

Indian Prairie Public Library Board Agenda
April 20, 2022 – 6:30 p.m.

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

- A. Roll Call
Donald Damon, Marian Krupicka, Crystal Megaridis,
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

- B. Mission Statement: We enrich people’s lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Salah to Library re: Thank You Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, March 16, 2022 Page 4
 - 2. Action on Bills/Additional Bills Page 6
 - 3. Ordinance #2022-1 Authorizing Non-Resident Cards Page 10

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 12 Information

- H. Department Reports Information
 - 1. Assistant Director Page 14
 - 2. Marketing Page 15
 - 3. Guest Services Page 22
 - 4. Programming & Outreach Page 24
 - 5. Resource Services Page 31
 - 6. Technology & Maker Services Page 34

- I. Reports
 - 1. Treasurer’s Report Page 43 Information
 - 2. RAILS Page 54 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Building and Grounds Meeting Minutes, 3/22/22 Page 60 Action
 - 5. Finance Committee (no report)
 - 6. Planning/Outreach Committee (no report)
 - 7. Policy Committee (no report)

Board Meeting – April 20, 2022 – page 2

J. Unfinished Business
None

K. New Business

- 1. Landscape Design Proposal
- 2. Advocacy
- 3. Close the Library June 10 for Staff Institute Day

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Action
Discussion
Action

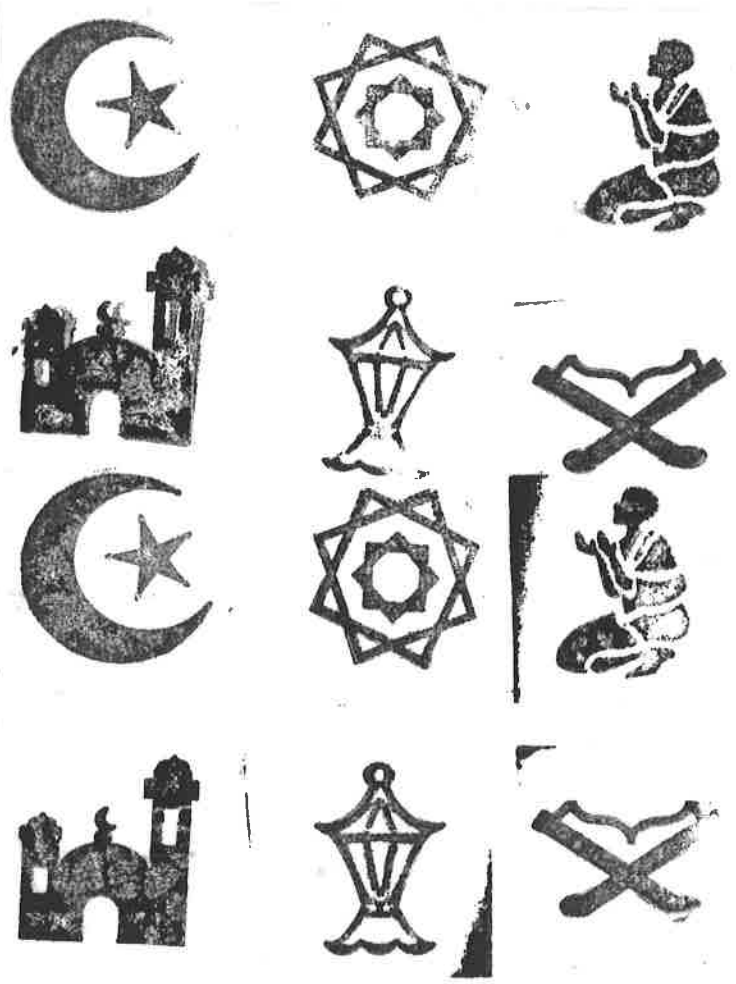
L. Committee Meetings

Set date for Finance Committee Meeting,
Week of May 30 or 6/6 or 6/7 – Krupicka, Damon, Rodriguez

M. Adjournment

4/3/22

Patron Firdaus Salah dropped off with some Mubarak treats.



Ramadan Mubarak!

IPPL staff,

Thank you being inclusive of your Muslim community. In the spirit of Ramadan, we wish you peace, good health and happiness.

- Firdaus



From

Layan, Lolya
and RAHEEN.

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of March 16, 2022

**Board of Trustees Regular Meeting
March 16, 2022 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:31 p.m. Secretary Megaridis called the roll.
Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jill Yott
Others: none

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

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

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

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

C. Public Comment - none

D. Communications and Announcements - none

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 16, 2022
2. Action on Bills/Additional Bills
3. Planning/Outreach Meeting Minutes, January 24, 2022
Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

The Illinois Municipal League tip sheet for completing a Statement of Economic Interests was distributed. We are planning a Staff Institute Day (the first since COVID) for June. The missing parts for the café light fixture have been found and will be shipped to the electrical contractor.

H. Department Reports

Birmingham reported that to date we have fourteen employers who will be participating in the Teen Job Fair. Several employers who are unable to attend will be providing us with posters that include a URL code.

I. Reports

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

J. Unfinished Business - none

K. New Business

- 1. Request to Hire Landscape Designer – Bukovac included in the packet information on three landscape firms with design services based on referrals. Bukovac noted that there is \$20,000 in the budget for landscape. The scope of the design can be done in phases or all at Once. Krupicka moved, Rao seconded to hire Premier Services to create a landscape design plan for the library. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 2. Develop Advocacy Plan – At their January meeting, the Planning and Outreach Committee discussed the value of advocacy at the trustee level and identified ways in which the trustees can advocate for the library. Tonight the committee brainstormed with the rest of the Board to develop ideas for an advocacy plan. Tactics were identified that can be used when talking to our community and legislators. The trustees determined that in 2022 they will focus on our local officials and state legislators. A packet of library information and talking points will be developed for the trustees to use. A form to track their activity will be created as well as a report form that will be included in Board packets.
- 3. COVID Policy and Practices – At last month’s meeting, the Board gave Bukovac and Suriano the authority to make changes to the library’s policy based on state mandates and guidelines. Subsequent to the meeting, Governor Pritzker lifted the mask mandate. Masks are now optional at the library. We still encourage visitors to wear masks but it is no longer mandatory.

L. Meetings to be Scheduled

The Building and Grounds Committee will meet on March 22 at 9 a.m.

M. Adjournment

At 7:56 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS MARCH, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1226 - 1314	\$ 124,780.08
Republic Paper Pay Checks	2019 - 2024	\$ 1,764.54
Republic Direct Deposits		\$ 174,275.25
MONTH'S TOTAL:		\$ 300,819.87

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Indian Prairie Public Library District Bill Payment List March 2022

10127 Republic Bank Operating Account

Date	Num	Vendor	Amount
03/07/2022	1226	Accurate	93.00
03/07/2022	1227	AEP Energy, Inc.	2,977.98
03/07/2022	1228	Alphagraphics	64.35
03/07/2022	1229	Baddour, Natalie	8.98
03/07/2022	1230	Baker & Taylor	5,754.50
03/07/2022	1231	Blackstone Publishing, Inc.	2,475.08
03/07/2022	1232	Canon Financial Services, Inc.	221.00
03/07/2022	1233	Case Lots Inc.	1,894.95
03/07/2022	1234	Cengage Learning, Inc.	340.69
03/07/2022	1235	Center Point Large Print	74.44
03/07/2022	1236	Colonial Life & Accident Insurance Co.	82.53
03/07/2022	1237	Current Technologies Corporation	8,699.87
03/07/2022	1238	Dancing Cranes Yoga Inc.	240.00
03/07/2022	1239	DEMCO	1,358.37
03/07/2022	1240	Forest Preserve District of DuPage County	25.00
03/07/2022	1241	Fox Valley Fire & Safety	5,277.82
03/07/2022	1242	FSS Technologies	112.50
03/07/2022	1243	Garvey's Office Products	25.98
03/07/2022	1244	Groot Industries, Inc.	459.10
03/07/2022	1245	Heritage House Florist	120.90
03/07/2022	1246	Ingram Library Services	825.39
03/07/2022	1248	Kanopy	232.75
03/07/2022	1249	Kroeschell Service	1,727.57
03/07/2022	1251	Krueger International, Inc.	12,621.80
03/07/2022	1252	Lauterbach & Amen, LLP	275.00
03/07/2022	1253	Merda, Amy E	22.69
03/07/2022	1254	Midwest Tape	5,274.89
03/07/2022	1255	Moneyletter.com	129.00
03/07/2022	1256	OverDrive, Inc.	2,975.57
03/07/2022	1257	Prenax Inc.	1,100.88
03/07/2022	1258	Quill LLC	1,603.09
03/07/2022	1259	Runco Office Supply	19.16
03/07/2022	1260	Thomson Reuters - West	88.47
03/07/2022	1261	Unique	68.95
03/07/2022	1262	Wingren Landscape, Inc	492.50
03/23/2022	1263	AT&T	434.30
03/23/2022	1264	Blue Cross Blue Shield of Illinois	17,734.18
03/23/2022	1265	Bottom Line Personal	39.00
03/23/2022	1266	Brian Michalski	300.00
03/23/2022	1267	Bronze Memorial Co., Inc.	2,732.40
03/23/2022	1268	Bullseye Cleaning Services, Inc.	2,500.00
03/23/2022	1269	Business Management Daily	179.00

03/23/2022	1270	Children's Plus Inc.	124.00
03/23/2022	1271	Dancing Cranes Yoga Inc.	240.00
03/23/2022	1272	DEMCO	122.14
03/23/2022	1273	Leslie Goddard	350.00
03/23/2022	1274	Hagg Press, Inc.	6,984.00
03/23/2022	1275	Illinois Dept of Innovation & Technology	500.00
03/23/2022	1276	Indian Prairie Library Foundation & Friends	50.00
03/23/2022	1277	Investor's Business Daily	349.00
03/23/2022	1278	Kiplinger's Investing for Income	204.00
03/23/2022	1279	Klimczak, Mary Colleen	150.00
03/23/2022	1280	kristinZkreations	650.00
03/23/2022	1281	Lauren Erickson	450.00
03/23/2022	1282	Lojong Productions LLC	200.00
03/23/2022	1283	Magnolia Journal	35.00
03/23/2022	1284	Merda, Amy E	83.64
03/23/2022	1285	NCPERS Group Life Insurance	32.00
03/23/2022	1286	The New York Times	1,017.44
03/23/2022	1287	Peerless Network, Inc.	242.51
03/23/2022	1288	Principal Life Insurance Company	1,473.90
03/23/2022	1289	Quill LLC	274.55
03/23/2022	1290	Scarce	150.00
03/23/2022	1291	Specialty Mat Service	229.02
03/23/2022	1292	Unique	49.25
03/23/2022	1293	VSP Vision Service Plan (IL)	225.02
03/23/2022	1294	Wlosinski, Maria	5.85
03/25/2022	1295	Dell Marketing L.P.	1,876.75
03/31/2022	1296	Allard, Jamie	27.61
03/31/2022	1297	Alphagraphics	44.00
03/31/2022	1298	Baddour, Natalie	18.25
03/31/2022	1299	Baker & Taylor	6,160.65
03/31/2022	1300	Bank of America	5,829.85
03/31/2022	1301	Blackstone Publishing, Inc.	1,341.19
03/31/2022	1302	Bullseye Cleaning Services, Inc.	2,500.00
03/31/2022	1303	Canon Financial Services, Inc.	246.00
03/31/2022	1304	Case Lots Inc.	990.10
03/31/2022	1305	Cengage Learning, Inc.	358.28
03/31/2022	1306	Center Point Large Print	25.97
03/31/2022	1307	Ingram Library Services	1,341.36
03/31/2022	1308	Jannah Booc	118.00
03/31/2022	1309	Laura Lein-Svencner	385.00
03/31/2022	1310	Merda, Amy E	1,640.42
03/31/2022	1311	Midwest Tape	3,491.50
03/31/2022	1312	PitneyBowes	498.94
03/31/2022	1313	Wingren Landscape, Inc	1,675.00
03/31/2022	1314	Zagotta, Sarah	336.26
Total Republic Bank Operating Account			\$ 124,780.08

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2022

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	03/02/2022	22,536.08
Federal & IL	Payroll taxes	03/16/2022	22,086.29
Federal & IL	Payroll taxes	03/31/2022	22,087.89
IMRF	Payroll Pension	03/31/2022	31,584.60
ExpertPay	Garnishments	03/03/2022	711.24
ExpertPay	Garnishments	03/17/2022	685.14
ExpertPay	Garnishments	03/31/2022	685.52
Mission Square	457 Plan	03/04/2022	2,750.00
Mission Square	457 Plan	03/18/2022	2,750.00
Mission Square	457 Plan	03/31/2022	2,750.00
Nationwide	457 Plan	03/03/2022	50.00
Nationwide	457 Plan	03/18/2022	50.00
Nationwide	457 Plan	03/31/2022	50.00
DAC	Deposit to HRA	03/01/2022	2,096.86
DAC	Deposit to HRA	03/08/2022	2,143.34
DAC	Deposit to HRA	03/09/2022	228.17
DAC	Deposit to HRA	03/15/2022	248.16
DAC	Deposit to HRA	03/22/2022	225.33
DAC	Deposit to HRA	03/29/2022	1,114.44
Nicor	Gas	03/15/2022	1,868.22
INB	Credit Card Fee	03/11/2022	150.01

ORDINANCE #2022-1

2022 ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2022-2023 fiscal year, commencing July 1, 2022 and ending June 30, 2023, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2022-2023, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 20th day of April, 2022, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

**Director's Report
April 2022**

Building

The café light has been installed and looks wonderful! Hayes Mechanical is working on building the floor plan in the software that will control the heating and air conditioning and are programming the VAV boxes. We had a mix of types of sprinkler heads and the fire marshall had asked us to replace the ones that were quick release heads. This has been completed. Landscape cleanup has begun.

We're no longer going to be using the term "Prairie Patch" for that garden. Since a portion of the area has been called Bea's Garden for a few years and we now have the donation in honor of Keshav Sanghani, we'll refer to the rest of that area as Keshav's Garden. We're moving to a theme of The Gardens at IPPL as an umbrella term which would also include the Reading Garden.

Speaking of the Prairie Patch, we are seeing some flooding there. Joe has contacted the city to ask them to investigate if there is a problem on their end creating the flooding. If not, Joe will focus on repairing this.

Library Engagement Software Platform

Communications Coordinator Jill Yott had researched three marketing software systems designed for libraries to provide targeted communications to their public. Through her research, we chose Patron Point. This will replace two software subscriptions we currently have which provided the enews and recommended book lists. While this product is more expensive than the two products we are currently using, I had put quite a bit of money in the marketing and communications budget line this year and can pay for the additional cost.

Businesses have long used this type of software to send targeted messages to their consumers. This product will allow us to send welcome emails to new cardholders and send "we'd love to see you" type messages to cardholders who haven't been in recently. We can send greetings on the anniversary of getting a library card. We can send targeted enews relative to the types of things people check out from SWAN as well as our ematerials. It works much better with our program calendar software and will make promoting programs much easier for staff. Currently when sending out the various book lists, etc. staff have to do a lot of work to get those ready. With this software they won't have to do anything. Essentially, we can create automated promotional campaigns and segment our audience.

It also provides an online library card registration form that will use GIS to determine if the address is in our library district. If the person is in the district, the system will assign them a bar code number they can use online for up to two weeks before coming in to sign for the card.

We've had the first overview meeting. Jill and her assistant Paul are being trained on it along with Tony, whose staff will use it for targeted recommendations, and TJ who will use it for data research.

Staff

This month is National Library Week and we provided boxed lunches from Panera for the staff.

I've scheduled a staff institute day for June 10. This will be the first one since 2019.

The department heads, Rachel Hofstetter, Dave Bunn, Amy Merda, and I continue to work on a refresh of our customer service training.

We continue to try to hire staff for four part-time associate positions plus two pages. In addition, Laura is looking for a full-time associate to take Jordan's positions. Job ads are currently posted until the 18th and we're hoping for a flurry of applications at the last minute!

Meetings

- Two department heads meetings
- Debbie one one-on-one
- Laura one one-on-ones
- Tony two one-on-one
- Ann three one-on-one
- Meeting with librarians to discuss management of Maker Studio programs
- Meeting with Michelle Peterson, a motivational speaker, to discuss afternoon programming for the staff institute day
- Building and Grounds Committee meeting
- Meeting with the owner of the new cleaning service
- Patron Point presentation.

Jamie Bukovac, Director

Assistant Director's Report: April 2022

Advocacy:

I will be giving an update on advocacy and reviewing the new Trustee Advocacy Form and how to access the new Google Drive at this month's Board Meeting. We will also discuss scheduling attending the local councils/board meetings and what is needed for the presentations.

Building & Grounds:

Amy and I are working with Cathy Streett from the Darien Garden Club to determine the size of the plant beds we will be requiring for outdoor STEM classes this summer. We have researched the best plants to help kids learn about growing plants and vegetables, as well as attracting insects and butterflies.

IPPL Foundation and Friends:

The book sale brought in \$239.35 in March. Donations continue to steadily come in.

Marketing Highlights:

- Here are the five most visited web pages on our website in March:
 1. Catalog - 799
 2. Databases All Topics - 488
 3. Hours & Location -331
 4. Reserve a Room - 311
 5. Job Openings - 297

- Jill's Marketing Report is attached.


Personnel:

Jordan Calabrese has been promoted from Programming & Outreach Associate to Resource Services Librarian. (She is taking over Marissa's position.) Jordan graduates from Dominican with an MLIS in May and she is thrilled to have the new position. I am currently advertising for candidates for Jordan's former position. Megan Lawrence has resigned as a P& O Associate due to family commitments. She will continue to sub as her schedule allows.

Meetings:

- 3/16 Library Board Meeting
- 3/22 Guest Services Associate Interview with Debbie
- 3/24 Guest First Committee
- 3/24 Department Head Meeting
- 3/31 Guest First Committee
- 3/31 Department Head Meeting

In March, I had 17 one on ones with 9 staff.

Report Submitted by: Laura Birmingham 

**Jill Yott, Communications Coordinator, Report for Board of Trustees
March 2022**

School Outreach

We did a teen-focused list of programs for Lakeview Junior High at their request (attached). We also did a simple flier for Willowbrook Corner to advertise our presence (attached).

Ads

Thanks to a connection from Marquitta, we were able to get free ads in a publication put out by the Village of Willowbrook Scoop for summer. I was able to talk to them about providing the information, and get things submitted at the last second (attached).

Darien Calendar

The City of Darien as a new calendar system to manage their events .I submitted events for the calendar and will continue to do so as the occasions call for it.

In the Gallery—March

Display cases: Darien Woman's Club Artwork Student Show

1st floor gallery: Darien Woman's Club Artwork Student Show

2nd floor gallery: Darien Woman's Club Artwork Student Show

Website

Minor updates were done for the website including the Teen Job Fair, mental health resources, the chicken page, the database page, the volunteers page, and the Foundation. We also did our monthly updates to the home page. I'd like to note that Dave trained Paul on doing the databases on the homepage; Paul did the change for February and March.

I have been keeping closer stats on how people click on the home page of the website. This does not reflect what people go on the rest of the site. This is just the clicks from the things we featured on the homepage for the month of March. Looking how people click will help me make better decisions about what we should feature and how often we need to change things.

Women's History Month Booklist	12
Women's History Month Booklist hoopla	9
Women's History Fiction Booklist	20
Library of Things	67
Teen Tech Tutor Information Sessions	2
Ukraine Resources (note: updated mid-month)	12
Teen Job Fair	26
Hobbies & Crafts Reference Center Database	23
CreativeBug Database	28

Auto Repair Center Database	15
Holi Color Fight Program	13
Link to the Program Calendar	35
Evening with Jenny Lawson Program	7
Great Decisions Outer Space Program	2

Yelp & Google

Recently I have noticed that more people are using Yelp and Google to access the library. I will start to report these findings in my report because I find them really interesting in ways people access us.

In the month of March, 31 people called us by searching for us through Yelp.

In the month February (Google lags behind on its reports), through Google . . .

- 462 called us
- 628 asked for directions to get to us
- 5,017 Googled our name

Enews

While I report the open stats below, it isn't a true reflection because of privacy filters; however, the trend is upward in our open rate. For sending a catch all email, we have a great open rate. We are back to prepandemic opens.

General Enews Subscribers

February 28	17,466
March 31	17,422
Loss/Gain in subscribers	-44

Specialty Enews Subscribers

Newsletter	Subscribers	+/-
Business Connect subscribers	296	No change

Enews Open & Click Rate

As a reminder, the click rates are not an accurate representation of engagement because of privacy filters. However, the trend is the open rate the click rate through enews is higher.

Date	Open Rate	Click Rate percentage
March 3	34	1
March 10	35	2
March 17	34	1
March 24	35	2
March 31	34	1

Social Media

This month all of our channels grew. The engagement on Facebook was up 25 percent last month (February 8-March 8.)

Social Media Channel	Likes/Followers	+/- (Since February 28)
Facebook (likes)	2,111	+11
Instagram	925	+21
Twitter	1,145	+5
LinkedIn	1	+1
YouTube	216	+1

Social Media Posts

On our social media channels, we share everything from library services to program information. Among the posts that get the most engagement this month were posts about job openings at the library, the Teen Job Fair, wishing the community a happy Holi, the the Seed Swap, and the Native Plant program.

The posts leading to the Teen Job Fair were 96 percent more popular than the other posts on Facebook and Instagram for that month. The post three days before the job fair reminding people the event was coming was shared 12 times in our community. In addition, the post about the QR codes for the job fair (Jen had Marketing create a poster with employers that weren't there, but they could apply via a QR code—genius!) was a post that was 94 percent more popular than our other posts.

Summer Programs at IPPL

From book discussions to concerts, we offers plenty of programs at IPPL. Here is just a sampling of our summer events. Find more programs and register online at calendar.ippl.info.

Online Chair Yoga

Wednesdays, June 8, 15, 22, & 29
Wednesdays, July 6, 13, 20, & 27,
1-2 p.m.

Let's Play Buzz Word

Wednesday, June 8, 6-7:30 p.m.

DIY Together: Wine Bottle Craft

Friday, June 9, 1-3 p.m.

Parks of Montana & the Dakotas

Monday, June 13, 1-2 p.m.

The History of the Band Chicago

Wednesday, June 29, 7 - 8 p.m.

Chicago's Sweet Bakeries Remembered

Monday, July 11, 1-2:30 p.m.

Remembering Route 66

Monday, July 18, 7-8 p.m.

Vibrant Adults

Thursday, June 23, 1-2:30 p.m.

Thursday, July 28, 1-2:30 p.m.

Concert Summer Sounds with Robin Viston

Thursday, July 14, 6:30-7:30 p.m.

Curative Properties of Tea

Friday, July 15, 1-3 p.m.




Indian Prairie
Public Library

401 Plainfield Rd, Darien, IL 60561 • 630/887-8760 • ippl.info



SPEND summer at the IPPL!

See the complete listing of summer programming at calendar.ippl.info.



Kick-off events:

- Magic Show with Scott Green**
Saturday, June 4, 11–11:45 a.m.
Come for the magic, stay to chalk the walk, sign up for summer reading, and enjoy a singalong.
- Sea Shanty Community Sing with Tom Kastle**
Saturday, June 4, 2–3 p.m.



Summer Reading Club

Read Beyond the Beaten Path
June 4–July 31
Reading programs for the entire family!

Family Nights

- Join us for fun, family activities on Thursdays.
- T-Rexplorers: June 9, 6–7:30 p.m.
 - Tie Dye: June 16, 6–7:30 p.m.
 - Juggling Funny Stories: June 23, 6–7:30 p.m.
 - Bike Decorating: June 30, 6–7:30 p.m.
 - Picnic: July 7, 6–7:30 p.m.
 - Camp Read S'more: July 14, 6–7:30 p.m.
 - Lego Fest: July 21, 6–7:30 p.m.
 - Camp Bingo: July 28, 6–7:30 p.m.



Saturday Social

Jim Gill Family Concert
Saturday, June 11, 11 a.m.–noon



- Reading just four books during the summer can prevent a decline in reading scores.
- Students who participate in a summer library program enter the school year are more confident in the classroom.



401 Plainfield Rd, Darien, IL 60561
630/887-8760 • ippl.info

April Events for Teens

Get more information and register at the
Indian Prairie Library website: ippl.info

The Art of Appeal: Financial Aid Workshop with My College Planning Team

Monday, April 4, 7 p.m.



Hand Sewing Circle

A social club for those who love or want to learn hand-sewing and embroidery

Wednesday, April 6, 3:30 p.m.

Dungeons & Dragons

Tuesday, April 19, 5 p.m.

Both beginners and seasoned adventures welcome.

Rainbow Club

Thursday, April 19, 7 p.m.

A fun, supportive space for LGBTQ+ and their allies to meet, hang out, and have fun.

A parent's group meets at the same time.

Teen Book Nook Workshop

Wednesday, April 20, 5:30 p.m.



After Hours: Night of Noise with the Rainbow Club

Friday, April 22, 6-8:30 p.m.

Cap off your Day of Silence with a Night of Noise party at the library!

Adulting 101: Tie a Tie

Wednesday, April 27, 4 p.m.

Learn to tie a tie before prom.



Maker Studio Creative Time for Teens

Every Thursday from 3:30- 5 p.m.

Drop in to check out our machines and try out a project.

Indian Prairie Public Library at Anne M. Jeans

Thursday, April 14, 6:30-8 p.m.



The library is coming
to Anne M. Jeans.

We can't wait to
meet you!

Learn more about community resources
and establish community connections.
Enjoy DIY crafts, games, and other leisure activities.
Child care is provided for children 5+.

This event is free, but registration is required.
There is a 20 person limit.

Register by April 8 at bit.ly/ippljeans

Note: Enter the building through door 12 by the
parking area in the back of the school.

Please knock so we can let you in.



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Guest Services
March 2022

Circulation

75% of our checkouts and renewals were done by self-service. 21% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

We had 901 patrons use the drive up in March.

We checked out or renewed 1994 items. 1197 holds were placed in March for pickup at the drive up.

There were 281 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 129 passports in March. This is the most passports we have done in any month since March of 2019. Staff continue to do a great job!

Library Cards: We issued 137 resident library cards. 19 were initiated remotely.

Notary Public: We notarized 101 documents in March.

User Experience

Rachel Hofstetter and I continue to meet with the Guest First committee. We are working on new training for staff that we plan to introduce at our June 10 Staff Institute Day.

Staff

We hired Chrissy Wesolowski as a new Guest Services Associate. I did her orientation from home, via zoom in conjunction with Cindy Maiello-Gluecklich, in the library. It worked out very well. The Guest Services Associate position and Page position are both currently posted.

I returned to work on Monday, April 11 and am so glad to be back! Staff did a wonderful job in my absence.

Debbie Sheehan
Head of Guest Services

Circulation Statistics											
Month	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269	
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926	
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085	
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654	
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669	
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860	
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102	
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000	
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	399,514	
& 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 - April 2022

Teen Job Fair:

The 2022 Teen Job Fair took place on Saturday, March 26th from noon to 4 p.m. Out of the 16 employers who originally signed up for tables, 10 were in attendance on the day of the fair (see the list below for the names of the businesses/organizations who attended in person). 31 teens stopped by, and several submitted applications during the fair. A unique challenge that we faced this year was that many of the employers we invited to recruit at the Teen Job Fair were unable to attend because they didn't have staff to spare on the day of the fair. In light of this, we gave employers the opportunity to make their applications available in other ways, even if they couldn't attend the fair. Two businesses dropped off print applications, one sent an application to Jen via email, and 24 businesses opted to share the link to their online applications via QR code. The QR codes were displayed on a poster at the entrance/exit of the fair, and many teens scanned several codes on their way out of the fair.

Employers in attendance:

- BRIA of Westmont
- WorkNet DuPage
- Goodwill
- Darien Park District
- Girl Scouts of Greater Chicago and Northwest Indiana
- Double J Riding Club
- SportsKids, Inc.
- The Patio
- Portillo's
- Coldstone Creamery

Summer Reading 2022:

Summer reading starts June 4th and will run through July 31st. We are planning a big kick-off day on Saturday, June 4th. We will have balloon artists, face painters, and a henna tattoo artist. We also have a magic show and a "sea-shanty" singalong scheduled. We are also going to have a "Chalk the Walk" activity where families can reserve a sidewalk square and decorate it with chalk designs over the course of the day. We plan to invite some local artists to "pre-chalk" a few squares for some inspiration.

This year's plans include ongoing programs such as "Reading Buddies" where teens read together with younger children and "Mission Math" where kids can earn prizes by doing practice math worksheets. We are bringing back the very popular Chess Club for kids and outdoor garden programs for kids.

And, we could not do any of this without our teen volunteers, the VolunTeens. We will be accepting applications for various positions and doing orientations in May so they are ready to help by the kick off day.

P&O staff will be doing in-person visits to schools to promote the program. We will be hyping up the prizes. Dave has created a promotional video that we will be using to get our community excited. The program is for babies through adults. Participants will use "bingo cards" to track their reading and activities to earn prizes. The first "bingo" wins a free book. Further "bingos" will earn chances into large prize drawings such as passes to the Morton Arboretum and Brookfield Zoo and other experiential activities.

I have been an observer of summer reading over the course of my career and this is my first opportunity to be hands-on with planning, promotion and execution. I look forward to a very fun summer!

Community:

Erin and Jordan hosted class visits for the Preschool classes from the Mecca Center called the Quran Blossoms. Sixty-three kids, divided up into two groups, visited the library on March 9th. Erin and Jordan prepared a story time and a craft for the two groups.

Sarah is working with a group of Hinsdale South students and their advisor to create a "STEMequity" program for middle school students. The goal of the program is to foster computer skills for low income students and schools in the area. High school students would be working with younger students to improve their basic computer skills as well as high level skills such as coding. Planning is still in the very early stages.

Jen partnered with the Darien Garden Club to host a very successful seed exchange on Saturday, March 5th. Jen is now restocking the seed library with the many donations of seeds that we received during the event.

Marquitta hosted an adult craft night on March 10th at Anne M. Jeans and 5 people attended. They did a painting craft and the participants thoroughly enjoyed the evening.

Marquitta has been meeting with Carrie Navins of the Village of Willowbrook. Thanks to her connection, the library now has space in the various Village/Park District publications.

Be sure to visit the 2nd floor Kids & Teens area to experience our annual spring incubation project in partnership with the Darien Dragons 4H Club. The Club is working with the University of Illinois Extension team to provide the eggs for hatching. This year we are again hatching Leghorn chickens, and they are expected to hatch around May 16. The incubation project can be viewed in-person any time during IPPL open hours. The 24/7 Egg Cam will be available for viewing beginning a few days prior to hatch day.

Amy brought a team-building STEM activity to the Willowbrook Corner after-school program on March 17th at Anne M. Jeans. Nineteen students attended. Students worked with their tablemates to brainstorm designs and then create a contraption that would hold a plastic ball on top of their head. Each child created something different and they all functioned. It was obvious the kids enjoyed the planning and creation process and testing all the prototypes.

Jordan brought a craft activity to the Lakeview Jr. High After-school Spartan hour on March 24th. Fifteen kids attended.

Programs:

In March, the library had 101 programs which 1245 people attended.

Little Kids Program Attendance (all programs in-person)

3/1	Elephant & Piggy Storycraft	Erin	36
3/2	Rollick and Roll	Jordan	26
3/5	Little Lego Club	Jordan	22
3/6	Open Play	Jordan	9
3/7	Junior Genius	Erin	6
3/8	Talented Toddlers	Megan	27
3/8	Fantastic Families	Jordan	15
3/9	Junior Genius	Erin	3
3/10	Talented Toddlers	Jordan	26
3/11	Baby Brilliance	Jordan	14
3/11	Rollick and Roll	Jordan	25
3/13	Sensory Storytime	Erin	9
3/14	Junior Genius	Erin	8
3/15	Talented Toddlers	Megan	23
3/15	Fantastic Families	Jordan	10
3/16	Junior Genius	Erin	3
3/17	Talented Toddlers	Jordan	30
3/18	Baby Brilliance	Erin	7
3/18	Holi Festival of Love Painting	Erin	40
3/18	Rainbow Science	Erin & Jordan	30
3/20	It's Your Birthday Storytime	Megan	13
3/21	Junior Genius	Erin	6
3/22	Talented Toddlers	Erin	26
3/22	Fantastic Families	Jordan	18
3/23	Junior Genius	Erin	1
3/24	Talented Toddlers	Jordan	35
3/25	Baby Brilliance	Erin	7

3/25	Family Craft Hour	Erin/Jordan	30
3/28	Junior Genius	Erin	5
3/29	Talented Toddlers	Megan	24
3/29	Fantastic Families	Jordan	9
3/30	Junior Genius	Erin	16
3/31	Talented Toddlers	Erin	25

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

3/1	Read to a Pet	Amy	7
3/2	Magical Animals Unite	Amy	7
3/4	Make It Fly with Math	Amy	6
3/7	Middle School Graphic Novel Group	Sarah	0
3/8	Middle School Board Game Club	Sarah	0
3/10	Homeschooling Smart	Amy	12
3/12	Mid-Kids Pokémon Club	Amy	18
3/14	Play It: Mario Kart	Amy	8
3/14	Middle School Craft	Sarah	3
3/15	Mini Stem Explorers	Amy	5
3/16	Make a Zine	Amy	3
3/21	Mid-Kids Art Club	Amy	10
3/22	Mighty STEM Explorers	Amy	8
3/25	Friday Fun day	Amy	3
3/29	Mid-Day Movie: Space Jam	Amy	26
3/31	Mid-Kids Craft: Washer Necklace	Amy	25
3/31	Middle School D&D	Sarah	4

Creative Time for Mid-Kids, held in the Maker Studio is a collaborative program between Amy and Maker Studio staff (primarily Jack). The program is consistently popular with kids and has good attendance. This lively program is always different, featuring different equipment and activities. Staff say it is thrilling to see the creativity and skill-building that happens with the kids in the program. The program is held twice a month.

The Discovery Corner in the Mid-Kids Lounge receives regular usage. Guests can play with a *Rubik's Cube*, *Squz*, and *Brainflakes* or play a game on the *Nintendo Switch*.

Amy's *Make It Fly with Math* STEAM program on March 4th involved showing a short video by the National Women's History Museum on NASA and the "Hidden Figures" involved in mathematics. The video was followed with a short lecture on airplane flight mechanics, followed by paper airplane creation and testing. Fun was had by all attendees.

Teens:

3/15	Let's Play Cake Bash	Sarah	0
3/19	Holi Color Fight	Sarah	Cancelled
3/21	Resume Workshop	Sarah	2
3/22	Mock Interviews	Sarah	1
3/23	Headshot Studio	Jen	1
3/24	Working as a Minor	Sarah/Jen	3
3/26	Teen Job Fair	Sarah/Jen	31
3/28	Teen Bad Movie Club	Staff	4
3/30	Pokémon Go Legendary Raid Hour	Sarah	3

Unfortunately, Sarah's planned Holi Color Fight (which was for all ages) was cancelled twice due to poor weather conditions. Holi is an ancient Hindu spring festival, commonly known as the Festival of Love. This program had a lot of interest with over 75 registrations. She plans to offer the Holi Color Fight this summer because of the interest in this cultural celebration. It's just hard to work around spring rain and snow!

Adults:

3/1	Opera Lecture: Tosca	Cindy	6
3/2	Online: Chair Yoga	Cindy	27
3/3	Collage Meditation – Week 1	Laura	13
3/3	Movie: In the Heights	TJ	14
3/5	Seed Exchange	Jen	56
3/9	Online: The Future of the Job Search	Jen	4
3/9	Online: Native American Voices	Laura	3
3/9	Online: Chair Yoga	Cindy	26
3/10	Collage Meditation – Week 2	Laura	11
3/15	Native Plants & Pollinators	Jen	20
3/16	Learn to Play D&D for Adults	Sarah	3
3/17	Collage Meditation – Week 3	Laura	10
3/17	Movie: 1917	TJ	10
3/20	House Plant Swap	Sarah	6
3/23	Online Chair Yoga	Cindy	28
3/24	Collage Meditation – Week 4	Laura	10
3/30	Online Chair Yoga	Cindy	27
3/30	Amelia Earhart Portrayal	Cindy	41
3/30	Online: An Evening with Jenny Lawson	Laura	2
3/31	Collage Meditation - Week 5	Laura	10
3/31	Backpacking Adventure	Cindy	6

Business:

2/3	Online – QuickBooks with SCORE	Jen	68
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Groups:

3/2	Gen Lit Book Discussion	Jen	0
3/3	Nonfiction at Night	Joe	2
3/3	Online: English Conversation Group	Joe	3
3/5	English Conversation Group	Joe	3
3/7	Adult Chess Group	Laura	3
3/9	Online: English Conversation Group	Joe	4
3/10	Crime Readers Book Discussion	Tori	11
3/14	Adult Chess Group	Laura	4
3/16	Online: English Conversation Group	Joe	3
3/17	Novel Idea	Natalie	10
3/19	English Conversation group	Joe	4
3/19	Yarn Spinners	Sarah	2
3/21	Adult Chess Group	Laura	3
3/23	Great Decisions	Jen	7
3/23	Online: English Conversation Group	Joe	2
3/24	Genealogy Group	Joe	24
3/26	Older Adult Connections	Marquitta	2
3/28	Adult Chess Group	Laura	3
3/29	YES Book Club	Marquitta	0
3/29	Rainbow Club	Sarah	3
3/30	Online: English Conversation Group	Joe	5

Passive Programs:

March 1 – 9	Lion Craft	Little Kids	Erin/Jordan	185
March 10-17	Pot of Gold	Little Kids	Erin/Jordan	170
March 18-24	Spring Hats	Little Kids	Erin/Jordan	195
March 25-31	Count & Color	Little Kids	Erin/Jordan	160
March 1-31	Dreams for 2022	Adults	Marquitta	10
March 1-31	Teen Post	Teens	Sarah	47
March 1-31	Sticker Challenge	Teens	Sarah	18
March 1-31	Interactive Whiteboard	Mid-Kids	Amy	50
March 1-15	Pi Skyline	All Ages	Amy	58
March 15-31	Make a Flower	All Ages	Jordan	219

Marquitta has put out some puzzles in the Café for people to enjoy while they are in the library.

Continuing Education:

Amy and Sarah attended the in-person Public Library Association Conference in Portland, Oregon in early March. They both said the conference was great and came home with lots of ideas.

Jen attended an EBSCO webinar: *Finding Opportunities Others Overlook*.

Contributing to the Profession

Jen attended ALA's SustainRT Committee meeting on March 18th.

Submitted by: Laura Birmingham



Resource Services Monthly Report

March 2022

Submitted by Tony Lucarelli, Head of Resource Services

I continued working to update the website with Library of Things links to the Aspen catalog so that patrons can easily request them through the catalog. I am also loading the images of the items into the catalog.

I attended the Patron Point demonstration. The piece of the software we are most excited about in Resource Services is the Recommends tool. This will allow us to create targeted lists of suggestions and send those to interested patrons. We currently use a product called LibraryAware to do this, but LibraryAware does not check to see if we own titles when it generates the monthly recommended reads e-newsletters. Right now, Natalie spends a lot of time cleaning these up so that patrons are only getting recommendations on titles the library actually owns.

Comings & Goings

Marissa Fletcher, Youth & Teen Resource Services Librarian, tendered her resignation to take a position at Highland Park Public. Her last day was Friday, April 8.

Jordan Calabrese, formerly with the Programming & Outreach Department, has accepted the role of the Youth & Teen Resource Services Librarian. She officially started in Resource Services on Monday, April 11 but will be continuing to finish out her Programming & Outreach duties in the coming month. She is currently completing her MLIS studies and will graduate in May.

We hired Jeanine Clinton to fill the Resource Services Acquisition Associate position. She started Monday, March 28. She has a background in finance and accounting and recently started work on her MLIS at Dominican University.

Collections

Bookazine checkout period has increased to two weeks to allow guests more time to spend with items since these are heavier than a regular magazine and there is much more to read and absorb.

All 2023 kids and teen award books are now out and available for checkout.

A large magazine publisher (Meredith Publishing) recently announced that a slew of popular magazines will be going digital only. We will be losing Eating Well; Entertainment Weekly; Fine Cooking; Health; InStyle; and Parents magazines in print.

We recently added digital magazines through Overdrive. Almost 4,000 magazines from around the world are now available to download and read in the Libby app or through a computer web browser.

Series projects – 2nd pass is complete for Junior novels. Shelves will keep their eyes open for anything missed. Mystery series is nearly complete as all that is left is audiobooks R-Z.

Library Material Displays For February

Lobby Guest Services Desk – Women’s History Month

Café –Russia and the Rule of Putin; Oscars – Movies and actor biographies (side facing into the café)

1st Floor Staircase – National Nutrition Month

Stacks – Staff Favorites – this is now a permanent location for these items.

Kids & Teens Entrance (counter top above the end of the board game collection) – In Like a Lion, Out Like a Lamb (storybooks with lions or lambs) through March 14; Spring is Here! through the end of the month

Junior Fiction – Women’s History Month

Monthly Highlights

- T.J. continued work on the Library of Things Survey for Maker & Technology Services. He did studies for Jamie on the number of transactions handled by the Guest Services Desk each hour and the number of exits we had from the building in the last half hour to closing. He created new tags for the Rokus based on the branding we will be using going forward.
- Joe has been working on providing Jill with information to create handouts to promote our databases. He researched subscribing to the Overdrive magazine content. He worked on creating content for the social services page of our website. Content was focused on organizations that provide mental health services.
- Marissa worked on getting her activities put on paper so that she could show Jordan what she does. She met with Jordan numerous times to train her in the ordering systems and what gets ordered when.
- Natalie trained Tori on ordering adult large type as she will be taking over the large type collections soon. She had been working on returning the staff favorites display to the floor and this was the first month of the new display. She is also submitting staff favorites to Jill and Paul to feature in the eNews.

Community

- Natalie provided assistance to five area book discussion clubs.
- Natalie & Tori prepared book club discussion materials for nine area book clubs, eight on new titles never before requested and one on a title that another club previously requested.

Continuing Education & Contributing to the Profession

- Tony continued working on his leadership brand. He sent the survey to Resource Services staff and compiled the results. He had a discussion with Jamie on what insights the staff provided.
- T.J. watched a webinar on Data Forecasting offered through RAILS.

- Natalie watched the following webinars: Crash Course in Gentle Reads by *NovelList*. Is Readers' Advisory for Nonfiction, Too? by *KDLA Library Branch Development*, Spring Book Club Picks by *Booklist*.

eNewsletters

New eBook Newsletter

March 1, 2022 – Sent to 176 guests. Opened by 99 (56% open rate) and clicked on by 6.

March 15, 2022 – Sent to 177 guests. Opened by 104 (59% open rate) and clicked on by 14.

Bestseller Preview Newsletter

March 1, 2022 – Sent to 470 guests. Opened by 241 (51% open rate) and clicked on by 65.

March 15, 2022 – Sent to 471 guests. Opened by 245 (52% open rate) and clicked on by 93.

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**Technology & Maker Services Board Report
March 2022**

Technology Services

- Phone System - The fax and elevator emergency phone lines were migrated to the VoIP phone system as the old lines were no longer supported by the phone company. I want to thank Don Damon who assisted Brett with this project.
- Digital Displays – Two additional “What’s Happening” displays were installed on the 2nd floor, one near the elevator and the other at the top of the stairs.
- Security Cameras –Brett B. and Joe E. worked together to do the cabling and physical installation of the cameras. All in-door cameras have been installed and they have started to install the outdoor cameras.

Classes/Programs

6 classes & programs - Total attendance: 68

<u>Date</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Wednesday, March 9 9:30 a.m. - 11 a.m.	Computer Basics: Getting Started	Adult	Ann	7
Wednesday, March 16 9:30 a.m. - 11 a.m.	Computer Basics: Files & Folders	Adults	Ann	8
Saturday, March 19 10:30 a.m.-Noon	Sell Your Stuff Online	Adults	Mike-VSP	26
Wednesday, March 23 9:30 a.m. - 11 a.m.	Computer Basics: Internet	Adults	Ann	6
Monday, March 28 3:30-5 p.m.	Video Game Coding with Scratch	Kids	Jack	12
Wednesday, March 9 9:30 a.m. - 11 a.m.	Excel 2	Adult	PRC	9

Statistics

- Computer Usage
 - Adult Users: 1,699 Hours: 1,315
 - Adult laptop: 19 Hours: 31
 - K&T Users: 314 Hours: 156
 - K&T Laptops: 20 Hours: 24
- Drive-thru Printing- 0
- Technology Desk Assistance- 652
- 1-on-1 Training: 260
- Wireless Usage- Total Unique Access: 7,610




Maker Services/Maker Studio**Classes/Programs/1-on-1**

- 21 classes-Total attendance: 160
- 1 passive program- Knitting with knitting machine, loom, and needles - Total attendance: 36
- 1-on-1 training: 45
- Maker Assistance: 554


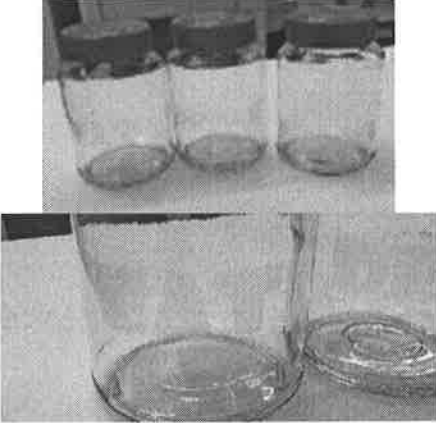




<u>Date</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday, March 1 3:30 p.m.-5 p.m.	Mid-Kid Studio Time	Kids	Jack, Amy	13
Thursday, March 3 3:30 p.m.-5 p.m.	Teen Studio Time	Teen	Jack, Sarah	0
Tuesday, March 8 3:30 p.m.-5 p.m.	Mid-Kid Studio Time	Kids	Jack, Amy	10
Tuesday, March 8 6:30 p.m. -8 p.m.	3D Printed Garden Stakes	Adult	Ann	9
Thursday, March 10 6:30 p.m. -8 p.m.	Sewing Basics	Adults/Teens	Jack	6
Thursday, March 10 3:30 p.m.-5 p.m.	Teen Studio Time	Teen	Jack, Sarah	0
Saturday, March 12 10:30 a.m.-Noon	Feminist Felt Pins	Ages 8+	Jack	9
Monday, March 14 3:30 p.m.-5 p.m.	Kids: Sewing Basics	Kids	Jack	8
Tuesday, March 15 3:30 p.m.-5 p.m.	Mid-Kid Studio Time	Kids	Jack	14
Tuesday, March 15 6:30 p.m. -8 p.m.	Laser Engraved Glasses	Ages 8+	Ann	11
Thursday, March 17 3:30 p.m.-5 p.m.	Teen Studio Time	Teen	Jack, Sarah	1
Thursday, March 17 6:30 p.m. -8 p.m.	Laser cut leather coasters	Ages 8+	Jack	9
Sunday, March 20 1:30 p.m.- 3 p.m.	Scented Candles & Bath Bombs	Ages 8+	Jack	12
Tuesday, March 22 3:30 p.m.-5 p.m.	Mid-Kid Studio Time	Kids	Jack, Amy	12

Thursday, March 24 3:30 p.m.-5 p.m.	Teen Studio Time	Teen	Jack, Sarah	0
Thursday, March 24 6:30 p.m. -8 p.m.	Feminist Felt Pins	Ages 8+	Jack	8
Saturday, March 26 10:30 a.m.-Noon	Laser Engraved Bookmarks	Kids	Dave	9
Tuesday, March 29 3:30 p.m.-5 p.m.	Mid-Kid Studio Time	Kids	Jack, Amy/Ann	14
Tuesday, March 29 6:30 p.m. -8 p.m.	Embroidered Earth Day Towel	Adult	Ann	5
Wednesday, March 30 3:30 p.m.-5 p.m.	3D Printed Garden Stakes	Adult	Ann	10
Thursday, March 31	Teen Studio Time	Teen	Jack, Sarah	0

Made in a class

<p style="text-align: center;">Earth Day Towel Embroidery</p> 	<p style="text-align: center;">Laser Engraved Glassware</p> 	<p style="text-align: center;">Maker Studio Kids Time Making Buttons</p> 
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Made Using Equipment

<p>Laser Photograph Laser Cutter</p> 	<p>Eat, Drink, Be Merry Jars Laser Cutter</p> 	<p>Montly Activity Group Project Loom</p> 
<p>Laser Comic Cover Laser Cutter</p> 	<p>Embroiderd Patches Embroidery Machine</p> 	<p>Repair Piece for Crown Molding Laser Cutter</p> 

Equipment Usage

- 3D Printers- 28 3D print job form
- Button Maker – 21
- Candle Maker- 18
- Carving Machine- 2
- Cricut (Vinyl)- 0
- Ellison Die Cut- 2
- Embroidery Machine- 34
- Knitting- 6 + 36 passive program =44
- Laser Cutter- 109
- Poster Printer – 3
- Sewing Machine- 16
- Silhouette (Vinyl)- 9
- Sizzix (die cut/embossing) - 22

Websites

Statistics

- Maker Studio Website Users- 340 Page Views- 1,413
- IPPL Website Users – 14,594 – Page Views- 43,310

Library of Things (LOT)

iPads – The two iPads were replaced with new ones.

- Checkout Statistics (Includes eLibrary Devices):
Unique Users – 121; Total checkouts – 192

Ann M. Stovall, Head of Technology & Maker Services, April 13, 2022

STATISTICS FOR	Mar-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	19,618	19,586	172,278	164,878	4.49%
Teen	1,256	1,341	11,677	11,620	0.49%
Kids	14,104	12,160	113,934	96,363	18.23%
ILLS Sent	3,080	2,792	24,667	20,020	23.21%
TOTAL	38,058	35,879	322,556	292,881	10.13%
Electronic Circulation	8,942	10,498	76,958	91,903	-16.26%
GRAND TOTAL CIRC.	47,000	46,377	399,514	384,784	3.83%
% Reciprocal Borrowing	11%	6%	9%	6%	
Patron Visits	28,457	11,751	210,530	87,498	140.61%
<u>Current Cards</u>					
Resident	137	83	23,931	22,850	4.73%
Non-Resident	64	47	807	725	11.31%
TOTAL	201	130	24,738	23,575	4.93%
<u>Patron Assistance</u>					
Adult - Reference	1,895	1,395	14,233	12,902	10.32%
Kids - Reference	1,009	928	6,268	7,060	-11.22%
Technology - Reference	1,299	1,411	9,512	10,289	-7.55%
TOTAL REFERENCE	4,203	3,734	30,013	30,251	-0.79%
Adult - Other	121	179	1,664	1,341	24.09%
Kids - Other	200	5	1,393	77	1709.09%
Technology - Other	51	26	575	187	207.49%
TOTAL OTHER	372	210	3,632	1,605	126.29%
GRAND TOTAL ASST.	4,575	3,944	33,645	31,856	5.62%
<u>ILL/Reserves</u>					
Holds	7,501	8,934	65,214	73,373	-11.12%
ILLS Sent	3,080	2,792	24,667	20,020	23.21%
ILLS Checked Out	3,975	4,769	31,839	33,075	-3.74%
ILLS Received	4,358	4,769	35,451	33,075	7.18%
<u>Programs - Adult</u>					
# Programs	22	10	123	102	20.59%
Attendance	401	238	2,009	2,145	-6.34%
<u>Technology Classes</u>					
# Programs	27	6	142	65	118.46%
Attendance	228	37	928	758	22.43%
<u>Individual Technology Training</u>					
# of Patrons	349	203	2,732	769	255.27%
<u>Groups</u>					
# Programs	21	6	89	28	217.86%
Attendance	98	33	507	255	98.82%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	8	7	59	86	-31.40%
Attendance	17	16	227	407	-44.23%
<u>Programs - Kids</u>					
# Programs	50	20	287	477	-39.83%
Attendance	729	432	2,989	3,894	-23.24%
GRAND TOTAL ATT.	1,822	959	9,392	8,228	14.15%

STATISTICS FOR	Mar-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2		17		
Attendance	15		761		
<u>Passive Programs - Teen</u>					
# Programs	3		24		
Attendance	70		437		
<u>Passive Programs - Kids</u>					
# Programs	8		60		
Attendance	1,063		4,054		
<u>Computers - Patron Use</u>					
Adult Computers	1,699	1,419	12,814	10,254	24.97%
Kids Computers	314	69	1,592	701	127.10%
Teen Laptop	20	0	89	49	81.63%
Adult Laptop	19	17	164	62	164.52%
TOTAL PATRON USE	2,052	1,505	14,659	11,066	32.47%
<u>Hours Used</u>					
Adult Computers	1,315	969	9,988	6,972	43.26%
Kids Computers	156	38	818	396	106.57%
Teen Laptop	24	0	91	95	-4.21%
Adult Laptop	31	30	230	95	142.11%
TOTAL HOURS USED	1,526	1,037	11,127	7,558	47.22%
Wireless Total Connections	7,610	4,263	54,770	37,873	44.61%
IPPL Total Web Site Access	14,934	17,020	130,088	385,249	-66.23%
IPPL Total Page Views	44,723	43,993	368,931	548,452	-32.73%
Subscription Database Logins	3,137	4,206	26,940	26,907	0.12%
<u>Outreach-Homebound</u>					
Items Delivered	139	137	1,138	1,092	4.21%
<u>Volunteers</u>					
Number Active	33	3			
Hours Worked	76	31	485	425	14.12%
Staff Training Hours	55	24	667	567	17.64%
<u>Room Use</u>					
Conference Rooms	546		2,927		
Meeting Rooms					
Library	93		344		
Non-Library	12		55		
Board Room					
Library	16		101		
Non-Library	7		70		

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -

March 2022

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	558	8	67	499	83	14	91	81
Non-Fiction	38676	276	47	38905	4363	6047	4639	6094
Fiction	31090	303	106	31287	6373	10181	6676	10287
ADULT TOTALS	70324	587	220	70691	10819	16242	11406	16462
KIDS								
Non-Fiction	11631	41	29	11643	1207	912	1248	941
Fiction	23074	313	174	23213	3711	3461	4024	3635
KIDS TOTALS	34705	354	203	34856	4918	4373	5272	4576
TEEN								
Non-Fiction	530	8	0	538	168	78	176	78
Fiction	3936	69	6	3999	795	668	864	674
TEEN TOTALS	4466	77	6	4537	963	746	1040	752
BOOK TOTALS	109495	1018	429	110084	16700	21361	17718	21790

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6973	63	9	7027	971	297	1034	306
Music CDs	4382	46	49	4379	393	1835	439	1884
Playaway	369	0	1	368	6	7	6	8
DVDs (DVD & Blu-ray)	20157	134	36	20255	1891	2539	2025	2575
ADULT TOTALS	31881	243	95	32029	3261	4678	3504	4773
KIDS								
Audiobooks on CD	569	22	6	585	87	56	109	62
Music CDs	294	0	0	294	27	2	27	2
Playaway	114	1	1	114	7	0	8	1
DVDs (DVD & Blu-ray)	4067	15	3	4079	280	511	295	514
KIDS TOTALS	5044	38	10	5072	401	569	439	579
TEEN								
Audiobooks on CD	172	11	1	182	41	75	52	76
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	188	11	1	198	43	517	54	518
AUDIOVISUAL TOTALS	37113	292	106	37299	3705	5764	3997	5870

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	205	3	1	207	60	9	63	10
Tech Takeout (except digital content devices)	137	0	1	136	26	4	26	5
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	341	3	2	342	86	49	89	51
KIDS								
Kits (STEM, Book bundles, etc.)	154	0	1	153	16	19	16	20
Puzzles (New Aug. 2018)	19	0	0	19	4	1	4	1
Playaway Launch Pads	19	0	0	19	0	3	0	3
KIDS TOTALS	192	0	1	191	20	23	20	24
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	776	5	4	777	125	15	130	19
Board Games	122	1	1	122	30	5	31	6
TEEN TOTALS	903	6	5	904	155	21	161	26
OTHER TOTALS	1436	9	8	1437	261	93	270	101
COLLECTION TOTALS	148044	1319	543	148820			21985	27761

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - March 2022

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	323,678	99,588	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,275	33	24,308	882	915
eMedia (Overdrive Advantage)	6,820	95	6,915	722	817
Preloaded eReaders	124	8	132	35	43
eBook Totals	354,897	99,724	454,621	1639	1775
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,261	116	6,377	348	464
eMedia Advantage (Overdrive)	1,733	28	1,761	345	373
Preloaded Adult Audiobook iPods	147	0	147	73	73
Audiobook Total	77,413	23941	101,354	766	910
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,292	4	1,296	66	70
Preloaded Family Roku Titles	191	6	197	5	11
Video Totals	16,520	10	16,530	71	81
Total Audiovisual	335,637	23,951	359,588	837	991
Collection Totals	690,534	123,675	814,209		2,766

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2022

Balance on hand as of February 28, 2022.....	2,780,444.21
Cash Receipts for March.....	123,184.53
Cash Disbursements for March.....	417,671.56
Cash on hand as of March 31, 2022.....	2,485,957.18

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.275%	
General.....	237,279.72
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 0.12%.....	829,441.37
Republic Bank - Checking General.....	(3,793.41)
Republic Bank - Payroll Account.....	1,250.90
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2022.....	2,485,957.18

FUND BALANCES AS OF 3/31/2022

Corporate Fund.....	2,428,191.11
Building & Maintenance Fund.....	(7,814.83)
I.M.R.F. Fund.....	(13,486.45)
Liability Fund.....	(2,310.94)
Social Security Fund.....	(3,712.73)
Special Reserve Fund.....	(105,902.24)
Deferred Taxes.....	130,616.41
Current Liabilites.....	60,376.85
Grand Total All Funds.....	2,485,957.18

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

Percent of Year: 75.00

	RECEIVED March 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,891,603.91	100.76%	3,862,097.00	-29,506.91
41150 · Non-current Property Taxes	0.00	1,621.47	0.00%	0.00	-1,621.47
43100 · Interest-Tax Levy	0.00	1.03	0.00%	0.00	-1.03
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,893,226.41	100.81%	3,862,097.00	-31,129.41
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	155.62	722.20	0.00%	0.00	-722.20
TOTAL INTEREST	155.62	722.20	0.00%	0.00	-722.20
DESK MONIES					
45100 · Copier	329.10	1,390.85	60.47%	2,300.00	909.15
45120 · Computer Copies	1,202.48	8,666.53	115.55%	7,500.00	-1,166.53
45130 · Fax	318.46	2,761.35	138.07%	2,000.00	-761.35
45200 · Fines/Fees	614.65	15,306.02	92.76%	16,500.00	1,193.98
45250 · Gifts/Donations	0.00	0.00	0.00%	250.00	250.00
45300 · Lost Materials	475.42	3,966.84	99.17%	4,000.00	33.16
45350 · Non-Resident Fees	7,169.70	79,061.82	105.42%	75,000.00	-4,061.82
45450 · Hot Picks	1.00	25.00	0.00%	0.00	-25.00
45550 · Meeting Room Rental	56.25	437.50	0.00%	0.00	-437.50
45600 · ILL Fees	42.10	98.09	19.62%	500.00	401.91
45650 · Maker Studio	342.13	1,359.37	271.87%	500.00	-859.37
45700 · Passport Fees	4,620.00	23,310.60	186.49%	12,500.00	-10,810.60
45750 · Notary Fees	121.00	1,045.00	149.29%	700.00	-345.00
TOTAL DESK MONIES	15,292.29	137,428.97	112.88%	121,750.00	-15,678.97
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	2,056.40	2,594.40	518.88%	500.00	-2,094.40
46800 · Collection Agency Fee	10.00	40.00	80.00%	50.00	10.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	2,066.40	2,634.40	478.98%	550.00	-2,084.40
GRAND TOTAL	17,514.31	4,096,742.26	101.47%	4,037,558.00	-59,184.26

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

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Percent of Year: 75.00

	March 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	247,483.66	1,632,494.01	71.16%	2,294,105.00	661,610.99		
61310 · Benefits - Medical / Life Ins.	19,476.53	129,208.76	67.49%	191,452.00	62,243.24		
61330 · Benefits - IMRF	22,690.31	178,595.09	79.22%	225,440.00	46,844.91		
61340 · Benefits - FICA	18,483.62	121,970.09	69.50%	175,500.00	53,529.91		
61400 · Staff Development	2,161.72	5,738.26	25.85%	22,200.00	16,461.74		
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	0.00	1,400.22	46.67%	3,000.00	1,599.78		
TOTAL PERSONNEL	310,295.84	2,075,339.43	71.11%	2,918,381.00	843,041.57	3,250,000.00	63.86%
MATERIALS							
62100 · Books	14,121.58	98,163.79	61.76%	158,950.00	60,786.21		
62200 · Periodicals	3,053.32	14,838.33	56.37%	26,325.00	11,486.67		
62300 · Audio	4,911.83	17,086.98	52.82%	32,350.00	15,263.02		
62400 · Video	3,793.40	16,209.64	38.19%	42,450.00	26,240.36		
62500 · Multi-Media	58.67	553.92	27.70%	2,000.00	1,446.08		
62600 · eMaterials	6,731.29	134,209.46	73.06%	183,700.00	49,490.54		
62700 · Console Games	491.83	3,077.72	43.97%	7,000.00	3,922.28		
62800 · Damaged Item Replacement	730.72	7,411.06	123.52%	6,000.00	-1,411.06		
62900 · Materials Supplies	2,915.28	13,801.44	65.72%	21,000.00	7,198.56		
TOTAL MATERIALS	36,807.92	305,352.34	63.65%	479,775.00	174,422.66	525,000.00	58.16%
BUILDING							
63200 · Cleaning Service	5,229.02	55,390.59	72.12%	76,800.00	21,409.41		
63300 · Utilities (1-8-11 · Gas)	1,868.62	9,439.58	62.93%	15,000.00	5,560.42		
63300 · Utilities (1-8-12 · Electric)	2,977.98	41,051.71	70.78%	58,000.00	16,948.29		
63300 · Utilities (1-8-13 · Telephone)	451.87	4,261.04	71.02%	6,000.00	1,738.96		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	1,600.67	20.01%	8,000.00	6,399.33		
63300 · Utilities (1-8-15 · Garbage Disposal)	459.10	3,781.70	75.63%	5,000.00	1,218.30		
63350 · Building Supplies	0.00	3,390.30	56.51%	6,000.00	2,609.70		
63400 · Maintenance Supplies	3,082.11	7,520.53	68.37%	11,000.00	3,479.47		
63600 · Security System Monitoring	112.50	490.50	70.07%	700.00	209.50		
63600 · Property Maintenance	2,167.50	26,802.35	67.01%	40,000.00	13,197.65		
63800 · Building Maintenance/Repair	7,005.39	34,709.13	115.70%	30,000.00	-4,709.13		
TOTAL BUILDING	23,354.09	188,438.10	73.47%	256,500.00	68,061.90	350,000.00	53.84%
OPERATIONS							
64200 · Supplies - Office	327.07	4,723.47	42.94%	11,000.00	6,276.53		
64300 · Photocopy Supplies	298.30	1,453.46	24.22%	6,000.00	4,546.54		
64400 · Guest Services Supplies	0.00	933.00	26.66%	3,500.00	2,567.00		
64500 · Postage	51.44	1,150.10	23.00%	5,000.00	3,849.90		
64550 · Passport Postage	447.50	2,480.95	99.24%	2,500.00	19.05		
64600 · Non-Payment Reimbursement	0.00	-960.42	-64.03%	1,500.00	2,460.42		
64700 · Travel	41.02	314.69	20.98%	1,500.00	1,185.31		
64800 · Organizational Memberships	210.00	2,376.00	67.89%	3,500.00	1,124.00		
64900 · Bank Fees	150.01	2,079.82	83.19%	2,500.00	420.18		
TOTAL OPERATION	1,525.34	14,551.07	39.33%	37,000.00	22,448.93	42,000.00	34.65%
TECHNOLOGY							
65100 · Supplies-Public Toner	966.53	4,685.45	46.86%	10,000.00	5,314.55		
65150 · Supplies-Staff Toner	862.42	2,663.06	38.04%	7,000.00	4,336.94		
65160 · Supplies-Technology Services	0.00	387.19	129.06%	300.00	-87.19		
65170 · Supplies-Maker Studio	810.76	1,890.48	75.62%	2,500.00	609.52		
65200 · Technology-Prof Services	0.00	75.00	2.50%	3,000.00	2,925.00		
65300 · Purchase of Equipment	2,875.58	12,314.76	72.44%	17,000.00	4,685.24		

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

Percent of Year: 75.00

	March 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65350 · Tech Takeout	168.89	530.73	17.69%	3,000.00	2,469.27		
65360 · Kits	157.51	952.43	18.14%	5,250.00	4,297.57		
65400 · Technology Equip Mnt/Repair	145.96	1,668.76	9.05%	18,436.00	16,767.24		
65500 · Software	67.82	11,536.33	81.42%	14,169.00	2,632.67		
65600 · SWAN	0.00	35,663.33	75.20%	47,422.00	11,758.67		
65700 · Telecommunications	934.30	10,778.92	72.08%	14,955.00	4,176.08		
TOTAL TECHNOLOGY	6,989.77	83,146.44	58.13%	143,032.00	59,885.56	200,000.00	41.57%
CONTRACTUAL SERVICES							
66100 · General Professional Services	743.00	12,666.50	77.71%	16,300.00	3,633.50		
66200 · Credit Bureau	118.20	404.60	33.72%	1,200.00	795.40		
66300 · Copier	467.00	2,089.00	69.63%	3,000.00	911.00		
66400 · Copier Maintenance Contract	0.00	620.08	20.67%	3,000.00	2,379.92		
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00		
TOTAL CONTRACTUAL SERVICES	1,328.20	15,830.18	66.74%	23,720.00	7,889.82	35,000.00	45.23%
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	6,984.00	25,618.33	102.47%	25,000.00	-610.33		
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	202.24	1,168.81	166.97%	700.00	-468.81		
68410 · Marketing-Information Printing	108.35	1,668.33	11.12%	15,000.00	13,331.67		
68500 · Legal Notices	0.00	873.24	58.22%	1,500.00	626.76		
TOTAL COMMUNICATIONS	7,294.59	29,423.71	65.39%	45,000.00	15,576.29	50,000.00	58.85%
PROGRAMMING							
68600 · Programming	3,247.40	19,301.14	52.59%	36,700.00	17,398.86		
TOTAL PROGRAMMING	3,247.40	19,301.14	52.59%	36,700.00	17,398.86	45,000.00	42.89%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	24,054.07	67,184.74	95.98%	70,000.00	2,815.26		
69200 · Special Reserve Fund	0.00	205,225.87	0.00%	0.00	-205,225.87		
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	319.98	6,197.78	61.98%	10,000.00	3,802.22		
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	415,217.20	3,027,555.80	74.99%	4,037,477.00	1,009,921.20	4,522,000.00	66.95%



MPI Wealth Management, LLC.
15 Salt Creek Lane, Suite 404
Hinsdale, IL 60521

Client Update Report

Account

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

3/31/2022

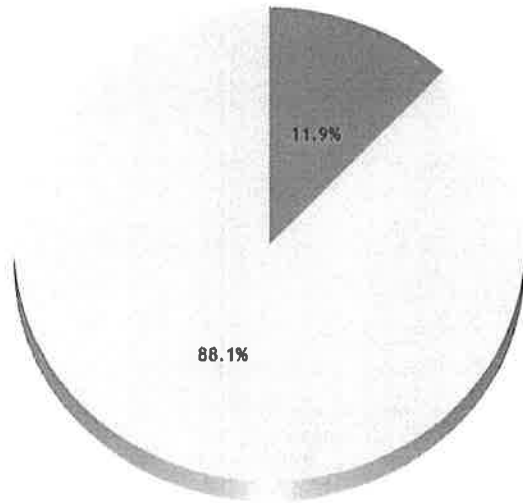


Indian Prairie Public Library District
 Corporate Account
 Schwab Account #6415-7790

Holdings Overview

US Dollar
 3/31/2022

Portfolio Allocation as of 3/31/2022

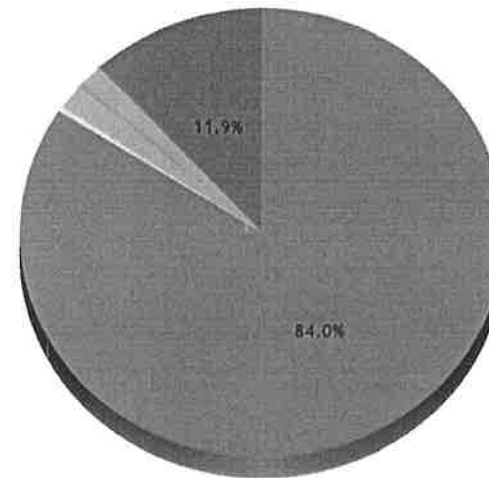


Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	159,452.63	11.9
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	149,680.52	11.1
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	138,268.43	10.3
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	137,831.89	10.3
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	137,330.89	10.2
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	137,161.89	10.2
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	132,623.85	9.9
3137eaeq8	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	98,716.44	7.3
3137eaer6	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	98,562.62	7.3
3133emyx4	Federal Farm Credit Banks 0.125% Due 5/10/2023	98,187.65	7.3
Top 10 Holdings Total		1,287,816.81	95.9

Equity Allocation by Security Type

Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	159,452.63	11.9	11.9
Fixed Income	1,183,650.32	88.1	88.1
Equity Total	1,343,102.95	100.0	100.0



- GOVERNMENT AGENCY ISSUES(USD) 84.0%
- CMO's(USD) 0.4%
- FHLMC's(USD) 1.8%
- FNMA's(USD) 0.4%
- GNMA's(USD) 1.5%
- CASH AND EQUIVALENTS(USD) 11.9%



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

Performance by Asset Class

Net of Fees | US Dollar
 12/31/2021 - 3/31/2022

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2021	396,327.86	0.00	992,213.24	0.00	1,388,541.10
Accrued Interest	0.00	0.00	3,336.52	0.00	3,336.52
Purchases/Contributions	61,786.64	0.00	297,624.54	0.00	0.00
Sales/Withdrawals	-297,624.54	0.00	-61,786.64	0.00	0.00
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	-387.01	0.00	-387.01
Unrealized Gains	0.00	0.00	-50,716.78	0.00	-50,716.78
Interest Income	6.58	0.00	4,422.69	0.00	4,429.27
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-1,056.24	0.00	-1,056.24
Management Fees	-1,043.91	0.00	0.00	0.00	-1,043.91
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 3/31/2022	159,452.63	0.00	1,181,370.04	0.00	1,340,822.67
Accrued Interest	0.00	0.00	2,280.27	0.00	2,280.27
Average Capital Base	258,828.64	0.00	1,133,048.98	0.00	1,391,877.62
Total Fees	-1,043.91	0.00	0.00	0.00	-1,043.91
Total Gain after Fees	-1,037.33	0.00	-47,737.34	0.00	-48,774.67
IRR for 0.25 Years	-0.40%	0.00%	-4.21%	0.00%	-3.50%



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

Portfolio Appraisal

US Dollar
3/31/2022

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
100,000	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	99.37	99,373.92	98.55	98,548.73	7.3	1.8
100,000	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	99.29	99,289.16	98.41	98,410.53	7.3	1.8
100,000	Federal Farm Credit Banks 0.125% Due 5/10/2023	99.04	99,039.61	98.14	98,138.69	7.3	1.8
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.98	149,965.61	92.18	138,268.43	10.3	2.5
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	107.36	161,038.03	98.82	148,236.77	11.0	2.5
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.96	149,934.86	91.42	137,134.52	10.2	2.4
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.62	149,424.73	91.79	137,689.39	10.3	2.5
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	91.51	137,260.06	10.2	2.4
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.95	149,930.67	88.41	132,609.85	9.9	2.8
	Accrued Interest				2,067.21	0.2	
			1,207,996.57		1,128,364.18	84.0	2.3
CMO's(USD)							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	4,266.95	101.75	4,020.13	0.3	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	988.77	107.95	987.30	0.1	3.0
	Accrued Interest				17.36	0.0	
			5,255.72		5,024.80	0.4	2.4
FHLMC's(USD)							
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	1.91	99.97	1.77	0.0	0.3
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	516.55	102.12	488.72	0.0	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	3,204.48	106.22	3,108.63	0.2	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	3,677.64	102.23	3,596.58	0.3	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	13,799.88	103.14	13,262.90	1.0	2.3



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

Portfolio Appraisal

US Dollar
 3/31/2022

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	4,075.85	102.93	3,913.95	0.3	1.7
	Accrued Interest				82.80	0.0	
			25,276.31		24,455.35	1.8	1.9
FNMA's(USD)							
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	893.01	100.77	825.60	0.1	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	4,645.99	102.90	4,483.64	0.3	3.0
	Accrued Interest				18.28	0.0	
			5,539.00		5,327.51	0.4	2.7
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	1,156.78	100.67	1,049.33	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	3,369.80	104.20	3,251.09	0.2	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,272.66	103.08	5,776.50	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,094.57	106.82	3,033.20	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	2,064.28	110.53	2,093.47	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,438.52	106.86	2,390.59	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,247.08	107.98	1,233.85	0.1	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	1,040.37	111.99	1,086.57	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	461.08	110.87	469.25	0.0	2.5
	Accrued Interest				94.62	0.0	
			21,145.13		20,478.48	1.5	2.5



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

Portfolio Appraisal

US Dollar
3/31/2022

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		159,452.63		159,452.63	11.9	0.0
			159,452.63		159,452.63	11.9	0.0
Total Portfolio			1,424,665.35		1,343,102.95	100.0	2.0



Disclaimer & Terms

3/31/2022

A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at 800-237-0930. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

RAILS News

!!! Join the RAILS Board, Deadline April 13

RAILS seeks candidates for the RAILS Board that reflect the diversity of the RAILS membership. Visit News from RAILS on our website for [details on duties and responsibilities, and the application](#). The deadline for nominations is 5 p.m. on Wednesday, April 13. You can still submit a nomination today!

The open positions include two at-large representatives, two current members from a public library board of trustees, and one special library seat. Terms for all positions begin on July 1, 2022, and end on June 30, 2025. Questions? Contact [Mary Witt](#), RAILS Marketing and Communications Director.

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!

Illinois Municipal Handbook Available at No Charge

The Illinois Municipal League has made available the *Illinois Municipal Handbook*, 2018 edition. RAILS has a limited number of copies available free to Illinois libraries. It's updated every four years and is a \$45 value. The *Illinois Municipal Handbook* provides a source of initial reference and investigation for municipal issues, many of which are applicable to district and local libraries. To request a book, contact [Stacy Palmisano](#), or 630.734.5168.

!!! Important Resources for Illinois Libraries

RAILS members can get copies of the resources below at a discounted rate of \$25 each and with free shipping. These are important resources for libraries to have, **so please**

reach out to us if your library has trouble affording this fee. Contact [Stacy Palmisano](#), or 630.734.5168.

- *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2020*
The book will help public libraries complete applications for state grant programs and also includes a flash drive. It is also a great resource for trustees and library boards. To place an order, log into the RAILS website and [complete the form](#). You will receive a confirmation when you place your order. Orders will be shipped when payment is received.
- *Illinois Library Laws & Rules in Effect January 2020*
This essential compilation includes all current laws and rules affecting library service in Illinois. Visit the [Deals & Discounts web page](#) of the RAILS website for information and to order (login required).

RAILS Staff Member Awarded ILA Inclusive Travel Grant

ILA awarded RAILS Cataloging Services Coordinator Nincy George one of five grants of \$1,000 each for Illinois librarians and library staff from populations underrepresented in librarianship. This award allows winners to attend a national conference of their choice. Nincy will attend the Joint Conference of Librarians of Color in St. Pete Beach, Florida in October.

Congratulations to Nincy and the other RAILS members winning this grant:

- **Jessica Carapia**, Gail Borden Public Library District
- **Claire Crawford**, Geneseo Public Library District
- **Vann Harris**, Oak Park Public Library
- **Melanie Wyatt**, Polo Public Library District

Continuing Education

Directors University Is Now Accepting Applications!

The sixth annual [Directors University](#) will be held June 6-10, 2022, at the Illinois State Library in Springfield. This week-long University is intended for first-time directors and directors new to Illinois from public libraries of all shapes and sizes. Approximately 50 participants will be selected to attend, with preference given to new directors who have not previously attended Directors University or the Statewide Public Library Management Institute. Applicants must have been named the permanent director of the library by May 1. **Applications will be accepted until April 22** and notifications will be

sent out by April 29.

"MARC 21 Standard: An Introduction" Moodle Training Course

This is a four-week course using a Moodle-developed site and it runs from April 25 through May 22. Each week will include an introduction to that week's content, a few readings, and assignments or quizzes. A discussion forum will be available for each week, and participation is considered essential.

This is an asynchronous course, so you will not need to log in at a specific time, but you are expected to complete assignments and quizzes by the end of each week. This course is NOT designed to focus on any specific ILS or local practices of any library or consortium. [Learn more about the course.](#)

Registered participants will be e-mailed Moodle login instructions before April 25. [Register](#). Contact [Nincy George](#) with questions.

"Halfway to Halloween" Webinar, April 19

Join authors and librarians from the Horror Writers Association as they discuss the 2022 Summer Scares titles and how to promote horror in your library. This webinar is being offered in partnership with the [Adult Reading Roundtable](#), and will be held on Tuesday, April 19 from 2 to 4 p.m. [Register via L2](#).

"The Ultimate Instagram Workshop" Webinar, April 28

This webinar will help you strategize so that you can have a sustainable and powerful Instagram brand for your library. Attendees will learn how to create a new and improved Instagram bio/photo, insight into how to make Instagram stories/highlights your best friend, content ideas, and more! Join Barbara Alvarez as she guides you through the process. This webinar is on Thursday, April 28 from 11:00 a.m. to 12:30 p.m. [See more details and register on L2](#).

OTHER

College of DuPage LTA Program

Did you know students can take individual LTA courses for professional development, or take courses towards completion of the LTA Certificate or AAS degree? College of DuPage (COD) offers all LTA program courses online as well as in person, and all online students pay in-district tuition no matter where in the state they live.

[Registration for Summer 2022](#) is now underway for new and returning students. The summer term runs from June 6-July 30, and all courses will be online.

For more information, please contact [Amanda Musacchio](#), Program Chairperson, College

of DuPage Library & Information Technology. For additional information visit <http://cod.edu/ita> and <http://cod.edu/>.

Program Change for April's Online with the CMC

"By Any Other Name: NAF Ins and Outs" is on April 21. This presentation will cover the Name Authority File (NAF) including how NAF records operate in cataloging, what NAF record creation entails, insights on NACO training, and examples of name authority records.

The previous topic, "Show and Tell: Strategies for Basic Book Repair and Preventive Care," was going to be presented by a previous CMC staff member. Sorry for any inconvenience this may cause.

E-Resources

It's Time to Renew eRead Illinois Axis 360!

eRead Illinois Axis 360 libraries, it's time to renew your eRead Illinois membership. Go to [eRead Illinois](#), log in with your L2 account, and fill out the form to complete your renewal.

RSA libraries do not need to fill out the form. Your consortium manager will complete the renewal for you.

[More information](#) about eRead Illinois.

Join eRead Illinois!

Now is a great time to join eRead Illinois Axis 360. Membership provides your library with access to a shared collection of over 62,000 e-books and audiobooks.

We are once again waiving the prorated FY 2022 membership fee for libraries that sign up for eRead Illinois between now and July 1. Your patrons will gain access to the eRead Illinois Axis 360 shared collection for May and June at no additional cost to the library. We will invoice libraries for a full year's subscription (July 1, 2022 - June 30, 2023) after July 1. This only applies to new sign-ups. Visit [eRead Illinois](#) for more information.

IPLAR Collection Counts

At the end of their fiscal year, public libraries can find their number of e-books and audiobooks in the eRead Illinois Axis 360 collection on our [IPLAR inventory dashboard](#). The dashboard is updated at the beginning of every month.

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.

A Guided Tour of BookBrowse for Libraries

Join BookBrowse staff for a 30-minute guided tour of BookBrowse for Libraries, an award-winning, curated readers' advisory resource that specializes in in-depth book recommendations and a wealth of supplemental reading resources and book club materials, all in a user-friendly format. Both free and premium content is available, with different subscription options to fit your library's needs. [For pricing and trial information about BookBrowse](#), visit the RAILS Deals & Discounts page. Register for the demo on [Tuesday, April 26 at 1 p.m.](#) or [Friday, May 6 at 2 p.m.](#)

Auto-Graphics Product Demos for RAILS Libraries

RAILS members are eligible for [discounted pricing for Auto-Graphics' VERSO Express](#), an ILS tailored for smaller libraries with less than 150,000 annual circulation. [Register for an Auto-Graphics group session demo](#) on Tuesday, April 19 at 10 a.m. or Thursday, April 21 at 10 a.m.

GRANTS

RAILS My Library Is... Grant for School Libraries: Apply for Up to \$5,000 in Funding!

Applications are now open for the [2022 My Library Is... Grants for School Libraries](#). These grants are designed to help school libraries tell their story and advance projects for maximum visibility in their schools and communities. This year, there are some slight changes to the awards. Get more [details on conditions and applying](#).

To complete the application, please make sure that you are signed in with your [L2](#) account. Once you are signed in, you have the ability to save your application for future editing.

Conference News

RAILS at Conferences

RAILS at Reaching Forward, Rosemont, May 6

If you are planning on attending the [Reaching Forward Conference](#) at the Donald E. Stephens Convention Center in Rosemont on May 6, make sure to stop by the RAILS booth! We'll have plenty to share with you and you'll have your chance to spin our famous wheel!

We are a Platinum Partner of Reaching Forward and are sponsoring the morning coffee break. Watch this *E-News* for more details.

Other Conferences News

SLA Midwest Symposium

The Special Libraries Association (SLA) - Illinois, Indiana, Iowa, Michigan, and St. Louis communities invite you to share your knowledge and experiences! Take part in an exciting annual virtual event featuring colleagues from around the Midwest.

The 2022 SLA Midwest Symposium will take place on **Friday, June 10**. You are invited to propose one (or both) of the following:

- Lighting talk (super-focused 10-minute talk on your topic)
- Education session (30-60 min)

Presenters who have recently begun/completed a project/initiative published an article/blog post, or shifted their career in some way are especially encouraged to [submit a proposal](#).

Proposals are due **Monday, May 9, 2022**. Presenters will be notified by Friday, May 13. If you have any questions, please contact [Valerie Moore](#).

Deadline Extended for AISLE Proposals

The new deadline is Friday, April 15 to complete the [Proposal to Present](#) at the [AISLE 2022 Conference](#). AISLE asks you to share your ideas and your professional experiences. The conference theme is Advocate, Collaborate, Teach.

There are three options for presentations:

- Three hours - Thursday professional development session, November 3
- 45 minutes - Friday or Saturday concurrent session, November 4 or 5
- Poster session/idea showcase - passive programming (a display or a hands-on activity)

Indian Prairie Public Library
Building & Grounds Committee Minutes
March 22, 2022 – 9 a.m.

Present: Krupicka, Rao, Suriano, Bukovac, Representatives from Premier Services

The trustees reviewed areas of the landscaping with Premier Services for the purpose of landscape design.

Adjourn 10 a.m.

Proposal for Landscape Design

Premier Service will attend the board meeting to review their proposed designs for various areas of the landscaping. They received feedback on their initial drawings and are preparing the final presentation. They will have the drawings and costs ready Monday afternoon and we'll get those to you later in the day on Monday.

The landscape areas are arranged in zones and they'll provide costs for each zone so the trustees can prioritize areas for improvement. Once Premier is finished with their presentation and have answered questions, the trustees can discuss priorities and costs. The Board had approved \$20,000 to come out of capital reserves this fiscal year for landscape improvements.

In addition, the Building and Grounds Committee had identified that work needs to be done to the parking lot island that runs parallel to the main drive in front of the entrance. Essentially the solution is to level the berms, remove an existing small tree, and install granite cobblestones the whole length. There is the option to also add grasses planted along the middle surrounded by the cobblestones.



PREMIER
Landscape

Submitted To: Indian Prairie Library
Attn: Indian Prairie Library
401 Plainfield Rd
Darien, IL 60561
Home Phone: 630-887-0674
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Client ID: 15033
Project: Indian Prairie Library - L - 22.04.15
401 Plainfield Rd
Darien, IL 60561
Proposal: 88544 2022 Landscape
Client Rep: Alejandra Adcock

April 15, 2022

This proposal, if signed, creates a contract between **Indian Prairie Library** ("the client") and Premier Landscape Contractors, Inc. ("Premier"), which will be referred to hereinafter as ("the Contract").

LANDSCAPE CONSTRUCTION PROPOSAL

Softscape - Building Landscape Zone 1

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Add new outcropping Fon-Du-Lac retaining wall at SouthEast corner of landscape bed as noted on drawing.

Plantings to include:

- 7 3 Gal Syringa x "Bloomerang Dark Purple"
- 7 3 Gal Hydrangea paniculata "Little Lime" 3 Gal
- 3 5 Gal Physocarpus opulifolius "Summer Wine" 5 Gal
- 11 24" Taxus media "Densifolmis" 24"
- 61 1 Gal 1 Gal Perennial Allowance
- 6 5 Gal Diervilla Kodiak Orange 5 Gal
- 1 Ton Outcropping Retaining Wall - Fond Du Lac

\$7,015.00

Softscape - Building Landscape Zone 2

Planting beds are to have excessive clay soils removed as needed. Ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Plantings to include:

- 4 Flat/24ct Vinca minor "Bowles" Flat/24ct

\$370.00



LANDSCAPE CONSTRUCTION PROPOSAL

Softscape - Building Landscape Zone 3

Remove (6) existing deciduous shrubs along north wall.

Remove existing lawn.

Planting beds are to have excessive clay soils removed as needed. Ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Lawn areas to be fine graded with 1-2" of pulverized top soil and finished with Premium Bluegrass Sod.

Plantings to include:

- 7 3 Gal Hydrangea paniculata "Little Lime" 3 Gal
- 7 Flat/24ct Euonymus f. "Coloratus"
- 5 3 Gal Rhus aromatica "Gro-Low" 3 Gal
- 6 24" Taxus media "Densifomis" 24"

\$3,250.00

Softscape - Building Landscape Zone 4

Remove (3) dead yews along generator.

Transplant existing hydrangeas along brick wall and install in front of Cheyenne Privet.

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Plantings to include:

- 5 3 Gal Hydrangea paniculata "Little Lime" 3 Gal
- 8 48" Ligustrum vulgare "Cheyenne" 48"
- 3 24" Taxus media "Densifomis" 24"
- 7 3 Gal Transplant Hydrangeas

\$3,400.00

Softscape - Building Landscape Zone 5

Remove (5) existing Hydrangea trees.

Reduce width of landscape bed.

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Lawn areas to be fine graded with 1-2" of pulverized top soil and finished with Premium Bluegrass Sod.

Plantings to include:

- 1 8' Syringa reticulata 8'
- 7 30" Syringa patula "Miss Kim" 30"
- 51 1 Gal 1 Gal Perennial Allowance

\$4,845.00



LANDSCAPE CONSTRUCTION PROPOSAL

Softscape - Building Landscape Zone 6

Remove existing (4) Hydrangea trees.

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Add new outcropping Fon-Du-Lac retaining wall in front of Tina crabapple as noted on the drawing.

Plantings to include:

- 1 8' Malus sargentii 8'/ShrubFm
- 5 1 Gal Hosta "Blue Angel" 1 Gal
- 11 Flat/24ct Vinca minor "Bowles" Flat/24ct
- 2 Ton Outcropping Retaining Wall - Fond Du Lac

\$4,965.00

Softscape - Building Landscape Zone 7

Remove (2) existing trees.

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Add new outcropping Fon-Du-Lac retaining wall at NorthEast corner of landscape bed as noted on drawing.

Plantings to include:

- 3 5 Gal Diervilla Kodiak Orange 5 Gal
- 7 24" Taxus media "Densifomis" 24"
- 34 Flat/24ct Vinca minor "Bowles" Flat/24ct
- 2 Ton Outcropping Retaining Wall - Fond Du Lac

\$6,660.00



LANDSCAPE CONSTRUCTION PROPOSAL

Softscape - Building Landscape Zone 8

Remove existing Birch tree.
 Transplant existing Hydrangeas into larger groups within the landscape bed.
 Adjust landscape bedline with softer curves.
 Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Lawn areas to be fine graded with 1-2" of pulverized top soil and finished with Premium Bluegrass Sod.

Plantings to include:

- 1 8' Cercis canadensis 8'
- 6 5 Gal Cornus sericea "Red-twig" 5 Gal
- 10 24" Taxus media "Densifomis" 24"
- 17 Flat/24ct Vinca minor "Bowles" Flat/24ct

\$8,415.00

Softscape - Building Landscape Zone 9

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Plantings to include:

- 3 3 Gal Hydrangea paniculata "Little Lime" 3 Gal
- 2 24" Taxus media "Densifomis" 24"
- 9 1 Gal 1 Gal Perennial Allowance

\$1,010.00

Softscape - Building Landscape Zone 10

Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Plantings to include:

- 3 1 Gal Calamagrostis "Karl Foerster" 1 Gal
- 10 24" Taxus media "Everlow" 24"
- 52 1 Gal 1 Gal Perennial Allowance

\$3,780.00



LANDSCAPE CONSTRUCTION PROPOSAL

Softscape - Building Landscape Zone 11

Remove existing large shrub.
Transplant existing grasses.
Planting beds are to have excessive clay soils removed as needed. Perennial and ground cover beds are to be tilled and amended with leaf compost and/or garden mix.

Plantings to include:

- 10 24" Taxus media "Everlow" 24"
- 52 1 Gal 1 Gal Perennial Allowance
- 3 1 Gal Transplant grasses

\$3,750.00

Softscape - Parking Lot Island - Cobbles

Remove existing tree as noted on the drawing.
Existing soft berm height to be reduced.
Install granite cobbles on entire parking lot island and

\$12,095.00

Softscape - Parking Lot Island Grasses

Install grasses on entire length of parking lot island, grasses planted along the middle.
Planting beds are to have excessive clay soils removed as needed.

Plantings to include:

- 41 3 Gal Calamagrostis "Karl Foerster" 3 Gal

\$2,528.00

Mulch

Mulch and compost provide a finished look to your landscape in addition to retaining soil moisture, cooling plant roots and reducing weeds. Mulch is applied to shrubs beds and tree rings in a 1" layer to existing beds or a 2-3" layer to open beds and can be done at any time.

Estimated 100 yards of mulch

\$6,800.00



LANDSCAPE CONSTRUCTION PROPOSAL

Payment of Services

A 50% deposit is to be returned with a copy of the signed Contract. The remaining 50% is due upon completion. Change order additions or subtractions will be reflected in the final invoice.

Contract Total:	<u>\$68,883.00</u>
50% Deposit Payment	<u>\$34,441.50</u>
Final payment due upon completion	<u>\$34,441.50</u>

Premier reserves the right to withdraw this proposal if not accepted within 30 days.



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Landscape

TERMS AND CONDITIONS

Package Proposal

The above quoted prices are contingent upon the entire proposal being accepted by the Client. If the Client wishes to accept some lesser portion, the above quoted prices are subject to revision. Premier reserves the right to adjust any or all prices.

Material Restocking Fee

When Premier has ordered materials after having received a client's signed contract, changes to such material selections will be subject to a 65% restocking fee. All sales are final on custom ordered materials. Once plant material is planted in the ground, it becomes the property of the Client and cannot be refunded.

Refuse

Refuse cost is included in contract and includes the removal of visible existing hardscape, plant material and/or sod as needed to install the above-listed contracted work. In the event that unforeseen materials are uncovered during construction, such as tree stumps, boulders or concrete, additional refuse and labor charges will be charged to the client at a minimum cost of \$60.00 per cubic yard (a higher rate will apply if the materials to be removed are particularly cumbersome).

Plant Guarantee

Premier agrees to replace all trees, shrubs and evergreens that do not survive one year from invoice date. This guarantee is a one-time replacement and no cash refunds are allowed. This guarantee is void if plants are not properly cared for, Premier's instructions for care are not followed, or if the plants are not paid for within 30 days of purchase. No guarantee is made for negligence, vandalism, animal consumption, winter burn, salt burn, improper drainage, or drought. No materials planted in planter boxes, containers, parkways or cemeteries are guaranteed. The plant guarantee is also void for plants damaged by any means while in the possession of the client. No guarantee is made for roses, perennials, annuals, bulbs, or ground covers. Transplants, sod and seed are not guaranteed.

Hardscape Warranty

Premier warrants all hardscapes to be free from latent defects for a period of one year following completion of the install, starting on the date of invoice. A latent defect in construction is defined as a defect that is not apparent at the time of completion, but which becomes apparent within the one year warranty period, and such defect has been directly caused by Premier's failure to construct in accordance with the standard of construction prevailing in the project's geographical area. However, normal characteristic behavior of building materials (wear and tear, general maintenance, and like items), will not constitute a latent defect. Any repairs or revisions made to Premier's hardscape installations by any party other than Premier voids this warranty.

Premier does not assume responsibility for any of the following, all of which are expressly excluded from coverage under this warranty:

- A. Defects which are the result of characteristics common to the materials used, such as but not limited to, warping and deflection of wood; mold/moss/mildew due to a combination of water absorption and/or lack of sunlight; color fading; chalking and checking of paint due to sunlight; cracks due to drying and curing of concrete, stucco, plaster, bricks and masonry; drying, shrinking and cracking of caulk and weather stripping; efflorescence on pavers.
- B. Damage resulting from expansion or contraction of materials due to freeze/thaw cycles (i.e. cracked mortar joints or spalling of natural stone)
- C. Damage due to ordinary wear and tear, abusive use (i.e. salt on hardscapes) or lack of proper maintenance of the project.
- D. Discoloration of brick and natural stone due to over-spray from well-based irrigation systems or other well-based water sources.
- E. Moving or shifting of brick pavers in driveways which have incorporated a radiant heat application.
- F. Movement or shifting of the soils beneath the project, changes in the underground water table, and subsurface soil structures beyond Premier's control.

Change Orders

The Client, without invalidating the Contract, may order changes, if approved by Premier, in any unit of work within the general scope of the Contract consisting of additions, deletions or other revisions, and the Contract Sum applicable thereto shall be adjusted accordingly. All such changes in work shall be authorized by change order, and shall be performed under the applicable conditions of the Contract. All change orders shall be in writing and signed by the Client and by an authorized agent of Premier. Change orders over \$2,500 require an additional 50% deposit.

Underground Structures

It is the responsibility of the Client to secure a locate for any invisible fence on the property of the work to be performed. Premier will not be held responsible for any damage to or repair of invisible fence. Premier will not be held responsible for damage to parking lot lights, underground structures, wiring, irrigation lines, or other utilities, unless those utilities are under the jurisdiction of JULIE or DIGGER.

General Conditions

Uniformed and skilled personnel will perform all work. All material, labor, and services outlined in this proposal will be provided, performed, and completed in a neat and timely manner. A Certificate of Insurance will be provided upon request prior to the beginning of the work to be performed. Premier reserves the right to use any and all pictures, videography, publications or other advertising materials, which arise out of past, present, or future services performed for the Client by Premier or by Premier's subcontractors, agents, or employees.

Integration

The Contract represents the entire and integrated agreement between the Client and Premier and supersedes all prior negotiations, representations, or agreements, either written or oral.

Late Fees

Payments not received within 15 days of invoice will be subject to a 2.5% or \$25.00 finance charge which ever is greater. In the event litigious collection methods are necessary, any and all collection costs, court costs and fees, attorneys' fees, and the like will become the financial obligation of the client.

Governing Laws

This Contract shall be governed by all applicable federal laws and the laws of the state of Illinois.

Indian Prairie Library
Darien, Illinois



Eastern Redbud

Cercis canadensis

Plant Type: Deciduous Tree

Height: 20' - 30'

Spread: 25' - 35'

Growth Habit: Spreading

Growth Rate: Average

Sun Exposure: Partial
Shade to Full sun.

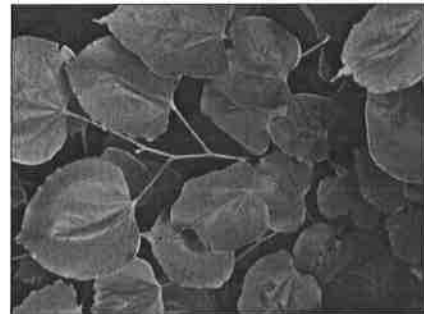
Bloom Color: Purple

Bloom Time: Early Spring

Foliage: Green

Soil: Average, medium
moisture, well-drained soils,
will tolerate clay

Special Attributes: Showy
flowers and Good Fall
Color



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Sargent Tina Crabapple

Malus sargentii 'Tina'

Plant Type: Deciduous tree

Height: 5'

Spread: 9-12'

Growth Rate: Slow

Growth Habit: Low-spreading form.

Sun Exposure: Full Sun

Bloom Color: Single, red in bud opening white.

Bloom Time: Spring

Foliage: Dark green during the growing season, turning yellow in fall.

Fruit: Bright red

Soil: Prefers well-drained, slightly moist, and acidic to neutral soils. Once mature, crabapples tolerate drought conditions, but benefit with a 3-4-inch layer of organic mulch.

Special Attributes: Stunning clusters of white flowers along the branches in mid spring emerge from distinctive cherry red flower buds before the leaves. The fruits are showy red pomes carried in abundance in fall.



Japanese Tree Lilac

Syringa reticulata

Plant Type: Deciduous tree

Height: 20-30'

Spread: 15-25'

Growth Habit: Spreading

Growth Rate: Medium

Sun Exposure: Full Sun

Bloom Color: White

Bloom Time: Summer

Foliage: Dark green

Fruit: Capsules borne in small panicles

Soil: Well-drained, slightly acidic

Special Attributes: Showy flowers and high quality foliage.



Red-twig Dogwood

Cornus sericea

Plant Type: Deciduous shrub

Height: 8-10'

Spread: 8-10'

Growth Habit: Rounded and upright.

Growth Rate: Fast

Sun Exposure: Partial shade to full sun.

Bloom Color: White

Bloom Time: Spring

Foliage: Green, turning burgundy-red color in fall.

Fruit: White

Soil: This plant tolerates some drought and flooding. It will grow in dry to wet or submerged soil. Suitable soil is well-drained loamy, sandy or clay.

Special Attributes: The flowers are showy. It has attractive fall colors and red branches during the winter.



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Kodiak Orange Diervilla

Kodiak® Orange Diervilla x 'G2X88544' USPP

Plant Type: Deciduous shrub

Height: 3-4'

Spread: 3-4'

Growth Habit: Mounded

Growth Rate: Medium

Sun Exposure: Full sun to full shade

Bloom Color: Yellow and orange

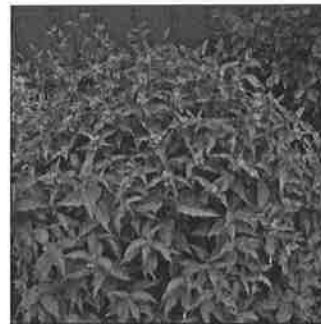
Bloom Time: May to July

Foliage: Dark green to orange/red in fall

Fruit: Brown

Soil: Average, well-drained

Special Attributes: Noticeable and fragrant flowers that attract hummingbirds, butterflies and bees; also has fall interest



Little Lime Hydrangea

Hydrangea paniculata 'Little Lime'

Plant Type: Deciduous shrub

Height: 3-5'

Spread: 3-5'

Growth Habit: Horizontal

Growth Rate: Average

Sun Exposure: Partial shade to full sun.

Bloom Color: Summer flowers open soft green and turn pink and burgundy in fall.

Bloom Time: Summer and Fall

Foliage: Green throughout the growing season; fall color is green with a hint of yellow.

Fruit: Brown and dry flower heads.

Soil: This plant prefers good loamy, moist, well-drained soil.

Special Attributes: The flowers are very showy.



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Cheyenne Common Privet

Ligustrum vulgare 'Cheyenne'

Plant Type: Deciduous shrub

Height: 8'

Spread: 5'

Growth Habit: Upright

Growth Rate: Fast

Sun Exposure: Full sun to part shade

Bloom Color: White

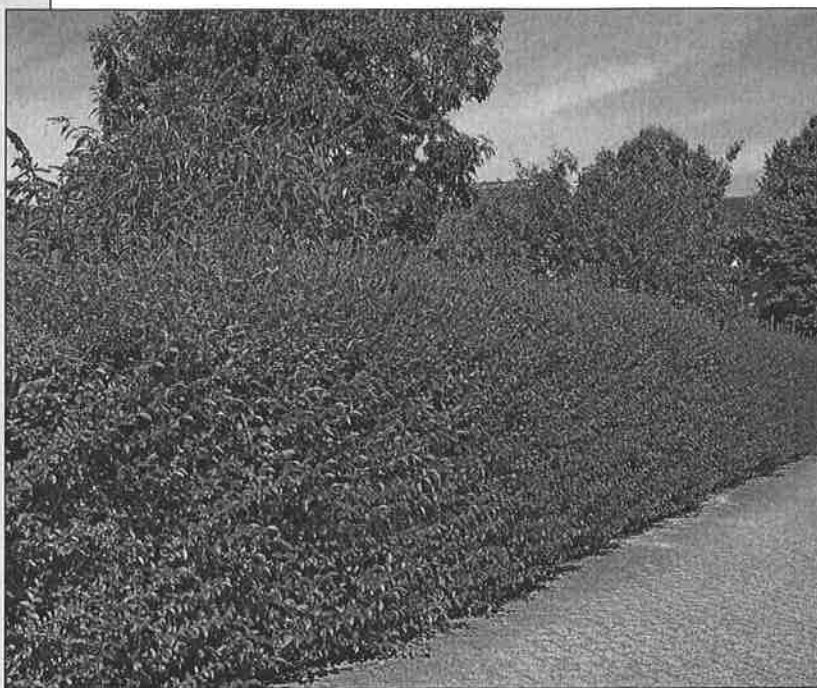
Bloom Time: Spring

Foliage: Shiny, dark green. Large, compound, odd-pinnate leaves.

Fruit: None

Soil: Extremely adaptable, but prefers a well-drained soil.

Special Attributes: Hedge/Screening



Summer Wine Ninebark

Physocarpus opulifolius 'Summer Wine'

Plant Type: Deciduous shrub

Height: 4-6'

Spread: 4-6'

Growth Habit: Wide, compact form

Growth Rate: Fast

Sun Exposure: Partial shade to full sun.

Bloom Color: Pinkish-white

Bloom Time: May to June

Foliage: Ovate to round, greens up in hot summer climates

Fruit: Reddish inflated seed capsules

Soil: Easily grown in average, slightly acidic, dry to medium moisture, well-drained soils

Special Attributes: Fall color, exfoliating bark which provides winter interest



Gro-Low Sumac

Rhus aromatica 'Gro-Low'

Plant Type: Deciduous shrub

Height: 2-3'

Spread: 4-10'

Growth Habit: Rounded and spreading.

Growth Rate: Slow

Sun Exposure: Partial shade to full sun.

Bloom Color: Yellow

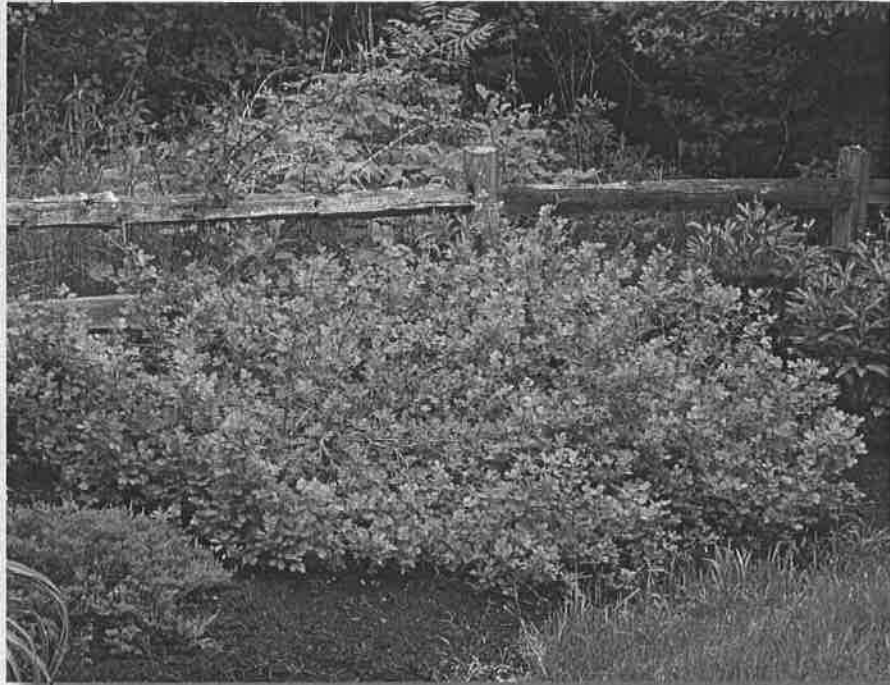
Bloom Time: Spring

Foliage: Green foliage turning to orange and red in fall.

Fruit: Red, hairy berries.

Soil: Tolerates drought and some salt. It will grow in very dry soil. Suitable soil is well-drained, loamy, sandy or clay.

Special Attributes: The plant has showy flowers, attractive fall foliage.



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Bloomerang Lilac

Syringa 'Bloomerang'

Plant Type: Deciduous shrub

Height: 4-5'

Spread: 4-5'

Growth Habit: Rounded

Growth Rate: Moderate

Sun Exposure: Full sun. Tolerates light shade, but best bloom is in full sun.

Bloom Color: Lavander

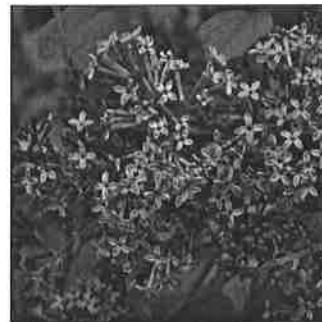
Bloom Time: Spring

Foliage: Green. No fall color.

Fruit: Edible, purple black fruit that matures in September

Soil: Bloomerang

Purple Lilac is the original reblooming lilac. It blooms in spring along with other lilacs, takes a brief rest to put on new growth, then blooms again from mid-summer through fall. A bit smaller than other lilacs, Blomerang also has a nice rounded shape that looks great anywhere you plant it in the landscape. Star-like flowers are a beautiful shade of classic lilac purple and are sweetly scented



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Miss Kim Manchurian Lilac

Syringa patula 'Miss Kim'

Plant Type: Deciduous shrub

Height: 3-5'

Spread: 3-5'

Growth Habit: Rounded

Growth Rate: Average

Sun Exposure: Full sun.
Tolerates light shade, but
best bloom is in full sun.

Bloom Color: Lavander

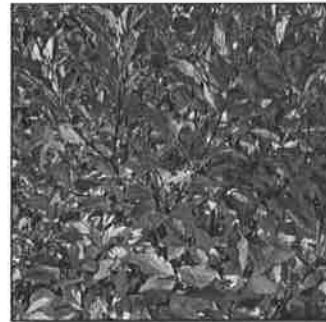
Bloom Time: Spring

Foliage: Green throughout
the growing season, with
occasional reddish purple
fall color.

Fruit: None

Soil: Easily grown in
average, dry to medium,
well-drained soil. Prefers
organically rich, moist,
slightly acidic to slightly
alkaline soils. Good
tolerance for urban
conditions.

Special Attributes: The
flowers are fragrant and very
showy.



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Dense Yew

Taxus media 'Densiformis'

Plant Type: Evergreen shrub

Height: 3-4'

Spread: 4-6'

Growth Habit: Rounded

Growth Rate: Slow

Sun Exposure: Full sun to part shade. Tolerates full shade.

Bloom Color: None

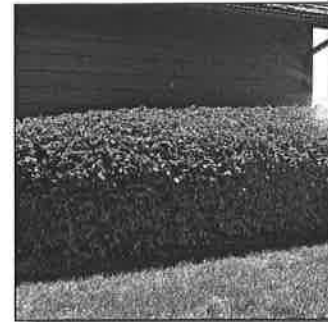
Bloom Time: N/A

Foliage: Green

Fruit: Red fleshy cup encompassing hard, brown seed.

Soil: Prefers a moist, sandy, acid to neutral loam soil. Drought tolerant. Plants may wilt and die if grown in heavy, poorly drained soils.

Special Attributes: Provides winter interest. Used as low, evergreen hedge and foundation planting.



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Everlow Yew

Taxus media 'Everlow'

Plant Type: Evergreen shrub

Height: 1-1.5'

Spread: 4-5'

Growth Habit: Low-growing, spreading

Growth Rate: Slow

Sun Exposure: Full sun to part shade. Tolerant of full shade.

Bloom Color: None

Bloom Time: N/A

Foliage: Green, evergreen

Fruit: Red fleshy cup (aril) encompassing hard, brown seed.

Soil: Best grown in average, medium moisture, well-drained soil. Tolerates a wide range of soils as long as drainage is good. Plants may wilt and die if grown in heavy, poorly drained soils.

Special Attributes:
Provides winter interest.



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Blue Angel Hosta

Hosta 'Blue Angel'

Plant Type: Perennial

Height: 24-36"

Spread: 36-48"

Sun Exposure: Partial to full shade

Bloom Color: Pale lavender to white

Bloom Time: July - August

Foliage: Blue-green

Soil: Moist, well-drained

Uses: Groundcover, cut



Karl Foerster Feather Reed Grass

Calamagrostis acutiflora 'Karl Foerster'

Plant Type: Grass

Height: 24-36"

Spread: 24-36"

Sun Exposure: Full sun

Bloom Color: Straw-yellow

Bloom Time: June - July

Foliage: Green, glossy

Soil: Well-drained

Uses: Cut, dried flower



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Periwinkle

Vinca minor 'Bowles'

Plant Type: Perennial
Height: 4-6"
Spread: 8-10"
Sun Exposure: Full sun to full shade
Bloom Color: Lilac blue
Bloom Time: March - April
Foliage: Shiny green
Soil: Average to moist
Uses: Groundcover, evergreen



Purpleleaf Wintercreeper

Euonymus fortunei 'Coloratus'

Plant Type: Grass-like perennial
Height: 8-10"
Spread: 12-18"
Sun Exposure: Full sun to full shade
Bloom Color: Cream, becoming brown with age
Bloom Time: May - July
Foliage: Green, glossy
Soil: Moist, well-drained
Uses: Groundcover



Tickseed

Coreopsis 'Jethro Tull'

Plant Type: Perennial
Height: 12-18"
Spread: 12-18"
Sun Exposure: Full sun
Bloom Color: Golden yellow
Bloom Time: June-August
Foliage: Green
Soil: Medium moisture, well-drained
Uses: Cut or dried flower, groundcover



White Coneflower

Echinacea purpurea 'Alba'

Plant Type: Perennial
Height: 18-24"
Spread: 12-18"
Sun Exposure: Full sun
Bloom Color: White, relaxed petals
Bloom Time: June - October
Foliage: Green
Soil: Well-drained
Uses: Cut, dried



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Kim's Knee High

Echinacea purpurea 'Kim's Knee High'

Plant Type: Perennial

Height: 1-2'

Spread: 1-2'

Sun Exposure: Full sun

Bloom Color: Purple

Bloom Time: June to August

Foliage: Medium Green

Soil: Dry to medium

Uses: Naturalize, birds, and butterflies.



Walker's Low Persian Catmint

Nepeta faassenii 'Walker's Low'

Plant Type: Perennial

Height: 18-24"

Spread: 18-24"

Sun Exposure: Full sun

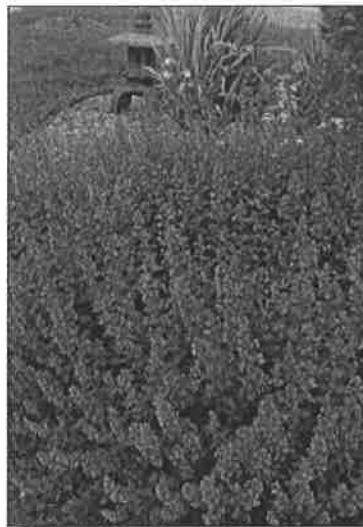
Bloom Color: Lavender-blue

Bloom Time: June - August

Foliage: Gray-green

Soil: Well-drained

Uses: Groundcover



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Viette's Little Suzy Black-Eyed Susan

Rudbeckia fulgida 'Viette's Little Suzy'

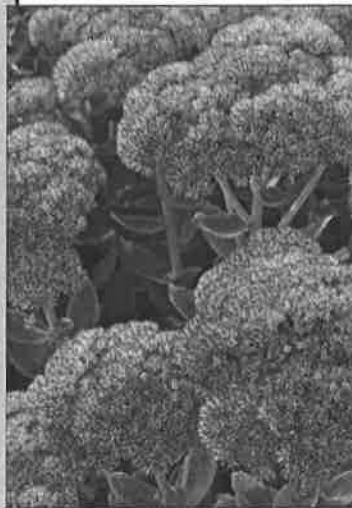
Plant Type: Perennial
Height: 12-18"
Spread: 12-18"
Sun Exposure: Full Sun
Bloom Color: Yellow
Bloom Time: Spring-Summer
Foliage: Light Green
Soil: Well-drained
Uses: Very tolerant and showy flowers



Showy Stonecrop Sedum

Sedum 'Autumn Joy'

Plant Type: Perennial
Height: 15-20"
Spread: 12-15"
Sun Exposure: Full sun
Bloom Color: Pink to rust red
Bloom Time: August - September
Foliage: Green
Soil: Well-drained
Uses: Groundcover, cut and dried flower



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Shasta Daisy

Leucanthemum x superbum 'Becky'

Plant Type: Perennial
Height: 30-36"
Spread: 18"
Sun Exposure: Full sun
Bloom Color: White petals
 with gold center
Bloom Time: June - July
Foliage: Green
Soil: Well-drained
Uses: Cut



Rozanne Geranium

Geranium 'Rozanne'

Plant Type: Perennial
Height: 15-20"
Spread: 15-18"
Sun Exposure: Partial shade
Bloom Color: Lavender-blue
Bloom Time: June -
 September
Foliage: Green
Soil: Well-drained
Uses: Groundcover



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Purpleleaf Wintercreeper

Euonymus fortunei 'Coloratus'

Plant Type: Grass-like perennial

Height: 8-10"

Spread: 12-18"

Sun Exposure: Full sun to full shade

Bloom Color: Cream, becoming brown with age

Bloom Time: May - July

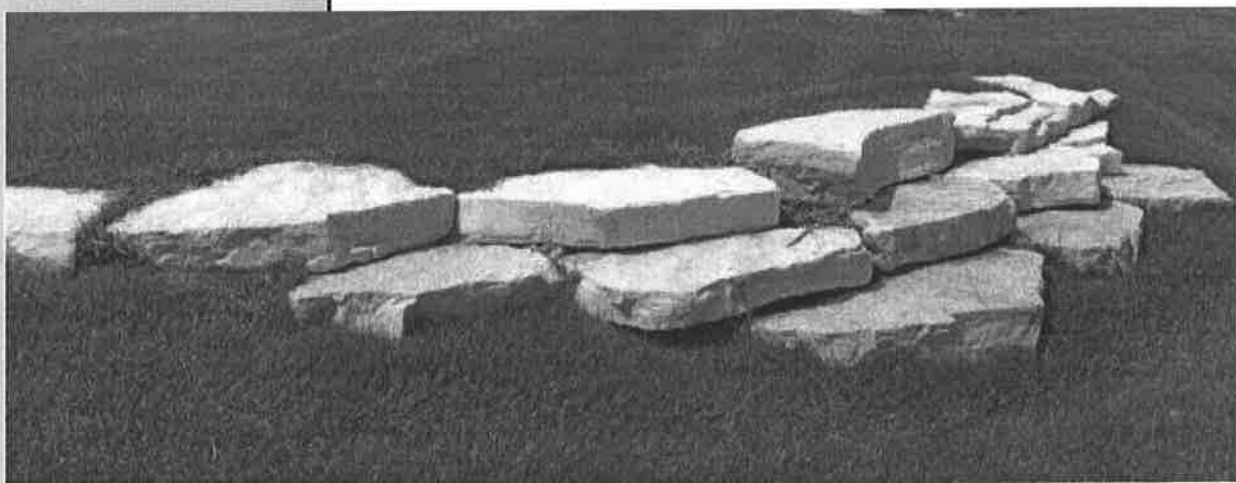
Foliage: Green, glossy

Soil: Moist, well-drained

Uses: Groundcover



Fon Du Lac Outcropping




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Indian Prairie Library
401 Plainfield Rd., Darien, IL 60561

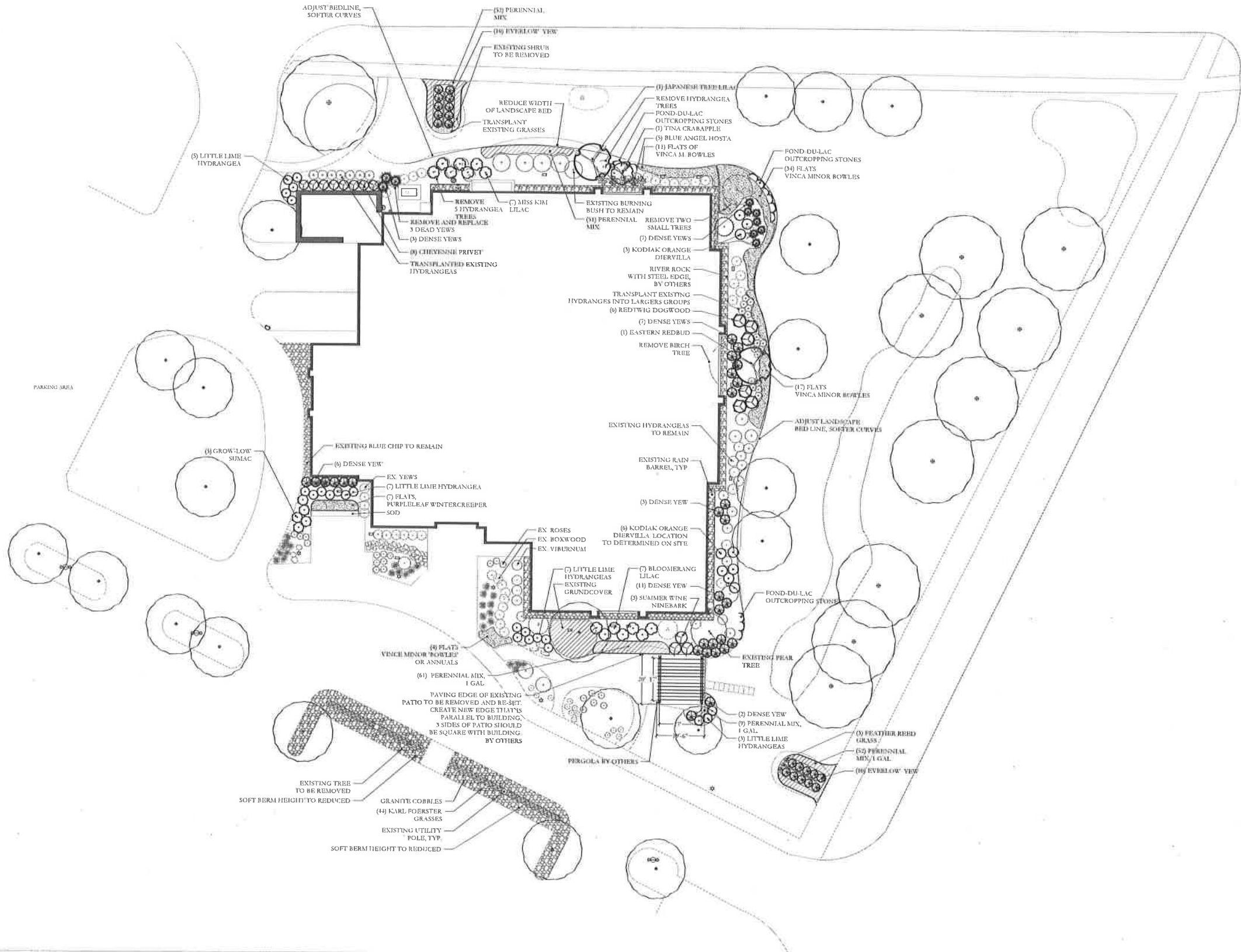
Client Rep: AIB
Designer: AIB
 Drafter: AA
Date: 2022.04.18

Revisions	
By:	Date:

Concept Plan

 C 1.0

Scale:
1" = 20'



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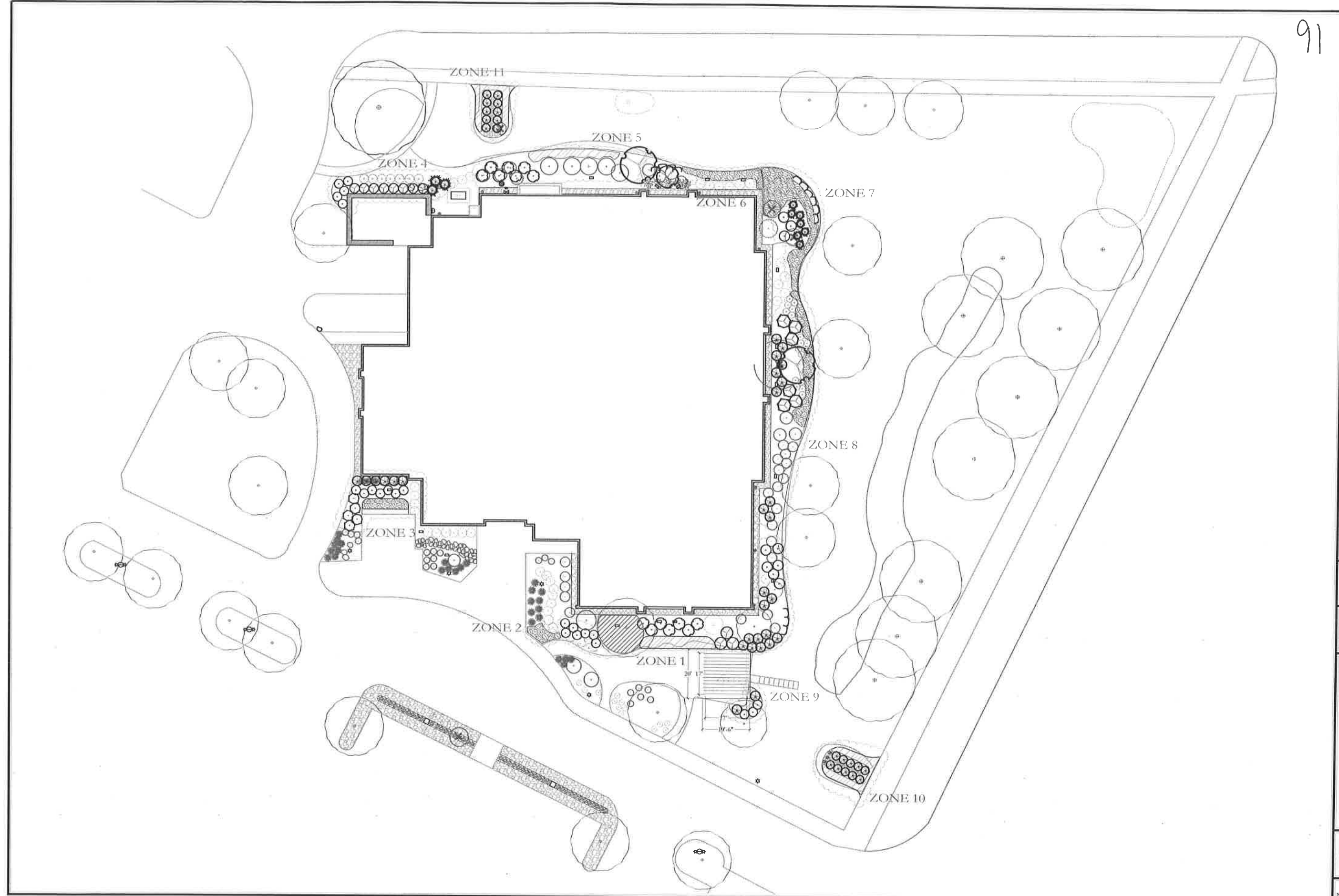
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Revisions	
By:	Date:

Price Zones



Scale:
NOT TO SCALE



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Advocacy

Attached are the notes from the discussion last month. Please let us know if anything is missing. Also, if you have other ideas, please bring those up at the meeting.

Laura will be showing you the Advocacy Report that has been set up in Google Docs along with the form that would be used. Again, please provide feedback at the meeting.

Also, you will be discussing presenting to the three city/village councils over the summer.

Advocacy Plan
(3/16/22 Board Meeting)

Ideas

1. Document to track activity, points of activity (create a form for 1 & 2)
2. Reports written about contacts and included in packets
3. Google Docs – reports, log, contact info/opportunities for contact
4. Identify ways to have contact with individuals/groups
5. When elections occur send a congratulatory letter & invite, thank as appropriate
6. When we know we'll be seeing someone do research on them
7. Building communication – 2 way

Tactics

1. Congratulatory letter
2. Presentations to councils
3. Follow legislation & “write” slip to legislators
4. Visit legislators at home office
5. Provide a packet of info
6. Photo ops
7. Invite them to speak about topics of their choice
8. Office hours here
9. Foundation could host a meet the candidates
10. Host debate by providing space
11. Be at legislator sponsored fairs, events, etc.
12. Develop talking points & stats – consistent branding message
13. 2022 – Local & State
2023 – Federal
14. Standing item on agenda

Things to Consider

- Prioritize efforts
- How to decide who does what?
- What should be shared?
- How often?
- Avoid duplications
- Which government units to engage with?
- Answer – what is in it for us?
- School foundations and other community organizations – level of interaction?



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.