Indian Prairie Public Library Board Agenda
October 20, 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 - none

E.	Omnibus Consent Agenda		Action
	1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 15, 2021	Page 3	
	2. Action on Bills/Additional Bills	Page 6	
	3. Review of Policies:	Page 10	
	210 Public Comment	Page 11	
	410 Hours of Operation	Page 13	
	415 Closings	Page 13	
	465 Computer & Internet Services	Page 14	
	470 Web Site	Page 16	
	480 Privacy of Patron Records/Information	Page 17	
	600 Use of Library Facilities	Page 20	
	620 Community Information Flyers & Posters Display	Page 24	
	621 Distribution of Free Publications	Page 24	
	630 Displays	Page 26	
	635 Art Exhibits	Page 27	
	670 Alcoholic Beverages	Page 28	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report		Information

H.	Department Reports		Information
	1. Assistant Director	Page 30	
	2. Marketing	Page 33	
	3. Guest Services	Page 36	
	4. Programming & Outreach	Page 38	
	5. Resource Services	Page 42	
	6. Technology & Maker Services	Page 45	
I.	Staff Report		
	Tony Lucarelli, Head of Resource Services, Demonstration of Aspen, the New SWAN Catalog	Page 52	Information
J.	Reports		
	1. Treasurer's Report	Page 54	Information
	2. RAILS	Page 58	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (Damon)		Information
	7. Approval of Policy Committee Meeting Minutes, September 28, 2021	Page 63	Action
K.	Unfinished Business		
	1. Renovation Update		Information
	2. Library Fines	Page 64	Action
L.	New Business		
	1. MPI Wealth Management, Report on Investments	Page 117	Information
	2. Approve the Opening of Bank Accounts at Republic Bank	Page 141	Action
	3. COVID Policy and Practices		Action
	4. Policy 1100 Donations and Gifts	Page 146	Action
	5. Resolution #2021-C - To Determine Estimate of Funds Needed for 2021-2022 Fiscal year	Page 150	Action
M.	Scheduled Meetings - none		
N.	Adjournment		

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of September 15, 2021

Budget & Appropriations Hearing
September 15, 2021 – 6:30 p.m.

A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 6:30 p.m. Present were Marian Krupicka, Crystal Megaridis (arrived at 6:31 p.m.), Themis Raftis (arrived at 6:37 p.m.), Sri Rao, Christina Rodriguez, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski.
Absent: Donald Damon. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 5, 2021.
B. Public Questions/Comments – none
C. Closing of Hearing – Suriano closed the hearing at 6:41 p.m.

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

A. Roll Call
President Suriano called the meeting to order at 6:42 p.m. Secretary Megaridis called the roll.
Present: Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
Absent: Donald Damon
Staff Present: Debbie Sheehan
Others: Darien residents Tricia Giron, Barbara Finnegan, and Jackie Price

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 – Darien resident Tricia Giron read a prepared statement relative to the renovation.

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 18, 2021
2. Action on Bills/Additional Bills
3. Ordinance 2021-4 Providing for the Budget and Appropriations for FY 2021/22
4. Estimate of Revenues FY 2021/22
   Rao moved, Raftis seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report
Programming will start next month in the Maker Studio. We are working on staff training and the certification process for patrons to be able to use certain equipment on their own. In addition to the newsletter, we now have printed program guides for each age group. We're in the process of planning an all-day event in January to showcase the library renovation and the new services being offered.

H. Department Reports

I. Staff Report – Ann Stovall gave a tour of the Maker Studio.

J. Reports
1. Treasurer's Report – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – Krupicka reported the committee met on September 7. They toured the building. Discussion included furniture, artwork, plaques, and landscaping.
4. Building and Grounds Meeting Minutes, September 7, 2021 – Krupicka moved, Raftis seconded to approve Building and Grounds Committee meeting minutes dated September 7, 2021. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.
5. Finance Committee – no report
6. Planning/Outreach Committee – no report
7. Policy Committee – no report

K. Unfinished Business
1. Renovation Update – The architect is working with the contractor on punch list items. We are being told the light fixture for the café won't ship until January 11. Work is still being done on the exhaust fan for the laser cutter. The Maker Studio is nearing completion with the glass scheduled for installation on Monday.
2. Library Fines – Discussion continued from the last two Board meetings regarding resident Nader Najjar's letter requesting that the library consider discontinuing charging fines for overdue items. Backup in tonight's packet addresses questions that the Board had at last month's meeting. The Board discussed our current scenario in which a person can have $19.99 in fines on their card before it is suspended versus fine-free. It was noted that a fine-free scenario in which a person's card is stopped when an item is 14 days late, may provide more of an incentive to return items. With respect to revenue, Bukovac explained that our finances are at a point that we can remove fines as a revenue source. In the current budget, fines are 0.41% of the revenue, and we have a surplus of $70,000 in the operating budget.

After much discussion, the Board decided they would like to wait until Damon is present so he can voice his opinion and he will be included in the vote.

L. New Business

1. COVID Policy and Practices – Subsequent to the August Board meeting, the Governor issued a mask mandate. We are following the mandate but staff is not policing this. The Governor did not renew procedures relative to remote meetings. Rao asked what percentage of the staff is vaccinated. Bukovac will report back next month.
2. Library Hours – Rao moved, Rodriguez seconded to extend hours to 8:00 p.m. Monday through Thursday beginning September 20, 2021 and to give Bukovac the authority to continue to extend hours as staff is added. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.
3. Approve Purchase of Carpet Tiles - Megaridis moved, Raftis seconded to purchase gray carpet tiles at a cost of $1,540.00 to replace the rust-colored accent carpeting on the first floor. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.
4. Memorial Donation Request – A resident inquired about donating money to place a plaque on a room for her teen-age son who passed away. Bukovac said we have a precedent that if a donor pays the cost of what goes into an area then the area can be named after the donor. It was noted that we already have a vehicle in place with our Donor Tree, with the upper parameter at $5,000 – so the minimum donation for naming an area should be more than $5,000 and in the case of a room the donation should cover the cost of the room. The Board also discussed having in place time limits on the duration of naming rights. The consensus was that the library should develop a policy for naming rights.
5. Proposed Purchase of Chairs – Krupicka moved, Rao seconded to purchase eighteen chairs at a cost of $6,981.00. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.

M. Scheduled Meetings

A Policy Committee meeting was scheduled for September 28, 2021 at 6:30 p.m.

At this point, Ann Stovall, Head of Technology and Maker Services, gave the Board a tour of the Maker Studio.

N. Adjournment

At 8:53 p.m. Megaridis moved, Krupicka seconded to adjourn the meeting. Ayes: Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nayes: none. Absent: Damon. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS SEPTEMBER, 2021

Account	Check #'s	Total
Fifth Third-Bills for Approval	1275 - 1348	$ 167,009.92
Fifth Third-Salaries	1060 - 1078	$ 6,562.18
Hinsdale Bank-Direct Deposits	& 32559 - 32741	$ 157,357.94

MONTH'S TOTAL: $ 330,930.04

Indian Prairie Public Library District
Account QuickReport - Vendors
As of September 30, 2021

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Type	Date	Num	Name	Amount
10122 · Fifth Third Checking				
Liability Check	09/02/2021	1275	Nationwide Retirement	50.00
Liability Check	09/02/2021	1276	Vantagepoint	2,800.00
Liability Check	09/02/2021	1277	State Disbursement Unit	493.94
Liability Check	09/02/2021	1278	State Disbursement Unit	167.00
Bill Pmt Check	09/10/2021	1279	Accurate Employment Screening, LLC	70.00
Bill Pmt Check	09/10/2021	1280	Displays2go	261.10
Bill Pmt Check	09/10/2021	1281	Findaway World, LLC	32.92
Bill Pmt Check	09/10/2021	1282	Fletcher, Marissa	57.00
Bill Pmt Check	09/10/2021	1283	Hagg Press, Inc.	5,208.16
Bill Pmt Check	09/10/2021	1284	Kanopy	203.00
Bill Pmt Check	09/10/2021	1285	Library Ideas LLC	511.40
Bill Pmt Check	09/10/2021	1286	Polonia Bookstore	194.61
Bill Pmt Check	09/10/2021	1287	Shubart, Ellen	100.00
Bill Pmt Check	09/10/2021	1288	Wlosinski, Maria	13.44
Liability Check	09/16/2021	1289	Nationwide Retirement	50.00
Liability Check	09/16/2021	1290	Vantagepoint	2,800.00
Liability Check	09/16/2021	1291	State Disbursement Unit	493.94
Liability Check	09/16/2021	1292	State Disbursement Unit	134.06
Bill Pmt Check	09/16/2021	1293	AEP Energy, Inc.	9,800.96
Bill Pmt Check	09/16/2021	1294	Allard, Jamie	49.28
Bill Pmt Check	09/16/2021	1295	Baker & Taylor	7,139.85
Bill Pmt Check	09/16/2021	1296	Blackstone Audio, Inc.	984.14
Bill Pmt Check	09/16/2021	1297	Call One	291.59
Bill Pmt Check	09/16/2021	1298	Canon Financial Services, Inc.	221.00
Bill Pmt Check	09/16/2021	1299	kristinZkreations	800.00
Bill Pmt Check	09/16/2021	1300	Case Lots Inc.	522.80
Bill Pmt Check	09/16/2021	1301	Cengage Learning, Inc.	125.57
Bill Pmt Check	09/16/2021	1302	Chicago Tribune Media Group	39.45
Bill Pmt Check	09/16/2021	1303	Dudek, Debra	100.00
Bill Pmt Check	09/16/2021	1304	Filis, April	7.64
Bill Pmt Check	09/16/2021	1305	Groot Industries, Inc.	401.03
Bill Pmt Check	09/16/2021	1306	Ingram Library Services	542.57
Bill Pmt Check	09/16/2021	1307	Kroeschell Service	14,197.71
Bill Pmt Check	09/16/2021	1308	Library Furniture International, Inc.	32,922.00
Bill Pmt Check	09/16/2021	1309	McCully, Nancy	200.00
Bill Pmt Check	09/16/2021	1310	Merda, Amy E	7.78
Bill Pmt Check	09/16/2021	1311	Midwest Tape	5,495.31
Bill Pmt Check	09/16/2021	1312	Neviol Inc.	5,595.00
Bill Pmt Check	09/16/2021	1313	OverDrive	4,484.15
Bill Pmt Check	09/16/2021	1314	Quill LLC	1,318.16
Bill Pmt Check	09/16/2021	1315	Runco	232.93
Bill Pmt Check	09/16/2021	1316	Service Master Cleaning Solutions	1,805.00
Bill Pmt Check	09/16/2021	1317	Specialty Mat Service	193.17
Bill Pmt Check	09/16/2021	1318	Thomas Interiors Systems, Inc.	22,974.95

Indian Prairie Public Library District
Account QuickReport - Vendors
As of September 30, 2021

Type	Date	Num	Name	Amount
Bill Pmt Check	09/16/2021	1319	Unique	26.85
Bill Pmt Check	09/16/2021	1320	Wingren Landscape, Inc	9,412.03
Bill Pmt Check	09/27/2021	1321	BCBS	14,960.78
Bill Pmt Check	09/27/2021	1322	Displays2go	322.67
Bill Pmt Check	09/27/2021	1323	Kline, Cindy	44.10
Bill Pmt Check	09/27/2021	1324	Principal Life Insurance Company	1,377.00
Bill Pmt Check	09/27/2021	1325	VSP Vision	194.06
Liability Check	09/30/2021	1326	Nationwide Retirement	50.00
Liability Check	09/30/2021	1327	Vantagepoint	2,800.00
Liability Check	09/30/2021	1328	State Disbursement Unit	493.94
Liability Check	09/30/2021	1329	State Disbursement Unit	156.02
Bill Pmt Check	09/30/2021	1330	AT&T	434.30
Bill Pmt Check	09/30/2021	1331	Bank of America	8,662.32
Bill Pmt Check	09/30/2021	1332	Center Point Large Print	98.68
Bill Pmt Check	09/30/2021	1333	Chatham County 9/11 Mem Foundation Corp	100.00
Bill Pmt Check	09/30/2021	1334	Children's Plus Inc.	19.95
Bill Pmt Check	09/30/2021	1335	Comcast	386.70
Bill Pmt Check	09/30/2021	1336	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	09/30/2021	1337	kristinZkreations	950.00
Bill Pmt Check	09/30/2021	1338	NCPERS Group Life	32.00
Bill Pmt Check	09/30/2021	1339	New Readers Press	232.65
Bill Pmt Check	09/30/2021	1340	TMobile	16.40
Bill Pmt Check	09/30/2021	1341	The Library Store	50.83
Bill Pmt Check	09/30/2021	1342	Thomson Reuters West	88.47
Bill Pmt Check	09/30/2021	1343	Today's Business	490.00
Bill Pmt Check	09/30/2021	1344	Animal Quest Entertainment, Inc.	150.00
Bill Pmt Check	09/30/2021	1345	DEMCO	408.15
Bill Pmt Check	09/30/2021	1346	Ingram Library Services	159.41
Bill Pmt Check	09/30/2021	1347	Lucarelll, Anthony	50.00
Bill Pmt Check	09/30/2021	1348	McBriarty, Patrick	250.00
Total 10122 · Fifth Third Checking				167,009.92
TOTAL				**167,009.92**

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2021

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	09/03/2021	3,331.73
EFTPS-Federal	Payroll taxes	09/03/2021	17,974.69
ILDOR-State	Payroll taxes	09/17/2021	3,354.01
EFTPS-Federal	Payroll taxes	09/17/2021	18,334.39
ILDOR-State	Payroll taxes	09/30/2021	3,319.90
EFTPS-Federal	Payroll taxes	09/30/2021	17,766.17
IMRF	Payroll Pension	09/30/2021	36,290.22
DAC	Deposit to HRA	08/06/2021	138.80
DAC	Deposit to HRA	08/10/2021	182.18
DAC	Deposit to HRA	08/17/2021	262.83
DAC	Deposit to HRA	08/31/2021	559.27
Nicor	Gas	09/13/2021	456.04
INB Bank/5/3	Credit Card Fee	09/11/2021	220.02
Hinsdale Bank	Fee-Direct Deposit	09/18/2021	88.50

Review of Policies

The Public Comment Policy was reviewed by our attorney and he said it requires no changes.

The other policies were reviewed by the Policy Committee. There are few proposed changes. Any changes are marked by strike-through and underlining.

Public Comment

The Library Board is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment section of the meeting. In order for the Board of Trustees to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 15 minutes of public participation will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.

2. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.

3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.

4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.

5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.

6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.

7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

8. Groups are asked to designate a single spokesperson.

9. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.

10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.

11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.

12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board for a specific meeting. Such a vote applies only to that meeting.

13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, comments about an employee will be given in closed Executive Session.

14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.

15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.

16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.

The Board of Trustees appreciates all who participate in open and orderly meetings.

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15, reviewed & revisions approved 3/15/17, revisions approved 2/20/19

SERVICES

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400 - Services

410 - ~~Hours of Operation~~

~~Monday through Friday 9:00 a.m. to 9:00 p.m.~~

~~Saturday 9:00 a.m. to 5:00 p.m.~~

~~Sunday 1:00 p.m. to 5 p.m.~~

The Library Board of Trustees sets the hours of operation for the library.

415 - Closings

415.1 - Scheduled Closings

The library will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. When Independence Day or Christmas Day fall on a Sunday the library will be closed on Sunday and on the following Monday. When New Year's Day falls on a Sunday the library will be closed on Sunday but will be open on Monday.

The library may also close for other reasons such as staff institute day. The Board of Trustees will approve a calendar of closings each year.

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

The library may close for special circumstances (such as remodeling, inventory, etc.) with prior board approval.

415.2-2 - Emergency Closings

The library may close during and/or after an emergency at which time stated procedures for such closings shall be followed. See Sec. 1000, Emergency Situations.

Adopted 4/13/88, Revised 4/22/92, 3/15/00, 11/20/02 (eff. 12/1/02), Rev. 4/16/03 (eff. 9/2/03), Rev. 11/19/03, Rev. 6/16/04 (eff. 9/17/04), 12/21/05 (eff. 12/27/05), complete review & revision approved 4/18/07, 3/21/12, complete review 3/19/14, complete review 5/18/16, complete review 3/21/18

SERVICES

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465 Computer and Internet Services
Computers are provided for public access to the Internet, reference databases, the on-line catalog, and software products. Wireless service is available for patrons who have a wireless device capable of accessing the library's wireless network.

465.1 Library Responsibility
Staff will assist patrons with basic functions of computers, printers, and software programs as time permits. The library also provides classes and other resources for instruction. The library and library staff are not responsible or liable when assisting patrons who are conducting personal business or e-commerce on the library's computers.

The Indian Prairie Public Library District does not monitor and is not responsible for information, graphics and messages accessed through the Internet. The library is not responsible for damages, direct or indirect, that arise from a patron's use of Internet information resources. There is no guarantee that a patron's account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency. The library assumes no responsibility for any loss or damage arising from use of the library's wireless service.

Privacy cannot be guaranteed due to the proximity of other patrons and security limitations of the library's network system. The library reserves the right to access and use any files saved on library equipment.

465.2 User Responsibility
The user is responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access. Parents or legal guardians are responsible for their minor children's compliance with theses law and with the library's policies.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures is prohibited. Patrons are responsible for any intentional damage to computer equipment or software or loss of same. Problems with equipment must be reported immediately.

The Internet contains material and information resources which users may think controversial or inappropriate. Information on the Internet may be reliable and current or it may be inaccurate and out-of-date. The Internet is a global entity and library patrons use it at their own risk.

Internet users are to limit use to viewing sites that are appropriate in a public site and not disturbing to others. Use of the Internet for any purpose that results in the harassment of others is unacceptable. Illegal acts involving library computer and wireless access resources may be subject to prosecution by local, state, or federal authorities.

Each user is responsible for following personal safety practices while using the Internet. Parents or legal guardians are responsible for the Internet information accessed by their children as well as for their children's safe use of the Internet including email, chat rooms, social networking sites, and other forms of direct electronic communication. Parents are advised to supervise their children's Internet sessions and to restrict them from accessing materials that the parents consider harmful to minors. The library can provide information to parents and children about best safety practices for use of the Internet.

Use of another person's library card account number for Internet access is not permitted and may result in loss of Internet privileges for the cardholder as well as for the unauthorized person. Misuse of the computer or failure to follow the Internet policy will result in loss of access.

465.3 Use of Computers
Priority access to the Internet is provided to IPPL library cardholders. Access may also be provided to guests who don't have an IPPL library card.

Computers in the adult area are provided for adults and children age 14 and up. Computers in the kids & teens area are provided for children high school age or under or for parents to use with a child or while their child is using the kids & teens area. Exceptions to this may be made with referrals from either department.

The library supports the right of all library users to access information and does not deny access to the Internet based solely on age. Library staff is unable to monitor children's use. Parents are expected to monitor and supervise their children's use of the Internet. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety. Parents may disallow their child's access by informing library staff.

The library has developed certain procedures to assist staff and patrons in the use of computers. These procedures include (but are not necessarily limited to) the following:
1. Time limits for access.
2. A maximum number of people who can access a workstation.
3. Cost recovery for printouts.
4. Priority usage.
5. Reservation of computers.

Complete review & revision approved 4/18/07, rev. 11/28/07, 9/16/09, 2/17/10 (effective 6/1/10), 9/15/10, complete review and revision approved 3/21/12, complete review & revision approved 3/19/14 – effective 6/1/14, complete review & revision approved 5/18/16, revision 6/21/17, complete review 3/21/18

SERVICES

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470 Web Site

470.1 Purpose of Library Web Site
The Indian Prairie Public Library Web site has several key roles:

- Inform and educate the community about library services and activities.
- Facilitate access to and usage of library resources and services.
- Provide access to information and ideas that are available through the Internet.
- Enhance communication between the library and the community.
- Enable patron self-service.

470.2 External Links and Feeds
Links and feeds are provided as an information service and are selected in keeping with the Library's Mission Statement and Collection Development Policy. Links and feeds included on the library's Web site meet general community needs for information and will reflect the community's interest in popular topics, such as, but not limited to: business information, taxation, employment, health, travel, books and reading, film, homework help, etc. Sites included on the IPPL Web site must be current, objective, and easy to use, and must clearly identify the sponsor/creator of the page. They also must be free to use. The Library reserves the right to evaluate and select sites for links. The library does not accept unsolicited links. Links on the IPPL Web Site are reviewed regularly to remove dead links, sites that do not load properly, or that no longer meet the selection criteria.

470.3 Web Site Use Disclaimer
The Indian Prairie Public Library District is responsible only for the content produced by the library. The placement of links on the library's Web site does not imply endorsement of, or responsibility for, the link or the content of offsite referenced pages. The library is not responsible for the content, accuracy, availability, or privacy practices of any external sites. Parents of minor children are encouraged to review any external sites to determine if the content is appropriate for their children.

470.4 Web Site Privacy Statement
The Indian Prairie Public Library District welcomes visitors to its Web site. The library is committed to upholding the privacy of Web site visitors. The library does not collect personal information for visiting its site. However, some databases available from the library's Web site require the patron's Indian Prairie Public Library card bar code number or other personal information for verification purposes only.

Patron information is confidential. The library will not share any personal information given to us with a third party unless required by court order. The library does not collect or sell user information for commercial purposes. In order to improve the usefulness of its site, the library automatically collects and maintains statistical information from site data logs concerning network traffic flow and volume. This information does not identify individual visitors.

Complete review & revision approved 4/18/07, 2/17/10, 3/21/12, complete review 3/19/14, complete review 5/18/16, complete review & revision approved 3/21/18

SERVICES

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480 Privacy of Patron Records/Information

480.1 Illinois Library Records Confidentiality Act

Circulation and registration records are confidential as stated in Illinois law (75 ILCS 70/1-2). No such records shall be made available to the public or to any agency of federal, state, or local government except pursuant to a court order. The exception is when a law enforcement officer has probable cause to believe there is imminent danger of physical harm. In this case the officer may request information regarding identification of a suspect, witness or victim of a crime without a court order but the information may not include records reflecting materials borrowed, resources reviewed or services used at the library. In this case the library will request that the officer sign a statement acknowledging receipt of the information.

The Library Records Confidentiality Act does not prohibit disclosure to law enforcement officials of information about a patron based on personal knowledge (such as a person's name), or information based on personal observation of a person on library property(such as staff observing the person using library computers). No information relative to the purpose of the person's use of the library will be given without a court order.

480.2 Confidential Relationship/Library Staff and Patrons

The relationship between library staff and patrons is confidential, including information about patron use of library materials or services, such as reference assistance and computer use. Parents or legal guardians of children under 18 may be provided with information about current materials, overdue materials and outstanding charges on their child's card.

480.3 Patron Access to Records

A library card barcode number or proper identification must be provided by a patron before any information about their record can be provided. Information is available by telephone only if a person provides a library barcode number and correct personal information such as address, phone number and birthdate. Indian Prairie cardholders may view their records online through the catalog.

480.4 Search Warrant Policy

Library staff will cooperate with Law Enforcement Officials as required by federal laws to allow access to items within the scope of the Search Warrant while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2). A copy of this policy will be provided promptly to officials upon arrival at the Library.

480.4.1 Designated Library Contact

The Library Director will handle all requests to search Library records pursuant to a Search Warrant. In the absence of the Director the Assistant Director, followed by the Librarian-in-Charge, will deal with a Search Warrant issue.

480.4.2 Identify Serving Officer

The Library Director will request identification from the Law Enforcement Officials and record their names, badge numbers, and agencies.

480.4.3 Review Warrant for Content

The Library Director will review the Search Warrant when served and will contact the Library Attorney for consultation concerning the scope of the Warrant and compliance procedures.

The Library Attorney is:

Roger Ritzman
Office Phone: 630/665-1900
Home Phone: 630/668-6476

480.4.4 Request the Presence of Library Attorney

The Library Director will ask the Law Enforcement Officials to wait until the Library Attorney is present before beginning the search. (However, the Search Warrant may be executed immediately.)

480.4.5 Cooperate with Officials

The Library Director will cooperate with Law Enforcement Officials to help identify the records/ evidence falling within the scope of the Search Warrant.

480.4.6 No Access to Other Records

The Library Director will not permit access to records beyond the scope of the Search Warrant, i.e. records not specifically identified in the Search Warrant.

480.4.7 Record Evidence Viewed or Taken

The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.

480.4.8 No Disclosure of Search

No employee will disclose the receipt of the Search Warrant or the search to anyone except the Library Director, the Library Board President and the Library Attorney.

Adopted 4/13/88, Rev. 5/17/95, 2/19/97, 3/15/00, 11/20/02 (eff. 12/1/02), Complete review & revision approved 4/18/07, rev. 11/28/07, Complete review 2/17/10, 3/21/12, complete review 3/19/14, complete review and revision approved 5/18/16, complete review 3/21/18

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

A. This is a request under the Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the Library's registration and/or circulation records.

B. My request for information is limited to identifying a "suspect, witness, or victim of a crime".

C. As the basis for this request, I represent the following:

1. I am a sworn law enforcement officer.

2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.

D. The information I request relates to the following:________________________

____
(description of information sought)

______________________ Officer's signature	______________________ Officer's Agency/Department
______________________ Officer's printed name	______________________ Date signed
______________________ Officer's badge number	______________________ Time signed

* * *

OFFICER'S ACKNOWLEDGEMENT

I acknowledge receipt from the Library of the information I requested.

______________________ Officer's signature	______________________ Date signed

* * *

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:____________________
____

USE OF LIBRARY FACILITIES

600 Rules of Behavior

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use the library building, materials and services, to protect the rights of library employees, and to preserve library materials and facilities. The law gives the Board the right to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. "The library" includes the library building, entrance areas, walkways, parking lot and the property that surrounds the building excluding the public sidewalks.

The Board of Trustees believes that the library is for everyone's enjoyment and library patrons have the right to use the library and its materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good conditions. In addition, patrons must adhere to applicable laws.

601 Disturbing Others

Behavior which disturbs other patrons or staff is not permitted. This includes but is not limited to conversations and behaviors that bother others, loud activity, impeding access to areas of the library, running in the library, disturbing images on a computer, and verbal or physical abuse. Cell phones must be on vibrate and may not be used in designated quiet areas. Cell phone usage at computers must be limited so as not to disturb others.

Normally the patron will receive two warnings. At the third offense the patron must leave the library for the rest of the day. However, depending on the seriousness of the offense the patron may receive one warning or even be asked to leave immediately. In the event the disruptive patron is age 7 or younger, the staff member will locate the responsible adult. The entire family may be asked to leave the library if the behavior is not corrected. If the adult responsible for the child cannot be located within the building, the librarian in charge will identify the child and attempt to contact the parent by phone. If the patron under age 13 is required to leave and does not have immediate prospect of transportation home, the librarian in charge should contact the child's parents by phone and request that they be picked up.

602 Harassment

Harassing others, either verbally or through actions, is prohibited. This includes harassment based on sex, sexual orientation, color, gender, race, national origin, religion, physical or mental disability, pregnancy, age, military status, or other protected group status. The library will be responsible for harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action. Behavior such as paying unwanted attention to others, initiating unwanted conversation, following other people around the library, staring at other people, photographing or videotaping individuals, or touching other people is considered harassment. This also includes sexual harassment as defined by state law, "sexual harassment means any unwelcome sexual advances or requests for sexual favors and any conduct of a sexual nature when…such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

In addition slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status are forbidden as is written or graphic material that is posted or distributed is any manner that shows hostility toward a person or persons because of their protected status.

The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

The patron must leave the library for the rest of the day and the Library Director will determine how long the perpetrator will be banned from the library. In the case of sexual harassment as described above, the police will be called immediately.

603 Firearms and Other Weapons

As stated under the Firearm Concealed Carry Act, firearms are prohibited on library property, as well as weapons of any kind. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. The library's policy does not impact the rights of law enforcement personnel. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. See Policy 670 regarding alcoholic beverages.

605 Smoking and Use of Marijuana

Smoking or vaping of any type and tobacco chewing are prohibited in the library at all times. Marijuana may not be consumed on library property.

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property and Parking Lot

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table. Library users may not leave personal belongings in the library when they leave the building. The library is not responsible for any loss of users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted.

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following an event.

609 Animals

Only service animals and police animals are allowed in the library. "Service animal" means a dog or miniature horse. Staff may inquire whether the animal is a service animal and what tasks the animal has been trained to perform. A public accommodation is not required to allow a service animal to remain if it poses a direct threat to the health or safety of others. If, for example, a service dog is growling and lunging at other patrons, and is not able to be controlled, the dog will have to leave the library. Emotional support animals are not allowed in the library. Animals that are part of a library sponsored program are exempt from this prohibition.

610 Solicitation on library property.

Circulation of petitions and distribution of literature is allowed outside of the library building and must be conducted at a reasonable distance, 20 feet or more from the front of the entrance doors and to the left and right of the entrance doors. This activity may not disrupt library operations, impede people from entering or leaving the library, engage or attempt to engage people where such engagement is not welcome, or create unsafe traffic patterns on the library's sidewalks. This activity is not allowed in the parking lot due to safety issues. This activity is not allowed in the library building. This policy does not supersede laws regarding electioneering and soliciting of votes. No organization or individual will be permitted to solicit donations, sell items or ask library personnel to sell items on library property. No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

- A library sponsored sale or solicitation
- An Indian Prairie Library Foundation & Friends sale or solicitation approved by the library director.

Community organizations or governmental entities within the library district_may be given permission by the Library Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, food collection, etc. as space permits. The library accepts no responsibility for such items.

611 Serious or Repeat Violations of Library Rules

This list is not all inclusive of behaviors for which patrons may be expelled from library property. Patrons who violate the library's rules of behavior will be advised of the problem and_asked to stop the unacceptable behavior or activity. Patrons who continue to misbehave will be asked for identification and required to leave the building for the day. In the case of misconduct which is extreme, the offender will be asked to leave the building immediately, or the police may be called.

Patrons who cause repeated problems in the library will be warned that they will be barred from the library or using a particular service if the behavior continues. In the case of minors a letter will be sent to their parents or guardians regarding the behavior and consequences. If the behavior persists the patron will be barred for one month. If the patron continues to cause disruptions he or she will be barred for 90 days. If the patron returns and continues to cause disruptions the patron will be barred for one year.

In the case of serious violations, a patron will immediately be barred from the library anywhere from one year to indefinitely depending on the severity of the behavior. In the case of repeated, serious violations a patron may be barred from the library indefinitely.

611.1 Appeal

Persons wishing to appeal these actions may do so upon written request to the Library Director. If the person is not satisfied with the result of their appeal they may request a review by the Library Board of Trustees.

THE SAFETY AND WELL-BEING OF CHILDREN

612 Only adults who are with or assisting children, using youth materials, or interacting with staff should enter the Kids & Teens Department.

Children age 8 and under must be accompanied by an adult while using the library. If a child is unattended, library staff will find the adult or contact the parent to inform them of library policy. If a child age 8 and under is left unattended a second time, the adult will be informed that if this occurs a third time the child will not be allowed in the library building. If the child is age 8 and under and left alone repeatedly, the library staff will inform the adult that the library will consider contacting the Department of Children and Family Services (DCFS).

If an unattended child age 8 and under is in the library at closing time or at the time of an emergency closing, the librarian in charge shall attempt to contact a parent or guardian by phone to come pick up the child immediately. If unsuccessful the librarian will contact the local police an hour after closing. At least two staff members will wait with the child until the parents or police arrive.

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13, complete review & revision approved 3/19/14, revision 10/21/15, complete review 5/18/16, revision approved 3/15/17, complete review & revisions approved 3/21/18, revision approved 11/20/19, revision approved 1/15/2020, revisions approved 6/17/2020

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USE OF LIBRARY FACILITIES

620 Community Information Flyers and Posters Display

As a service to the community the library provides space for posters and flyers that promote educational, cultural, intellectual, charitable, civic, or historical activities sponsored by local cultural, service, non-profit and governmental organizations in the immediate area. Materials advertising major educational and cultural events taking place in the general Chicago area may be displayed when space is available. It is not intended to advertise classes, events, items or services for sale by commercial entities, profit organizations, or individuals. Materials containing information that advocate or promote a partisan position on any issue will not be accepted for display.

The library determines where materials may be posted or distributed. Any materials implying library sponsorship or support will not be accepted for display. Materials for posting must conform to Federal, State and Local laws including election laws. Flyers, brochures, pamphlets and announcements do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members and must conform to library guidelines.

Posted materials must be approved, initialed and posted by library staff only. Staff will remove and dispose of items which have not been approved. Lost and Found notices may be posted as space allows.

No item over the size of 11" x 17" shall be posted. All items shall be posted for a period of one week, if space is limited. Items may be posted for longer than one week if there is room. Items will be posted on a first come, first served basis. Publicity items are generally considered temporary and library personnel will dispose of said items after the event.

Library employees may not participate in the distribution of any materials except those generated by the library or organizations founded to support the library such as the Indian Prairie Public Library Foundation and Friends. The library staff will not be responsible for providing any additional information concerning an advertised activity.

621 Distribution of Free Publications

If space is available, the library may distribute copies of free publications which are of general interest to the community. However, publications must meet the following criteria and meet approval of the head of the appropriate department.

- The publication is free of charge.
- The subject matter meets the criteria for selection as stated in the Materials Selection policy.
- The delivery of the publication is timely.
- There is community interest in the publication.

Distribution of materials relating to youth and parents are distributed in the kids & teens area. Distribution of materials relating to adults are distributed in the adult area. The library reserves the right to refuse to distribute and to dispose of materials at any time. Publications do not necessarily reflect the views of the Indian Prairie Library, Indian Prairie Library Board members or staff.

USE OF LIBRARY FACILITIES

Requests to distribute or remove publications should be addressed to the Head of the appropriate department. If a resolution is not reached, the patron may appeal in person or in writing to the Library Director. In the event that the decision made by the Library Director is not satisfactory to the patron, the patron has the right to present his or her written request to the Board of Trustees.

Complete review & revision approved 9/19/07, 2/17/10, Complete review 3/21/12, Complete review 3/19/14, complete review 5/18/16, complete review 3/21/18

USE OF LIBRARY FACILITIES

630 Displays

The library offers display cases on the second floor that may be used by the public for displays of general interest to the community. This is the only display space in the building that is available for public use. Displays do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members. The library reserves the right to refuse the use of the display areas to anyone whose display is disruptive of its functions. The library reserves the right to withdraw the privilege of the use of display areas if board policies regarding its use are not followed. All displays are considered temporary. Display materials must be removed the day after display time ends or library staff shall dispose of said items.

The displayer shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage, or theft of any item displayed.

630.1 Displays in Departments

Displays within departments are used to promote the use of library materials or services and are developed by library staff. In addition the Youth Services Department may display writings, art work, or crafts prepared by children and teens submitted by a school located in the district or the leader of an organized non-profit youth group that includes youth who are residents of the district.

Complete review & revision approved 3/21/12, Complete review 3/19/14, complete review 5/18/16, complete review 3/21/18

USE OF LIBRARY FACILITIES

635 Art Exhibits

The library's gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. Art work may also be exhibited in the second floor display cases if they are available. Art work by children may also be exhibited in the kids & teens area. Normally the exhibit period is one month. Exhibits do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Public Library Board members.

Library staff are responsible for determining whether or not an artist's work is of a nature, format and quality appropriate for the gallery area. The library will publicize the exhibit on the library's website. The Communications Coordinator must approve all publicity that is posted in the library for the exhibit.

The exhibit is limited to the art molding display area in the second floor lobby/gallery, 1st floor café, stairs, and the quiet study area. The work must be framed, mounted or otherwise prepared for hanging on the hooks provided by the library. No modification of the library facility will be permitted for the installation of an exhibit. No additional exhibit space is permitted. Artists are responsible for setting up and taking down their exhibits. The exhibit must be assembled during the first week of the exhibit period and the items are expected to remain on display until the last week of the exhibit period. The Library and the artist will determine the dates and times for the exhibit to be set up and taken down. Library staff may dispose of artwork not picked up at the end of the exhibit period.

Prices of the artwork may not be displayed in the exhibit. The library will not act as the artist's agent in the sale of his/her work. The artist may provide a list of the art works, including the price and the artist's telephone number, which will be kept at the Guest Services Desk and made available to patrons at their request

The library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive of library functions. The library reserves the right to withdraw the privilege of the use of exhibit areas if board policies regarding its use are not followed. The exhibitor shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed.

635.1 Recognition of Local Organizations

In recognition and appreciation of the contributions made by local organizations the library has established a portion of the art gallery as a place to honor those contributions. Community organizations may contact staff to schedule a display that represents their contributions. The organization must prepare the display in a way that it can be easily hung on the gallery display system. Displays may be exhibited for up to three months. Once the display is removed, library staff will evaluate the items to determine if they can easily be added to the library's local history collection.

Complete review & revision approved 9/19/07, 2/17/10, Complete review & revision approved 3/21/12, Complete review & revision approved 3/19/14, complete review 5/18/16, complete review 3/21/18

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the library during library fundraising events, during library programs, and cultural and educational events.

The Board may allow the sale or serving of alcoholic beverages in the library subject to the following:

- Alcoholic beverages may be permitted only at library fundraising events or programs/events of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

<u>Who may serve alcohol?</u>

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by library staff or volunteers who are approved by the Library Director.

<u>Where may alcohol be served?</u>

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room or in other public areas when the library is closed, provided as there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Prevent the sale or distribution of alcohol to persons under the age of 21.

<u>Liability Insurance</u>

The Library Director shall assure that the library maintains appropriate liability insurance in maximum insurance coverage limits, or third party vendors/caterers/organizations shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided at least two weeks prior to the event. The library shall be named as an additional insured on such coverage.

<u>Library Rules and Regulations</u>

All library rules and regulations shall remain in effect at all times

<u>Local Laws</u>

The library and third party vendors/caterers/organizations shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

<u>Application to Serve Alcoholic Beverages</u>

A third party vendor/caterer/organization shall submit an Application to Sell/Serve Alcoholic Beverages for each event in a form to be provided by the library.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

Reservation of Rights
The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.

Adopted 11/16/16, complete review 3/21/18

Director's Report

Financials

We're doing very well with revenue, having received the majority of our taxes and receiving 42.34% of "Desk Monies" as of the end of September, which is 25% of the fiscal year.

I had hoped to have the final numbers on the renovation costs, but the architect and contractor are still reviewing the costs for a final report. I'm hoping to have them prior to Wednesday because I had wanted to provide you with a financial forecast for the meeting. We're in the area of $1.2million which is below the $1.3million approve by the Board.

Maker Studio

The Maker Studio opened Oct. 11. We've had a constant stream of people coming in to learn about it and to use the equipment. Ann and her staff have done a wonderful job putting together this important space. Since this is a major, new service I've worked with Ann on the development process, reviewing the procedures they've put in place to manage the Maker Studio and brainstorming ideas for programs. I also worked with Ann, Dave, and Jill to develop the displays and promotional materials for the Maker Studio as well as the new Maker Studio website. With the website, we really wanted to go with a professional look that hopefully creates interest and provides inspiration for people. That is our ongoing goal – to continue to provide ideas for inspiration and "ha-ha" moments for our residents, working to help people understand the new resources this space offers. We want to create an environment that promotes discovery and learning. We're also interested in bringing together people with similar interests to learn from each other and collaborate. Of course, the space is also there for those who already love to tinker and make.

Renovation

I continue to work with the architect and contractor on the punch list items. I'm currently on vacation but have been told by the contractor that he was finishing up the punch list Friday and Monday. I hope I find that true. The glass walls in the Maker Studio and the old Program Room (now being called Meeting Room 2) look great. I selected new trash containers for the café and the exterior. I also had the rusting pedestrian signs outside replaced. I selected brochure holders to hang on the walls as a way to organize our brochure and flyers. I've been working with Jill and Dave on the design for a floor directory on each floor as well as directional signs. The more formal signage system is due to be installed the second week in November. This signage will identify rooms and service areas, desks, and the elevator.

Joe and Kyle returned back to the library from their tour of duty Sept. 27 and I've been directing them in building projects that complement the renovation and that support maintenance of the building.

Staff

I am happy to report the Programming and Outreach Department will soon be fully staffed.
Staffing for the department will be:
Erin Fergus – A librarian providing Early Literacy programming and outreach, starting November 1.
Amy Merda – A librarian providing MidKids programming and outreach (whom you've met)
Sara Zagotta – A librarian providing Teen/Young Adults programming and outreach (whom you've met)
Jen Ripka – A librarian provided programming for adults, jobs & careers, and businesses plus outreach to organizations and businesses. She's starting Nov. 8.

Marquitta Harris – Marquitta was formerly the Guest Services Assistant Department Head and, based on her education and experience, Laura and I decided she was a perfect fit as the Programming and Outreach Strategist responsible for outreach and programming for seniors in senior residences and people with disabilities.
Cindy Kline – A longtime associate who has provided wonderful programming for adults for years.
Jordan Calabrese – Starts October 25 as a full-time associate, providing early literacy programming, support for programming for other age groups, and clerical support for the department.

All the staff bring a wealth of experience and knowledge in their respective areas and we are very excited to have this new group collaborating to develop a wide variety of programming and to represent the library in the community.

In Guest Services, we have hired two associates but unfortunately, one associate hired early summer has decided that she's not comfortable working with the public at the library during COVID. In studying how we can provide the staffing we need in this department, I created a 30-hour shift supervisor position that will provide needed supervisor hours as well as assist with coverage of the desk, phones, etc. and hopefully the position with benefits means that the staff person will stay.

Meetings

Since the September board meeting, I've been part of 8 interviews for the early literacy librarian, programming & outreach associate, and the adult programming & outreach librarian. I held three department head meetings and had seven one-on-ones with the four department heads. I also met with the Board Policy Committee to review policies. I had several meetings with Maker Studio staff and Marketing to develop the final plans and promotions for the Maker Studio. I had two meetings with the architect and contractor regarding the punch list.

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

	2018	2019	2020
Revenues			
Taxes	3,475,035	3,577,105	3,593,998
Per Capita Grant	53,618	53,161	53,930
Desk monies	207,494	210,189	160,218
Interest	18,404	91,602	78,546
Miscellaneous	3,699	3,354	1,983
Total Revenues	3,758,250	3,935,411	3,888,675
Expenditures			
Personnel	2,688,811	2,712,048	2,659,342
Materials	469,172	469,515	453,464
Building	247,875	267,006	234,855
Technology	102,936	107,693	116,478
Operations	38,194	38,472	33,588
Contractual Service	11,317	13,809	19,575
Insurance	16,633	24,458	17,308
Communication/Programs	61,111	66,023	58,584
Contingency	5,018	13,280	16,343
Total Expenditures	3,641,067	3,712,304	3,609,537
Excess revenues over (under) expenditures	117,183	223,107	279,138
District Fund Balance July 1	1,426,093	1,511,647	1,457,782
District Fund Balance June 30*	1,511,647	1,457,782	1,695,754

Capital Projects	2018	2019	2020
	6,499	187,287	15,555
	HVAC motor	parking lot	renovation
	5,340	47,399	16,394
	HVAC repair	masonry	LED bulbs
	4,863	6,100	3,409
	landscape projects	self checkout soft\	brick patio
	4,965	2,447	5,808
	sconce and globe ligl	self check comput	parking lot finish
	2,110	33,739	
	mid-kids lounge	servers/misc bldg	
	2,210		
	self-check computers		
	5,642		
	HVAC - pumps		

Projected 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3,747,591	3,862,097	3,939,339	4,018,126	4,098,488	4,180,458	4,264,067	4,349,349	4,436,335	4,525,062
53,161	53,161	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
127,996	121,750	124,185	126,669	129,202	131,786	134,422	137,110	139,852	142,650
1,646	0	16,552	14,846	16,198	18,112	19,901	22,166	24,618	27,264
1,381	550	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,931,775	4,037,558	4,113,376	4,192,941	4,277,189	4,363,656	4,451,690	4,541,925	4,634,106	4,728,276
2,595,028	2,918,381	2,976,749	3,036,284	3,097,009	3,158,949	3,222,128	3,286,571	3,352,302	3,419,348
456,850	479,775	484,573	489,418	494,313	499,256	504,248	509,291	514,384	519,528
235,156	256,500	264,195	272,121	280,284	288,693	297,354	306,274	315,463	324,927
111,926	143,032	144,462	145,907	147,366	148,840	150,328	151,831	153,350	154,883
18,287	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000
24,021	23,720	23,720	23,720	23,720	23,720	23,720	23,720	23,720	23,720
18,016	17,369	17,456	17,543	17,631	17,719	17,808	17,897	17,986	18,076
49,093	81,700	82,517	83,342	84,176	85,017	85,868	86,726	87,593	88,469
27,735	10,000								
3,536,112	3,967,477	4,030,672	4,105,335	4,181,499	4,259,194	4,338,454	4,419,310	4,501,798	4,585,951
395,663	70,081	82,704	87,605	95,690	104,462	113,237	122,614	132,308	142,325
1,695,754	1,193,423	827,604	742,308	809,914	905,604	995,066	1,108,302	1,230,917	1,363,225
1,193,423	827,604	742,308	809,914	905,604	995,066	1,108,302	1,230,917	1,363,225	93,550
886,494	290,000	40,000	20,000		15,000				12,000
renovation	renovation	generator	servers		HVAC bearings				humidifier
6,500	20,000	128000							1,300,000
elevator hydraulic	furniture	boiler							renovation
5,000	12,000								100,000
landscaping	strobes, sprinklers								roof
	5,900								
	t-valve,actuator								
	4,500								
	three pumps								
	16,000								
	security cameras								
	10,000								
	parking lot/paving								
	5,000								
	wellness, conference room								
	20,000								
	landscaping								
	52,500								
	HVAC automation system								

Assistant Director's Report: September 2021

Building:

Joe and Kyle both returned from National Guard duties at the end of September and have been catching up on maintenance projects and projects that support the renovation including:

- Joe installed the power reels in the ceiling in the Maker Studio.
- Joe installed the new program guide holders throughout the building.
- Joe and Kyle installed the donor tree in its new location by the main stairs.
- Joe and Kyle installed additional slatwall panels in the Maker Studio.

Staff have been working to organize the former Youth Room/Little Town area and staff have begun using the new expanded space for programs.

This winter, we will be using our current landscaping company, Wingren, for snow removal and salting.

IPPL Friends and Foundation:

The Book Sale in the café made $181.76 in September.

Personnel:

I continue to interview candidates for Guest Services Associate positions with Debbie Sheehan.

We have hired Erin Fergus as our new Early Literacy Librarian. In addition to her Masters in Library Science, Erin has 12 years of teaching experience. She starts on November 1st.

We have also hired a new full-time Programming and Outreach Associate, Jordan Calabrese. Jordan is currently in library school and has been working as a teacher's aide in a school. She will be creating her own story times as well as supporting staff with their programs. Jordan starts on October 25th.

Marketing Highlights:

- Here are the five most visited web pages on our website:
    1. Programs - 809
    2. Hours/Location - 551
    3. Databases All Topics - 432
    4. Job Openings - 375
    5. eBooks - 326

- Programming and Outreach staff worked with staff from marketing and Resource Services to create a flyer for virtual backpacks. It was sent for distribution to school districts 60, 61, 62, 63, 66, 180 and Kingswood. A copy is attached to this report.

- Jill's Marketing Report is attached.

Continuing Education:

I attended a presentation "Community Engagement 101" hosted by LACONI on September 20th.

Submitted by: Laura Birmingham

LB

32

Hello from your librarians!

Stop by the library to meet Amy Merda, Mid-Kids Librarian, (amym@ippl.info) and Sarah Zagotta, Teen Librarian (sarahz@ippl.info). They'd love to chat with you and talk books, homework help, and library resources. Plus, they can share latest upcoming fun library programs and activities. Below is just a sample of what the library offers:

- Live virtual tutoring through BrainFuse HelpNow at **databases.ippl.info**.
- Video game and board game collections for checkout.
- Lounge areas for 1st-6th graders and 7th-12th graders that include Switch gaming on big screens.
- Quiet tables within the Kids & Teens area and private study rooms.
- A brand new Maker Studio with classes available for those 8+. Learn more **makerstudio.ippl.info**.
- Library programs and classes for all ages at **ippl.info/programs**.

OAKTOBER

Saturday, Oct. 9, 10 a.m.-noon

Outside, Prairie Patch (east side of the library)
For all ages.

Discover why oak trees are so vital to our community ecosystem, meet tree experts, and enjoy activities with acorns, stories, crafts, and more. You may even go home with an oak sapling or acorn to grow your own tree. Co-sponsored by Darien Garden Club. Note: Event will be held indoors if it rains.

WRITE-ON

Sponsored by the Gift of Carl Foundation

Looking for a way to showcase your writing skills? Want to win cash prizes? Our writing competition and author festival are back with two levels of competition: Grades 4–6 and Grades 7–12.

Beginning October 1, submit an original poem or short story. Also, join us for workshops for each age group in poetry writing and fiction writing to grow your skills. Watch for more information at **writeon.ippl.info.**

Mark your calendars:
In mid-November, we are hosting an in-person visit from Jasmine Warga, author of the 2022 Rebecca Caudill book award nominee *Other Words for Home.*

Author Samira Ahmed signs a book for one of the Write-On winners in 2019.

Indian Prairie Public Library

630/887-8760 | ippl.info

This is not a Maercker School District 60 sponsored activity.

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

Training
I am continuing to work with Paul on training. He is crafting most of our social media and enews at this time. He's doing an outstanding job.

School Outreach
Amy, Sarah, and I created a flier for the school's outreach system. It simply introduced the librarians and gave families a couple of events to mark on their calendars. We have guidelines to follow when submitting filers to the school including the kind of content we are allowed to share. We will continue to send things within their parameters on a monthly basis. The next filer we will submit to the schools will cover the Write-On event.

In the Gallery—September
Display cases: The Salt Creek Quilters Guild
1st and 2nd floor gallery: Mark Moy and Lyn Tietz.

Website
The website was quiet this month in terms of major updates. We created a form calling for submissions for the Teen Service and Advisory Committee and redid the Write-On page. We did a lot of minor updates and our monthly marketing plan update. The Maker Studio is taking the forefront of our website work right now, which Dave has been working on. It will be ready to launch on October 11, which is the opening of the Maker Studio. Just like any section on our website, the Maker Studio site will evolve and get updated with new content and photos over time.

Maker Studio
The Maker Studio opens on Oct. 11. We've done a lot of posters and signs ahead of the opening. We are working on some cards that guests can take with them and scan a QR code for more website information. Looking forward to seeing the space in use by our guests.

Other
We put up the 911 Memorial display posters on the library's first floor. I witnessed many people reading and reflecting at the display.

Signage is in process for the collection. The more contemporary look will complement our new renovation.

Jamie B., Dave and I also are working on a floor plan. He's done an awesome job in making it so far.

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

General Enews Subscribers

August 31	17,226
September 30	17,169
Loss/Gain in subscribers	-57

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**
September 9	23	6
September 16	17	6
September 23	18	8
September 30	19	10

Social Media
There was either growth or no change in our social media likes and follows.

Channel	**Likes/Followers**	**+/- (Since August 31)**
Facebook (Likes)	2,060	+10
Instagram	843	+13
Twitter	1,132	+1
LinkedIn	178	No change
YouTube	219	No change

Social Media Posts

The highlight this month was author Chris Bohjalian commenting on our Instagram post that he is, "looking forward to it", meaning the online program with other libraries on October 27. It's always nice when presenters see our posts, plus one as famous as Chris Bohjalian.

Mid-Kids Librarian Amy M. filmed a short video to help promote the ukulele program. People really responded well to it on social, plus, it was fun to do! Amy, in addition to being a super librarian, is also a ukulele master.

The September 11 display that we put up from the 911 Memorial also was well received on social media.

People also were delighted when the toys were added back in LittleTown. It was almost like we sent out the bat signal that morning when the toys were put out. There were a lot of great photo opportunities, and we shared those on social media. In addition, we had a couple of families tag us in their photos. In this case, guest J.S., said that "this library is great."

Guest Services
September 2021

Drive Up

We had 899 patrons use the drive up in September and checked out 1961 items. Almost 700 holds were placed in September for pickup at the drive up.

Community

Passports: We accepted 44 passports in September.

Library Cards: We issued 129 resident library cards. 29 were initiated remotely. We issued 1 student card for a total of 3 so far.

Notary Public: We notarized 98 documents in September. Many people express how grateful they are that we provide this service.

Staff

Guest Services Associate Ingrid Niinemae has resigned effective October 18. We have hired two Guest Services Associates – Alexandra Tobalin and Tracy Locke. We have posted internally for the Guest Services Shift Supervisor. We expanded the hours for this position and are hopeful a current staff member will be interested.

The shelvers continued to shift the non-fiction collection. The Test and Language collections have been removed from storage and integrated back into the collection. In September, the shelvers shifted 584 shelves – that's approximately 23,000 items. On the second floor, the shelvers shifted Picture Books.

Library of Things

Although the Technology Department is still responsible for maintaining the Library of Things collection, Guest Services now checks them out, handles the holds and checks them in. The items are kept on shelves in our workroom and we have taken over most of the work of inventorying them. We are training the shelvers and pages to inventory returned Library of Things items and Kids and Teens Kits to make sure all the parts are there.

Continuing Education

September 12	Guest Services Department Meeting	
September 28	SWAN Updates	Zoom

Debbie Sheehan
Head of Guest Services

Circulation Statistics

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		
Nov.	71,019	68,912	64,203		59,906	53,280	51,105		53,902		53,513	#	43,386		
Dec.	66,499	62,642	62,656		56,512	50,932	48,477		51,627		50,504	#	39,447		
Jan.	78,554	71,590	69,608		64,231	58,950	53,767		56,972		57,138	#	42,870		
Feb.	70,512	65,225	60,286		60,625	54,369	52,259		53,962		54,801	#	40,445		
Mar.	78,612	74,816	64,857		65,904	61,856	58,144		59,223	#	33,850	#	46,377		
Apr.	71,161	68,376	71,904	^	60,424	54,820	52,453		54,270	#	11,631	#, $	29,586		
May	67,429	61,687	62,018		58,528	54,893	51,329		54,751	#	15,670	#	45,473		
June	79,392	74,986	71,702		71,568	60,867	60,743		59,443	#	26,631	#	46,565		
Yearly Total	893,296	850,187	810,215		758,241	690,893	644,477		671,280		540,961		506,408		134,144

& 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

Community:

Marquitta is managing services to the homebound and senior residences. We currently serve 13 individuals and 4 facilities. Marquitta works with the volunteers at Interfaith Community Partners to drop off deliveries.

Heather did a story time at Barbara's Bookstore in the Burr Ridge Village Center on September 3rd and 16 people attended.

Sarah partnered with the League of Women Voters to register teens to vote on September 10. They registered 6 people.

Amy and Sarah attended a curriculum night at Eisenhower Junior High on September 2nd. They had 31 stops at their table and got 8 new library card registrations. One set of parents extended complements to the library for all the e-material options, the new drive through and the virtual programming over the course of the pandemic.

Marquitta and Laura attended the Willowbrook Coalition meeting on September 20th. It was great to hear about the many services available to residents of the Willowbrook Corner area. The Coalition is currently planning a fall festival at Anne M. Jeans. The library will have a table at the event on Saturday, October 23rd from 10 am to 12 pm. Marquitta will be representing the library at the event.

Sarah and Laura met with Ellen Lawrence, Head Librarian at Hinsdale South High School. We discussed many ways that Indian Prairie can support various classrooms and after-school activities. Sarah is off to a great start for a promising partnership.

Amy went to the Willowbrook Corner After-School Program and did an activity at Anne M. Jeans on September 16th. 19 kids attended.

Marquitta is working with the Community House to arrange for a winter gear drive at the library starting in early December

Marquitta attended the Willowbrook Corner Parent Engagement and Support Zoom meeting on September 30th. The meeting is run by officials from the Community House and Ann M. Jeans School.

Megan led an in-person family story time for Day One Pact on September 30th and 9 families attended. This is a meetup that serves local families whose children are enrolled in or have recently graduated from the Early Intervention program. Megan was inspired to host these at the library after trying to attend them several years ago with her daughter, Alexis, but there were never any hosted in the southern portion of DuPage County. This meetup is currently the only one scheduled of its kind for these families, who have children with disabilities like autism, cerebral palsy and more. Having an enclosed indoor space for families to socialize and kids to hear stories and play is greatly appreciated by the families who participate.

Programs:

In September, staff presented/hosted a total of 46 events serving 515 people.

Business:

There were no business programs in September.

Little Kids Program Attendance (all programs in-person)

9/9	Teddy Bear Picnic	Heather	29
9/13	Mud Kitchen	Megan	23
9/14	Family Story time (10:15 am)	Heather	20
9/14	Family Story time (11:15 am)	Heather	7
9/15	Library Tree Census	Megan, Amy	2
9/16	Rollick and Roll	Heather	30
9/17	Park Hoppers – Walker Park	Megan	15
9/17	Online Family Story time	Heather	0
9/18	Online Pirate Story time	Heather	9
9/19	Pirate Story time	Heather	13
9/20	Mud Kitchen	Megan	15
9/22	Rollick and Roll	Heather	12
9/26	Birthday Party Storytime*	Megan	8
9/27	Mud Kitchen	Megan	23
9/29	Rollick and Roll	Amy	41

*The birthday party storytime is a brand new series that Megan created.

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

9/10	Weeded Book Art	Amy	2
9/29	Dive Into Dogman	Amy	1

Teens:

9/9	Teen Board Game Club	Sarah	2
9/13	Teen Dungeons & Dragons	Sarah	0
9/23	Hobbit Craft	Sarah	2
9/28	Bad Movie Club	Sarah	2

Adults:

9/7	Online – Online Job Applications	Laura	5
9/13	Online – 9/11: A Survivor's Story	Cindy	32

9/15	Online – Chair Yoga	Cindy	14
9/15	Chicago: A Timeline	Cindy	17
9/17	Concert: Mexicolors	Amy	28
9/20	Medicare Made Easy	Cindy	4
9/22	Online – Chair Yoga	Cindy	16
9/27	Autumn in the Smokies	Cindy	10
9/28	Online – Chair Yoga	Cindy	14
9/29	Adulting 101: Sew a Button	Sarah	2

Laura met with local resident and artist Laura Lein-Svencner to plan a variety of hands-on art workshops for adults this winter and spring. The first program will be an all-day workshop on creating a vision board on Saturday, January 8th.

The library is participating in a multi-library online event with Pulitzer Prize-wining American photojournalist Lynsey Addario on Sunday, November 21st. She will discuss her experience in covering Afghanistan for 20 years - - what life was like, especially for women, during the Taliban's rule, how life changed for women in the 20 years she's been covering the country, and how Afghans are reacting now.

Passive Programs:

Make Grandparents Day Cards	All Ages	38
Remembering 9-11	All Ages	12

Sarah made National Coloring Day special by placing giant coloring sheets all around the library with colored pencils and crayons. People enjoyed the activity.

Heather created giveaway bags for adults and kids who got a library card in September for National Library Card month.

Groups:

9/8	Online English Conversation Group	Joe	5
9/15	Online English Conversation Group	Joe	7
9/21	Online Great Decisions	Joe	10
9/22	Online English Conversation Group	Joe	9
9/23	Genealogy Group	Joe	22
9/23	IPPL Reader's Club	Natalie	15
9/29	Online English Conversation Group	Joe	15

Continuing Education:

Amy attended a "TWILL" (Illinois Tween Librarians) on September 10th . She also presented part of the program.

Marquitta viewed the following webinars in September:

Serving Older Adults in a Changing World
On the Go with Senior Services
Programming for Adults with Developmental Disabilities: Why and How
Building Great Programs for Seniors

Submitted by: Laura Birmingham

Resource Services Monthly Report

September 2021

Submitted by Tony Lucarelli, Head of Resource Services

I began preparing for the Aspen rollout by attending three SWAN training sessions on the new features that Aspen brings to the catalog. I had also previously arranged for department staff as well as staff from other departments to attend the training if they would need to know how to use a feature.

I started a database cleanup project on the MARC 590 field. This is the field that "tells" Enterprise what format icon to display for a particular record. If the 590 field is incorrect, the wrong format icon is displayed and a patron may skip that item if it is not the format they are looking for. I run reports on each collection and then fix any issues that appear either directly in WorkFlows or by contacting SWAN.

I along with the other librarians pulled items to put on display in conjunction with the 9/11 poster display. This is the first time we have done a display since the start of the pandemic and the first time, to my knowledge, we have done a multi-format, multi-age group display. We frequently restocked the display with items as items on display were taken and checked out by patrons.

Shifting of the adult non-fiction collection has been completed. All non-fiction items, except reference, are out of storage and back on the floor. The flow of adult non-fiction is Great Courses; Biography; Citizenship; ESL; Languages; Jobs; Self-Help; Tests; and then the Dewey collection.

Librarians have been supporting Laura by taking desk shifts on the 2nd floor. Those who had not worked the desk before got training as to where things are and how to handle certain requests, particularly in regard to the gaming area.

I find it fun to help the kids and teens. Last week, a boy about my son's age – eight – saw me wearing my Italia polo shirt and asked why I was wearing it. I told him it was because I was Italian. A big grin came on his face as he said "You're Italian? That's so cool!"

Librarians have been attending weekly Programming & Outreach meetings to further communication between the two departments and ensure that library resources and collections are supporting Programming & Outreach initiatives.

We posted a position of Resource Services Associate I to try to get help in the workroom – processing books, magazines, and working on projects.

Collections

With the WouldShop no longer an area of the library, the collection that was in the area was rebranded from WouldShop to Kids Make. Since all the items deal with kids making things, this was a logical choice. Marissa and Anna worked on updating the subcategories and Anna began changing the call number labels.

To make it easier for parents to find board games suitable for younger children, T.J. added a subcategory of "Young Ages" to the call numbers of those games. We created a separate area of the board game collection and a sign to call them out.

Anna worked with Guest Services to expand the capacity of the video game cabinet. Adding bins and numbered dividers makes finding games easier. It also expands the capacity of the cabinet versus using hanging folders.

We continue to work on updating title in a series with series information on the call number label. Hardcover mystery has been completed for authors A-Ka. The large series (series that have more than five titles in the series) in Early Chapter and Junior fiction have been completed.

Monthly Highlights

- T.J. met with Laura to start the process of redoing our program evaluation methods. He worked with Anna to learn how to run inventory reports to identify possible missing items. He also started to update collection development procedures for his areas of selection.
- Joe continues to host the online ESL conversation group. Attendance has grown to 15 participants. He is working with six other libraries to do a community reading initiative in February. One fiction title and one non-fiction title were selected:
    - Fiction: *The Book of Unknown Americans* by Cristina Henriquez
    - Non-fiction: *Conditional Citizens* by Laila Lalami

  We will have programs in February and will be a mix of in-person book discussions and supporting programs both in-person and online.

- Marissa gave tours of the kids & teens collections to Guest Services staff in advance of Guest Services working more on the 2nd floor. She worked with Jill to update and simplify the 1,000 Books Before Kindergarten initiative. She created a display for Hispanic Heritage Month. She created shelf talkers for the youth and teen collections to promote other aspects of the collections.
- Natalie hosted our second in-person adult book discussion and had 15 participants. Everyone is very enthusiastic about meeting again in person. She and Tori have been working on the personalized reads form to add additional information as she is finding that she has to reach out to patrons to get more information from them to complete requests. She has been working with Tori and Joe to add additional library book clubs in February. Tori will host a mystery/thriller club and Joe will host a non-fiction book club. These were two of the top three genres of interest in the survey she did over the summer (the top was popular fiction, which is what we are currently doing).

Community

- Natalie helped five community book clubs select titles and get books for their next discussions. She and Tori completed 12 book club information packets, seven on new titles and five titles that had been previously requested by other book clubs.

Contributing to the Profession

- Tony was interviewed by a graduate student about leading a team during the pandemic. He has also been frequently posting in the SWAN community forums to understand and get clarification about Aspen.

Continuing Education

- Tony watched Aspen training on working with themes (catalog design). He also participated in the SWAN Cataloging Networking Group meeting.
- Tony, Joe, Marissa, Natalie, and T.J. watched Aspen training on browse categories & creating book covers and creating placards & system messages.

- Joe watched webinars A Librarian's Crash Course in Marketing: The Beginner's Guide to Promoting Your Collection and Events; Genealogy Basics for Library Staff; and Diversity Audits for Library Collections.
- Marissa watched Booklist webinars Anti-Racist Education: Building Your Inclusive Collection & Curriculum and Setting Kids and Teens up for Success with Your Digital Library; MacKids School & Library Winter 2022 Preview; and School Library Journal webinars Picture Books for Fall and Best in Fall Nonfiction.
- Natalie watched Meet Your Local Horror Authors and NoveList's Crash Course in Science Fiction.

eNewsletters

Bestseller Preview

September 1, 2021 – Sent to 479 addresses, opened 207 times (43% open rate) with 99 click throughs.

September 15, 2021 – Sent to: 477 addresses, opened 205 times (43% open rate) with 112 click throughs.

New eBooks

September 1, 2021 – Sent to 182 addresses, opened 81 times (45% open rate) with 34 click throughs.

September 15, 2021 – Sent to 179 addresses, opened 84 times (47% open rate) with 50 click throughs.

Technology & Maker Services Board Report
September 2021

Technology Services

Classes/Programs/1-on-1 Assistance
Offered: 3 classes and 1 program - Total attendance 16

Date	Class/Program	Instructor	Attendance
Tues. Sept. 21	iPhone Basics Part 1	Dave	4
Wed. Sept. 22	Cutting the Cable Cord Program	Ann	4
Thurs. Sept. 23	Android Basics Part 2	Ann	2
Tues. Sept. 28	iPhone Basics Part 2	Dave	6

Statistics

- Computer Usage
  - Adult Users: 1460 Hours: 1156
  - Adult laptop: 12 Hours: 19
  - K&T Users: 87 Hours: 63
  - K&T Laptops: 1 Hours: 1

- Curbside Printing- 10

Maker Services/Maker Studio

Classes/Programs/1-on-1 Assistance
Halloween Holiday Throw Pillow covers was a success and was the first program held in our Maker Studio. Patrons were excited to see the studio and ask questions about the machines and the project.

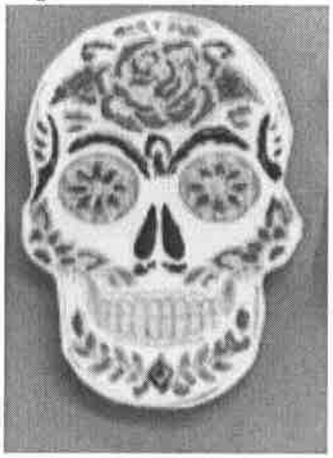
1-on-1 Assistance- 2. Most Unique Requests

- A local kid's sports team needed assistance to add their names to their jerseys using our vinyl cutter and heat press.
- A local war veteran needed assistance to embroider a hat to take with her on the first all-female Honor Flight. The hat was used to show the audiences where she served and what her role was.

Offered: 3 classes- Total attendance 19

Date	Class/Program	Instructor	Attendance
Sept. 25	Halloween Throw Pillow Covers	Jack	8
Sept. 29	Sugar Skull Art	Dave	5
Sept. 30	Halloween Embroidered Art	Jack	6

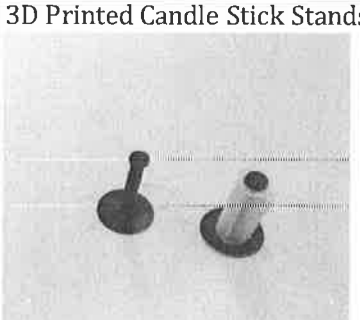
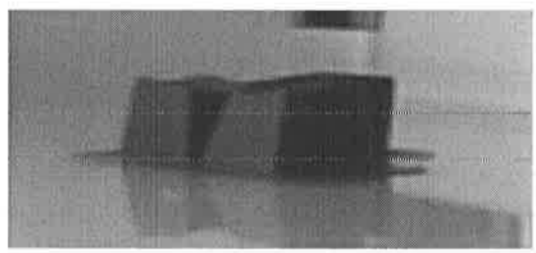
Made in a class

Sugar Skull Art-Made with Carving Machine	Halloween Throw Pillow Covers
	

Equipment Usage

- 3D Printers- 8 processed requests. Interesting Print: keyboard keys, candle stands, "bit-bangled-holder
- Embroidery Machine- 7
- Sewing Machine-8
- Cutting Machines- 9
- Carving Machine- 5

Made using Equipment

3D Printed Candle Stick Stands	3D Printed Keyboard Keys
	

Maker Studio Improvements & Projects

- Getting started guides were made for the equipment in the Maker Studio. The guides will help to get patrons started using the equipment on their own.
- Software needed for to design for the Maker Studio equipment has been installed on the public training laptops.
- A slide presentation was created for the digital display in the Maker Studio to highlight programs, hours, and general info.
- The Maker Studio website was finalized and launched on October 11. This one-of-a-kind website offering our patrons information about programs, machines and inspiration on what can be created in the space. You can access it directly at https://makerstudio.ippl.info.

Library of Things (LOT)

- The display holders and cases were finished and are now on display in the Market Place. Each display case and display stand informs the patron what the item is and what you can do with it.

Statistics

- LOT Checkouts (Includes eLibrary Devices)
    - Unique Users - 92
    - Total checkouts – 133

Continuing Education

- Dave and Ann – Back end training on the new public catalog.
- Brett- RAILS Online Roundtable: Tips for New Makerspaces
- Jack- CorelDraw training from Linkedin Learning

Sharing

- Jack shared information about our circulating Oculus Quest virtual reality headsets with a library in New Mexico.

Ann M. Stovall, Head of Technology & Maker Services, October 12, 2021

STATISTICS FOR	Sep-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	18,038	19,273	58,432	56,180	4.01%
Teen	1,068	1,257	4,190	4,110	1.95%
Kids	11,083	11,771	37,733	31,280	20.63%
ILLS Sent	2,406	2,188	7,785	3,691	110.92%
TOTAL	32,595	34,489	108,140	95,261	13.52%
Electronic Circulation	8,331	9,930	26,004	31,770	-18.15%
GRAND TOTAL CIRC.	40,926	44,419	134,144	127,031	5.60%
% Reciprocal Borrowing	8%	8%	9%	8%	
Patron Visits	21,464	9,860	68,859	27,642	149.11%
Current Cards					
Resident	129	142	23,931	22,850	4.73%
Non-Resident	75	95	767	828	-7.37%
TOTAL	204	237	24,698	23,678	4.31%
Patron Assistance					
Adult - Reference	930	1,621	3,625	4,394	-17.50%
Kids - Reference	617	893	2,130	2,518	-15.41%
Technology - Reference	722	1,097	3,878	3,232	19.99%
TOTAL REFERENCE	2,269	3,611	9,633	10,144	-5.04%
Adult - Other	193	192	634	566	12.01%
Kids - Other	112	9	363	40	807.50%
Technology - Other	139	16	269	57	371.93%
TOTAL OTHER	444	217	1,266	663	90.95%
GRAND TOTAL ASST.	2,713	3,828	10,899	10,807	0.85%
ILL/Reserves					
Holds	7,017	8,056	20,692	23,165	-10.68%
ILLs Sent	2,406	2,188	7,785	3,691	110.92%
ILLs Checked Out	3,110	3,731	9,168	6,849	33.86%
ILLS Received	3,475	3,731	10,468	6,849	52.84%
Programs - Adult					
# Programs	10	14	24	40	-40.00%
Attendance	142	260	398	742	-46.36%
Technology Classes					
# Programs	7	8	21	22	-4.55%
Attendance	19	106	89	312	-71.47%
Individual Technology Training					
# of Patrons	302	60	716	200	258.00%
Groups					
# Programs	7	2	17	8	112.50%
Attendance	83	25	136	103	32.04%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	3	12	5	31	-83.87%
Attendance	6	29	14	125	-88.80%
Programs - Kids					
# Programs	17	90	53	284	-81.34%
Attendance	250	365	823	1,249	-34.11%
GRAND TOTAL ATT.	802	845	2,176	2,731	-20.32%

STATISTICS FOR	Sep-21	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	2		3		
Attendance	39		69		
Passive Programs - Teen					
# Programs	2		4		
Attendance	5		105		
Passive Programs - Kids					
# Programs	2		9		
Attendance	31		400		
Computers -					
Patron Use					
Adult Computers	1,460	1,227	4,285	3,494	22.64%
Kids Computers	87	98	283	297	-4.71%
Teen Laptop	1	9	8	9	-11.11%
Adult Laptop	12	5	45	5	800.00%
TOTAL PATRON USE	1,560	1,339	4,621	3,805	21.45%
Hours Used					
Adult Computers	1,156	868	3,366	2,373	41.85%
Kids Computers	63	59	192	133	44.36%
Teen Laptop	1	11	11	11	0.00%
Adult Laptop	19	8	63	8	687.50%
TOTAL HOURS USED	1,239	946	3,632	2,525	43.84%
Wireless Total Connections	5,717	4,850	16,053	12,775	25.66%
IPPL Total Web Site Access	18,076	75,245	49,540	189,855	-73.91%
IPPL Total Page Views	41,818	90,176	119,732	229,058	-47.73%
Subscription Database Logins	3,190	2,716	8,320	7,999	4.01%
Outreach-Homebound					
Items Delivered	108	110	381	338	12.72%
Volunteers					
Number Active	15	22			
Hours Worked	38	59	93	168	-44.64%
Staff Training Hours	74	97	292	241	21.16%
Room Use					
Conference Rooms	252	102	507	132	284.09%
Meeting Room					
Library	21		26		
Non-Library	2		3		
Board Room					
Library	12		27		
Non-Library	10		16		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - September 2021

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	546	**0**	**0**	**546**	71	14	**71**	**14**
Non-Fiction	38200	**226**	**283**	**38143**	3242	5402	**3468**	**5685**
Fiction	31404	**402**	**350**	**31456**	4917	8411	**5319**	**8761**
ADULT TOTALS	70150	**628**	**633**	70145	8230	13827	**8858**	**14460**
KIDS								
Non-Fiction	11745	**35**	**206**	**11574**	932	576	**967**	**782**
Fiction	23340	**171**	**56**	**23455**	2766	2195	**2937**	**2251**
KIDS TOTALS	35085	**206**	**262**	35029	3698	2771	**3904**	**3033**
TEEN								
Non-Fiction	489	**4**	**1**	**492**	9	43	**13**	**44**
Fiction	3834	**46**	**21**	**3859**	553	591	**599**	**612**
TEEN TOTALS	4323	**50**	**22**	4351	562	634	**612**	**656**
BOOK TOTALS	109558	**884**	**917**	**109525**	12490	17232	**13374**	**18149**

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	6793	**30**	**0**	**6823**	769	242	**799**	**242**
Music CDs	5965	**19**	**4**	**5980**	310	1810	**329**	**1814**
Playaway	369	**0**	**0**	**369**	6	5	**6**	**5**
DVDs (DVD & Blu-ray)	20745	**71**	**87**	**20729**	1509	2041	**1580**	**2128**
ADULT TOTALS	33872	**120**	**91**	**33901**	2594	4098	**2714**	**4189**
KIDS								
Audiobooks on CD	563	**0**	**0**	**563**	80	50	**80**	**50**
Music CDs	293	**0**	**0**	**293**	26	2	**26**	**2**
Playaway	113	**0**	**0**	**113**	6	0	**6**	**0**
DVDs (DVD & Blu-ray)	4245	**10**	**6**	**4249**	226	272	**236**	**278**
KIDS TOTALS	5214	**10**	**6**	**5218**	338	324	**348**	**330**
TEEN								
Audiobooks on CD	202	**2**	**39**	**165**	31	35	**33**	**74**
Playaway	21	**0**	**0**	**21**	2	0	**2**	**0**
DVDs (DVD & Blu-ray)	-5	**0**	**0**	**-5**	0	442	**0**	**442**
TEEN TOTALS	218	**2**	**39**	**181**	33	477	**35**	**516**
AUDIOVISUAL TOTALS	39304	**132**	**136**	**39300**	2965	4899	**3097**	**5035**

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	**0**	**0**	**203**	55	6	**55**	**6**
Tech Takeout (except digital content devices)	134	**0**	**0**	**134**	23	4	**23**	**4**
CD-ROMs	0	**0**	**0**	**0**	0	36	**0**	**36**
ADULT TOTALS	337	**0**	**0**	**337**	78	46	**78**	**46**
KIDS								
Kits (STEM, Book bundles, etc.)	163	**0**	**0**	**163**	14	19	**14**	**19**
Puzzles (New Aug. 2018)	16	**0**	**0**	**16**	1	1	**1**	**1**
Playaway Launch Pads	21	**0**	**0**	**21**	0	3	**0**	**3**
KIDS TOTALS	200	**0**	**0**	**200**	15	23	**15**	**23**
TEEN								
Equipment (CD Players, etc.)	5	**0**	**0**	**5**	0	1	**0**	**1**
Console Games	760	**2**	**0**	**762**	102	9	**104**	**9**
Board Games	116	**0**	**0**	**116**	23	4	**23**	**4**
TEEN TOTALS	881	**2**	**0**	**883**	125	14	**127**	**14**
OTHER TOTALS	1418	**2**	**0**	**1420**	218	83	**220**	**83**
COLLECTION TOTALS	**150280**	**1018**	**1053**	**150245**			**16691**	**23267**

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - September 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)	24,387	**-183**	**24,204**	981	**798**
eMedia (Overdrive Advantage)	6,835	**9**	**6,844**	712	**721**
Preloaded eReaders	114	**1**	**115**	26	**27**
eBook Totals	355,014	**99,415**	**454,429**	1719	**1546**

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)	6,180	**5**	**6,185**	285	**290**
eMedia Advantage (Overdrive)	1,663	**37**	**1,700**	277	**314**
Preloaded Adult Audiobook iPods	137	**7**	**144**	64	**71**
Audiobook Total	77,252	**23846**	**101,098**	626	**675**
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	1,273	**2**	**1,275**	50	**52**
Preloaded Family Roku Titles	190	**0**	**190**	5	**5**
Video Totals	16,500	**2**	**16,502**	55	**57**
Total Audiovisual	335,456	**23,848**	**359,304**	2400	**732**
Collection Totals	690,470	123,263	813,733		2278

Presentation of the Aspen Catalog by Tony Lucarelli

SWAN has been using the catalog discovery software provided by Sirsi/Dynix which is the company that provides the software we use for creating the SWAN database and which we use for circulation and technical services functions. The catalog is called Enterprise. It's just ok as far as catalogs go and for years SWAN libraries have asked for a better catalog. Prior to COVID, SWAN started the process of looking at other platforms that could connect to the Sirsi/Dynix software and provide a better user experience when using the catalog. A SWAN committee, Discovery and User Experience Advisory Group (DUX), was tasked with the job of evaluating various catalogs and making a final recommendation. Their recommendation was to move to a product called Aspen. Tony will demonstrate this new catalog which will go live at Indian Prairie on Oct. 25. Below is a bit of background on the selection process.

The SWAN UX team and the Discovery and User Experience Advisory Group (DUX) conducted an evaluation of the current landscape of online catalog (OPAC) and discovery platforms. The goal of this evaluation was to establish a shared understanding of the options available to our consortium and determine the future direction of our online catalog.

Phase 1: Survey

The first phase of this evaluation was a survey of all available discovery platforms, with an initial evaluation of each against a set of inclusion and exclusion criteria. These criteria determined if the platform deserved further evaluation in the next phases of our research.

62 discovery platforms were collected in the survey. The platforms that meet the inclusion criteria were:

- Enterprise/Portfolio - SirsiDynix
- WorldCat Discovery - OCLC
- Aspen - Open Source
- BiblioCore - Bibliocommons
- Encore - III
- Evergreen OPAC - Open Source
- Koha OPAC - Open Source
- Polaris Discovery - III
- SearchIt/ShareIt and Verso - Autographics

Phase 2: System Usability Scale (SUS) analysis

The DUX group performed an analysis of these 9 platforms against the System Usability Scale (SUS) and assigned a score. Platforms with a score lower than the score for Enterprise, our current platform, were eliminated for inclusion in the next phase of research.

Phase 3: Discovery Platform Feature Matrix

The final 3-4 platforms were evaluated against the Discovery Platform Feature Matrix. This tool is a weighted matrix template, which lists important features or goals and assigns a 'weight' based on importance.
Aspen was deemed the best platform and recommended by DUX. This recommendation was presented to the membership for a vote and it was agreed that we would move forward with implementing DUX as the SWAN catalog.

Several libraries tested the product, making some refinements, and it is now ready to roll out to the rest of the SWAN libraries in two phases. Indian Prairie is in the first phase. Training of staff has been ongoing this fall and we have been developing informational materials for the public.

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2021

Balance on hand as of August 31, 2021	3,230,901.47
Cash Receipts for September	1,284,711.59
Cash Disbursements for September	433,133.79
Cash on hand as of September 30, 2021	4,082,479.27

<u>Investments</u>

Illinois Funds (Money Market) - Average Monthly Rate 0.020%	
General	2,109,762.12
Marion E Weston Endowment	18,966.74
Special Reserve	5,884.14
Children's Endowment	3,064.80
Endowment	11,864.01
MPI Investment (Corporate Fund)	1,522,792.05
Fifth Third - Checking	
General	6,147.55
Hinsdale Bank & Trust - Checking	60,535.61
Fifth Third - Savings - Rate 0.01%	
General	343,058.25
Petty Cash/Circulation	404.00
Balances as of September 30, 2021	4,082,479.27

FUND BALANCES AS OF 09/30/2021

Corporate Fund	5,746,293.17
Building & Maintenance Fund	24,329.63
I.M.R.F. Fund	(13,337.46)
Liability Fund	(525.54)
Social Security Fund	4,755.08
Special Reserve Fund	43,426.72
Current Liabilites	(1,722,462.33)
Grand Total All Funds	4,082,479.27

Indian Prairie Public Library District
Consolidated Revenue Report for September 2021

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Percent of Year: 25.00	RECEIVED Sept 2021	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,264,991.77	3,723,068.00	96.40%	3,862,097.00	139,029.00
41150 · Non-current Property Taxes	1,274.63	1,275.95	0.00%	0.00	-1,275.95
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	1,266,266.40	3,724,343.95	96.43%	3,862,097.00	137,753.05
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	33.28	84.71	0.00%	0.00	-84.71
TOTAL INTEREST	33.28	84.71	0.00%	0.00	-84.71
DESK MONIES					
45100 · Copier	22.30	244.35	10.62%	2,300.00	2,055.65
45120 · Computer Copies	978.52	2,624.08	34.99%	7,500.00	4,875.92
45130 · Fax	397.68	987.43	49.37%	2,000.00	1,012.57
45200 · Fines/Fees	3,282.71	8,223.53	49.84%	16,500.00	8,276.47
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	608.08	1,474.39	36.86%	4,000.00	2,525.61
45350 · Non-Resident Fees	8,440.90	31,111.22	41.48%	75,000.00	43,888.78
45450 · Hot Picks	0.00	4.00	0.00%	0.00	-4.00
45550 · Meeting Room Rental	62.50	62.50	0.00%	0.00	-62.50
45600 · ILL Fees	0.00	27.99	5.60%	500.00	472.01
45650 · Maker Studio	16.50	70.43	14.09%	500.00	429.57
45700 · Passport Fees	1,470.00	6,405.00	51.24%	12,500.00	6,095.00
45750 · Notary Fees	119.00	319.00	45.57%	700.00	381.00
TOTAL DESK MONIES	15,398.19	51,553.92	42.34%	121,750.00	70,196.08
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	372.00	400.80	80.16%	500.00	99.20
46800 · Collection Agency Fee	10.00	10.00	20.00%	50.00	40.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	382.00	410.80	74.69%	550.00	139.20
GRAND TOTAL	1,282,079.87	3,839,123.66	95.09%	4,037,558.00	198,434.34

Indian Prairie Public Library District
Consolidated Expenditures Report for September 2021

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Percent of Year: 25.00

	September 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	235,521.22	555,033.35	24.19%	2,294,105.00	1,739,071.65		
61310 · Benefits - Medical / Life Ins.	10,983.68	36,379.71	19.00%	191,452.00	155,072.29		
61330 · Benefits - IMRF	27,744.61	65,277.85	28.96%	225,440.00	160,162.15		
61340 · Benefits - FICA	17,568.09	41,422.71	23.60%	175,500.00	134,077.29		
61400 · Staff Development	127.54	1,076.38	4.85%	22,200.00	21,123.62		
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	192.73	466.11	15.54%	3,000.00	2,533.89		
TOTAL PERSONNEL	292,137.87	705,589.11	24.18%	2,918,381.00	2,212,791.89	3,250,000.00	21.71%
MATERIALS							
62100 · Books	8,983.00	31,060.42	19.54%	158,950.00	127,889.58		
62200 · Periodicals	15.99	6,984.29	26.53%	26,325.00	19,340.71		
62300 · Audio	1,168.31	3,402.08	10.52%	32,350.00	28,947.92		
62400 · Video	1,492.12	3,457.97	8.15%	42,450.00	38,992.03		
62500 · Multi-Media	0.00	-55.76	-2.79%	2,000.00	2,055.76		
62600 · eMaterials	8,759.91	83,717.22	45.57%	183,700.00	99,982.78		
62700 · Console Games	326.82	723.69	10.34%	7,000.00	6,276.31		
62800 · Damaged Item Replacement	560.34	1,297.95	21.63%	6,000.00	4,702.05		
62900 · Materials Supplies	633.38	2,533.90	12.07%	21,000.00	18,466.10		
TOTAL MATERIALS	21,939.87	133,121.76	27.75%	479,775.00	346,653.24	525,000.00	25.36%
BUILDING							
63200 · Cleaning Service	7,593.17	18,221.95	23.73%	76,800.00	58,578.05		
63300 · Utilities (1-8-11 · Gas)	456.04	2,086.85	13.91%	15,000.00	12,913.15		
63300 · Utilities (1-8-12 · Electric)	9,800.96	19,852.25	34.23%	58,000.00	38,147.75		
63300 · Utilities (1-8-13 · Telephone)	504.04	1,299.81	21.66%	6,000.00	4,700.19		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	8,000.00	8,000.00		
63300 · Utilities (1-8-15 · Garbage Disposal)	401.03	1,202.59	24.05%	5,000.00	3,797.41		
63350 · Building Supplies	146.81	800.01	13.33%	6,000.00	5,199.99		
63400 · Maintenance Supplies	586.60	1,422.03	12.93%	11,000.00	9,577.97		
63500 · Security System Monitoring	0.00	189.00	27.00%	700.00	511.00		
63600 · Property Maintenance	9,523.83	11,536.26	28.84%	40,000.00	28,463.74		
63800 · Building Maintenance/Repair	14,197.71	17,764.58	59.22%	30,000.00	12,235.42		
TOTAL BUILDING	43,210.19	74,375.33	29.00%	256,500.00	182,124.67	350,000.00	21.25%
OPERATIONS							
64200 · Supplies - Office	244.45	695.63	6.32%	11,000.00	10,304.37		
64300 · Photocopy Supplies	146.15	250.07	4.17%	6,000.00	5,749.93		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	2.85	2,471.03	49.42%	5,000.00	2,528.97		
64550 · Passport Postage	190.80	724.47	28.98%	2,500.00	1,775.53		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,500.00	1,500.00		
64700 · Travel	65.52	83.44	5.56%	1,500.00	1,416.56		
64800 · Organizational Memberships	357.00	776.00	22.17%	3,500.00	2,724.00		
64900 · Bank Fees	308.52	841.30	33.65%	2,500.00	1,658.70		
TOTAL OPERATION	1,315.29	6,774.94	18.31%	37,000.00	30,225.06	42,000.00	16.13%
TECHNOLOGY							
65100 · Supplies-Public Toner	736.06	1,197.01	11.97%	10,000.00	8,802.99		
65150 · Supplies-Staff Toner	735.07	735.07	10.50%	7,000.00	6,264.93		
65160 · Supplies-Technology Services	0.00	0.00	0.00%	300.00	300.00		
65170 · Supplies-Maker Studio	58.79	58.79	2.35%	2,500.00	2,441.21		
65200 · Technology-Prof Services	75.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	0.00	171.58	1.01%	17,000.00	16,828.42		
65350 · Tech Takeout	105.97	105.97	3.53%	3,000.00	2,894.03		

Indian Prairie Public Library District
Consolidated Expenditures Report for September 2021

Percent of Year: 25.00

	September 21	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65360 · Kits	31.99	68.98	1.31%	5,250.00	5,181.02		
65400 · Technology Equip Mnt/Repair	415.00	465.10	2.52%	18,436.00	17,970.90		
65500 · Software	197.16	2,211.16	15.61%	14,169.00	11,957.84		
65600 · SWAN	0.00	11,937.33	25.17%	47,422.00	35,484.67		
65700 · Telecommunications	2,195.40	3,774.43	25.24%	14,955.00	11,180.57		
TOTAL TECHNOLOGY	4,550.44	20,800.42	14.54%	143,032.00	122,231.58	200,000.00	10.40%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,820.00	2,328.50	14.29%	16,300.00	13,971.50		
66200 · Credit Bureau	26.85	98.45	8.20%	1,200.00	1,101.55		
66300 · Copier	221.00	663.00	22.10%	3,000.00	2,337.00		
66400 · Copier Maintenance Contract	0.00	588.09	19.60%	3,000.00	2,411.91		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00		
TOTAL CONTRACTUAL SERVICES	2,067.85	3,678.04	15.51%	23,720.00	20,041.96	35,000.00	10.51%
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	5,208.16	6,857.56	27.43%	25,000.00	18,142.44		
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	-54.00	54.00	7.71%	700.00	646.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	15,000.00	15,000.00		
68500 · Legal Notices	39.45	218.93	14.60%	1,500.00	1,281.07		
TOTAL COMMUNICATIONS	5,193.61	7,225.49	16.06%	45,000.00	37,774.51	50,000.00	14.45%
PROGRAMMING							
68600 · Programming	1,638.64	4,854.71	13.23%	36,700.00	31,845.29		
TOTAL PROGRAMMING	1,638.64	4,854.71	13.23%	36,700.00	31,845.29	45,000.00	10.79%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	3,885.33	6,023.33	0.00%	70,000.00	63,976.67		
69200 · Special Reserve Fund	55,896.95	55,896.95	0.00%	0.00	-55,896.95		
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	890.66	4,794.64	47.95%	10,000.00	5,205.36		
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	432,726.70	1,040,699.72	25.78%	4,037,477.00	2,996,777.28	4,522,000.00	23.01%

RAILS

E-News October 13, 2021

In this Issue:

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

RAILS Website | Facebook | Twitter | Instagram | LinkedIn

RAILS News

RAILS Delivery: Misdirected Items and Delivery Bins
RAILS asks all libraries to report items received in incoming delivery bins that are meant for another library **by sending an email to our** delivery help desk. Please include a brief description of the item(s) and how it was labeled. You can also attach a picture (optional) if you think it might help us rectify the issue. It is very important to return the item(s) immediately via your outgoing delivery bins so we can send it to the correct destination in a timely matter.

We also ask libraries to return extra delivery bins so RAILS always has an adequate supply on hand. Please **send an email to our** delivery help desk to report the surplus bins so your driver can retrieve them on your next delivery stop.

Thanks in advance for helping RAILS Delivery to continue to run smoothly and efficiently!

RAILS Board Meeting, Friday, October 22
The RAILS Board meets on Friday, October 22 at 1 p.m. in person at the Burr Ridge Service Center. See agenda/supporting documents when available. Please submit public comments in advance to Emily Fister to be read aloud at the meeting.

We require all visitors who attend in person to wear a mask and to practice social distancing. You are also invited to watch the meeting via RAILS live stream. The meeting will also be recorded for future viewing on the RAILS YouTube page.

REALM Project Update

- **New from REALM: Museum perspectives and webinar recording**
  Watch the latest REALM webinar recording "International Pandemic Perspectives: Problem-Solving in Times of Crisis" on demand.
  Panelists from the United Kingdom, Canada, and the United States share their experiences reimagining and evolving their services during the COVID-19 pandemic.
- **Museum leaders share their experiences**
  - Watch the video of Grant Vondrachek of the Oregon Museum of Science and Industry (OMSI) sharing how his organization activated their emergency response team to navigate the pandemic, and how their institution adapted to offer a wide range of digital and in-person programming.
  - In an interview with the REALM team, Amy McKune from the National Museum of Toys and Miniatures (Kansas City, MO) shares how they transformed their exhibits during the pandemic and what changes she thinks will continue into the future.
- **For a summary of these latest outputs**, visit the "Happening Now" project update page.
- **REALM FAQ page & questions submission form**
  Find answers to the most commonly asked REALM questions in the FAQs.

NEW Kirstin Finneran, Public Relations & Outreach Manager at Fox River Valley Public Library District and member of the My Library Is... Advisory Team, writes this week's MLI blog about the things to consider as your outreach efforts begin to grow again. Kirstin gives tips on how planning and flexibility will make for fantastic experiences for you and your patrons.

My Library Is...

Share something happening at your library. Log into My Library Is... using your L2 credentials, and upload your own story or blog post. We welcome contributions from all levels of staff at all types and sizes of libraries!

Specialized Statewide Cataloging Support
RAILS is establishing a specialized statewide cataloging support program to provide supplementary cataloging services for non-Latin and Asian materials at no charge to Illinois library system members.

The program will include languages not covered by the Cataloging Maintenance Center (CMC), and will expand resource sharing by providing access to a variety of unique materials that have not previously been widely available for resource sharing. The program is currently in the testing phase. Please visit the RAILS website for details on this emerging program.

There Is Still Time! Share Your Opinions at a Town Hall!
RAILS member contributions will greatly influence the direction of our new strategic plan. We need you! All staff from all types and sizes of libraries are encouraged to attend a town hall. For more information, including town hall dates, times, and registration information, visit the RAILS website. If you have questions, contact Monica Harris.

Add Your Library's Holiday Closures to L2
We request that libraries update their hours and holidays on L2. We've posted directions on editing your library's hours and holiday closures on the RAILS website. Contact L2 Help with questions.

Continuing Education (CE)

NEW **"Technology Assessment and Purchasing Guide" Webinar, November 9**
Do you want to learn more about tools that can be used to diagnose library technology problems and help determine needs? Or are you curious about understanding elements of technology planning? Join library technology consultant Carson Block as he guides you through the process. This webinar is on Tuesday, November 9 from 10:00 to 11:30 a.m. See more details and register on L2.

NEW **"Harm and Healing in the Library" Webinar, November 9**
How can libraries change policies and service systems that perpetuate trauma and harm? What advocacy and support can we provide our communities? Naomi Bishop, Associate Librarian at the University of Arizona Health Science Library, will help explore these questions and more in this 60-minute webinar. This event is on Tuesday, November 9 from 10 to 11 a.m. See more details and register on L2. This program is being offered by Mount Prospect Public Library and made possible by an EDI Training Grant from RAILS.

"Working with the Media Made Easy" Webinar, October 28
This webinar will be held on Thursday, October 28 from 10:30 to 11:30 a.m. Register.

"Telling Your Library Story" Three-Day Virtual Course, October 28, November 4, and 10
Register and view the course schedule and description.

OTHER CE

"Spark Event: Open Pathways - Exploring the Intersections of Diversity, Equity, and Inclusion and Open Educational Resources," December 9
Join "Spark: Open Pathways" on Thursday, December 9 from 9:30 a.m. to noon, via Zoom. More information and call for proposals.

E-Resources

E-Content We Love

October is a great time to dive into an e-book by a local author. Check out this collection of independently published mystery and suspense novels written by Illinois residents. These titles are part of the Indie Illinois anthology featured in the BiblioBoard Library of Illinois.

The BiblioBoard Library is available to everyone in Illinois, courtesy of RAILS, regardless of whether they have a library card. Items on this platform have no holds, no waits, and can be accessed simultaneously. See more about RAILS' partnership with BiblioLabs and all our digital offerings.

"Optimizing and Customizing Axis 360 for Schools" Webinar
eRead Illinois Axis 360 school library members are invited to join us for this webinar covering how to get the most out of your Axis 360 platform. Topics will include creating custom lists, filtering content, and promoting the platform.

Speakers for this panel presentation are Baker & Taylor Customer Success Trainer Josie Wrucke and RAILS E-Content Specialist Anna Behm. Attendees will have an opportunity to ask questions.

Register for one session only:

- Tuesday, November 16 at 4 p.m. or
- hursday, November 18 at 4 p.m.

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.

BookBrowse for Libraries Discount
RAILS has negotiated advantageous pricing for BookBrowse for Libraries, an award-winning readers' advisory resource for librarians and their patrons. BookBrowse features curated contemporary book recommendations and provides a wealth of in-depth reading and book club resources that enhance the reading experience. Currently, several RAILS libraries subscribe to BookBrowse and free trials are available for RAILS members.

Register for a BookBrowse informational webinar on:

- Thursday, November 4 at 1 p.m., or
- Monday, November 8 at 1 p.m., or
- Wednesday, November 17 at 11 a.m.

Discounts on Scholarships for Career Online High School
More than 1.1 million, or 11%, of Illinois adult residents do not have a high school diploma. Your library can offer a path to a brighter future with Career Online High School, an 18-credit, vocation-based high school completion program. Unlike a GED, this program enables libraries to offer adult learners accredited high school diplomas along with career certificates in one of 10 high-demand employment fields.

career online HIGH SCHOOL

RAILS subsidizes the cost of the platform, which includes extensive training for participating staff, implementation, and student recruitment support. Scholarships are discounted and no minimum purchases are required.

To learn more, join RAILS and member library staff at the ILA Conference at 11:30 a.m. on Thursday, October 14 for "From Disconnected to Diploma Bound: Virtually Reengaging Adults Back Into Education and Careers."

RAILS AT CONFERENCES

RAILS at ILA Virtual Conference, October 12–14
The conference is in full swing and there is still plenty of time to visit us at our virtual exhibit booth at the ILA conference. Exhibit hours are from 9 a.m. to 4 p.m.

When you join a demo or chat with us at our virtual booth, you will receive a special RAILS 10th-anniversary prize. When at the booth, please use the "request information" or "contact" button to provide your full name, library name, and address so we can send you your gift.

RAILS is a Platinum Sponsor of the conference. Below are the remaining programs we are sponsoring, the programs with RAILS staff and board members, and the booth demos with RAILS staff:

Sponsored programs:

- ILA Membership Meeting and President's Program, October 13, 11:30 a.m. - 1:00 p.m.
- "Small and Rural Libraries Town Hall: COVID, DEI, Reopening, and Lessons Learned," October 13, 3 - 4 p.m.

Programs with RAILS staff and board:

- Thursday, October 14 at 10 a.m. "Walk the Line: How Trustees Can Best Lead Their Libraries without Overstepping Their Authority"
  – Presented by Joe Filapek, RAILS Director of Consulting & Continuing Education, and Becky Spratford, RAILS Board member.
- Thursday, October 14 at 11:30 a.m. "The E-Book is Dead, Long Live the E-Book"
  – Anna Behm, RAILS E-Content Specialist, is a co-presenter.
- Thursday, October 14 at 11:30 a.m. "From Disconnected to Diploma Bound: Virtually Reengaging Adults Back into Education and Careers"
  – Leila Heath, RAILS Director of Library Resources and Programs, is a co-presenter.

Live booth demos (for up to 25 attendees):

- Wednesday, October 13
  - 11:30 a.m. - **eRead Illinois** with Anna Behm
  - 1 p.m - **Find More Illinois** with Eric Bain
  - 2:30 p.m - **L2 for Library Directors** with Brian Smith
- Thursday, October 14
  - 11:30 a.m. - **Find More Illinois** with Eric Bain
  - 1 p.m - **Your L2 Account** with Brian Smith
  - 2 p.m - **L2 for Library Trustees** with Brian Smith

Finally, join us in celebrating as RAILS receives the Hugh C. Atkinson Memorial Award at the ILA Awards ceremony on Thursday, October 14 from 4 to 5 p.m. If you are registered to attend the 2021 ILA Annual Conference, you do not need to register for the ceremony because it will be accessible on the conference platform. Contact Tamara Jenkins with questions.

NEW **RAILS at HSLI Conference, October 27-29**
Dan Bostrom, RAILS Member Engagement Manager, will give a presentation about RAILS at the 2021 Health Science Librarians of Illinois (HSLI) Conference, October 27-29. This was originally scheduled as in-person event at Starved Rock, but has been moved online. Dan will speak at the business meeting scheduled for Friday, October 29 at 11 a.m.

HSLI will offer three continuing education (CE) sessions at the annual virtual conference. Registration is open! The deadline to register is Friday, October 22.

- "Charting a New Course: Practical Data Visualization for Librarians," Two MLA CE credits
- "Supporting Medical Education through Emerging Technologies and Innovation Services," No CE credit
- "Evidence-Based Medicine for Complementary, Alternative and Integrative Medicine (CAIM)" No CE credit

RAILS at AISLE Conference, November 8-9
RAILS is a Gold Sponsor for the AISLE Conference and we will be live and in-person at our booth during the annual conference this year in Champaign. Visit

OTHER CONFERENCE NEWS

Early Bird Discount for PLA
Registration is open for the in-person PLA 2022 Conference in Portland, OR, March 23-25. Read the latest e-newsletter from PLA with conference and early bird registration information.

***Library Journal* Fall Summit**
Library Journal's (LJ) Fall Summit is a free day-long virtual event on Thursday, October 21. Join public library leaders and staff who are reinventing their services and building on their best COVID-inspired innovations. See *LJ's* latest e-newsletter for more information and the program schedule.

State Library News

Public Library Per Capita Grant Applications Due January 15
The application for the FY 2022 Public Library Per Capita Grant is available from the state library's website. This year's application due date is **January 15, 2022**. Applications will need to address providing library services which either meet or show progress toward meeting *Serving Our Public 4.0: Standards for Illinois Public Libraries* © Illinois Library Association, 2019.

NOTE: Copies of *Serving Our Public 4.0: Standards for Illinois Public Libraries* are available through RAILS for the discounted price of $25.

Other Library News

Peer-Led Mental Health Education and Suicide Prevention Programming
Hope for the Day (HFTD) is a nonprofit movement empowering the conversation on suicide prevention and mental health education. Check out HFTD's free educational webinars. Contact info@hftd.org for more information.

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.

Kelly Goodin is the new director at Williamsfield Public Library District.

Library News
To post your library news, sign into the RAILS website with the email address and password used for L2. Click on your name to view posting options.

- Oak Park's Shelley Harris: Celebrating Disability Awareness

Fast Facts Surveys
To post a brief Fast Facts survey to poll other libraries about a narrow topic, sign into the RAILS website with the email address and password used for L2, visit the Fast Facts Surveys page, and click on Add New Survey (top right).

- Emergency / Disaster Plan Survey
- Multi-Factor Authentication
- Library Cafe/Coffeeshop
- Fee for Out of State Interlibrary Loaned Material
- Hybrid Programming
- Unattended Child Age (Before, During & After Pandemic)
- Writers Groups
- Computer Commons

Indian Prairie Public Library
Policy Committee Minutes
September 28, 2021

Call to order 6:33 p.m.

Present: Damon, Megaridis, Krupicka, Suriano, Raftis (arrived 6:35 p.m.), Bukovac
Absent: none

The committee reviewed the following policies and recommend they be approved by the Board:

410	Hours of Operation
415	Closings
465	Computer & Internet Services
470	Web Site
480	Privacy of Patron Records/Information
600	Use of Library Facilities
620	Community Information Flyers & Posters Display
621	Distribution of Free Publications
630	Displays
635	Art Exhibits
670	Alcoholic Beverages

The committee decided to place 1100 Gifts and Donations on the agenda as part of New Business for full Board discussion.

Adjourned 8 p.m.

Library Fines

I've attached the three memos that I provided for the past three discussions on this topic in case you want to review the past information. I've also included a research paper that provides a good overview of the fines landscape.

Last month, trustees inquired as to how many youth owe fines. There are 1,572 patrons under the age of 18 owing a total of $18,306.

The Board also asked if patrons can be blocked based on the number of items that are overdue. Yes, we can do that.

July

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Library Fines

Resident Nader Najjar requested the library consider discontinue charging fines for overdue materials. He provided a letter in support of his request and the trustees reviewed this in February. The consensus was to table the discussion until new board members were present.

I've attached the letter from Mr. Najjar.

If the Board chose to discontinue charging fines, this is how it would work:

- The library can choose to continue to charge fines for certain collections. In our case, at a minimum, we would want to continue to charge fines for the "Hot Picks" collection, equipment and technology, and possibly console games.
- For items that would not have overdue fines, once items are 14 days overdue the patron's library card would be stopped until they either returned the items or paid for them. We can choose how many overdue items would block a patron's card.
- As happens now, at 42 days overdue the patron would receive a bill for payment of the item.
- Patrons would continue to receive overdue notices as usual.
- The policy would apply to anyone using our library.

Out of 100 libraries in SWAN, 46 are fine-free. In our area, that includes Woodridge, Westmont, Downers Grove, Hinsdale, Oak Brook, and LaGrange. This has created tension for our staff in explaining to both our patrons and patrons from other libraries that we are not fine-free.

In the past I have felt that we could not give up the $50,000 in revenue that came from fines, but with the property tax increases we received last year and this year, we are able to remove that revenue line from the budget and be fine. Case in point - I had budgeted just $16,500 from fines in this fiscal year, but we also have a surplus of $70,000 so removing $16,500 from the budget would not be impactful.

The American Library Association encourages libraries to forego fines for the same reasons cited in Mr. Najjar's letter.

Currently the library charges $1.00 - $3.00 per day for equipment, Hot Picks, and console games. We charge 25 cents on other items.

I've made this item an action item on the agenda in case the Board wanted to take action at the July meeting. However, the trustees may choose to discuss it at the July meeting and table any potential action until August.

**Please include in the board packet and read aloud during the meeting*

Greetings Honored Trustees and Directors,

My name is Nader Najjar (naderbnajjar@gmail.com) and I thank you for the opportunity to comment and include information in your packet for tonight. I reside in Willowbrook and work as a special educator at Downers Grove North High School. My family and I have enjoyed the fantastic service that the library has provided to us for years! Our gratitude also comes from the fact that many people do not have the same access to such great services. Among the many hats that I wear in my life, I helped to develop and continue to sustain the equity and inclusion initiatives at District 99. My work for social justice and amplifying the voices of minoritized started in my youth as I struggled to succeed while growing up on the South-Side of Chicago (side note - I did not access the CPL for years because I had an outstanding fine on a book that I borrowed which helped me win the speech contest in 6th grade. It took me over 20 years to return the book with enough confidence to face my shameful fine). Working deeply in equity and inclusion and reading about the Chicago Public Library's decision to remove fines got me thinking about the possibility of removing fines from our wonderful IPPL. I have gone back and forth with some lively email discussion with Jamie Bukovac for the past few years. I would like to share some of the reasoning why I strongly believe that removing fines aligns with IPPL's mission and provide references for you to read in your free time. Please do your research, since it is difficult for the library to statistically understand why they should eliminate fines since the statistics will not include all the people that do not use the library due to a fear of fines.

The American Library Association's position on library fines "asserts that imposition of monetary library fines creates a barrier to the provision of library and information services" (2018-2019 ALA CD#38(Rev.1/27), passed by Council at the 2019 ALA Midwinter Meetings). Libraries across the country are removing fines and moving to make the library a more accessible place for all. You have the power to ensure that IPPL is a trailblazer in this regard. As the library is undergoing an outward facelift, let us also take this opportunity to reform the systems in our library.

Arguments in favor of eliminating library fines

1. **A Lack of Evidence**: The pervasive nature of library fines suggests that there is evidence to support their effectiveness. However, there is a lack of data to support whether or not they actually work. More often than not, the justification for library fines seems to have stemmed from assumptions or feelings rather than explicit facts supported by research and data collection.
2. **Fines Disproportionately Affect Lower-Income Patrons:** While there is a lack of evidence to support library fine effectiveness, there is evidence that suggests library fines disproportionately affect lower-income patrons. A fine might seem

like a small penalty for some. However, for many patrons, the consequences of returning books late are too cost-prohibitive, even if the initial checkout is free.

3. **Fines are punitive and are not effective in teaching people how to be better:** There is a lack of evidence to support library fines as effective tools for getting patrons to return items on time. While some of the evidence does point in that direction, there haven't been many studies done to support this claim. If they are not being used as friendly nudges toward civic responsibility, it is difficult to view them as anything other than punitive, as if seeking retribution either for the library as an institution or on behalf of the "more responsible" patrons who do not accrue fines.
4. **Fines may not make up a significant portion of the library's budget:** *"Overdue fines are a regressive method of raising revenue, they hurt the most those who can afford them the least, create stress-filled interactions, and require significant amounts of staff time to manage."* - David Seleb from the Oak Park Public Library
   "...fines have become a privilege and — not only do they not work — they actually encourage people to keep materials longer if they can afford it." - Annette Birdsall, Director of the Tompkins County Public Library
   "Not spending dollars to collect dimes." - Nancy Kreiser from the Contra Costa County Library, describing an advantage to fine elimination
5. **Eliminating fines may improve circulation:** The elimination of fines could benefit not only patrons but the library as well. One of the ways in which the library could benefit is an increase in circulation. This result makes sense: if patrons are no

longer afraid to use the library's collections, they might be more willing to check out books. Similarly, patrons whose fines have been forgiven might return to the library and check out materials again.

6. **Improved Patron/Librarian relationships:** Fine-elimination could lead to improved patron interactions. When thinking about library fines, one might not initially imagine the potentially tense interactions that can be associated with the fine collection.

The above is an excerpt from:

Unrein, Sabrina. (2020). "Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries." Syracuse, NY: iSchool Public Libraries Initiative at Syracuse University.

Additional References:

How Eliminating Library Fees Advances Racial Equity

https://www.urbanlibraries.org/blog/how-eliminating-library-fees-advances-racial-equity

Five Unexpected Benefits of Eliminating Library Fines

https://ischool.syr.edu/five-unexpected-benefits-to-eliminating-library-fines/

Eliminating Library Fines as a form of Social Equity Working Group

http://www.ala.org/tools/atoz/fines-and-overdues

August

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Consideration of Removing Overdue Fines

A patron has requested the library consider not charging overdue fines. His letter, with his reasoning, is attached. In the past two years many libraries across the country have decided to stop charging overdue fines. The overarching reason is that overdue fines may hinder patrons' use of libraries depending on their economic situation, the overdue fines becoming a barrier to access for some people.

In SWAN, 47 libraries out of 100 do not charge overdue fines, this includes our neighboring libraries in SWAN. Outside of SWAN, other neighboring libraries who do not charge fines include Elmhurst, Naperville, Lisle, Fountaindale, and Orland Park.

Elmhurst provides a FAQ about their fine-free policy

https://elmhurstpubliclibrary.org/about-us/library-cards/fine-free-faq/

This is an article that provides an overview of the progression of removing fines across the country.

https://www.theatlantic.com/notes/2020/12/why-some-libraries-are-ending-fines/617253/

For IPPL, overdue fines were an important source of revenue but our budget is at the point that we can remove that revenue source. Historically, overdue fines were instituted in libraries to incentivize people to return materials. Libraries who have chosen fine-free now incentivize people to return items by placing a stop on a patron' library card if an item is not returned within a certain number of days.

The trustees started a discussion about this topic at the July Board meeting and had questions about current process and the process in a no-fines scenario. This memo provides some answers. Also, Debbie Sheehan, Head of Guest Services, will attend the meeting to answer questions.

I would want to continue to charge overdue fines for equipment, console games, and Hot Picks to ensure their timely return. (Hot Picks was established to provide immediate access to best sellers rather than patrons having to wait on the hold list but there is a large overdue fine attached to encourage timely return of the items.) Attached is a list of the various items we check out, the length of their checkout period, and the daily overdue fine amount. We charge larger overdue fines for items that are part of smaller collections because we want to encourage timely return of the items so the items are available to others.

When an item is overdue, the patron receives overdue notices at 7 days overdue and at 21 days overdue. This would continue in a no-fines scenario.

Currently a patron's card is stopped when their total overdue fines reach $20. A patron can carry $19.99 in overdue fines on their card and never pay the fines but still be able to use their card. If the trustees implemented a no-fines policy, a patron's card would be stopped when one item is 14 days overdue.

If an item is not returned within 42 days, the patron receives a bill requesting the patron pay for the item. Currently they also pay the overdue fines that are owed. In a no-fine scenario the patron would still receive the bill at 42 days and be expected to pay for the item. If they return the item when they receive the bill they would not pay anything, but their card would have been stopped once the item was 14 days overdue.

Overdue fines do not follow the item, they follow the policies of the library that is checking out the item. Interlibrary loan items sent to us and checked out by us are charged overdue fines. Our interlibrary loan items sent to a library that does not charge fines will not incur fines.

Our patrons who go to a library that does not charge fines will not be charged for items they check out at that library. Of course, they are charged for any items they check out at IPPL.

Auto renew is not a factor in this decision except that if we had auto renew items would automatically renew and a patron's card would obviously not be stopped when an item is 14 days overdue

How do physical items compare with digital items? There are no fines attached to digital items. However, the software has an established loan period and the item is automatically "returned" at the end of that loan period.

Currently 17,519 people owe overdue fines totaling $91,258.00. This means the people returned the items but returned them late. The amount a person owes may be for numerous items. For example, if they have 5 DVDs and return them 3 days late, they owe $

Here's a breakdown of the fines currently owed:

15,000 people owe less than $10.00

1343 people owe between $10 and $20

500 people owe between $20 and $30

216 people owe between $30 and $40

123 people owe between $40 and $50

Of all these, 839 peoples' cards are stopped because they owe $20 or more.

12,707 people owe $69,535.00 in overdue fines incurred prior to 2020. Most likely we will not be paid that money.

We generally waive 25 % of fines each year.

Loan Rules
Effective June 2021

FINES	3/7 days 0 Renewals	7 days 2 renewals	14 days 2 renewals	21 days 2 renewals	21 days– 0 Renewals	In House Checkout 3 hours
$3.00		New Tech Take Out	Tech Take Out-Not New			
$1.00	Hot Picks	Rokus New Adult Feature Films New Console Games	Leap Pad Tablets Launch Pads Kits Board Games Puzzles New Playaway Views Console Games	E-Readers I-Pods Playaway Views		Digital Equipment
.25		New YS DVD/BluRay Feature Films that are not new	New Fiction New Adult Non-Fiction DVD/BluRay New Playaways Magazines New CDs Award Books New Audiobooks Study Guides	New Non-Fiction Non-Fiction Fiction CDs Adult NF DVD/BluRay YS DVD/BluRay Playaways Audiobooks	Teen Trending	

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Consideration of Removing Overdue Fines

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

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

One question from the Board last month was, "What percentage of our total fines comes from items that incur .25 cents per day?" Items that have an overdue fine of .25 cents account for 80.29% of fines. Console games account for 7.23%. They have a $1.00 overdue fine and in the new scenario would keep that fine. All other materials each account for 1% or lower of overdue fines.

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

Overdue Materials

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

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

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

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

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

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

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

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

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

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

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

Oak Brook:

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

Westmont:

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

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

Elmhurst:

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

Downers Grove:

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

Westmont:

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

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Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries

By Sabrina Unrein

April 2020

School of Information Studies
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IPLI
iSCHOOL PUBLIC LIBRARIES INITIATIVE

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Public libraries, library fines, overdue books, library surveys, library research, equity, access, library budgets, improving library services, library demographics

About the iSchool Public Libraries Initiative

In 2018, the iSchool at Syracuse University launched a new home for public library research called the iSchool Public Libraries Initiative (IPLI), directed by Associate Professor of Practice Jill Hurst-Wahl. The IPLI predominantly focuses on public library innovation. In researching and disseminating information about public library innovation across the United States, the IPLI hopes to give libraries more opportunities to innovate and learn from one another about innovations happening across the country. In shedding light on these unsung innovations, the IPLI hopes to increase their capacity to continue innovating.

Additionally, the IPLI gives Library and Information Science graduate students a place to conduct research and create work relevant to their studies and interests. This report was created as a result of research conducted from the fall of 2019 through the spring of 2020. It was inspired by the question: what existing data supports the near-ubiquitous use of library fines in public libraries? When I was unable to find one, I started writing this report. I wanted to create a resource for public libraries to use in assessing their use of overdue fines.

About the Author

Sabrina Unrein is a Master's of Library and Information Science graduate student at Syracuse University graduating in May of 2020. She has worked with the IPLI for the past two years, focusing primarily on library website design and library fines. In addition to public libraries, she is interested in archives and special collections and has worked at Syracuse University's Special Collections Research Center and CNN's video archive library in Atlanta.

Introduction

There are several cultural images that are pervasive when it comes to public libraries, many unchanging for decades. Unfortunately, one of the most well-known and perpetuated today is that the library is a punitive environment. If you are too loud, you are shushed, and if you don't bring items back on time, you must pay a fine. Many of us see these as harmful and outdated ideas. However, these preconceptions cause shame to be closely associated with libraries, despite the fact that we know they are meant to be places of equity.

A way we as librarians may be able to change the cultural perception of libraries is the wide-scale elimination of library fines. This could minimize the fear of punitive consequences in public libraries. However, it is important to acknowledge upfront that no blanket prescription will apply to every single library in the country. Each library has its own community, its own challenges, and its own values. Therefore, going fine-free may not be the right option for all libraries. This report is not meant as an indictment of any library that chooses to use fines, but serves to examine why fines are so pervasive and potential benefits libraries may reap as a result of eliminating them.

It is worth noting that this report is entering into a discussion that has been ongoing for many years. There have been articles published for decades positing the elimination of library fines and motivations for doing so. Some of the most frequently cited reports about library fine data came out as early as 1983.[1] The topic periodically recurs in popular publications as well, such as articles in the *New York Times*[2] and the *Huffington Post*.[3] If this discussion has been happening for over 35 years, what new information does this report bring to the table?

1 Hansel, P., & Burgin, R. (1983). Hard Facts About Overdues. *Library Journal*, *108*(4), 349.

2 In San Jose, Poor Find Doors to Library Closed—The New York Times. (2016). Retrieved October 4, 2019, from https://www.nytimes.com/2016/03/31/us/in-san-jose-poor-find-doors-to-library-closed.html

3 Libraries Are Dropping Overdue Fines—But Can They Afford To? | HuffPost. (2017). Retrieved October 4, 2019, from https://www.huffpost.com/entry/libraries-are-dropping-overdue-fines-but-can-they-afford-to_n_5913733ae4b0b1fa{d0dccc2

First of all, the discussion around library fines is rapidly evolving and there are no comprehensive reports that capture the environment as it is now in 2020. This is especially relevant due to the recent national momentum toward eliminating fines in large library systems such as the Denver Public Library, the San Francisco Public Library, and the Chicago Public Library. With systems as large as these making the change, library fine elimination has made national headlines in publications such as *National Public Radio*[4] and *Forbes*.[5]

Furthermore, there is something missing in the current discourse: data. Librarians love to make data-driven, evidence-based decisions, but most evidence is either old or small-scale. There is an often-cited report from 1989 tilted *Managing Overdues: Facts from Four Studies*,[6] but it relies on data that is over 30 years old, and public libraries have changed a lot since then. Authors also frequently cite *Do library fines work?*, a study of the impact of fines on students' behavior in two academic libraries[7]. Not only is this a relatively small-scale study, but it does not feature public library data at all.

The popular reports informing the recent trend toward fine-elimination, including the Colorado Department of Education's whitepaper, *Removing Barriers to Access*,[8] and San Francisco's fine-free report,[9] used their own data collection, reviews of the literature, and synthesis to make their arguments. There is no one document that unifies the many arguments made both in favor of and against the use of library fines.

This report aims to draw all of these ideas into a comprehensive and accessible document. It hopes to spark new discussions in the community and help maintain the

4 *More Public Libraries Are Eliminating Late Fines To Address Inequity: NPR*. (2019). Retrieved January 19, 2020, from https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequi

5 Rowe, A. (2019). *Chicago Libraries' Late Fee Elimination Sparks A 240% Boost In Book Returns*. Forbes. Retrieved January 19, 2020, from https://www.forbes.com/sites/adamrowe1/2019/11/03/chicago-libraries-late-fee-elimination-sparks-a-240-boost-in-book-returns/

6 Little, P. (1989). MANAGING OVERDUES: Facts From Four Studies. *The Bottom Line*, *2*(2), 22–25. https://doi.org/10.1108/eb025168

7 Sung, J. S., & Tolppanen, B. P. (2013). Do Library Fines Work?: Analysis of the Effectiveness of Fines on Patron's Return Behavior at Two Mid-sized Academic Libraries. *The Journal of Academic Librarianship*, *39*(6), 506–511. https://doi.org/10.1016/j.acalib.2013.08.011

8 Depriest, M.J. (2016). Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials. Retrieved October 24, 2019 from http://www.cde.state.co.us/cdelib/removingbarrierstoaccess

9 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

momentum of the fine-free movement. It addresses the arguments in favor of and against fines, any evidence that supports those arguments in the current discourse, alternatives to total fine elimination, and new data from libraries that have chosen to go fine-free. It was inspired by questioning if fines are a measurably effective tool, but evolved into a discussion about equity and if library fines align with the values driving our profession.

Additionally, this report includes new research. As previously mentioned, use of library fines has already been extensively discussed. However, there has not been much investigation into libraries that have eliminated fines, and how that change has impacted their communities. Due to the rapid increase in libraries eliminating fines, it seemed important to explore a sample of libraries that have made that change. What positive and negative effects has the library experienced in the aftermath of eliminating fines for their entire community? The survey was sent to libraries across the United States, varying in location and population. Fifteen surveys were completed, and the results can be found in this report, following the discussion of the arguments for and against fines.

Deconstructing the arguments in favor of keeping library fines

1. Fines ensure materials are returned on time, making borrowing more fair

This seems obvious: fines are used because they help remind patrons to turn in materials on time. This should be one of the easiest arguments to defend and support with data. Unfortunately, there have been few studies conducted on the subject of library fines and their effectiveness, so there is not much available data to support this assertion.

Many libraries that have eliminated fines in recent years report just the opposite. For instance, the Chicago Public Library saw a 240% increase in returned books in the month after they eliminated fines in September of 2019.[10] Salt Lake City's Public Library saw late returns drop from 9% to 4% after fines were eliminated.[11] Six months after fine elimination at the High Plains Library District in northern Colorado, the library saw an increase in circulation and 95% of their materials were returned within one week of their original due date.[12] In Hansel and Burgin's oft-cited study of public libraries in North Carolina, *Hard Facts About Overdues,* they observed "no significant difference in overdue rates between libraries that charged fines and those that did not."[13] Their data suggested that libraries that did not charge fines saw higher rates of overdue materials in the short-term, but lower rates of overdue materials in the long-term.

Libraries may decide that expedient returns are not as important as other factors. When the Columbus Metropolitan Library eliminated fines in 2017, they stated that they originally enforced fines "as an incentive to see those items returned by their due dates," but began to question that notion due to what they observed in the library field industry.[14] They determined that equitable access was more relevant to their library's mission.

Admittedly, the results are skewed toward favorable outcomes. This is because institutions such as those mentioned above are subject to selection bias; they volunteered to report data that promoted positive results of eliminating library fines. Because this is the only information that was readily available, they were included in this paper. The research conducted for this report found no reports of libraries that have eliminated fines and experienced changes in patron behavior that negatively impacted library usage or resulted in significantly higher return rates for materials.

10 Spielman, F. (2019, October 30). Lightfoot's decision to eliminate library fines triggers 240% increase in book returns. Retrieved November 5, 2019, from Chicago Sun-Times website: https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot

11 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 6. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

12 Depriest, M.J. (2016). Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials. Retrieved October 24, 2019 from http://www.cde.state.co.us/cdelib/removingbarrierstoaccess

13 Depriest, M.J. (2016). Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials. Retrieved October 24, 2019 from http://www.cde.state.co.us/cdelib/removingbarrierstoaccess

14 Columbus Metropolitan Library to eliminate overdue fines beginning Jan. 1, 2017 | www.columbuslibrary.org. (2016). Retrieved November 5, 2019, from https://www.columbuslibrary.org/press/columbus-metropolitan-library-eliminate-overdue-fines-beginning-jan-1-2017

These numbers do not directly address the idea of fairness, which is often brought up in defense of library fines and their relationship to item return rates. Some argue that they serve to make library services more equal because they ensure that there are consequences from late returns. Some see this as a protective measure for the assumed majority of people who do return books late against the people taking advantage of the system.[15]

This assumes that library fines are effective deterrents for lateness, which is addressed in the section titled *A Lack of Evidence*. Additionally, fines may seem fair to those who can afford to pay their fines but negatively impact lower-income patrons. Patrons feel entitled to some kind of retribution in exchange for irresponsible patrons who break the rules. However, this feeling of entitlement assumes that everyone is able to pay fines and that imposing fines makes the system more fair. In fact, it is doing the opposite. Imposing fines on all patrons is not a marker of equity. This argument is further addressed in the section titled *Fines Disproportionately Affect Lower-Income Patrons.*

2. Fines supplement library budgets

This particular argument is highly variant, depending on the budget of the library in question, how much they collect in fines per fiscal year, and where the money ends up. If fines support the library's budget directly, the collected funds may make up a significant part of it, and may be funding the library cannot afford to lose. Library fines also help supplement the cost of replacing items, funding programming, or the cost of the human labor of librarians who spend time dealing with overdue fine collection from patrons. This is the most demonstrative argument for the fact that no blanket prescription is right for all libraries. The library might be unable to function without the money they collect from fines.

15 Jerome, J. A. 1, judy_jerome@hotmail. com. (2012). Occupy the Library. *Public Libraries*, *51*(6), 6–7.

3. Fines teach people to be civically responsible

One of the most frequently-made cases in favor of the use of library fines is that overdue books demonstrate irresponsibility of the patron and a lack of respect to fellow patrons. Fines serve as a reminder to patrons that there are consequences when the library's materials are not returned on time.

In his essay on library fines, David McMenemy reinforces this idea, asking "without fines, what incentives do users have to return material in a timely fashion to ensure it is available for others to use?"[16] He argues that fines help ensure equal access by instilling civic responsibility, stating that "every individual who uses that collection has a collective responsibility to that group of people," and "if customers do not return their items on time, this deprives other users of that resource." He goes on to state that the elimination of fines would mean eliminating a "vital function of any library that requires efficient and equitable circulation of stock." He asserts that patrons who return materials late have selfish intentions and a lack of respect for the library community, and therefore lack a sense of civic responsibility. Eliminating fines would "allow a system that allows disregard for the needs of other members".[17]

Under this logic, one must assume that patrons feel inclined to be civically responsible only if there is a threat of punishment when they are not. As put by Anthony Marx, CEO of the New York Public Library, people respond to the idea of fine elimination as if it imposes a "moral hazard" on society at large.[18] Without the threat of punishment, what motivation do citizens have to be responsible library patrons?

A key misunderstanding in the discussion of eliminating fines is the idea that it will eliminate all patron responsibility in kind. Removing fines does not mean removing all

16 McMenemy, D. (2010). On library fines: Ensuring civic responsibility or an easy income stream? *Library Review, 59*(2), 78–81. https://doi.org/10.1108/00242531011023835

17McMenemy, D. (2010). On library fines: Ensuring civic responsibility or an easy income stream? *Library Review, 59*(2), 78–81. https://doi.org/10.1108/00242531011023835

18 The case against library fines—According to the head of New York Public Library—Quartz. Retrieved October 4, 2019, from https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/

consequences or even removing all monetary consequences for not returning library materials. In most systems that have eliminated fines, patrons who fail to return items within a given timeframe will be charged for the replacement of the missing items. The replacement fee is waived when the item is returned, even if it is past its due date. The item was ultimately returned, so there is no need to punish the patron. Therefore, removing overdue fines is meant to offer more flexibility in book returns and does not remove all responsibility from patrons.

Is teaching civic responsibility the library's job?

A more important point to address in this argument is the idea of libraries being responsible for teaching civic responsibility in the first place. Is this one of the library's key functions? Furthermore, if it is, does its obligation to teach civic responsibility outweigh its commitments to equal access for all patrons? Equitable Access to Information and Library Services is one of the American Library Association's (ALA) key action areas, which they describe as "guiding principles for investment of energy and resources" in the organization.[19] Equity is also featured in other guiding documents, such as in the ALA's stated Core Values of Librarianship.[20] ALA's mission states that one of its goals is to help librarians and libraries "ensure access to information for all."[21] Teaching patrons how to be civically responsible is notably absent from these documents.

These points are not intended to dismiss the importance of responsibility, especially when interacting with resources shared by an entire community. They are, however, intended to weigh the significance of denying access to patrons that have been branded as irresponsible, and therefore as deserving of punishment or deprivation of library materials entirely, against the significance of a patron returning an item late.

19 American Library Association. (2007, April 19). Key Action Areas. Retrieved November 4, 2019, from About ALA website: http://www.ala.org/aboutala/missionpriorities/keyactionareas

20 American Library Association. (2006, July 26). Core Values of Librarianship [Text]. Retrieved November 4, 2019, from Advocacy, Legislation & Issues website: http://www.ala.org/advocacy/intfreedom/corevalues

21 American library Association. (2010, August 4). A.1 Mission, Priority Areas, Goals (Old Number 1). Retrieved November 4, 2019, from About ALA website: http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/1mission

Are library fines effective tools for teaching civic responsibility? Take, for instance, the San Francisco Public Library. In a report put out by the Office of Treasurer and Tax Collector, in collaboration with SFPL, "more than one-third of library patrons hold debt on their account at any given time."[22] The Phoenix Public Library, who eliminated fines in November of 2019, stated that before eliminating fines, "103,975 [cardholders], or 10 percent, were blocked from checking out materials because they had $25 or more in fines."[23] Given statistics like that, one could conclude that turning in a library book late is a common mistake that anyone could make, and many people do make frequently. This argument is much more rational than the idea that one-third of all SFPL patrons and at least 10% of Phoenix Public Library patrons are irresponsible and disrespectful people.

Furthermore, libraries that have eliminated fines have not experienced a complete loss of patron responsibility. According to the High Plains Library District in northern Colorado, which eliminated fines in 2015, "the fear that fines were the only thing between civilization and chaos has proved unfounded: 95 percent of materials are returned within a week of their due date."[24]

The data provided above is limited and is not intended to represent incontrovertible evidence that library fines do not teach civic responsibility. However, it is intended to question the idea, as it is one of the most frequently cited arguments in favor of the use of fines, and has been largely unsupported by data. Perhaps it feels like library fines should work, or do work, to curb patron behavior toward goodness. But if all that stands between the library and complete moral bankruptcy are fines, then fines aren't really teaching people how to be good anyhow. Being civically responsible does not mean simply acting good out of fear of being punished for wrongdoing. If patrons act irresponsibly when they are not threatened by the system, then have they learned to fear punishment, not to be responsible.

22 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 27. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

23 Phoenix Public Library to stop charging late fees in November. (2019, September 11). Retrieved October 4, 2019, from https://www.abc15.com/entertainment/events/phoenix-public-library-to-stop-charging-late-fees-in-november

24 Graham, R. (2017, February 6). Long Overdue: Why public libraries are finally eliminating the late-return fine. Retrieved October 31, 2019, from Slate Magazine website: https://slate.com/culture/2017/02/librarians-are-realizing-that-overdue-fines-undercut-libraries-missions.html

Arguments in favor of eliminating library fines

1. A Lack of Evidence

The pervasive nature of library fines suggests that there is evidence to support their effectiveness. However, there is a lack of data to support whether or not they actually work. More often than not, the justification for library fines seems to have stemmed from assumptions or feelings rather than explicit facts supported by research and data collection.

The existing writing in support of library fines must rely on data that is small-scale or old. Most proponents of library fines use Hansel and Burgin's 1981 and 1983 reports "Hard Facts About Overdues" and "More Hard Facts on Overdues." Among their findings, they reported that "libraries that don't charge fines tend to get their books back more slowly, but ultimately get more of them back; they have higher overdue rates in the short run, but lower overdue rates in the long run." Additionally they state that "libraries that restrict overdue patrons do significantly better at getting materials returned," and that "the higher the daily fine the faster the books come back."[25] Perhaps their most compelling conclusion of all was the fact that there are no easy answers; studies like this are difficult to conduct, and the complexity and diversity of library systems and communities make it difficult to draw large-scale conclusions based on these studies alone.[26]

In addition to not taking a concrete stance on the effectiveness, or lack thereof, of library fines, one cannot ignore how old these studies are. No comparable study has been done between 1983 and now, in 2020. While these findings may have once presented sufficient, valid evidence to support fines much has changed since these studies were conducted. Libraries do not run the same way they did in 1983. Similarly, the role of the library and the library's relationship with its patrons may have also shifted

25 Little, P. (1989). MANAGING OVERDUES: Facts From Four Studies. *The Bottom Line, 2*(2), 22. https://doi.org/10.1108/eb025168

26 Hansel, P. (1983). Hard facts about overdues. Library Journal, 108(4), 350.

in the interim 37 years, and punitive action against patrons, particularly those from lower-income backgrounds, may not be as acceptable as it once was.

Another study used in support of the impact of library fines is *Do library fines work?: Analysis of the effectiveness of fines on patron's return behavior at two mid-sized academic libraries.* This study was conducted in part due to the lack of evidence to drive librarian decision-making in terms of fining patrons.[27] The study concludes that library fines are effective, but concedes that the use of fines may damage patron perception of the library, and may contribute to barriers to access. It is notable that this study focused on academic libraries, which function differently than public libraries. The sample size for this study is rather small, and therefore difficult from which to draw definitive conclusions.

With data this small-scale and potentially outdated, it is difficult to claim that there is a sufficient amount of data available to support the use of library fines. Librarians likely base their opinions in support of library fines on their own values and experiences working in the library. Personal experience and data collected by the library are both valuable in determining what is right for their community and their library and may be the determining factor in whether a library system uses fines. However, it is clear that in the current literature there is no strong, wide-scale evidence that supports the claim that library fines are effective for all of the reasons people use to defend them.

2. Fines Disproportionately Affect Lower-Income Patrons

While there is a lack of evidence to support library fine effectiveness, there is evidence that suggests library fines disproportionately affect lower-income patrons. A fine might seem like a small penalty for some. However, for many patrons, the consequences of returning books late is too cost-prohibitive, even if the initial checkout is free. Many

27 Phelps, S. F. (2015). Library Fines Make a Difference in Academic Library Book Return Behaviour. *Evidence Based Library and Information Practice*, *10*(3), 96. https://doi.org/10.18438/B8H89K

large cities leading the movement toward going fine-free have cited this as one of their main motivations.

For instance, in Seattle, "the branches with the highest proportion of accounts blocked for overdue fines are all in parts of Seattle that are both poorer and more diverse than the city as a whole."[28] Similarly, in San Francisco, "patrons across all branches accrue fines at similar rates, but locations serving low-income areas have higher average debt amounts and more blocked users."[29] New York City is not a fine-free library system. However, prior to its fine forgiveness program, according to the NYPL's CEO, "20% of our 400,000 juvenile and young adult patrons had blocked library cards; nearly half of those were concentrated in the poorest quartile of our branches."[30]

Logistically, this makes sense. Lower-income families have less disposable income, making it harder for them to pay off any fines they might accrue. In many cases, libraries will restrict access to materials once a patron has reached a certain total of accumulated fines. This further disproportionately targets lower-income households, who likely cannot afford to purchase books. Therefore, when a library cuts off a lower-income patron from the library, they may be cutting off any access they have to books, movies, periodicals, or the many other unique items that libraries offer.

For patrons who have more disposable income, "fines are often not a meaningful deterrent" for returning items past their due date.[31] As well-stated in Slate's article *Long Overdue,* "for middle-class patrons, [fines] may feel like a slap on the wrist, or even a feel-good donation,"[32] but not everyone shares that privilege. The consequences of overdue fines are too high for some patrons, which can affect library behavior and

28 Kroman, D. (2019). *Library fines hit Seattle's lower-income neighborhoods hardest.* Retrieved October 4, 2019, from https://crosscut.com/2019/03/library-fines-hit-seattles-lower-income-neighborhoods-hardest

29 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 5. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

30 *The case against library fines—According to the head of New York Public Library—Quartz.* (n.d.). Retrieved October 4, 2019, from https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/

31 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 20. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

32 Graham, R. (2017, February 6). *Go Ahead and Return That Book Late—Libraries Are Doing Away With the Overdue Fine.* Slate Magazine. https://slate.com/culture/2017/02/librarians-are-realizing-that-overdue-fines-undercut-libraries-missions.html

usage. Some patrons never check out items due to fear of accruing fines.[33] In some instances, libraries will send patrons with unpaid fines to collection agencies, further punishing them.[34]

This goes against much of what libraries today have come to stand for. Equity, diversity, and inclusion are some of the American Library Association's biggest priorities as a professional organization.[35] There is much discussion in the professional literature, as well as in the education of future librarians in Master's programs, of the library's role in its community. Libraries are intended to be places of equitable access for all. Therefore, should libraries enforce policies that are, by design, inequitable, and may effectively ban lower-income patrons with too many fines from access, all in the name of "fairness"?

3. Fines are punitive and are not effective in teaching people how to be better

As discussed earlier in this report, there is a lack of evidence to support library fines as effective tools for getting patrons to return items on time. While some of the evidence does point in that direction, there haven't been many studies done to support this claim. If they are not being used as friendly nudges toward civic responsibility, it is difficult to view them as anything other than punitive, as if seeking retribution either for the library as an institution or on behalf of the "more responsible" patrons who do not accrue fines.

David McMenemy, who ultimately argues in favor of the use of fines, summarizes the issue very well in his editorial piece *On Library Fines: Ensuring Civic Responsibility or an easy income stream?* He states,

> The term fine is pejorative in nature; we associate it with punishment. We are fined when we do something wrong, something outside of the

33 *In San Jose, Poor Find Doors to Library Closed—The New York Times*. (2016). Retrieved October 4, 2019, from https://www.nytimes.com/2016/03/31/us/in-san-jose-poor-find-doors-to-library-closed.html

34 *It's Not Fine to Not Pay Your Fine » Public Libraries Online*. (2016). Retrieved January 19, 2020, from http://publiclibrariesonline.org/2016/05/its-not-fine-to-not-pay-your-fine/

35 JGRAY. (2008, June 13). *Equity, Diversity, and Inclusion* [Text]. Advocacy, Legislation & Issues. http://www.ala.org/advocacy/diversity

> expected public standard. Is it then correct and proper for the profession to perpetuate a system that places such a punishment on a library community, be it public or educational? Does such a system deter users who see it as a negative that overcomes any potential benefits in using the collection?[36]

McMenemy ultimately concludes that the punishment fits the crime, as a system without punishment is "a system that allows the disregard for the needs of other members."[37]

The issue of fines as punishment is also discussed in *Putting a Sacred Cow Out to Pasture: Assessing the Removal of Fines and Reduction of Barriers at a Small Academic Library*. The authors, librarians at Vancouver Island University, eliminated fines due to their inherently punitive nature. They assert that fines, the proverbial sacred cow, have been upheld due to strong feelings in the library community, not evidence-based decision making. They break down the issue simply: the issue of library fines pertains to the library's relationship to their patrons. Either they decide to take the "enforcer or tax collector role," potentially at the detriment of library usage in general, or they decide against it.[38]

While McMenemy concludes that the potential loss of patronage is worth risking in order to collect library fines, the librarians at Vancouver Island University decided it was not worth the risk. They argue that libraries now, possibly more than ever, are socially threatened by those who do not see the library as relevant. The library has too much to lose, and "holding a threat above the heads of borrowers" does not serve the library's

36 McMenemy, D. (2010). On library fines: Ensuring civic responsibility or an easy income stream? *Library Review*, *59*(2), 78. https://doi.org/10.1108/00242531011023835

37 McMenemy, D. (2010). On library fines: Ensuring civic responsibility or an easy income stream? *Library Review*, *59*(2), 78–81. https://doi.org/10.1108/00242531011023835

38 Reed, K., Blackburn, J., & Sifton, D. (2014). Putting a Sacred Cow Out to Pasture: Assessing the Removal of Fines and Reduction of Barriers at a Small Academic Library. *The Journal of Academic Librarianship*, *40*(3–4), 276. https://doi.org/10.1016/j.acalib.2014.04.003

image. Furthermore, in relying on library fines to support library operations, "VIU library would be tacitly supporting student failure."[39]

Many uphold library fines as a symbol of a patron's respect for the library, meaning that returning items late is demonstrative of a patron's lack of respect and inherent irresponsibility as a citizen. However, the threat of punishment should not be the thing curbing patron behavior, and there are many other ways patrons can demonstrate respect for the library as an institution. As described in SFPL and the Office of Treasurer and Tax Collector's fine-free report, "patrons can practice responsible behavior by using the library, reading books, sharing communal spaces, and making sure materials get back to the library. Rather than a permit for irresponsible behavior, fine elimination is a way to ensure all community members continue to have opportunities to practice those skills." They described the punitive nature of fines as one of their motivations for wanting to remove fines. They wrote, "overdue fines do not turn irresponsible patrons into responsible ones, they only distinguish between patrons who can afford to pay for the common mistake of late returns and those who cannot."[40]

Even if one feels that fining patrons is appropriate for getting books back and enforcing responsibility at the risk of deterring some patrons from using the library, it appears that it is not a very effective form of punishment with the intent to curb patron behavior. Before the New York Public Library's fine forgiveness program, 20% of juvenile and young adult patrons had blocked library cards because of too many fines.[41] In the Phoenix Public Library system, over 10% of their patrons had blocked cards because of fines.[42] Given statistics such as these, does it seem like fines are doing their job, making

39 Reed, K., Blackburn, J., & Sifton, D. (2014). Putting a Sacred Cow Out to Pasture: Assessing the Removal of Fines and Reduction of Barriers at a Small Academic Library. *The Journal of Academic Librarianship*, *40*(3–4), 275–280. https://doi.org/10.1016/j.acalib.2014.04.003

40 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 27. *The Office of the Treasurer and Tax Collector*. Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

41 *The case against library fines—According to the head of New York Public Library—Quartz*. (n.d.). Retrieved October 4, 2019, from https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/

42 *Phoenix Public Library to stop charging late fees in November*. (n.d.). Retrieved October 4, 2019, from https://www.abc15.com/entertainment/events/phoenix-public-library-to-stop-charging-late-fees-in-november

patrons more responsible, or are they simply excluding a significant number of their patrons from certain library privileges?

Going fine-free might result in more effective means of motivation to ensure timely returns. This argument against fines as an effective means of punishment comes from *If We Charge Them, Will They Come?* The authors, two librarians from the University of Massachusetts, questioned whether or not fines were effective deterrents. They describe their hypothesis as "tying a price to book tardiness should curb unwanted behavior," and fines serve as "a price to soothe the shame of being late."[43] Without the ability to wave away guilt with money, patrons face social consequences that are not so easily soothed. Wood and Almeida assert that patron responsibility will stem from "respect for policy and nothing more," and that "patrons [would] choose not to betray social norms by disappointing" other patrons. This helps the library's image, turning it away from its traditional image of punishment, and will make "librarians appear kind and accommodating" and "merciful, even when it is merely policy."[44] Isn't this kind of social contract a more effective way for patrons to display their civic responsibility, and not just behavior motivated by fear of punishment?

4. Fines may not make up a significant portion of the library's budget

This will vary from library to library. As mentioned in the introduction, there is no singular prescription that will apply to all libraries. It is difficult to argue against a library that receives a significant part of its budget from the fines they collect. However, it did appear to be a motivating factor for many library systems when they decided to go fine-free. Several of these institutions discussed this as a motivating factor in news publications about their decision.

43 Wood, E., & Almeida, J. (2017.). *If We Charge Them, Will They Come? 56*(3), p. 159.

44 Wood, E., & Almeida, J. (2017). *If We Charge Them, Will They Come? 56*(3), p. 159.

In The San Francisco Public Library "$333,129 collected in overdue fines in FY 2017-2018 represents 0.2 percent of the total operating budget,"[45] which they argue was likely the same amount spent on human labor in the "employee time consumed by communicating with patrons about fines and engaging in transactions...administrative costs and collections contracts."[46] The Seattle Public Library collected about "$1.1 million a year in overdue fines. That's about 1.3 percent of its $80.9 million budget for 2019."[47] Phoenix Public Library "fines reportedly account for $200,000 a year, which is less than one percent of the library's annual budget."[48] In the Detroit Public Library System, the library collected "about $30,000 in fine payments — less than .1 percent of its total budget."[49]

These are just a few examples, and all of the aforementioned library systems are large. Therefore, it is not the most representative sample of the ratio of budget and fines. However, research later in this report shows evidence that this trend proves true in smaller library systems, too.

5. Eliminating fines may improve circulation

The elimination of fines could benefit not only patrons but the library as well. One of the ways in which the library could benefit is an increase in circulation. This result makes sense: if patrons are no longer afraid to use the library's collections, they might be more willing to check out books. Similarly, patrons whose fines have been forgiven might return to the library and check out materials again. Clearly, they were interested in or

45 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 6. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

46 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 25. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

47 Kroman, D. (2019). *Library fines hit Seattle's lower-income neighborhoods hardest.* Retrieved October 4, 2019, from https://crosscut.com/2019/03/library-fines-hit-seattles-lower-income-neighborhoods-hardest

48 *Phoenix Public Library to stop charging late fees in November.* (n.d.). Retrieved October 4, 2019, from https://www.abc15.com/entertainment/events/phoenix-public-library-to-stop-charging-late-fees-in-november

49 *Detroit Public Library eliminates overdue fines.* (2019). Retrieved October 4, 2019, from http://www.deadlinedetroit.com/articles/23160/detroit_public_library_eliminates_overdue_fines

needed to check out materials in the past, so the removal of any barriers to entry might lead to higher circulation.

This is more than just a thought experiment or optimism. When the High Plains Library District eliminated fines in 2015, they "saw increased circulation six months after fine elimination."[50] More specifically, they saw an increase of 16% in their children's department alone.[51] Similarly, "The Salt Lake County Public Library experienced an 11 percent increase in the number of monthly borrowers and a 14 percent increase in the number of items borrowed in the year after they eliminated fines."[52] It is worth acknowledging that these numbers were not collected in a vacuum. Libraries are complex ecosystems, and as a result, the increases may not be entirely due to the elimination of fines. That being said, one could safely assume it is at least a contributing factor.

Many libraries that still use fines do allow fine forgiveness for children and teens. A notable example of this is the New York Public Library, who forgave fines for all patrons under the age of 18 in October of 2017.[53] Of the 41,000 young people who used the library in the month following the amnesty, 11,000 of them had not used the library in the past year. As put by the CEO of NYPL, Anthony Marx, "we know 11,000 kids and teens have rekindled their relationship with reading, learning, and libraries...we expect numbers to continue to increase as we continue to get the word out about the program."[54]

50 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 17. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

51 Graham, R. (2017, February 6). Long Overdue: Why public libraries are finally eliminating the late-return fine. Retrieved October 31, 2019, from Slate Magazine website: https://slate.com/culture/2017/02/librarians-are-realizing-that-overdue-fines-undercut-libraries-missions.html

52 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 17. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

53 *NYC Libraries Announce Fine Forgiveness for Kids and Teens | The New York Public Library.* (n.d.). Retrieved January 20, 2020, from https://www.nypl.org/blog/2017/10/19/fine-forgiveness

54 *The case against library fines—According to the head of New York Public Library—Quartz.* (n.d.). Retrieved October 4, 2019, from https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/

6. Improved Patron/Librarian relationships

Fine-elimination could lead to improved patron interactions. When thinking about library fines, one might not initially imagine the potentially tense interactions that can be associated with fine collection. Some library systems circumvent this possibility by providing online payment options, but other libraries may not be able to afford this feature. These interactions are undoubtedly undesirable for both patrons and librarians and could lead to uncomfortable, if not damaging, interactions. Having to deal with the negative consequences of these painful conversations may contribute to burnout or anxiety among library staff. This is something that librarians in most large public libraries have to contend with. According to a Library Journal survey conducted in 2017, "98.0 percent of large-sized libraries have to train their staff on how to handle collecting and enforcing fines."[55]

Many publications have highlighted the benefit of improved patron and librarian relationships when writing about eliminating fines. Eliminating fines can improve the public image of librarians and staff and foster general feelings of goodwill toward the library as an institution. As discussed by the librarians at the University of Massachusetts who wrote *If We Charge Them, Will They Come?*, "the absence of fines is implied trust...The goal of lending resources is to further social progress. This intent, unobscured by penalty, evokes trust because it is supportive of the collective."[56] The American Library Association's 2017 president, Julie Torado, described the move toward fine elimination as one of the many ways "to maximize access and positive relationships between libraries and patrons."[57]

55 Cisneros, J. (2019). LONG OVERDUE: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library, p. 24. *The Office of the Treasurer and Tax Collector.* Retrieved October 24, 2019 from: https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf

56 Wood, E., & Almeida, J. (2017). *If We Charge Them, Will They Come? 56*(3), p. 160.

57 *Libraries Are Dropping Overdue Fines—But Can They Afford To? | HuffPost.* (2017). Retrieved October 4, 2019, from https://www.huffpost.com/entry/libraries-are-dropping-overdue-fines-but-can-they-afford-to_n_5912733ae4b0b1fa580dcce2

Library Survey Results

As a part of this report, I thought it was important to hear about the experiences of libraries that have chosen to eliminate fines. I was interested in data, such as how much of their budget previously came from fines, if they saw changes in library usage after the shift, their motivations for eliminating fines, and the advantages and disadvantages they experienced after making the change.

The survey was completed by 15 libraries in 12 different states within the United States. They eliminated fines at points varying between early 2015 and the middle of 2019. The libraries varied greatly in both size of community served and budget. While there is room for growth in the number of respondents, as well as the breadth and depth of questions asked, libraries that completed the survey offered interesting and compelling answers from their experiences. As the surveyor, I ultimately found the qualitative responses about the first-hand experiences of the librarians to be the most illuminating part of the survey, but I'm including both qualitative and quantitative data in the results below.

Library Demographics

When the library eliminated fines

Year fines were eliminated	Number of libraries that eliminated fines
2015	1
2016	0
2017	3
2018	6
2019	5

Library budgets

Budget Range	**Number of libraries in that range**
<$1,000,000	1
Between $1,000,001 and $10,000,000	5
Between $10,000,001 and $25,000,000	3
Between $25,000,001 and $50,000,000	4
Over $50,000,000	2

Population versus number of locked accounts at time of elimination (from libraries who answered both questions)

Library Name	Library population served	Number of locked accounts	Percentage
Columbus Public Library	1,292,000	~43,890	~3%
San Diego Public Library	1,420,572	Over 174,000	~12%
Denver Public Library	705,439	20,287	2.9%
St. Paul Public Library	309,180	47,294	15%
Kent District Library	395,000	2,045	<0.10%
Contra Costa County Library	1,144,863	116,740	10%
Enoch Pratt Free Library	620,961	26,000	4%

Maximum amount allowed in fines before account privileges locked

Dollar amount	Number of libraries
$5	3
$8	1
$10	7
$15	1
$20	2
$25	1

How does eliminating fines make a difference?

Of the libraries who responded to the survey, two-thirds reported an increase in the total number of items borrowed in the fiscal year following the change. 40% reported an increase in the total number of library visits. While many of them did not track average wait times for items on hold, two reported no change to wait times, and two reported an increase of one to two days of wait time, on average. 33% saw an increase in the number of new accounts opened at the library in the fiscal year after eliminating fines.

It is important to note that eliminating fines may not be the sole reason for these changes, as libraries are complex systems and there are a myriad of factors that influence library attendance and borrowing patterns. However, as the surveyor, I determined the changes noted above were significant enough to mention.

"Not spending dollars to collect dimes." - Nancy Kreiser from the Contra Costa County Library, describing an advantage to fine elimination

It may seem like an obvious statement, but in giving up fines, libraries are giving up money. One might assume that libraries rely heavily on fines for supporting their budgets. This was not the case for many of the libraries that have eliminated fines, meaning that they could afford to lose that revenue in exchange for the benefits of not fining their patrons. However, one cannot assume this is true for all libraries, which might be the motivating factor for why so many libraries continue to implement fines.

Percentage of total budget that was collected by fines

Percentage Range	Number of libraries
Between 0% and 0.5%	3
Between 0.51% and 1%	7

Between 1.01% and 1.5%	1
Between 1.51% and 2%	4
More than 2%	0

Motivations for Eliminating Fines

One section of the survey asked the librarians to rank the following motivations from 1 to 5, from most aligned with the library's motivations for eliminating fines, to least aligned:

- The library wanted to remove barriers to access.
- The library wanted to improve staff morale.
- The library wanted to improve patrons' relationship to the library.
- The library wanted to free up staff to do other work.
- The total amount collected from fines was small.

14 out of 15 libraries stated that their top motivation was removing barriers to access, and the second most important factor was improving their patrons' relationship to the library. The one library that did not answer in that order put patron relationships first and removal of barriers to access second. This suggests that the libraries were predominantly concerned with the social justice aspects of removing fines, and felt motivated by those implications over the more operational sides of eliminating fines. This speaks to earlier sections of the report, specifically the ones that detail how fines are increasingly being seen as inequitable and punitive rather than a necessary practice. These sentiments are further echoed below, in the section where libraries expressed their personal experiences in their own words.

Disadvantages of eliminating fines

"...we can use every penny we can get each year. That said, I think the ***advantages definitely outweigh the***

disadvantages. *" - Jeana Gockley from the Joplin Public Library*

Half of the libraries surveyed either left this section of the survey blank or specifically stated that their library has not experienced any disadvantages from making the change yet.

Not surprisingly, reduction in revenue was the most-cited disadvantage to eliminating fines. 6 out of the 15 libraries surveyed cited this as the main disadvantage. In the words of Jeana Gockley from the Joplin Public Library, "we can use every penny we can get each year. That said, I think the advantages definitely outweigh the disadvantages."

Four librarians cited confusion as a disadvantage to the change. There are several sources of this confusion. Overdue fines are recognized as a component to library functionality, and the transition could be confusing to patrons who expect to be fined. The librarians at the High Plains Library District elaborated to say that their institution still charges for damaged and missing items, which patrons might not understand when they hear that their library is fine-free. Libraries such as the Sun Prairie library still have fines attached to their specialized collections, which is another point of confusion for patrons. However, these instances demonstrate that being a fine-free library does not mean that all materials need to be fine-free, or that the elimination of fines means the elimination of consequences.

An anxiety about eliminating fines that has been discussed earlier in this report is longer hold times. While some libraries' statistics demonstrated shorter or unaffected hold times, three libraries mentioned longer hold times as a potential disadvantage to being fine-free. However, when describing increases in hold times, each of the libraries expressed that this is a hypothetical effect, or that the increases have been slight. Therefore, the potential increases in hold times a library might experience is not big enough of a change to detract from the benefits of eliminating fines.

There were two unique disadvantages cited by only one library each. The first was mentioned by Holly Jackson at the Portneuf District Library. She described pushback from more traditional patrons and staff members who thought that the elimination of fines would lead to a breakdown in the system. In her words, "they believed that no fines would result in anarchy and no items coming back." However, their library has not found this to be the case, and feedback about the change has been mostly positive.

The other disadvantage was also related to the patron response to the change. The library expected fine elimination to lead to increases in circulation and library usage, which is a benefit that has been cited by several libraries who have gone fine free. Evidence suggests that this is a possible result of the change. However, this library did not see much of a difference as a result of the change, which was, understandably, disappointing.

Advantages of eliminating fines

> *"Overdue fines are a regressive method of raising revenue,* ***they hurt the most those who can afford them the least****, create stress-filled interactions, and require significant amounts of staff time to manage." - David Seleb from the Oak Park Public Library*

While the libraries that were surveyed, for the most part, cited the same handful of disadvantages to the change, their responses to the advantages of the change were extremely varied. Almost every library had a unique perspective on this, and found different benefits for their library system. This demonstrates how overwhelmingly positive the change can be, and how it can impact communities of various sizes and budgets. There were several major benefits cited by many libraries, but it is the unique experiences they mentioned that illuminate how much of a difference the shift away from library fines could make.

> *"...fines have become a privilege and —* ***not only do they not work*** *— they actually encourage people to keep materials*

longer if they can afford it." - Annette Birdsall, Director of the Tompkins County Public Library

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The one advantage that many libraries described was how eliminating fines helps eliminate barriers to access. As stated by David Seleb from the Oak Park Public Library, "overdue fines are a regressive method of raising revenue, they hurt the most those who can afford them the least, create stress-filled interactions, and require significant amounts of staff time to manage. Having a fine free library eliminates unnecessary barriers to service and improves access for everyone, especially for more vulnerable or marginalized community members." This point is elaborated on by Annette Birdsall, the Director of the Tompkins County Public Library. She said, "it's libraries recognizing that this is a social equity issue, that fines have become a privilege and — not only do they not work — they actually encourage people to keep materials longer if they can afford it. If you can afford it, you pay your fines, you don't feel guilty and you support the library. We love people to support the library. We don't love that it was a privilege and that people who couldn't afford fines stopped using the library altogether."

In addition, two libraries specifically mentioned removing barriers to access of information and literacy resources for children. Increased access for children can be a particularly motivating factor for change. Randall Goble shared this anecdote from the Kent District Library: "A story was shared by one of our branches this year where a woman had recently gotten out of an abusive relationship. She asked staff if anything could be done with her large fines to allow her children to use the library again. And when staff waived the fines with the blessing of administration, she cried."

Another frequently mentioned advantage was how it would affect library staff. Five libraries mentioned that not having to deal with fines would make library jobs less stressful because they have significantly decreased, if not eliminated, negative interactions with patrons. According to Holly Jackson from the Portneuf District Library, "we now have very few negative interactions at our front desk and we have 100% less time being spent on sending late item/fine notifications." Tension has decreased between librarian and patron interactions because they no longer need to ask them for money or deny them access because of fines. As stated by Jennifer Schlossberg from the

Tompkins County Public Library, "it allows their transactions to be about reading and books, and not a discussion about owing $.50 or $5.00."

Four of the libraries mentioned an increase in staff time to do other work, and how time-consuming fine collection used to be. According to Randall Goble from the Kent District Library, "the library spent an estimated $150k of our payroll dollars on staff time dealing with fines (either collecting the payment or manually waiving them). This staff time could be better focused on providing excellent, positive library service, instead of on negative interactions around fines."

The remaining advantages were mentioned by only a small number of libraries but demonstrate the variety of positive outcomes that librarians have observed since making the change.

"Is a library's mission to teach responsibility, or is it a library's mission to provide information and learning experiences?" - Holly Jackson from the Portneuf District Library

More aligned with the real mission of the library to provide information

Three libraries mentioned that imposing fines on patrons is in direct opposition to the mission of the library. One librarian, Holly Jackson of the Portneuf District Library, was forced to confront the motivations behind library fines when asked this question: "Is a library's mission to teach responsibility, or is it a library's mission to provide information and learning experiences?" According to Nancy Kreiser from the Contra Costa County Library, this change has also led to "a heightened awareness of equity and the impact of barriers. We continue to question policy and procedures from this perspective and are implementing change on an on-going basis."

Increased goodwill

Three libraries specifically mentioned increased goodwill as a noted benefit. This is closely tied to the ways in which patrons perceive and interact with the library, but is a specific type of sentiment that implies an increase in warm feelings and trust in the library as an institution.

Better service to patrons

Four libraries mentioned that their staff are now better able to serve their patrons now that they don't have to worry about the repercussions of handling fines. As stated by Randall Goble at the Kent District Library, "staff time could be better focused on providing excellent, positive library service, instead of on negative interactions around fines." Nancy Kreiser from the Contra Costa County Library echoed this point, stating that staff can focus on the "value of service versus the value of enforcing the minutiae of rules."

Improved morale

While the survey itself included a section on whether or not the library was motivated to eliminate fines by the prospect that it may improve employee morale, one library specifically mentioned it again in the short answer section.

Better use of resources

Three libraries specifically mentioned that this shift would lead to better application of library resources. While one library's use of the phrase "better use of resources" was vague, another library specifically mentioned that patrons were better able to learn about and take advantage of library resources on offer, and the third mentioned that children have more access to literacy resources in the library. This phrase could also refer to how the library allocates its own resources, or as put by Nancy Kreiser from the Contra Costa County Library, "not spending dollars to collect dimes."

Increase in item returns because there is no fear

In the words of Holly Jackson at the Portneuf District Library, "we see more items being returned instead of kept when the patrons don't fear fiscal punishment." If this proves true in other libraries, then patrons may experience shorter hold times on average as a result. Additionally, libraries may experience fewer permanently lost items.

Staff doesn't have to deal with money as often

If libraries are not frequently collecting fines, there is less need for librarians and staff to handle money. Two librarians mentioned this benefit. One specifically mentioned that less staff time spent handling money means fewer accounting mistakes made in the library's till.

Patrons may still donate money if they are able

The Portneuf District Library mentioned that they still get monetary donations from patrons who can afford to give. Patrons who may have viewed the library fine as an opportunity to donate money to the library still have the opportunity to do so, without the negative repercussions of punishing those who were unable to make such a "donation" in exchange for access.

Good PR for the library

Two librarians highlighted that eliminating fines can lead to good PR/good advertising on the library's behalf. It is a notable event likely to garner the attention of local media, and contributes to the larger narrative happening around the momentum of the movement. It can also be used as a tool to re-invite patrons to the library who may have been discouraged from coming due to fear of fines, too many fines, or the other issues that can be associated with overdue fines.

Less concern over borrowing limits

Patrons no longer need to fear racking up extremely high fines for having a large quantity of items past their due date. The Jefferson County library mentioned that in their library, DVDs carry a one dollar fine per day late, and a patron can have out 10 DVDs at a time. This means 10 DVDs one day late carried a 10 dollar fine, almost half of the total allowed limit before borrowing privileges were revoked. Patrons no longer need to fear borrowing many items at one time. Similarly, libraries do not need to worry about setting high borrowing limits in terms of item quantity, at least in terms of the repercussions that overdue fines used to carry.

Increased lost book revenue

The Joplin Public Library mentioned seeing an increase in revenue from lost book fines. This demonstrates that patrons are responsible when it comes to paying for the replacement of lost items, and implies that accruing large fines did not directly correlate with the morality or responsibility of the patron.

Renewed appreciation for the library

While this reason resembles that of goodwill, it is also connected to library publicity. The librarian who mentioned renewed appreciation explicitly mentioned this attitude being expressed by local businesses and civic leaders. This could mean new opportunities for collaboration and outreach between the library and its community. This sentiment was also seen in other responses about patrons returning to the library after an extended period away. The librarians at the Saint Paul Public Library noted an increase in circulation and active users after over five years of consistent decreases. The Contra Costa County library also mentioned circulation increases, which they had not experienced since 2011.

Alternatives to completely eliminating fines

If nothing else, I hope this report has made it clear that library fines are a complex, multifaceted issue. There are no easy answers that will work for every library. If going totally fine-free is not possible for your library, there are other options. Many libraries across the country have found creative ways to forgive fines for their patrons without eliminating fines completely.

Donations

Libraries can collect a variety of items to help decrease patron fines. However, there is a major drawback to collecting donations in exchange for fine forgiveness. Patrons who cannot afford to pay their fines likely do not have the disposable time or income to donate items to charity, and may, in fact, be the ones in need of those charitable resources. However, this does provide an opportunity for patrons who are able to contribute to charitable causes, which help provide them with feelings of goodwill and community engagement. Included are several examples of library systems that have conducted donation drives for various things, such as winter clothing, canned goods, blood, and time, and may serve as inspiration if this is more achievable for your library.

Library Fun Run Clears the Fines of Nearly 300 Patrons - Great Falls, MT

Pay Off Library Fines with Canned Goods - Corpus Christi, TX

Red Cross Blood Drive - Library Fines Waived for Donors - New Canaan, CT

Sock Donations - Red Bluff, CA

Amnesty

One Time Amnesty - New York Public Library

Rather than eliminating fines for good, library systems can implement an amnesty program. Systems such as the New York Public Library have done one-time amnesty for patrons under the age of 18, which gives them a "second chance" at using library resources and materials. Amnesty programs can be applied to patrons of all ages.

Similarly, you can eliminate fines just for children and teenagers. Many library systems that have not eliminated fines entirely have stopped imposing overdue fines on patrons under the age of 18. This is because they are more likely to be beholden to their parents, who have more control over the frequency of library visits and are more likely to have money to pay fines than their children do. This helps foster feelings of goodwill to the library at a young age and does not limit access to materials for children who may have no other means of getting books and learning resources.

Automatic Renewal

Updates to library notification and renewal systems may help patrons. Automatic renewal programs, such as the one implemented in Marshalltown, Iowa, automatically renew items that have no other patron holds on them. This gives patrons more flexibility in returning items and does not require the patron to renew the materials themselves.

Automatic Renewal Program - Marshalltown, IA

Conclusion

There is no blanket recommendation that will work for every library. Public libraries all function a bit differently from one another, and are influenced by librarians, staff, their budgets, and their communities. This report is not meant to criticize any libraries still using library fines. However, it does ask that libraries question their motivations for using fines. Is there evidence driving their usage? Does our confidence in the reliability of fines come from data, or does it stem from tradition?

The intent of this report is to serve as a conversation-starter for libraries to address library fine usage. It is meant to provide context from the existing literature to help support or refute the long-standing arguments surrounding the topic of fine usage. I hope that it provides useful resources and discussion points to help libraries reflect on the use of overdue library fines, especially as more libraries across the country choose to remove them.

Appendix A:

Library Fines Survey

For the fiscal year prior to the library eliminating fines:

- What was the library's budget for that period?
- What was the total amount collected in fines in that period?
- Did the fines collected go to the library's budget?
- How much were patrons charged for late items, per item, per day? Your response can be broken down by item type and/or loan type, if necessary.
- What was the maximum amount in fines a patron could accrue before library privileges were locked?

Please rank the following reasons for eliminating fines, in order from most aligned with your library's motivations, to least aligned to your library's motivations.

- The library wanted to remove barriers to access.
- The library wanted to improve staff morale.
- The library wanted to improve patrons' relationship to the library.
- The library wanted to free up staff to do other work.
- The total amount collected from fines was small.

If you collect data for the following metrics, provide numbers for the fiscal year prior to fine elimination:

- Average return rates of items
- Number of items borrowed
- Total library visits
- Total number of new registered users
- Average wait time for a hold request

Additionally, provide numbers for the fiscal year after fine elimination:

- Average return rates of items
- Number of items borrowed
- Total library visits
- Total number of new registered users
- Average wait time for a hold request

What is the numerical population of the community your library serves?

What was the total number of library accounts that were locked due to library fines at the time fines were eliminated?

How many library accounts did the library have when fines were eliminated?

From your library's experience, describe the advantages of having a fine-free library.

From your library's experience, describe the disadvantages of having a fine-free library.

Appendix B: Libraries that completed the survey

Library Name	State
Oak Park Public Library	IL
Columbus Public Library	OH
High Plains Library District	CO
Joplin Public Library	MO
Jefferson County Public Library	WA
Portneuf District Library	ID
San Diego Public Library	CA
Denver Public Library	CO
Sun Prairie Public Library	WI
Tompkins County Public Library	NY
Saint Paul Public Library	MN
Kent District Library	MI
Contra Costa County Library	CA
San Mateo Public Library	CA
Enoch Pratt Free Library	MD

MPI Report on Investments

The library invested monies with MPI to provide a safe investment platform with reasonable return. MPI meets with the Board once a year to review the library's investments. Attached is the handout for their presentation.

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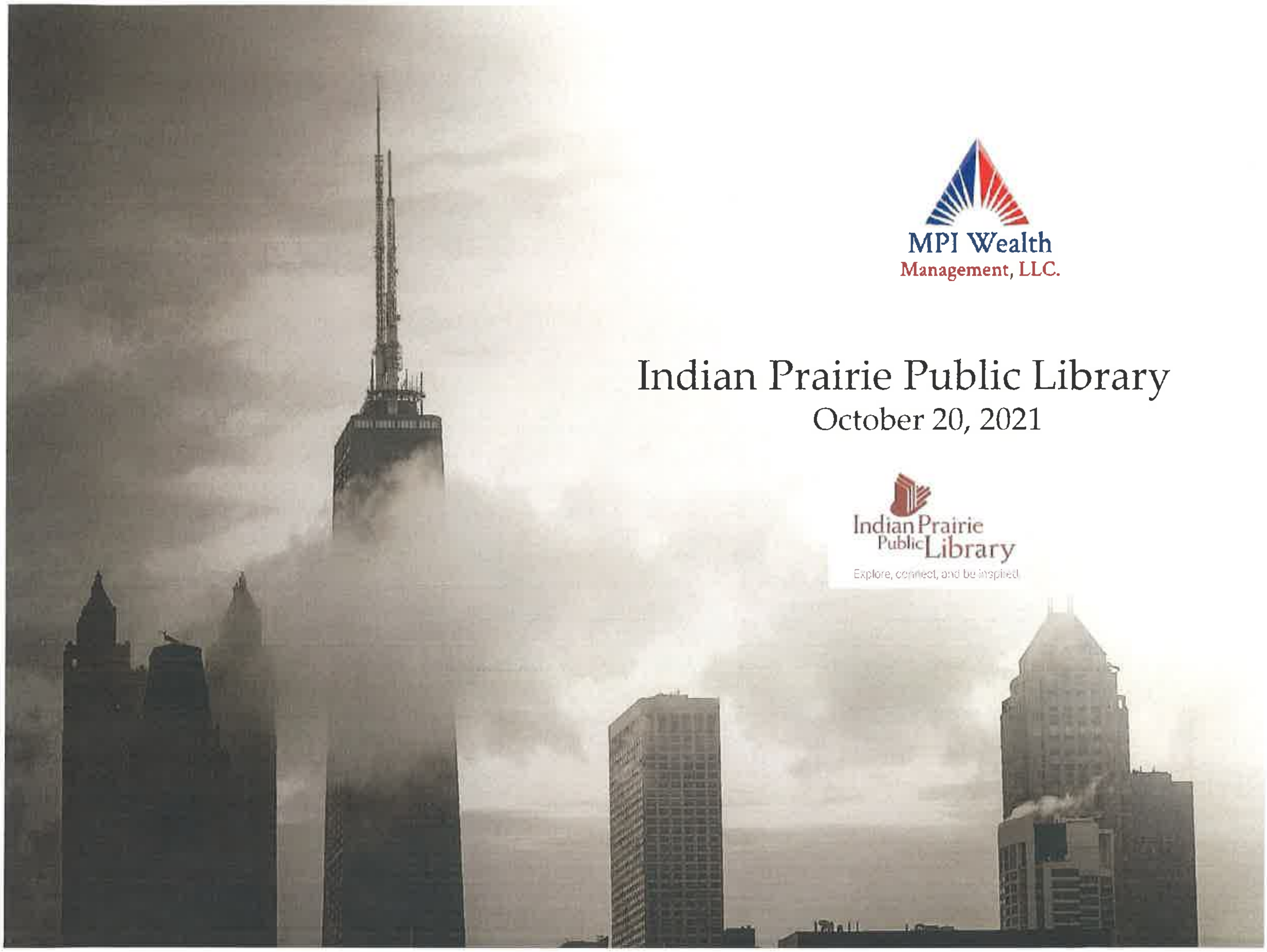


MPI Wealth
Management, LLC.

Indian Prairie Public Library

October 20, 2021

Indian Prairie Public Library

Explore, connect, and be inspired.

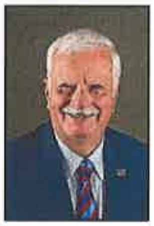
Company Profile

MPI Wealth
Management, LLC.

- **$270 million total assets under management**
- **Founded 1986 – Independent Registered Investment Advisor**
- **Client Types**
  - Individuals
  - Insurance/Captives
  - Retirement plans
  - Government entities
  - Cash management portfolios
  - Foundations and Charitable Accounts
- **High Quality Conservative Strategy**
- **MPI takes Fiduciary Responsibility**
- **Nationally Recognized**
- **Customized Client Solutions**
- **Headquartered in Hinsdale, IL**

Investment Team

David W. Pequet
President/ CEO
Founder
Sr. Portfolio Manager



David W. Pequet founded the independent registered investment advisory firm MPI Investment Management, Inc. in 1986. Located in the Chicago suburb of Hinsdale, MPI manages over 250 million dollars of fixed income, equity and balanced institutional and high net worth portfolios throughout the United States. During the last two decades MPI has been nationally recognized several times for its fixed income and equity investment management. MPI has been invited to Barron's Top 400 U. S. Independent Investment Advisors consecutively every year since 2011. Prior to starting MPI Mr. Pequet specialized in fixed income sales at several Wall Street securities firms including Prudential-Bache and Mosley Securities. He earned his Engineering degree from Michigan State University in 1974. Following college Mr. Pequet was commissioned an Officer in the U. S. Navy and was in the Aviation Officer Flight Program. For the last 30 plus years, Mr. Pequet has been active at the executive level in several community and youth programs in the Hinsdale Illinois area, including 8 years as a board member of the Oak Brook Plan Commission, 6 years as a coach and Director of the Hinsdale Little League, and has been a Director and Treasurer of the Hinsdale Public Library Foundation since 2002. Since 1984 Mr. Pequet has been active with the Roger B. Chaffee Scholarship Fund in Grand Rapids Michigan as both a Director and Treasurer. David was a Director, Historian and past President of The Bond Club of Chicago. Mr. Pequet has been a member of the advisory board of the Security Traders Association of Chicago. David has been quoted and interviewed in several Wall Street venues including Investment News, Wall Street Transcript, Money Manager Review and WLS 890 & WIND 560 Radio. In 2014 Dave and his wife Chris founded an annual charity event; *Red, White & Blues*, raising funds to support U.S. military personal, veterans and their families. Since 2015 Dave has chaired an annual 3-day Special Forces VIP Trip that supports *The Special Forces Scholarship Fund*. Mr. Pequet has been married to Christine since 1976 and they have two sons who are both in the investment business.

Matthew D. Pequet
Sr. Vice President
Portfolio Manager
Director Client Relations

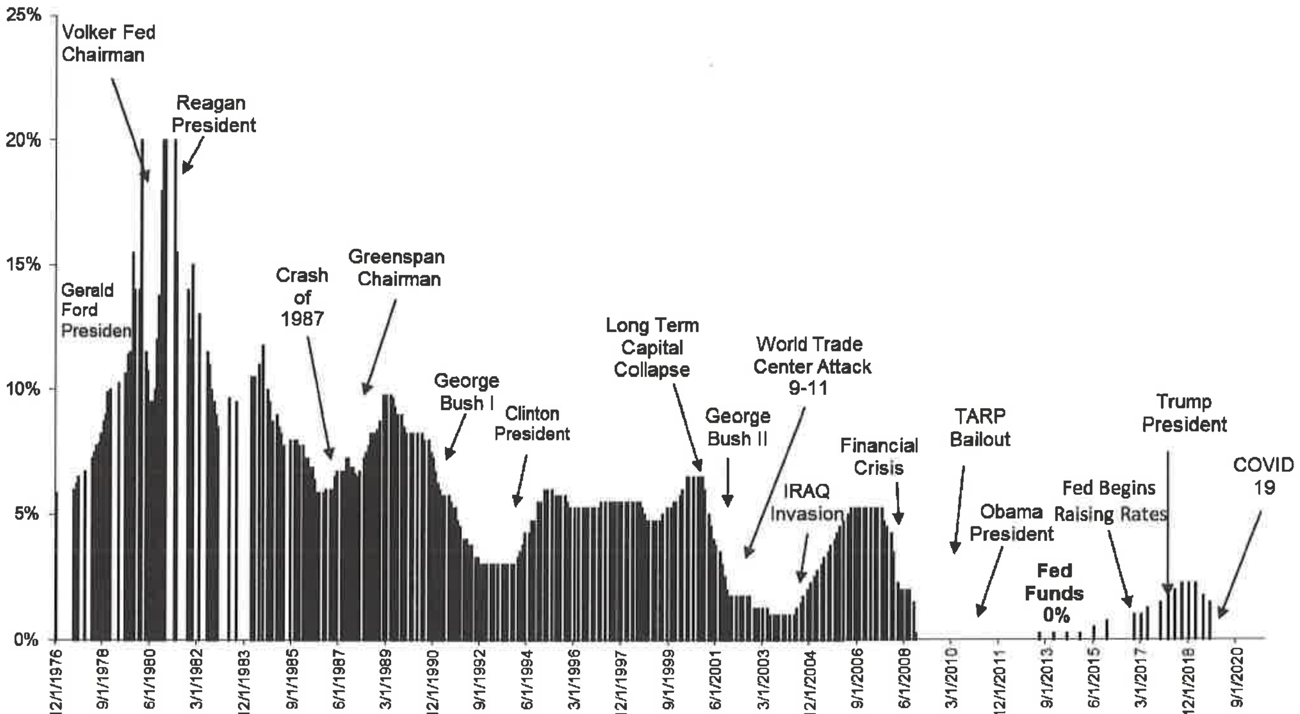
Matt Poquot is a Portfolio Manager dedicated to helping his clients meet their financial goals. He takes the time to understand each client's unique investment opportunities and, through clear and frequent communication, strives to keep his clients' portfolios on track and toward their investment objectives.

Matt joined MPI in 2003 after graduating from Indiana University with a Bachelor of Science. He became an equity partner in MPI in 2008. Matt has received the Wealth Manager Award the last two years from Five Star Professional.

MPI Wealth Management, LLC.

Experience Spans Five Decades

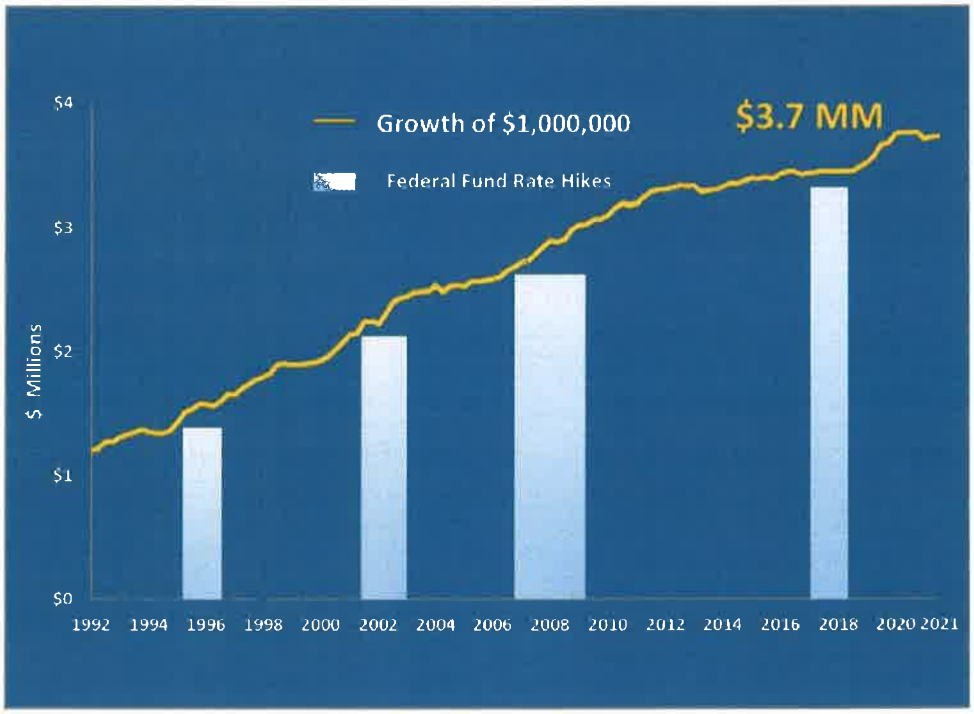
Fed Funds History 1976-2021



Source: Bloomberg

MPI Taxable Bond Strategy
29 Year Growth Chart

MPI Wealth
Management, LLC.



Successfully managed through 4 previous rate tightening cycles

Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

National Recognition

Money Manager Review

MPI TAXABLE U.S. FIXED INCOME

Ranked by 3 Year Annual Returns - US Fixed Income Government Short Term Mgrs.
As of March 31, 2019

Rank	Manager & Product Name	Min Acct Size($'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Assets	First Year	Return (%)	Risk (%)	Ret/ Risk
1	Redstone Advisors Short-Intermediate Composite	1,000	Gross	Unaudited	Yes	53	1994	1.88	1.52	1.24
2	MPI Investment Management Taxable U.S. Fixed Income	500	Gross	Audited	Yes	30	[illegible]	1.48	0.80	[illegible]
3	Macquarie Investment Mgmt Ltd. US Govt Low Duration Fund	10,000	Gross	Unaudited	Yes	164	1929	1.27	1.02	1.25
4	Dana Investment Advisors, Inc. Limited Volatility	1,000	Gross	Audited	Yes	792	1980	1.23	0.44	2.80
5	Seix Investment Advisors LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,682	1992	1.17	0.98	1.19

MPI TAXABLE U.S. FIXED INCOME

Ranked #2 for 1 Year Annual Risk

Ranked #2 for 3 Year Annual Risk

Ranked #2 for 3 Year Annual Returns

Ranked #2 for 7 Year Annual Returns

Ranked #2 for 10 Year Annual Returns

MPI TAXABLE U.S. FIXED INCOME

Ranked by 3 Year Annual Risk - US Fixed Income Government Short Term Mgrs
As of March 31, 2019

Rank	Manager & Product Name	Min Acct Size($'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Assets	First Year	Return (%)	Risk (%)	Ret/ Risk
1	Dana Investment Advisors, Inc. Limited Volatility	1,000	Gross	Audited	Yes	792	1980	1.23	0.44	2.80
2	MPI Investment Management Taxable U.S. Fixed Income	[illegible]	Gross	Audited	Yes	30	[illegible]	[illegible]	0.80	[illegible]
3	Seix Investment Advisors LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,682	1992	1.17	0.98	1.19
4	Macquarie Investment Mgmt Ltd. US Govt Low Duration Fund	10,000	Gross	Unaudited	Yes	164	1929	1.27	1.02	1.25
5	Redstone Advisors Short-Intermediate Composite	1,000	Gross	Unaudited	Yes	53	1994	1.88	1.52	1.24

March 31, 2019

MPI Representative Institutional Client List

MPI Wealth Management, LLC.

September 30, 2021

Insurance Accounts

Capital Trust Company of Delaware
King Auto Reinsurance Trust
Dearborn, Michigan
First Chicago Insurance Company
Bedford Park, *Illinois*
United Security Life Insurance Company
Bedford Park, Illinois

Captive Insurance Accounts

BAM Insurance Company, LTD.
Gaithersburg, Maryland
CLA Insurance Company, LTD.
Gaithersburg, Maryland
Providers Insurance
Washington, DC
WHA Insurance Company, LTD.
Gaithersburg, Maryland
National Guardian Group
Traverse City, Michigan

Public Accounts

Canton Police Pension Fund
Canton, Illinois
Hillside Firefighters' Pension Fund
Hillside, Illinois
Indian Prairie Library
Darien, Illinois
Roberts Park Fire Protection District Pension Plan
Justice, Illinois

Advisor Platforms

American Portfolios Financial Advisors
Holbrook, New York
Brinker Capital
Berwyn, Pennsylvania

Corporate Accounts

Good Samaritan Retirement Home
Quincy, Illinois
Nuclear Energy Institute Inc.
Washington, D.C.

Foundations

CFM Foundation
Quincy, Illinois
Good Samaritan Foundation
Quincy, Illinois
Chicago Foundation for Plastic Surgery
Deerfield, Illinois

- Confidential, For Consultant Use Only -

This is a list of institutional clients of MPI Wealth Management, LLC. The clients were not listed or selected on the basis of performance-based data. It is not known whether the listed clients approve or disapprove of MPI Wealth Management, LLC. or the advisory services it provides. This is not a solicitation to invest in MPI Investment Advisory Services. MPI advisor services may or may not meet your investment goals and any consideration of such services should be discussed with your broker, attorney, accountant or other professional consultant. This piece must be accompanied by MPI Wealth Management, LLC.'s product disclaimer and Part II form ADV. Both documents may be obtained by contacting our offices at 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Ph: 630-325-6900

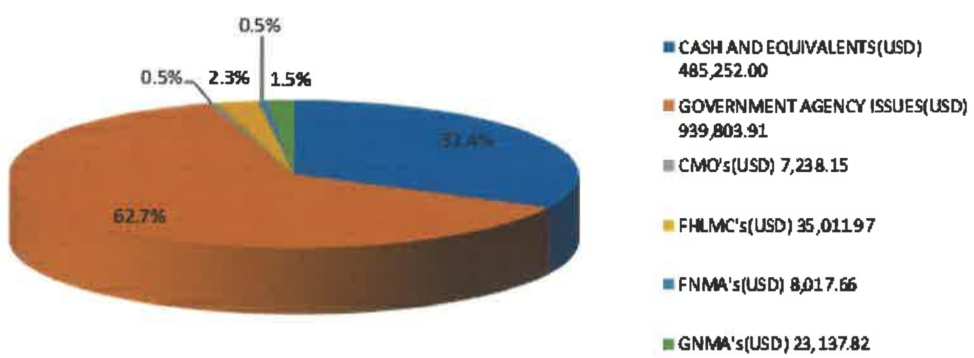
INDIAN PRAIRIE PUBLIC LIBRARY
AS OF OCTOBER 13, 2021

MPI Wealth
Management, LLC.

• Portfolio Value:	$1,500,906
• Portfolio Yield (Net of Fees):	0.70%
• 2021 YTD Interest Earned:	$20,266
• Inception Date:	June 2009
• Cash Balance:	$485,252

- 100% U.S. Government Agencies / Bonds
    - No Corporate Bonds / No Credit Risk

ASSET ALLOCATION



Market Commentary

MPI Wealth
Management, LLC.

- U.S. & World Economies in post COVID Recovery
- Money Supply Growth Last 18 months +30%
- Inflation Transitory or Permanent ?
- FED in near future gradually raising interest rates
  - "Tapering"
  - Historically Low Rates
  - How much, How Long, How High?
- New Policy/Additional Debt from Washington
- Supply Chain Challenges

- Disposable Income Savings rate 20.5% (Jan 2021)
  - Surpassing past record of 17% in 1975
- $4.5T in U.S. Savings, High since WWII
- $16T in Negative Yielding Global Debt
  - German 7 yr Bond Negative .34%

- Don't Fight the FED

MPI Wealth
Management, LLC.

Separately Managed Accounts (SMA)

Vs.

Mutual Funds (Pooled Funds)

MPI Wealth
Management, LLC.

Structure Comparisons

	Seperately Managed Account	Mutual Fund-Pooled Account
Professionally Managed	Yes	Yes
Securities in Clients Name	Yes	No
Customize Portfolio Construction	Yes	No
Control Security Selection	Yes	No
Real Time Transparancy / Montoring	Yes	No
Control of Sales/Liquidations	Yes	No
Admin Cost Control	Yes	No
Fiduciary Responsibility	Yes	No

Characteristics of a Separately Managed Account

Independent Custodian

Charles Schwab Institutional $600 million account insurance
No Custodian Fees
24/7 open portfolio transparency

Broker Trade Execution

Open competitive access to any broker dealer

Investment Advisor

Independent of the custodian & broker
No product sales
Fee only; .30% of assets under management (AUM) annually

Dual source reporting, No product conflicts, No transaction motivation
Interests Aligned

"The Three Leg Stool"

MPI Wealth Management, LLC.

Allowable Investments
Illinois Public Funds Investment Act
30 ILCS 235

*Bills, Notes and Bonds Issued by the U.S. Government & U.S. Agencies

*Mortgage- Backed Bonds Issued by the U.S. Government & U.S. Agencies

- Bank Savings Accounts and CDs (FDIC Insured)
- Commercial Paper from U.S. Corporations (<270 days, Investment Grade Rating)
- Municipal Bonds (Investment Grade Rating)
- Repurchase agreements of U.S. Govt Securities (REPOS)
- Registered Money Market Funds
- Public Treasurers' Investment Pool

*Securities MPI Utilizes for Indian Prairie

MPI Wealth
Management, LLC.

Understanding Mortgage-Backed Securities

Understanding Mortgaged Backed Securities (MBS) Government Sponsored Enterprises (GSEs)

An investment instrument that represents ownership of an undivided interest in a group of mortgages. Principal and interest from the individual mortgages are used to pay investors' principal and interest on the MBS.

The pool of mortgages are put into trust and a security is issued by a government sponsored agency.

- Government National Mortgage Assoc. (Ginnie Mae)
- Federal National Mortgage Association (Fannie Mae)
- Federal Home Loan Mortgage Corporation (Freddie Mac)
- Federal Home Loan Bank
- Federal Agriculture Mortgage Corporation
- Federal Farm Credit System
- Student Loan Marketing Association (Sallie Mae)

MBS (cont.)

MPI Wealth Management, LLC.

- Mortgages are underwritten by banks and sold to the agencies
- Banks retain the serving component for a fee
- The monthly cash flows include net interest, scheduled principal payments and any principal prepayments
- A new issue, 30 yr. Mtge., average life generally 50-60% of stated maturity
- MPI buys "seasoned" Mgt backs.
  - Issues that have been trading in the market place and have history
  - Or shorter term Mortgages (Arms, 10 yr., 15 yr.)
  - Emphasize Collateral characteristics that pay down or refi more likely, i.e. high credit score, low avg. loan size, higher coupon, non – investor etc.

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Inside Look at a Mortgage Backed Bond

GNMA 3% - U.S. Government Agency Bond

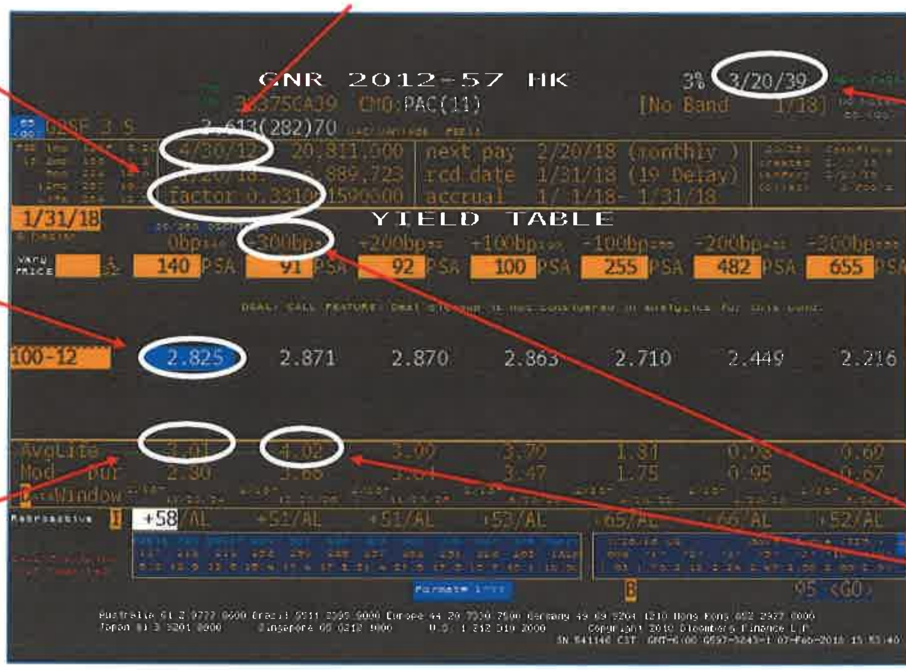
MPI Wealth Management, LLC.

Original Issue Date 04/30/2012

2.) Factor .33 67% of the issue has matured

3.) Yield to Maturity is 2.82%.

4.) The Average Life of the MBS is 3.01 yrs.



Bloomberg Financial

1.) The final Maturity is 03/20/2039

5.) If Rates Rise +3% the Average Life will moves out 1 yr to 4.02 yrs. Interest rate moves to 2.87%

A seasoned issue with minimum extension risk in a worst case interest rate scenario and maximize yield.

Summary

MPI Wealth
Management, LLC.

Indian Prairie's Investment Portfolio is more conservative than what is allowed by State Statute. It is actively managed and has always been structured to meet the Library's cash flow requirements.

As a fiduciary for this account, MPI feels the high quality, short maturity structure meets the Library's goals and objectives, is prudent and responsible and has provided competitive returns.

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MPI Wealth
Management, LLC.

Portfolio Detail

MPI Wealth Management, LLC.

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

Portfolio Appraisal

US Dollar
10/13/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	100.30	50,147.94	100.57	50,284.30	3.4	0.1
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.97	149,962.32	97.94	146,910.29	9.8	1.1
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	108.02	162,023.49	106.02	159,027.91	10.6	1.1
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.95	149,929.47	97.48	146,216.55	9.7	1.2
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.59	149,381.10	97.92	146,882.75	9.8	1.3
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	96.57	144,853.29	9.7	1.5
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,926.57	97.09	145,628.82	9.7	1.5
	Accrued Interest				2,335.75	0.2	
			961,370.89		942,139.66	62.8	1.2
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	632.62	100.14	599.75	0.0	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	5,594.16	104.53	5,414.21	0.4	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,158.11	114.27	1,224.19	0.1	3.0
	Accrued Interest				9.47	0.0	
			7,384.90		7,247.62	0.5	2.2
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	1,994.82	100.60	1,860.27	0.1	2.1
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	794.23	104.28	767.29	0.1	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	4,379.41	112.20	4,487.37	0.3	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	4,843.52	106.58	4,938.20	0.3	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	17,616.80	106.07	17,413.02	1.2	1.2

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	5,666.51	104.90	5,545.82	0.4	1.7
	Accrued Interest				47.17	0.0	
			35,295.29		**35,059.15**	**2.3**	**1.3**
FNMA's(USD)							
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	139.09	104.10	139.23	0.0	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	1,926.80	101.69	1,797.54	0.1	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	6,122.51	105.90	6,080.90	0.4	2.3
	Accrued Interest				11.01	0.0	
			8,188.40		**8,028.67**	**0.5**	**2.0**
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	1,372.32	100.99	1,248.83	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	4,332.58	106.47	4,271.24	0.3	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,509.39	105.24	6,120.50	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,199.98	112.06	3,290.17	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,349.79	116.62	2,514.36	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,510.18	112.12	2,581.83	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,299.03	113.24	1,347.87	0.1	1.8
658	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.88	0.01	118.06	0.01	0.0	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,084.53	116.20	1,175.27	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	542.86	117.94	587.76	0.0	2.5
	Accrued Interest				41.23	0.0	
			23,200.67		**23,179.05**	**1.5**	**2.5**

MPI Wealth Management, LLC

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

Portfolio Appraisal

US Dollar
10/13/2021

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		485,252.00		485,252.00	32.3	0.0
			485,252.00		**485,252.00**	**32.3**	**0.0**
Total Portfolio			**1,520,692.15**		**1,500,906.15**	**100.0**	**0.9**

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MPI Wealth Management, LLC

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

Performance by Asset Class

Net of Fees | US Dollar
12/31/2020 - 10/13/2021

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2020	281,178.25	0.00	1,735,557.57	0.00	2,016,735.82
Accrued Interest	0.00	0.00	6,000.40	0.00	6,000.40
Purchases/Contributions	958,276.92	0.00	248,882.44	0.00	0.00
Sales/Withdrawals	-748,882.44	0.00	-958,276.92	0.00	-500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-14,419.86	0.00	-14,419.86
Unrealized Gains	0.00	0.00	-18,780.54	0.00	-18,780.54
Interest Income	19.34	0.00	20,246.83	0.00	20,266.17
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-3,555.76	0.00	-3,555.76
Management Fees	-5,340.07	0.00	0.00	0.00	-5,340.07
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 10/13/2021	**485,252.00**	**0.00**	**1,013,209.52**	**0.00**	**1,498,461.52**
Accrued Interest	0.00	0.00	2,444.63	0.00	2,444.63
Average Capital Base	258,255.04	0.00	1,522,872.79	0.00	1,781,127.82
Total Fees	-5,340.07	0.00	0.00	0.00	-5,340.07
Total Gain after Fees	-5,320.73	0.00	-16,509.33	0.00	-21,830.06
IRR for 0.78 Years	-2.06%	0.00%	-1.08%	0.00%	-1.23%

Approve Opening Bank Accounts at Republic Bank

Currently the library uses Fifth Third Bank for our operating finances and Hinsdale Bank for payroll. This year we have started to see more and higher bank fees. Mary and I decided that she should research other banks and that we should put all our banking with one bank which would reduce fees. We were also looking for a bank where our property tax money could be deposited. Currently the property tax money is deposited into Illinois Funds. Mary then wires money to the two banks which is resulting in wire fees.

After researching several banks, Mary and I have chosen Republic Bank to open an operating account, into which we would have the property tax money deposited into, and a payroll account. They work with many governmental bodies, have been very responsive, and their fees are reasonable.

Monies, beyond what is covered by FDIC, are collateralized through a letter of credit from Federal Home Loan (FHL) Bank of Chicago. I've attached information about letters of credit from FHL Banks as well as the excerpt from the Illinois Public Funds Investment Act, highlighting the section that talks about securing money through letters of credit. Federal Home Loan Banks are supervised by the Federal Finance Housing Agency. We are determining the amount for the letter of credit based on our history of deposits from the county. It will be in excess of $2million.

Republic Bank requires a vote from the Board to open the accounts.

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FHLBank Chicago

SECURE PUBLIC DEPOSITS WITH LETTERS OF CREDIT

Securing Your Deposit

If you are a state, local, or other public entity that deposits funds at one of our member depository institutions, those deposits can be efficiently secured by a Public Unit Deposit Letter of Credit (LC) from the Federal Home Loan Bank of Chicago (FHLBank Chicago). We are a cooperative financial institution owned by our members located throughout Illinois and Wisconsin. Members leverage our Aaa/AA+ rating to ensure your deposits are safe by naming your entity as the beneficiary of the Public Unit Deposit LC.

Benefits of Using Public Unit Deposit LCs

Secure: The FHLBank Chicago is an Aaa/AA+ rated institution, the same rating as the U.S. government.

Payout: In the unlikely event of member default, you will be paid promptly by the FHLBank Chicago.

Convenient: The FHLBank Chicago can typically issue a standard Public Unit Deposit LC within 24 hours.

Irrevocable: Terms of Public Unit Deposit LCs may not be altered or cancelled unless all parties agree, in writing.

Ease of use: A Public Unit Deposit LC eliminates the continual need to monitor and release securities collateral.

How it Works

Public Unit Deposit LCs are the result of a relationship between the FHLBank Chicago, its members, and you. As a depositor at one of our member institutions, you can request a Public Unit Deposit LC naming you as beneficiary. By using our Public Unit Deposit LC, the member guarantees your deposits.

Getting Started

Contact your depository institution and request a Public Unit Deposit LC today. With more than 700 members in our district, it's likely they are a member of the FHLBank Chicago. Visit fhlbc.com for a list of members.

Learn more about letters of credit by contacting one of our product specialists at lcops@fhlbc.com or call 1-855-345-2244, option 1.

FHLBank Chicago

SECURE PUBLIC DEPOSITS WITH LETTERS OF CREDIT

Illinois and Wisconsin Statutes Permit Use of Public Unit Deposit LCs*

The question of whether a particular public entity may accept an FHLBank Chicago Public Unit Deposit LC to secure its deposits is generally considered to be a matter of state law.

Illinois Law

In Illinois, the Public Funds Investment Act[1] provides that: "[w]henever a public agency deposits any public funds in a financial institution, the public agency may enter into an agreement with the financial institution requiring any funds not insured by the Federal Deposit Insurance Corporation...to be collateralized by any of the following classes of securities * * * **letters of credit issued by a Federal Home Loan Bank..."**[2]

The same statute defines "public agency" to mean: "the State of Illinois, the various counties, townships, cities, towns, villages, school districts, educational service regions, special road districts, public water supply districts, fire protection districts, drainage districts, levee districts, sewer districts, housing authorities, the Illinois Bank Examiners' Education Foundation, the Chicago Park District, and all other political corporations or subdivisions of the State of Illinois, now or hereafter created, whether herein specifically mentioned or not."[3]

1 30 ILCS 235/1 et seq.
2 30 ILCS 235/6(d)(8)(iii)
3 30 ILCS 235/1

Wisconsin Law

In Wisconsin, the Public Deposits statute[4] provides that: "[a] surety bond or other security, including an irrevocable letter of credit issued by a federal home loan bank, state bank, national bank, federal or state savings bank, federal or state credit union, or federal or state savings and loan association, may be required of or given by any public depository for any public deposits that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under s. 34.08(2)."[5]

"Public deposits" is defined as "public moneys deposited by a public depositor in a public depository, including private moneys held in trust by a public officer."[6] "Public depositor" means "the state or any county, city, village, town, drainage district, power district, school district, cooperative educational services agency, sewer district, or any commission, committee, board or any governmental subdivision of the state or any court of this state, a corporation organized under §39.33 or the housing and economic development authority...which deposits any moneys in a public depository..."[7]

4 Wis. Stat. § 34.01 et seq. as amended April 18, 2018
5 Wis. Stat. § 34.07
6 Wis. Stat. § 34.01(3)
7 Wis. Stat. § 34.01(4)

*This information has been provided as a courtesy by the Federal Home Loan Bank of Chicago and is believed to be accurate. It does not constitute legal advice. Please consult your own legal advisor regarding the information presented here.

About the Federal Home Loan Bank of Chicago

As a cooperative, we provide reliable liquidity to our member banks, credit unions, insurance companies, and community development financial institutions located in Illinois and Wisconsin, focusing on the distinct needs of their individual businesses and communities.

We offer products, solutions, and services to help our members fund loans and investments held in portfolio, manage liquidity, fund mortgages into the secondary market, secure third party agreements, and achieve asset liability management goals. Through our community investment products and programs, we also help our members to provide affordable housing and economic development in the diverse communities they serve.

Illinois Public Funds Investment Act

(30 ILCS 235/6) (from Ch. 85, par. 906)

(d) Whenever a public agency deposits any public funds in a financial institution, the public agency may enter into an agreement with the financial institution requiring any funds not insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer to be collateralized by any of the following classes of securities, provided there has been no default in the payment of principal or interest thereon:

(1) Bonds, notes, or other securities constituting direct and general obligations of the United States, the bonds, notes, or other securities constituting the direct and general obligation of any agency or instrumentality of the United States, the interest and principal of which is unconditionally guaranteed by the United States, and bonds, notes, or other securities or evidence of indebtedness constituting the obligation of a U.S. agency or instrumentality.

(2) Direct and general obligation bonds of the State of Illinois or of any other state of the United States.

(3) Revenue bonds of this State or any authority, board, commission, or similar agency thereof.

(4) Direct and general obligation bonds of any city, town, county, school district, or other taxing body of any state, the debt service of which is payable from general ad valorem taxes.

(5) Revenue bonds of any city, town, county, or school district of the State of Illinois.

(6) Obligations issued, assumed, or guaranteed by the International Finance Corporation, the principal of which is not amortized during the life of the obligation, but no such obligation shall be accepted at more than 90% of its market value.

(7) Illinois Affordable Housing Program Trust Fund Bonds or Notes as defined in and issued pursuant to the Illinois Housing Development Act.

(8) In an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer: (i) securities, (ii) mortgages, (iii) letters of credit issued by a Federal Home Loan Bank, or (iv) loans covered by a State Guarantee under the Illinois Farm Development Act, if that guarantee has been assumed by the Illinois Finance Authority under Section 845-75 of the Illinois Finance Authority Act, and loans covered by a State Guarantee under Article 830 of the Illinois Finance Authority Act.

(9) Certificates of deposit or share certificates issued to the depository institution pledging them as security. The public agency may require security in the

amount of 125% of the value of the public agency deposit. Such certificate of deposit or share certificate shall:

(i) be fully insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Share Insurance Fund or issued by a depository institution which is rated within the 3 highest classifications established by at least one of the 2 standard rating services;

(ii) be issued by a financial institution having assets of $15,000,000 or more; and

(iii) be issued by either a savings and loan association having a capital to asset ratio of at least 2%, by a bank having a capital to asset ratio of at least 6% or by a credit union having a capital to asset ratio of at least 4%.

GIFTS AND DONATIONS

1100 Gifts and Donations

~~The Indian Prairie Public Library welcomes charitable gifts and donations. The library is a sovereign political subdivision that may receive charitable contributions "if the gift is made for exclusively public purposes" according to the Internal Revenue Code§170(C)(1). Federal law limits the extent to which individuals may deduct charitable contributions for income tax purposes. The library recommends that donors seek tax advice from their counsel and/or accountant.~~

Gifts and donations help enrich the Library's services and programs and are sincerely appreciated. Donations can be made directly to the Indian Prairie Library Foundation and Friends (Foundation), a 501(c)(3) nonprofit organization which exists to handle monetary gifts, bequests, endowments, and other gifts of an enduring nature to support the Library's vital role in the community. Any donations or gifts to the library must be consistent with the library's mission, vision, values, policies and strategic plans. Donations are not intended to replace regularly budgeted Library expenditures, however, private resources can extend and enrich Library services.

1100.1 Monctary Donations

Cash contributions and gifts of real property, stocks, and bonds are welcomed and may be donated to the Foundation. It is the custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor.

1100.2 Commemorative Book Program

The library welcomes monetary contributions specified for book and audiovisual materials in memorial or in honor of an individual or special occasion. The general nature or subject area of the materials to be purchased may be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the library.

1100.3 Donations of Materials

The library collection has been enriched by donations of materials to the library. The same criteria for inclusion of purchased materials in the collection will be applied to donated materials. In accepting donations of any materials intended for the library, the right of the final disposition of such gifts is reserved for the Library Director and staff. The same criteria for inclusion in the collection that are used for purchase decisions shall be applied to gifts. Gifts that cannot be added to the collection shall be disposed of at the discretion of the Library. They may be given to the Foundation for its book sale. Materials will be processed and shelved in accordance with standard library practices. The library cannot appraise the value of donated materials but will issue a receipt acknowledging the donation.

The library will not accept donations of the following:

- encyclopedias
- magazines
- National Geographic

- Reader's Digest Condensed Books
- text books
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums

1100.4 Donations of Furniture, Art and Other Types of Personal Property
~~Art objects, antiques, and museum-quality objects will be considered for acceptance on a case-by-case basis by the Building and Grounds Committee. If an item is accepted, the library will determine how best to display.~~ The Library is a place of education, enrichment, and inspiration in the community. In keeping with these responsibilities, the Library does not accept donations of permanent displays or artistic decorations and instead focuses on rotating displays and works of art that serve to stimulate and enrich. The library may accept a gift of artwork or decorative item with the understanding the item will be liquidated for cash funds to support the library. In such cases, the donor must provide appropriate appraisal information to aid in understanding the value of the item.

Personal property such as furniture and equipment will be considered for acceptance on a case-by-case basis by the Library Director. The library cannot appraise the value of donated items but will send a letter acknowledging the donation and acknowledge the gift in the newsletter and web site if the donor permits.

1100.5 Restricted Donations
All restricted donations, except commemorative book donations, are subject to the recommendation of the Library Director and the approval of the Library Board of Trustees. There may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution.

1100.6 All gifts are accepted with the understanding that it may some day be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

1100.7 Recognition of Gifts—The Indian Prairie Public Library Board of Trustees has sole authority to determine how donors will be formally recognized in the library or on library property.

1100.7-1 Commemorative book donations receive a bookplate listing the donor and recipient. An acknowledgement card is sent to the donor and to the person or family of the person being commemorated. If the donor permits, the donation will be published in the library's newsletter and web site.

1100.7-2 Monetary gifts to the Library or the Foundation are recognized in the Library's newsletter and the Foundation website unless the donor requests anonymity. An acknowledgement letter is sent to the donor.

Monetary gifts of $75.00 and $150.00 to the Library or the Foundation are honored on the Reading Garden Brick Path.

Monetary gifts of $250.00 - $5,000.00 to the Library or the Foundation are honored on the Donor Tree in the Library Lobby. The Foundation donated the tree to the library and funds engraving expenses.

- $250.00 - Engraved leaf
- $1,500.00 - Engraved small stone
- $5,000.00 - Engraved large stone

Donations over $5,000.00 can be recognized by naming an area of the Library in honor of the donor or in memorial. This recognition is dependent on the size of donation and will be determined by the Board of Trustees. Generally the donation must cover the value of the area at the time of the donation.

The duration of naming rights may be decided or negotiated on a case-by-case basis, but generally, donations under $10,000 carry naming rights or name recognition for 10 years. Donations from $10,000 to $100,000 carry naming rights or name recognition for 20 years. The duration of naming rights, including honorary naming rights, or name recognition for donations of $100,000 or more will be determined at the time of donation.

However, naming opportunities may not extend beyond the useful life of the spaces or facilities within which they are located. The naming or name recognition of a Library facility, room or special use area may end if the area is drastically altered through construction or demolition and there is no practical way to continue the name recognition in that area, or the area changes function to the extent that the purpose for the naming is no longer relevant. Naming rights will not continue if the individual or corporation for which the area is named is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library.

The Board shall be responsible for determining the manner in which the name is recognized (e.g., signage). The physical display of the naming rights may be decided or negotiated on a case-by-case basis. The Board may consider honorary naming rights for named rooms and special use areas to honor the service, commitment or other type of participation by an individual, civic or charitable group.

Donations of at least $300.00 given to support library programs will be recognized in the library's promotion of said program with the name of the donor, the name of the person being memorialized, or a company logo, depending on the wishes of the donor, as well as in the Library newsletter and Foundation website.

1100.7-4 Non-monetary gifts given by a commercial business, which publicize the business, are subject to Board approval.

~~1100.7-7 Recognition of a donor by naming a library program or service or room in honor of the donor is dependent on the size of the donation and will be determined by the Indian Prairie Public Library Board of Trustees. Generally, the donation must cover the cost of the program, service, or room (construction & furnishings).~~

1100.8 Tax Deduction

Gifts to the Library and the Foundation are tax-deductible as provided by law as the library is a sovereign political subdivision that may receive charitable contributions "if the gift is made for exclusively public purposes" according to the Internal Revenue Code§170(C)(1) and the Foundation is a 501(c)3 organization. Donors should consult with their tax advisor. All gifts will be acknowledged in writing by the library which serves as the donor's record and receipt. The Library or the Foundation cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.

1100.9 Fund Raising

The Indian Prairie Public Library has been enriched by contributions and fund raising efforts on its behalf. With the approval of the Indian Prairie Board of Trustees, community organizations may raise funds on behalf of the Indian Prairie Public Library. In recognition of ongoing annual support by the Darien Womans' Club, commemorative book donations in honor of children born to DWC members are given and deceased DWC members are honored with an engraved leaf on the Donor Tree according to an agreement between the library and the Darien Woman's Club dated July 1997.

Adopted 5/11/88, Revised 1/18/89, 1/15/92, 8/16/00, Complete review & revision approved 1/17/07, 2/17/10, complete review & revision approved 3/21/12, complete review 3/19/14, complete review 5/18/16, complete review 3/21/18

Estimate of Funds

The Estimate of Funds sets the levy amount the library will request and is published in the newspaper. The amount is 10% higher than the amount provided in the previous year. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to ask for a higher amount than would actually be budgeted for or allowed under the tax cap in case there is new construction in the library district. If the levy request is not high enough to capture the taxes that would be received from new construction the library loses that money forever. The counties always adjust our levy according to the tax cap so we don't actually get the amount that we request.

RESOLUTION #2021-C

Resolution to Determine
Estimate of Funds Needed for 2021-2022 Fiscal Year

WHEREAS, the Indian Prairie Public Library District must file on or before December 28, 2021, its Levy Ordinance for the 2021-2022 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Law" (35 ILCS 200/18-55 et seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amount of money estimated to be necessary to be raised by taxation for the 2021-2022 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Library District that the amount of money estimated to be necessary to be raised by taxation for the 2021-2022 fiscal year upon the taxable property in the Library District is $4,138,233.

Adopted October 20, 2021.

AYES______________________________

NAYS______________________________

ABSENT____________________________

ABSTAIN___________________________

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

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

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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.