database Logins	2,950	2,730	13,961	13,801	1.16%
Outreach-Homebound					
Items Delivered	128	95	628	555	13.15%
Volunteers					
Number Active	12	9			
Hours Worked	38	15	195	277	-29.60%
Staff Training Hours	63	55	488	401	21.70%
Room Use					
Conference Rooms	402	74	1,346	329	309.12%
Meeting Room					
Library	49		103		
Non-Library	6		10		
Board Room					
Library	28		70		
Non-Library	13		38		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD Adds	Prev. Mo. YTD Discards	YEAR TO DATE Added	YEAR TO DATE Discarded
ADULT								
Reference	548	5	0	553	73	14	78	14
Non-Fiction	38295	281	48	38528	3685	5750	3966	5798
Fiction	31425	305	862	30868	5666	9139	5971	10001
ADULT TOTALS	70268	591	910	69949	9424	14903	10015	15813
KIDS								
Non-Fiction	11612	14	9	11617	1019	796	1033	805
Fiction	23476	150	195	23431	3069	2362	3219	2557
KIDS TOTALS	35088	164	204	35048	4088	3158	4252	3362
TEEN								
Non-Fiction	495	7	0	502	17	45	24	45
Fiction	3854	25	0	3879	623	641	648	641
TEEN TOTALS	4349	32	0	4381	640	686	672	686
BOOK TOTALS	109705	787	1114	109378	14152	18747	14939	19861

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD Adds	Prev. Mo. YTD Discards	YEAR TO DATE Added	YEAR TO DATE Discarded
ADULT								
Audiobooks on CD	6849	60	13	6896	839	256	899	269
Music CDs	5989	25	4	6010	340	1816	365	1820
Playaway	369	0	1	368	6	5	6	6
DVDs (DVD & Blu-ray)	20715	98	248	20565	1624	2186	1722	2434
ADULT TOTALS	33922	183	266	33839	2809	4263	2992	4529
KIDS								
Audiobooks on CD	560	6	0	566	81	54	87	54
Music CDs	293	0	0	293	26	2	26	2
Playaway	113	1	0	114	6	0	7	0
DVDs (DVD & Blu-ray)	4243	2	207	4038	249	297	251	504
KIDS TOTALS	5209	9	207	5011	362	353	371	560
TEEN								
Audiobooks on CD	169	1	0	170	37	74	38	74
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	185	1	0	186	39	516	40	516
AUDIOVISUAL TOTALS	39316	193	473	39036	3210	5132	3403	5605

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD Adds	Prev. Mo. YTD Discards	YEAR TO DATE Added	YEAR TO DATE Discarded
ADULT								
Console Games	203	2	3	202	55	6	57	9
Tech Takeout (except digital content devices)	134	0	0	134	23	4	23	4
CD-ROMs	0	0	0	0	0	36	0	36
ADULT TOTALS	337	2	3	336	78	46	80	49
KIDS								
Kits (STEM, Book bundles, etc.)	163	0	0	163	14	19	14	19
Puzzles (New Aug. 2018)	16	2	0	16	1	1	3	1
Playaway Launch Pads	21	0	0	21	0	3	0	3
KIDS TOTALS	200	2	0	200	15	23	17	23
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	776	0	1	775	119	10	119	11
Board Games	117	0	0	117	24	4	24	4
TEEN TOTALS	898	0	1	897	143	15	143	16
OTHER TOTALS	1435	4	4	1433	236	84	240	88
COLLECTION TOTALS	150456	984	1591	149849			18582	25554

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - November 2021

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD Adds	YTD Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,191	-8	24,183	798	790
eMedia (Overdrive Advantage)	6,819	-9	6,810	721	712
Preloaded eReaders	116	0	116	27	27
eBook Totals	354,804	99,571	454,375	1546	1529

AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD A	YTD Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,203	13	6,216	290	303
eMedia Advantage (Overdrive)	1,702	17	1,719	314	331
Preloaded Adult Audiobook iPods	145	2	147	71	73
Audiobook Total	77,322	23829	101,151	675	707
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037	0	15,037	N/A	N/A
Preloaded Adult Rokus Titles	1,278	6	1,284	52	58
Preloaded Family Roku Titles	191	0	191	5	5
Video Totals	16,506	6	16,512	57	63
Total Audiovisual	335,532	23,835	359,367	732	770
Collection Totals	690,336	123,406	813,742		2,299

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT   11/30/2021

Balance on hand as of October 31, 2021......	3,885,288.64
Cash Receipts for November......	59,075.02
Cash Disbursements for November......	360,306.85
Cash on hand as of November 30, 2021......	3,584,056.81

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.025%

General......	546,365.69
Marion E Weston Endowment......	18,966.74
MPI Investment (Corporate Fund)......	1,422,792.05
Fifth Third - Checking	172.54
Hinsdale Bank & Trust - Checking......	188.18
Fifth Third - Savings - Rate 0.01%......	12,506.24
Republic Bank - Savings - Rate 0.08%......	1,543,080.92
Republic Bank - Checking General......	38,580.45
Republic Bank - Payroll Account......	1,000.00
Petty Cash/Circulation......	404.00
Balances as of Novmber 31, 2021......	3,584,056.81

FUND BALANCES AS OF 11/30/2021

Corporate Fund......	3,681,879.63
Building & Maintenance Fund......	19,937.70
I.M.R.F. Fund......	(12,022.56)
Liability Fund......	(184.64)
Social Security Fund......	27,584.97
Special Reserve Fund......	(102,618.73)
Current Liabilites......	(30,519.56)
Grand Total All Funds......	3,584,056.81

Indian Prairie Public Library District
Consolidated Revenue Report for November 2021

38

Percent of Year: 41.67

	RECEIVED Nov 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	37,971.48	3,862,548.03	100.01%	3,862,097.00	-451.03
41150 · Non-current Property Taxes	0.00	1,341.45	0.00%	0.00	-1,341.45
43100 · Interest-Tax Levy	0.00	0.84	0.00%	0.00	-0.84
TOTAL PROPERTY TAX & LEVY INTEREST	37,971.48	3,863,890.32	100.05%	3,862,097.00	-1,793.32
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	62,730.28	118.00%	53,161.00	-9,569.28
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	62,730.28	118.00%	53,161.00	-9,569.28
INTEREST					
43500 · Interest - Investment	104.58	239.30	0.00%	0.00	-239.30
TOTAL INTEREST	104.58	239.30	0.00%	0.00	-239.30
DESK MONIES					
45100 · Copier	144.10	509.15	22.14%	2,300.00	1,790.85
45120 · Computer Copies	945.15	4,437.81	59.17%	7,500.00	3,062.19
45130 · Fax	276.82	1,521.21	76.06%	2,000.00	478.79
45200 · Fines/Fees	2,476.60	12,991.75	78.74%	16,500.00	3,508.25
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	349.44	2,285.25	57.13%	4,000.00	1,714.75
45350 · Non-Resident Fees	8,141.70	48,637.82	64.85%	75,000.00	26,362.18
45450 · Hot Picks	0.00	4.00	0.00%	0.00	-4.00
45550 · Meeting Room Rental	0.00	75.00	0.00%	0.00	-75.00
45600 · ILL Fees	0.00	40.99	8.20%	500.00	459.01
45650 · Maker Studio	195.07	284.90	56.98%	500.00	215.10
45700 · Passport Fees	2,520.00	10,500.60	84.01%	12,500.00	1,999.40
45750 · Notary Fees	160.00	557.00	79.57%	700.00	143.00
TOTAL DESK MONIES	15,208.88	81,845.48	67.22%	121,750.00	39,904.52
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	400.80	80.16%	500.00	99.20
46800 · Collection Agency Fee	10.00	20.00	40.00%	50.00	30.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	10.00	420.80	76.51%	550.00	129.20
GRAND TOTAL	53,294.94	4,009,126.18	99.30%	4,037,558.00	28,431.82

Percent of Year: 41.67

	November 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	166,452.12	876,991.51	38.23%	2,294,105.00	1,417,113.49		
61310 · Benefits - Medical / Life Ins.	14,629.81	61,828.57	32.30%	191,452.00	129,623.43		
61330 · Benefits - IMRF	19,559.34	102,383.51	45.42%	225,440.00	123,056.49		
61340 · Benefits - FICA	12,505.15	65,609.37	37.38%	175,500.00	109,890.63		
61400 · Staff Development	132.38	1,791.43	8.07%	22,200.00	20,408.57		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	5,933.00	104.38%	5,684.00	-249.00		
61720 · Unemployment Insurance	119.93	707.75	23.59%	3,000.00	2,292.25		
TOTAL PERSONNEL	213,398.73	1,115,245.14	38.22%	2,918,381.00	1,803,135.86	3,250,000.00	34.32%
MATERIALS							
62100 · Books	8,095.55	53,046.92	33.37%	158,950.00	105,903.08		
62200 · Periodicals	885.63	8,642.73	32.83%	26,325.00	17,682.27		
62300 · Audio	2,232.81	7,561.30	23.37%	32,350.00	24,788.70		
62400 · Video	1,234.70	6,133.29	14.45%	42,450.00	36,316.71		
62500 · Multi-Media	92.78	82.77	4.14%	2,000.00	1,917.23		
62600 · eMaterials	11,284.97	101,000.73	54.98%	183,700.00	82,699.27		
62700 · Console Games	698.97	1,582.52	22.61%	7,000.00	5,417.48		
62800 · Damaged Item Replacement	408.15	2,812.41	46.87%	6,000.00	3,187.59		
62900 · Materials Supplies	1,644.84	6,310.80	30.05%	21,000.00	14,689.20		
TOTAL MATERIALS	26,578.40	187,173.47	39.01%	479,775.00	292,601.53	525,000.00	35.65%
BUILDING							
63200 · Cleaning Service	6,023.78	29,969.51	39.02%	76,800.00	46,830.49		
63300 · Utilities (1-8-11 · Gas)	559.05	3,028.19	20.19%	15,000.00	11,971.81		
63300 · Utilities (1-8-12 · Electric)	3,962.83	23,815.08	41.06%	58,000.00	34,184.92		
63300 · Utilities (1-8-13 · Telephone)	501.33	2,303.73	38.40%	6,000.00	3,696.27		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	431.84	5.40%	8,000.00	7,568.16		
63300 · Utilities (1-8-15 · Garbage Disposal)	401.52	2,005.63	40.11%	5,000.00	2,994.37		
63350 · Building Supplies	450.98	2,581.86	43.03%	6,000.00	3,418.14		
63400 · Maintenance Supplies	815.80	3,252.41	29.57%	11,000.00	7,747.59		
63500 · Security System Monitoring	0.00	189.00	27.00%	700.00	511.00		
63600 · Property Maintenance	239.19	12,674.96	31.69%	40,000.00	27,325.04		
63800 · Building Maintenance/Repair	641.93	19,856.39	66.19%	30,000.00	10,143.61		
TOTAL BUILDING	13,596.41	100,108.60	39.03%	256,500.00	156,391.40	350,000.00	28.60%
OPERATIONS							
64200 · Supplies - Office	533.83	1,584.04	14.40%	11,000.00	9,415.96		
64300 · Photocopy Supplies	73.12	619.53	10.33%	6,000.00	5,380.47		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	-235.63	1,765.60	35.31%	5,000.00	3,234.40		
64550 · Passport Postage	235.63	1,185.55	47.42%	2,500.00	1,314.45		
64600 · Non-Payment Reimbursement	-478.36	-478.36	-31.89%	1,500.00	1,978.36		
64700 · Travel	45.70	226.35	15.09%	1,500.00	1,273.65		
64800 · Organizational Memberships	0.00	776.00	22.17%	3,500.00	2,724.00		
64900 · Bank Fees	254.58	1,331.52	53.26%	2,500.00	1,168.48		
TOTAL OPERATION	428.87	7,943.23	21.47%	37,000.00	29,056.77	42,000.00	18.91%
TECHNOLOGY							
65100 · Supplies-Public Toner	786.13	2,854.38	28.54%	10,000.00	7,145.62		
65150 · Supplies-Staff Toner	812.99	1,753.03	25.04%	7,000.00	5,246.97		
65160 · Supplies-Technology Services	41.99	157.88	52.63%	300.00	142.12		
65170 · Supplies-Maker Studio	341.30	654.06	26.16%	2,500.00	1,845.94		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	6,631.27	7,147.94	42.05%	17,000.00	9,852.06		
65350 · Tech Takeout	0.00	105.97	3.53%	3,000.00	2,894.03		

Percent of Year: 41.67

	November 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65360 · Kits	0.00	105.41	2.01%	5,250.00	5,144.59		
65400 · Technology Equip Mnt/Repair	11.99	488.99	2.65%	18,436.00	17,947.01		
65500 · Software	1,339.00	5,373.16	37.92%	14,169.00	8,795.84		
65600 · SWAN	0.00	23,800.33	50.19%	47,422.00	23,621.67		
65700 · Telecommunications	1,073.16	5,712.74	38.20%	14,955.00	9,242.26		
TOTAL TECHNOLOGY	11,037.83	48,228.89	33.72%	143,032.00	94,803.11	200,000.00	24.11%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,248.50	4,027.00	24.71%	16,300.00	12,273.00		
66200 · Credit Bureau	53.70	179.00	14.92%	1,200.00	1,021.00		
66300 · Copier	467.00	1,130.00	37.67%	3,000.00	1,870.00		
66400 · Copier Maintenance Contract	393.44	1,390.31	46.34%	3,000.00	1,609.69		
66900 · Fees - Bond Registrar	40.00	40.00	18.18%	220.00	180.00		
TOTAL CONTRACTUAL SERVICES	2,202.64	6,766.31	28.53%	23,720.00	16,953.69	35,000.00	19.33%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,925.00	100.00%	11,925.00	0.00		
67200 · Bonding	0.00	1,356.00	116.90%	1,160.00	-196.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	17,565.00	101.13%	17,369.00	-196.00	25,000.00	70.26%
COMMUNICATIONS							
68110 · Marketing Newsletter	862.25	7,719.81	30.88%	25,000.00	17,280.19		
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00		
68210 · Marketing Advertising	0.00	95.00	11.88%	800.00	705.00		
68310 · Marketing Supplies	138.78	966.57	138.08%	700.00	-266.57		
68410 · Marketing-Information Printing	571.66	1,266.88	8.45%	15,000.00	13,733.12		
68500 · Legal Notices	0.00	722.93	48.20%	1,500.00	777.07		
TOTAL COMMUNICATIONS	1,572.69	10,771.19	23.94%	45,000.00	34,228.81	50,000.00	21.54%
PROGRAMMING							
68600 · Programming	2,301.96	9,282.52	25.29%	36,700.00	27,417.48		
TOTAL PROGRAMMING	2,301.96	9,282.52	25.29%	36,700.00	27,417.48	45,000.00	20.63%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	1,777.21	18,266.00	26.09%	70,000.00	51,734.00		
69200 · Special Reserve Fund	99,810.10	201,942.36	0.00%	0.00	-201,942.36		
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00		
69900 · Contingency	0.00	4,210.87	42.11%	10,000.00	5,789.13		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00		
GRAND TOTAL	372,704.84	1,727,503.58	42.79%	4,037,477.00	2,309,973.42	4,522,000.00	38.20%

View this message in your browser.

R A I L S

E-News December 8, 2021

In this Issue:

RAILS News | Continuing Education (CE) | E-Resources | Deals, Discounts, Grants

| Conferences and More | Other Library News | Member News | RAILS Jobs and More Links

RAILS News

NEW Save the Date for January 19 RAILS Member Update
The next RAILS Member Update will be Wednesday, January 19 from 10 a.m. to noon, via Zoom. Topics so far include an update on RAILS' proposed statewide database proposal and efforts to expand the Cards for Kids Act. Watch for more topics coming soon. Register.

NEW Confirmation of Certification Contacts
The Illinois State Library annual certification requirement is never far from our minds! RAILS staff are sending emails to members beginning this week to verify email addresses and contacts for certification. Please respond quickly! In addition, certification emails with instructions to complete the process will be sent the first week of January.

NEW Pandemic Challenges and Learning Outcomes from RAILS
RAILS Associate Executive Director Monica Harris was recently interviewed by OCLC-REALM to gather perspectives from library, museum, and archives staff about their experience and their institution's experience during the pandemic. You can read the article on WebJunction or on the REALM Project website.

NEW Blogs and Vlogs, Oh My! Let Us Help
The My Library Is... survey results are in and two things relating to MLI... blog posts came up. First, members READ your posts! Yay! We love this form of resource sharing! Members also say that they have blog topic ideas, but don't have the time or feel they have the skill to write a blog post.

So, what can we do to help? We could do a brief video blog (vlog) with you so you can talk about your topic, rather than write about it. Check out the vlog we did with Sasha Vasilic. This is quick and easy for everyone involved! Or if you are camera shy, we could interview you and write about your ideas. Chat with us, and see what will work best!

We would like to stress how easy it is to write something up. Feel free to ask us to finesse your words, if that helps. Just pretend like you are telling a friend about it. We'll do the rest!

If you are interested in sharing a blog post, would like to do a vlog, or have a topic suggestion, please contact RAILS Communications. Any topic related to promoting your library or how you have dealt with a challenge such as lack of funding or staffing, attracting new customers, or anything else related to telling your library's story is fair game. We are interested in contributions from all types and sizes of libraries.

NEW RAILS Holiday Closings
RAILS will be closed on the following days for the Christmas and New Year holidays. Delivery services will not be provided.

- Christmas Eve observed* - Thursday, December 23, 2021
- Christmas Day observed* - Friday, December 24, 2021
- New Year's Eve observed* - Thursday, December 30, 2021
- New Year's Day observed* - Friday, December 31, 2021

on the RAILS website by clicking on the About tab, then on Holidays/Closings.

NEW **What Can RAILS Do for Me?**
Do you work at an academic, school, or specialized library? Do you wonder what RAILS can do for you? We can answer that!

December and January are great times to schedule a 30-minute Zoom call. Learn more about RAILS programs and services of specific interest to you and your library type, and how you can best utilize them. Schedule a Zoom meeting with Debbie Baaske, RAILS Acting Member Engagement Manager.

Continuing Education (CE)

"Equity, Diversity, and Inclusion Elements" Virtual Training
There is one session remaining from the equity, diversity, and inclusion (EDI) training series. This session is facilitated by staff from the American Library Association's Office of Diversity, Literacy, and Outreach Services.

Register now for "Identifying Microaggressions" on Thursday, December 9 from 1 to 2 p.m. This training series is offered by Prairie Trails Public Library District and made possible through a RAILS EDI Training Grant.

"Technology Assessment and Purchasing Guide," Webinar Recording Now Available
If you missed the November 9 webinar, "Technology Assessment and Purchasing Guide," the recording is now available on the RAILS CE Archives page. This webinar introduces tools for pinpointing technology problems and needs, provides strategies for prioritizing and purchasing new equipment, and explains how to create an ongoing maintenance plan for your library's technology. RAILS members must log in to view this recording using their L2 credentials.

OTHER CE

Online with the CMC, December 16
The Cataloging Maintenance Center (CMC) offers "'Note' Worthy: Notes at Your Service" on December 16 at 10 a.m. This presentation by Dr. Pamela Thomas describes some of the more obscure 500 fields used in cataloging for audio recordings. Register!

E-Resources

NEW **E-Content We Love**
Check out some of November's most popular e-books available in eRead Illinois Axis 360:

- *Better off Dead* by Lee Child and Andrew Child
- *Cloud Cuckoo Land* by Anthony Doerr
- *The Judge's List* by John Grisham
- *The Madness of Crowds* by Louise Penny
- *The Wish* by Nicholas Sparks

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

For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 56,000 popular e-books and audiobooks, visit eRead Illinois.

BiblioBoard Becomes Inkie.org Library December 13
Exciting changes are coming to the BiblioBoard platform and Inkie.org! We are refocusing the content that is available on the BiblioBoard platform and rebranding it as Inkie.org Library. The revised platform will exclusively feature content by Illinois authors, creators, and

website for details about what's staying, what's moving, and what's leaving. Changes take effect Monday, December 13.

If you use a link or graphic to promote BiblioBoard on your library's website, the link will remain the same (https://illinois.biblioboard.com/home). You can change your graphic to one of the Inkie.org Library logos available for download.

Deals, Discounts, Grants

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

🏷️ COHS Webinar Recording Available
If you missed the Career Online High School (COHS) webinar on November 11, it is now available to view. A link to the webinar is also available on the COHS RAILS Deals and Discount webpage. Learn more about how this program is helping library patrons earn accredited high school diplomas. Contact RAILS Special Projects Librarian Jessica Barnes (630.734.5181) with questions.

🏷️ LOTE Online for Kids Discount
RAILS negotiated advantageous pricing for LOTE Online for Kids, an online database of digital picture books in world languages. This resource helps libraries engage multilingual families in their communities while allowing kids to enjoy books and learn language through the magic of storytelling. Register for an instant free trial.

Gale Announces Two New Deals
RAILS negotiated advantageous pricing for Gale Presents: Udemy and Gale Business: Plan Builder. With Gale Presents: Udemy, your library can connect patrons to more than 10,000 video-based courses in business, technology, software, and personal development—and more than 4,000 courses are taught by instructors in their native language (French, German, Japanese, Portuguese, and Spanish).

Gale Business: Plan Builder is a step-by-step online planning tool for starting, managing, and optimizing a business or nonprofit. The program's intuitive dashboard walks users through five areas of exploration to develop a business plan focused on long-term success.

Learn more at an Udemy and Plan Builder informational webinar. No sign up required. Simply join the Zoom webinar on Thursday, December 16 at 11 a.m.

Gale Analytics: A Tool for Strategic Planning Webinar
Gearing up for your strategic plan in 2022? Looking for a tool to help? New and current subscribers may attend this one-hour webinar on Wednesday, December 15 at 11 a.m., to learn about Gale Analytics and how to use the tool during the strategic planning process or other planning efforts. Pricing and more info are available on the Deals & Discounts page. Register.

Communico Virtual Lunch and Learn for Existing Subscribers, December 9
We invite existing RAILS Communico subscribers to a virtual lunch and learn on Thursday, December 9 at 1 p.m. Communico will provide $20 UberEats vouchers for attendees to purchase lunch during the virtual session. Places are limited to five persons from each library.

During the session, the Communico team will recap recent new features of their Attend (Programs & Events), Reserve (Room & Assets), and Engage (Patron App) modules and give a brief preview of new features coming to the platform in 2022. Register via Zoom.

A similar session will be held in early February for any RAILS member libraries interested in the Communico platform. You can find out more about their integrated customer engagement platform and also schedule an individual demo at any point.

Visit the RAILS Deals & Discounts page to learn more about RAILS discounts

Other Library News

🆕 2021 Library Automation Perceptions Survey

The 2021 International Library Automation Perceptions survey provides an important opportunity for libraries to register their perceptions of the strategic automation products they use, organizations that provide these products, and the quality of support delivered. The survey also probes at considerations for migrating to new systems and the level of interest in open source products.

If you have responded in previous years, please respond again this year to help identify any trends regarding improvement or worsening of the products or support services.

Get more information about the survey and instructions on how to participate. See results from last year's survey. Contact Marshall Breeding with questions.

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

🆕 RAILS Library Director News

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

Jan Davis is the interim director of Grayslake Area Public Library District.

Jason Stuhlmann is the interim director of Elmwood Park Public Library.

Susan Dienes retires from Crete Public Library District effective December 31.

Shannon Halikias is the new director at Messenger Public Library. Kevin Davis retires on January 15, 2022. Davis has been the director for 15 years at Messenger Public Library and has worked in libraries for 35 years.

🆕 Member Questions

If you have a question you would like us to feature, contact Nicole Zimmermann, RAILS Marketing and PR Specialist.

How do I post Free/For Sale/Wanted items on the RAILS website?
Whether you are in need of a gently used large-scale printer, want to sell high-density rotating shelves, have an unusual chair to give away, or need someone to take your extra brochure holders off your hands, the Free/For Sale/Wanted page is a fun and useful service.

To add and view items, log into the RAILS website and navigate to the Free/For Sale/Wanted page by clicking Members in the header and finding Free/For Sale/Wanted under Announcements. Once there, click Add New Listing, then you can begin by choosing your type of listing and entering the item name, picture, and details.

Items and requests posted to the Free/For Sale/Wanted page are also sent to email subscribers. To receive these email notifications, click the Subscribe link on the page (or go to https://www.railslibraries.info/subscribe), select Yes in the options for "Announcements: Free/For Sale/Wanted," and click the Save button at the bottom.

As this is strictly a member-to-member exchange, you are responsible for the delivery or pickup of items. RAILS Delivery will not move or transport items.

🆕 Library News

To post your library news, sign into the RAILS website with the email address

Proposal to Purchase Security Camera System

The library purchased a security camera system in 2011 with 16 cameras and a DVR. This proposal is to upgrade the security camera system to upgraded video cameras and a server. A new system will provide better clarity when viewing the video footage, as we've had 2 megapixel cameras and the new cameras will be 4 megapixel. The new system will allow staff to view the various areas live from their computers as well as view historic footage from their computers. Footage will be stored for 30 days which is a longer length of time than is provided by the DVR. The new cameras have motion detection and a range of 164 feet. There is a 5 year warranty.

We originally had 17 interior cameras and 5 exterior cameras. This proposal provides 23 interior cameras and 7 exterior cameras. The library's IT Specialist, Brett Butcher, and Joe Eskew, the Building Services Coordinator, will install all the cameras and the cabling needed for the additional cameras. The vendor will set up the server. The system allows for more cameras to be added in the future if necessary.

Brett researched various systems and determined that Digital Watchdog is the brand we should purchase. He received three quotes:

Current Technologies $17,286.00

Bullis Systems $19,154.00

Allcom Systems $26,075.10

I recommend the library purchase the Digital Watchdog system from Current Technologies.

Proposal to Purchase Plaques Commemorating the Building Renovations

This is a recommendation from the Building and Grounds Committee. The plaques would be installed in the vestibule on either side of the plaque that commemorates the original building project. They would be similar in appearance. The plaque commemorating the most recent renovation would include recognition of the donation from the Foundation & Friends.

Attached is a photo of the current plaque plus the language and approximate layout of the new plaques.

I received three quotes for the plaques:

ASI Signage $8,464.00

Impact Signs $5,944.00

Bronze Memorial Company $4,554.00

I propose we order the plaques from Bronze Memorial Company.

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Indian Prairie

Public Library District

Renovation 2010

Board of Trustees

Marian Krupicka
President

Jo Ann Schusterich   Theresa Noose
Vice President

Crystal Megaridis   Paul Oggerino
Treasurer

Victoria Suriano   Luanne Spiros
Secretary

Jamie Bukovac
Director

PSA Dewberry   Leopardo Companies
Architects   General Contractor

Indian Prairie

Public Library District

Renovation 2021

Board of Trustees

Victoria Suriano   Don Damon
President   Vice-President

Marian Krupicka   Crystal Megaridis
Treasurer   Secretary

Asma Akhras   Taylor Frawley

Jamie Bukovac
Director

Product Architecture + Design   Lo Destro Construction
Architects   Contractor

Thank you to the Indian Prairie Library Foundation & Friends

for their generous support of this renovation.

Serving Our Public 4.0: Standards for Illinois Public Libraries

I've listed all the standards below. No highlight means we meet the standard. A blue highlight means we need to study this further or we could do more in this area. The yellow highlight means we do not meet the standard.

Chapter 1: Illinois Public Library Core Standards

☐ Core 1: The library provides uniformly gracious, friendly, timely, and reliable service to all users.

☐ Core 2: The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

☐ Core 3: The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

☐ Core 4: The library complies with all other state and federal laws that affect library operations. (See Appendix A)

☐ Core 5: The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

☐ Core 6: The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.

☐ Core 7: The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

☐ Core 8: The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)

☐ Core 9: The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*

☐ Core 10: The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

☐ Core 11: The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

☐ Core 12: The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

☐ Core 13: The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

☐ Core 14: The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

☐ Core 15: The board of trustees annually reviews the performance of the library administrator.

☐ Core 16: The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

☐ Core 17: The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

☐ Core 18: The library utilizes a variety of methods to communicate with its community.

☐ Core 19: The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

☐ Core 20: A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

☐ Core 21: As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

☐ Core 22: The library board and staff promote the collections and services available to its community.

☐ Core 23: At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2: Governance and Administration Checklist

☐ Library has an elected or appointed board of trustees.

☐ Library has a qualified library administrator.

☐ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.

☐ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.

☐ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.

☐ Library has a mission statement and a long-range/strategic plan.

☐ Library maintains an understanding of the community by surveys, hearings, and other means.

☐ Library board reviews library policies on a regular basis.

☐ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

☐ Library develops an orientation program for new board members.

☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

☐ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

☐ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

☐ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.

☐ Library maintains insurance covering property and liability, including volunteer liability.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3: Personnel Checklist

- ☐ Library has a board-approved personnel policy.

- ☐ Library has staffing levels that are sufficient to carry out the library's mission.

- ☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

- ☐ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

- ☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.

- ☐ Library gives each new employee a thorough orientation.

- ☐ Library evaluates staff annually.

- ☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

- ☐ Library provides staff access to library literature and other professional development materials.

- ☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

- ☐ The library complies with state and federal laws that affect library operations.

Chapter 4: Access Checklist

☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

☐ At least once every five years, the board directs a review of the library's long-term space needs.

☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

☐ The library has the minimum required number of parking spaces.

☐ The library's entrance is easily identified, clearly visible, and well lighted.

☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

☐ The library has adequate internal signage.

☐ The library's lighting levels comply with lighting standards.

☐ All signage is in compliance with applicable federal, state, and local regulations.

☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.

☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

☐ Space is allocated for child and family use with furniture and equipment designed for use by children.

☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

☐ Shelving in the areas serving young children is scaled to their needs.

Chapter 5: Building Infrastructure and Maintenance
**See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists)

Chapter 6: Safety Checklist

☐ The library provides a list of emergency call numbers at all staff phones in the library.

☐ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

☐ The library has an emergency manual and disaster plan.

☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, ==NARCAN® kit==, and an automated external defibrillator.

☐ The library provides a call list and contact information that is reviewed biannually.

☐ Emergency medical supplies are stored in a designated location and are accessible to staff.

☐ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

☐ ==A prioritization list shows what should be salvaged in order of importance.==

☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

☐ A procedure exists for letting staff know when it is unsafe to enter the building.

☐ The library has a designated tornado shelter.

☐ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

☐ The library provides adequate security for staff, users, and collections.

☐ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

☐ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

☐ A policy for security camera usage has been adopted and signage is posted.

Chapter 7: Collection Management Checklist

☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.

☐ Library budgets should put priority on purchasing materials that best serve their community.

☐ The library has a written collection development policy approved by the board.

☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.

☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

☐ The library publicizes and promotes interlibrary loan to its patrons.

☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8: System Member Responsibilities and Resource Sharing Checklist

☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9: Public Services Checklist

☐ All basic services are available when the library is open.

☐ The library has a reference service policy.

☐ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

☐ The library provides easy access to accurate and up-to-date community information.

☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

☐ The library provides access to local and state maps.

☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

☐ The library provides voter information, including precinct boundaries and location of polling places.

☐ The library provides information about local history and events.

☐ The library has at least one current reference resource for each subject area.

☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

☐ Staff members are encouraged to attend at least one relevant continuing education event each year.

☐ The library evaluates its reference service on an annual basis.
☐ All reader's advisory services are available when the library is open.
☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.
☐ The library maintains a well-rounded collection of both fiction and non-fiction titles.
☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
☐ The library maintains a basic collection of reader's advisory reference materials.
☐ All staff members attend at least one relevant reader's advisory continuing education event each year.

- ☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☐ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10: Programming

- ☐ Library programs are provided free of charge, or on a cost recovery basis.

- ☐ Library programs are located in a physically accessible location.

- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.

- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

- ☐ The library provides outreach programs to specific populations who cannot visit the library.

- ☐ The library has programming that seeks to serve children and their caregivers.

- ☐ The library has programming that seeks to serve young adults.

- ☐ The library has programming that seeks to serve adults and senior citizens.

- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

- ☐ The library is encouraged to partner with other organizations to offer programs.

Chapter 11: Youth/Young Adult Services

☐ All basic youth services are available when the library is open.

☐ The library provides staff trained in serving youth.

☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

☐ The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources.

☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

☐ The library's programming is designed to reflect the needs and interests of youth in the community.

☐ Library programs are provided free of charge or on a cost-recovery basis.

☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

☐ The library strives to partner with youth-facing organizations in the community.

☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

- [ ] Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

- [ ] Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- [ ] The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

- [ ] The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

- [ ] The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

- [ ] The library strives to partner with and support local schools, including private schools and homeschoolers.

- [ ] Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

- [ ] The library provides a space specifically for use by children and families.

- [ ] The shelving used for housing children's materials is appropriately sized to allow for easier access.

- [ ] The library provides early literacy programming, including regular story time, for children and families.

- [ ] The library provides programming which facilitates play and fun for children and families.

- [ ] The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

- [ ] The library provides a summer reading opportunity to encourage reading and learning during the summer.

- [ ] The library provides a welcoming environment for young adults both individually and in groups.

- [ ] The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

- [ ] The library provides materials both physical and digital for young adults that are intended for them.

- [ ] The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12: Technology

- ☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- ☐ The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- ☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

- ☐ The wait time for patron workstations does not exceed 15 to 30 minutes.

- ☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

- ☐ The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.

- ☐ The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.

- ☐ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.

- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

- The library has a board-adopted Internet acceptable use policy.

- The Internet acceptable use policy is reviewed annually.

- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.

- The library protects the integrity, safety, and security of its technological environment.

- The library's automated catalog and its components comply with current state, national, and international standards.

- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13: Marketing, Promotion, and Collaboration

- ☐ The library has a communications plan that supports the library's long-range/strategic plan.

- ☐ The library staff and trustees participate in two or more cooperative activities with other community organizations.

- ☐ The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - o flyers
  - o brochures
  - o website
  - o newsletter
  - o posters
  - o banners
  - o displays
  - o ~~podcasting~~
  - o presentations
  - o speeches
  - o ~~billboards~~
  - o other

- ☐ The library maintains at least one social media account.

- ☐ The library invites local, state, and federal officials to visit the library.

- ☐ The library's website is updated at least monthly.

- ☐ The board, administration, and staff conduct an annual library walk-through.

- ☐ The board, administration, and appropriate staff visit other libraries.

- ☐ The budget includes funds for public relations and marketing activities.

- ☐ The library's promotional methods and services are ADA compliant.

- ☐ A designated staff member coordinates the library's marketing efforts.

- ☐ The library's staff receives customer service and marketing training.

- ☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

- ☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
    a. Method of election or appointment
    b. Length of terms
    c. Duties and responsibilities
    d. Filling a vacancy
    e. Conflict of interest/ethics provision
    f. Removal
3. Officers
    a. Definition
    b. Duties
    c. Nomination and election procedure and meeting
    d. Filling a vacancy
    e. Removal
4. Committees
    a. Standing
    b. Appointment of ad hoc
5. Meetings
    a. Time and place of regular meetings
    b. Method for calling special meeting
    c. Quorum for making decisions
    d. Compliance with the *Open Meetings Act*
    e. Quorum for board action
    f. Follow a current edition of a standard parliamentary procedure manual
6. Order of business
    a. Roll call
    b. Approval of previous meeting minutes
    c. Correspondence and communications
    d. Officers' reports
    e. Committee reports
    f. Financial report and approval of expenditures
    g. Library administrator's report
    h. Unfinished business
    i. New business
    j. Adjournment
7. Minutes
    a. Reflect attendance and actions taken
8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File.* 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries,* State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries.* Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

Recommended staffing is based on service population and a base factor. Libraries that are meeting a minimum need, growing, established, or advanced will include an additional factor.

The service population at IPPL is 42,529. We have 47.9 FTE normally and are close to the Established category which would be 49.9 FTE

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
   - Eligibility
   - Fees for nonresidents
   - Registration
   - Reciprocal borrowing
3. Circulation
   - Length of loans
   - Limits on number of items
   - Renewals
   - Reserves
   - Interlibrary loans
   - Lost or damaged materials
   - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
   - Computers

- Bathroom facilities
- Furniture
- Equipment

9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

Recommended hours of service are based on population. Library hours vary based on if they are meeting a minimum need, growing, established, or advanced. Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

- **Minimum: 64**
- **Growing: 68**
- **Established: 72**
- **Advanced: 72**

IPPL is normally open 72 hours per week

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- ☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.

- ☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.

- ☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).

- ☐ The building facade should be inspected once a year.

- ☐ Parking lot resealing and restriping should be performed every one to three years.

- ☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).

- ☐ Alarm system should be checked for proper operation at least once a year.

- ☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.

- ☐ Emergency lighting should be checked once a month.

- ☐ Sprinkler systems should be inspected as required by code, but at least once per year.

- ☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

- ☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.

- ☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

- ☐ Landscaping sprinklers should be checked and maintained twice a year.

- ☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.

- ☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.

- ☐ Window cleaning should be performed at least once per year.

- ☐ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.

- ☐ Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

- ☐ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.

- ☐ Snow removal should be performed on an as-needed basis (either self-performed or contracted).

- ☐ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☐ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ☐ Tuck pointing of masonry: On an as-needed basis.
- ☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ☐ Interior painting and wall coverings: On an as-needed basis.
- ☐ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☐ Wood and trim components: On an as-needed basis.
- ☐ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☐ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ☐ Landscaping: Inspect trees and sod replacement every one to two years.
- ☐ Graffiti removal: Perform on an as-needed basis.
- ☐ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☐ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist
*Warranties and professional consultation should determine capital project items.

- ☐ Parking lot reconstruction (not routine sealing)
- ☐ Re-roofing
- ☐ Window replacement
- ☐ HVAC equipment replacement
- ☐ Lighting replacements and upgrades
- ☐ Building additions
- ☐ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☐ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☐ Major facade repairs
- ☐ Major code upgrades

Capital Asset Plan Item List
*Any item that is not accounted for in library operating budget should be on this list.

- ☐ Building structure
- ☐ Site elements such as parking lots, paving, site furnishings and signs
- ☐ HVAC systems
- ☐ Plumbing
- ☐ Elevators
- ☐ Building envelope including facade, windows, and roofs
- ☐ Furnishings

Environmentally Friendly Components
*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- ☐ Roof
- ☐ Mechanical systems
- ☐ Windows
- ☐ Library façade repair or replacement
- ☐ Lighting/LED
- ☐ Low-flow/water saving

Indian Prairie Public Library

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.