

Indian Prairie Public Library Board Agenda  
February 19, 2025

**Board of Trustees Regular Meeting  
February 19, 2025 – 6:30 p.m.**

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

- A. Roll Call  
Donald Damon, Marian Krupicka, Stacy Palmisano,  
Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab
- B. Mission Statement: We enrich our community by providing opportunities to explore, connect, learn and create.  
  
Vision Statement: People are inspired and empowered. Dreams are developed and 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. DuPage Crisis Recovery Center Page 3
  - 2. ILA Library Trustee Forum Spring Webinars Page 5
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, January 15, 2025 Page 8
  - 2. Action on Bills/Additional Bills Page 11
  - 3. Determination to Dispose of Personal Property Page 15
  - 4. Ordinance #2025-1 Prohibiting Public Camping on Property Owned by IPPL Page 16
  - 5. Resolution #2025-A Approving & Authorizing the Execution of an Intergovernmental Agreement for Custodial Services Page 21
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director’s Report Page 30 Information
- H. Department Reports Information
  - 1. Deputy Director’s Report Page 32
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  - 3. Guest Services Page 37
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  - 5. Resource Services Page 43
  - 6. Technology & Maker Services Page 46

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I. Staff Report  
None

J. Reports  
1. Treasurer’s Reports  
2. Building and Grounds Committee (no report)  
3. Finance Committee (no report)  
4. Planning/Outreach Committee (no report)  
5. Policy Committee (no report)

Page 54 Information

K. Unfinished Business  
1. Logo Refresh

Action

L. New Business  
1. Expansion of Cards for Kids Act

Discussion

M. Scheduled Meetings  
None

N. Adjournment



# BUILDING AN IDEAL BEHAVIORAL HEALTH CRISIS SYSTEM OF CARE FOR DUPAGE COUNTY

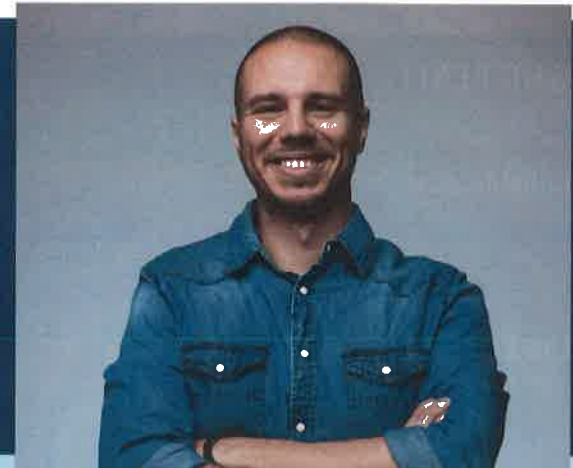
## CRITICAL STEP | CRISIS RECOVERY CENTER

A Behavioral Health Crisis System is more than a single crisis program. It is an organized set of structures, processes, and services that are in place to meet all types of urgent and emergent behavioral health crisis needs in a defined population or community, effectively and efficiently.

### A CONTINUOUS JOURNEY

DuPage County Health Department has been on a continuous journey building an infrastructure to support key components of an ideal crisis system, **“someone to call, someone to respond, and somewhere to go”**.

The Crisis Recovery Center completes the next critical step in this journey by ensuring adults, children, and families experiencing a behavioral health crisis have somewhere to go that is safe, medically appropriate, and always available.



## WHAT IS A CRISIS RECOVERY CENTER?

### Single Point of Entry

A single point of entry for individuals experiencing a mental health or substance use crisis.

### Easy Access

Easily accessible location for law enforcement, emergency personnel, and families to have a timely drop off for evaluation.

### Rapid Assessment and Stabilization

Needs are evaluated and individuals are treated or transitioned to an appropriate level of care within 24 hours.

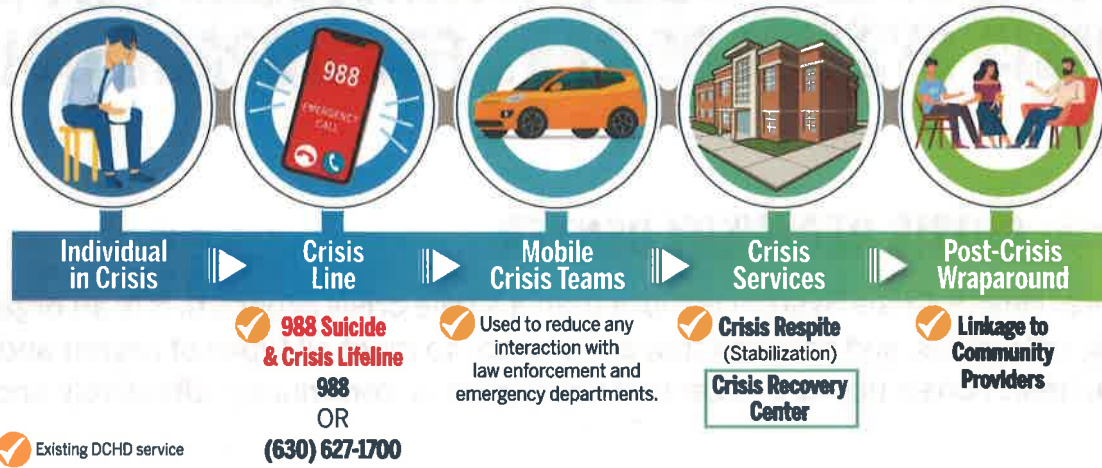


# BUILDING AN IDEAL BEHAVIORAL HEALTH CRISIS SYSTEM

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Every person receives the right service, in the right place, every time.

Someone to Call, Someone to Respond, Somewhere to Go.



## WHO BENEFITS FROM A CRISIS RECOVERY CENTER?

### Individuals in Crisis

Provides one location to have mental health and substance use needs evaluated in real time for DuPage County residents.

### Law Enforcement

Provides a single point of access to drop off individuals experiencing a crisis, reducing time spent on calls.

### EMS

Provides a timely, medically appropriate alternative to hospital emergency departments.

### Hospital Systems

Reduces inappropriate utilization of hospital emergency departments.

### Community as a Whole

The Crisis Recovery Center is a resource to the entire community and anyone in need of immediate mental health or substance use intervention.

## LOGISTICAL/OPERATIONAL CONSIDERATIONS

The Crisis Recovery Center will be located at 115 County Farm Road in Wheaton on the DuPage County Health Department campus. This location is centrally located within the county and in close proximity to discharge locations (correctional center, crisis residential services, acute hospital needs).

### Capital Investment: \$25.8 Million

DuPage County provided \$15.3 million for the project from the American Rescue Plan Act.

An additional \$5.5 million came from the state's Rebuild Illinois Capital Plan. These funds were secured by DuPage County Chair Deb Conroy when she served as a state representative.

The remaining \$5 million will be provided by the Health Department and includes a \$1 million grant from U.S. Congressman Sean Casten through the U.S. Department of Health and Human Services.

DCHD is working to identify additional funding to support operations.

It is anticipated construction/renovation work will begin in spring 2024 with a potential opening of the facility in summer 2025.

### Questions About the CRC Project?

Email: [CRC@dupagehealth.org](mailto:CRC@dupagehealth.org)

# Library Trustee Forum Spring Webinars

## Library Trustee Forum Spring Webinars

**March 8, April 12, May 10**

The Trustee Forum is continuing its virtual spring webinars for 2025. Participants can attend one, two, or all three sessions. The recordings will be available to participants after each session.



**STOP!** Are you a director or admin registering your trustees? Are you registering a group? Or have you never registered for the LTF Spring Webinars before? If so, then take a moment to read through these **registration instructions**. If you have any trouble with registering, please email [ila@ila.org](mailto:ila@ila.org).

### REGISTER

The deadline to register is **Tuesday, April 30**.

#### Registration Fees

	All three webinars	Individual webinars
ILA Institutional or Personal Member	\$40	\$15
Non-Member	\$50	\$20

**Questions?** Email [ila@ila.org](mailto:ila@ila.org)

**Statement of Appropriate Conduct** - All participants are expected to observe the rules and behaviors described in the Statement of Appropriate Conduct in all conference venues.

#### Cancellation Policy:

If registered for all 3 events, cancellation must be received in writing by **Monday, February 26**. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to [ila@ila.org](mailto:ila@ila.org). Cancellations received in time will get a refund and are subject to \$15 processing fee.

Please note that these events will be recorded and recordings will be shared only with those registered for the event.

## EVENTS

[Calendar](#)

[Events Registration Process](#)

[Statement of Appropriate Conduct](#)

[Legislative Meetups](#)

[Illinois Youth Services Institute](#)

[Library Trustee Forum Spring Webinars](#)

- [Registration Instructions](#)

[Reaching Forward South Conference](#)

[Reaching Forward North Conference](#)

[Annual Conference](#)

[ILA Noon Network](#)

[Webinar Archive](#)

Due to a rise in paid, duplicate registrations, these will now be considered a cancellation/refund request and therefore subject to a processing fee.

**Bill me later and payment policy:**

Payment is expected before attending the event. If payment needs to be made after an event, advance notice by emailing [ila@ila.org](mailto:ila@ila.org) is required. If notice is not given to ILA and no payment is received, registration will be rescinded and the privilege of utilizing the "Bill me later" option is forfeit for future events. All invoices must be paid before confirmed registration on future events. Failure to attend an event **without canceling before the deadline** does not eliminate the outstanding balance. **Payment is still required.**

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**Webinar Information**

**Sustainability: A Core Value of Libraries** \*

Jennifer Ferriss of the Saratoga Springs Public Library (NY) will share how libraries can build stronger connections with their community, improve internal operations, and make environmentally conscious decisions and how trustees can support the work. Expect to come away with numerous ideas on how to get started and make this a part of your library mission, values and everyday operations.

Date: Saturday, March 8, 10:00 am - Noon  
Speaker: Jennifer Ferriss  
Moderator: Jennifer Lucas

**Social Media Guidance for Library Trustees** \*

Attorney Julie Tappendorf, equity partner at Ancel Glink, PC, will share best practices for preventing Open Meetings Act violations and explain how the First Amendment impacts trustee social media use, even on personal accounts. She will review recent U.S. Supreme Court rulings concerning government officials and social media, and offer guidelines on the dos and don'ts of moderating comments on social media platforms.

Date: Saturday, April 12, 10:00 am - Noon  
Speaker: Julie Tappendorf, Ancel Glink, PC  
Moderator: Tom Stagg

**Belonging in Community: How Libraries and Library Trustees Build Belonging in Community** \*

Library Trustees have responsibilities that go beyond finance, policies and compliance. Belonging is also central and may be the most important of the duties. Sean Gaillard's blog post – "Belonging in the Library: A Hub of Connection and Inspiration", he notes that the "Library (is) a space for Everyone to Feel Seen, Heard and Valued." While Gaillard is pointing to school libraries – the same can be said for public libraries presence in the communities. Public libraries strive to be that place in a community that supports opportunities for learning, adventure, respite, peace, gathering and fun by offering both welcoming and, ultimately,

Forums allow members to connect with one another on various specialized topics and interests. Informally structured, forum members work with one another to develop and present conference programs and informational literature, among other activities. The opportunity to serve as a forum leader is a benefit of ILA membership; forum managers and board members are required to maintain personal membership in the association during their term of service. 6

**Fill out the form below if you're interested in joining an ILA Forum.**

ILA Forum Interest Form

belonging. Often hard to measure, belonging is vital for public libraries by serving as gathering spaces and places for communities across Illinois and beyond.

Library Board trustees play a valuable role in building and supporting belonging in many ways: reviewing and discussing mission and vision, working with the library director to ensure a welcoming place for all community residents through good customer service, fair and impartial policies, creating spaces and places to laugh, explore, learn and build connections. Trustees ensure that the public library is for the entire community and reflects community culture, history and stories. This session will highlight how belonging is an essential element in community – from a practical perspective and a humanistic mindset. Library trustees – new and seasoned – will gain insights into the critical role of belonging is through representation, encouraging and supporting the library director with the hope and goal that all are welcome and belong.

Saturday, May 10, 10:00 am - Noon

Speakers: TBD

Moderator: Christine Westerlund

### **Speaker Bios**

#### **Jennifer Ferris, Saratoga Springs Public Library**

Jennifer Ferriss is the Assistant Director at the Saratoga Springs Public Library (SSPL,) a library that holds the distinction of being the second library to achieve Sustainable Libraries Certification through the Sustainable Libraries Initiative (SLI.) Jennifer was a co-creator of the Certification program, contributing to its development and leading the library staff of SSPL through the process in 2018. Currently, Jennifer serves on the Advisory Board of the SLI, where she provides guidance and supports libraries nationwide in their sustainability efforts.

#### **Julie Tappendorf, Ancel Glink**

Julie Tappendorf is an equity partner at Ancel Glink, PC in Chicago. She practices in the area of local government law, representing governments on a variety of legal issues, including social media, FOIA, Open Meetings Act, personnel matters, First Amendment, etc. She speaks frequently at local and national conferences on a variety of legal topics and trains government officials and employees on social media activities. She also reviews and prepares social media policies for government agencies.

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of January 15, 2025

**Board of Trustees Regular Meeting  
January 15, 2025 – 6:45 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:48 p.m. Secretary Krupicka called the roll. Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano (attended by phone) Samia Wahab

Absent: none

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Jordan Calabrese, Sarah Zagotta, Jill Yott

Others: none

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

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

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

Values Statement: Secretary Krupicka 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

D. Communications and Announcements

1. Thank You from Darien Historical Society
2. Thank You from People’s Resource Center
3. Thank You from The Gift of Carl Foundation re: Write-On
4. Thank You from The Way Forward Art Group
5. Thank You from Gale Dyskie
6. Thank You from Julaine Creed
7. Thank You from Senator Curran re: Traveling Office Program
8. Thank You from Darien Woman’s Club re: Holiday Soap Collection

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation and Regular Board Meeting, November 20, 2024
2. Action on Bills/Additional Bills
3. Policy 608 Library Property, Parking Lot, and Grounds  
Palmisano moved, Wahab seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none



At this point Zagotta and Calabrese gave the staff report. Then Yott spoke to the Board regarding the Logo Refresh under New Business. When they finished the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham reported that we will be posting the Head of Technology & Maker Services position. Lawson is the Interim Head.

H. Department Reports

Lawson recapped her written report from the packet. She has four capital needs assessment proposals to review. Staff are feeling good about the GS/RS workroom reorganization. The last few pieces are arriving tomorrow. The Building & Grounds Committee will tour the completed space at their next meeting. The main issues with the faulty fire sensors have been resolved but there is more work that needs to be done. Birmingham noted that the fire system is 30 years old. She wants to be proactive and instructed Lawson to get quotes to have the entire system updated. The quote came in at \$16,000. Birmingham will determine whether it can come out of the current budget or if it will need to come out of capital reserves. Palmisano noted that PopCon looks like it will be a great program. Birmingham said the committee has done a phenomenal job planning the event. Palmisano also noted the library's outreach presence at community holiday events.

I. Staff Report

Teen & Young Adult Librarian, Sarah Zagotta, and Resource Services Librarian, Jordan Calabrese, spoke to the Board about IPPL's Passive Programming. Passive Programming refers to activities that are set up for the patron to engage with independently. This requires minimal staff involvement, allows patrons to engage at their own convenience, and promotes exploration and discovery. Activities in the Youth Services Department include Little Town, Little Makers, Activity Table, Sticker Challenge, Scavenger Hunt, Nintendo Switch Gaming Console, and board games. Our collection based passive programming includes reading challenges and curated book bags. The Board loves the staff creativity that goes into all our programming!

J. Reports

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

K. Unfinished Business

None

L. New Business

- 1. Review of Serving our Public 4.0: *Standards for Illinois Public Libraries* - The State requires libraries to review these standards every year. Birmingham noted that the library meets all of the core standards and we do all the items on the Governance and Administration Checklist.
- 2. Car Charging Stations – Birmingham explained that the City of Darien would like to partner with the library and The Darien Park District by installing two pay-as-you-go charging stations at each location. The Board discussed the matter and agreed that the project is not a good allocation of library funds nor is it in our mission to provide this service. They were concerned about the liability issue, the cost of digging up the parking lot, the length of time

it would take to recoup the funds, the maintenance issue, and the amount of staff time spent policing the service. It was noted that our patrons have not asked the library for this service. Birmingham will follow up with the City of Darien.

- 3. Logo Refresh – Yott explained that our designer created a worksheet for the Trustees to fill out in order to give her a starting point. The designer will take the Board’s input and develop logos for the Board to review at their February meeting.

M. Meetings Scheduled – none

N. At 8:10 p.m. Rodriguez moved, Palmisano seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: None. Absent: none. Motion carried unanimously.

O. Return to Open Session

At 8:12 p.m. Raftis moved, Krupicka seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: none. Motion carried unanimously.

- 1. Closed Session Minutes, 11/15/23, 1/17/24, 10/16/24 – Raftis moved, Palmisano seconded to approve the closed session minutes dated 11/15/23, 1/17/24, 10/16/24. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: none. Motion carried unanimously.
- 2. Open or Close All Closed Session Minutes - Raftis moved, Rodriguez seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: none. Motion carried unanimously.

P. Adjournment

At 8:13 p.m. Krupicka moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: none. Motion carried unanimously.

\_\_\_\_\_  
Marian Krupicka, Secretary

ACTION ON BILLS JANUARY, 2025

<u>Account</u>	<u>Check #s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3659 - 3731	\$ 122,557.95
Republic Paper Pay Checks		\$ -
Republic Direct Deposits		\$ 214,455.86

MONTH'S TOTAL: \$ 337,013.81

# Indian Prairie Public Library District Bill Payment List January 2025

Date	Num	Vendor	Amount
<b>10127 Republic Bank Operating Account</b>			
01/07/2025	3659	Bullseye Cleaning Services, Inc.	6,300.00
01/07/2025	3660	Center Point Large Print	62.92
01/07/2025	3661	Clarendon Hills Historical Society	50.00
01/07/2025	3662	CONSTELLATION NEWENERGY, INC.	6,620.74
01/07/2025	3663	Dancing Cranes Yoga Inc.	520.00
01/07/2025	3664	Lauterbach & Amen, LLP	675.00
01/07/2025	3665	Premier Landscape Contractors	100.00
01/07/2025	3666	U.S. Postal Service (PostageByPhone)	2,400.00
01/09/2025	3667	Accurate	172.45
01/09/2025	3668	AT&T	365.15
01/09/2025	3669	Baker & Taylor	11.46
01/09/2025	3670	Basecamp Web Solutions	170.00
01/09/2025	3671	Canon U.S.A. Inc.	138.40
01/09/2025	3672	Case Lots Inc.	748.60
01/09/2025	3673	CG Professional Service, Inc.	236.25
01/09/2025	3674	Colley Elevator Co.	439.00
01/09/2025	3675	DEMCO	366.31
01/09/2025	3676	Groot Industries, Inc.	837.00
01/09/2025	3677	Hayes Mechanical LLC	2,247.00
01/09/2025	3678	Illinois Dept of Innovation & Technology	475.00
01/09/2025	3679	Ingram Library Services	6,913.42
01/09/2025	3680	Jean Carroll	15.41
01/09/2025	3681	Kanopy	306.85
01/09/2025	3682	Lauterbach & Amen, LLP	675.00
01/09/2025	3683	Libraries First	395.00
01/09/2025	3684	Midwest Tape	2,498.15
01/09/2025	3685	mk Solutions, Inc.	3,100.00
01/09/2025	3886	Paddock Publications, Inc.	339.00
01/09/2025	3687	Premier Landscape Contractors	1,890.00
01/09/2025	3688	SenSource	300.00
01/09/2025	3689	SmartSign	94.00
01/09/2025	3690	Staples Inc.	864.25
01/09/2025	3691	Unique Management Services, Inc.	88.65
01/16/2025	3692	Blackstone Publishing, Inc.	775.46
01/16/2025	3693	Cengage Learning, Inc.	482.23
01/16/2025	3694	Children's Plus Inc.	137.70
01/16/2025	3695	Fox Valley Fire & Safety	4,541.54
01/16/2025	3696	Gimlet	384.00
01/16/2025	3697	Hugo Colin	500.00
01/16/2025	3698	LACONI, Inc.	150.00

**Indian Prairie Public Library District**  
**Bill Payment List**  
**January 2025**

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Amount</b>
01/16/2025	3699	LIMRICC UCGA	440.26
01/16/2025	3700	Loyola University of Chicago	100.00
01/16/2025	3701	Mitchel J. Frumkin	200.00
01/16/2025	3702	NCPERS Group Life Insurance	64.00
01/16/2025	3703	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	2,025.00
01/16/2025	3704	Specialty Mat Service	132.26
01/16/2025	3705	Today's Business Solutions, Inc.	2,818.10
01/16/2025	3706	Village of Willowbrook	2,000.00
01/28/2025	3707	Blue Cross Blue Shield of Illinois	26,620.28
01/28/2025	3708	Center Point Large Print	94.38
01/28/2025	3709	CG Professional Service, Inc.	371.25
01/28/2025	3710	Colley Elevator Co.	468.00
01/28/2025	3711	CONSTELLATION NEWENERGY, INC.	5,158.85
01/28/2025	3712	Dearborn Life Insurance Company	95.46
01/28/2025	3713	DuPage County Public Works	788.72
01/28/2025	3714	OverDrive, Inc.	4,140.12
01/28/2025	3715	Playaway Products LLC	2,134.69
01/28/2025	3716	Rivistas Subscription Services	5,849.07
01/28/2025	3717	Strictly Self Defense LLC	349.00
01/28/2025	3718	SWAN	11,394.75
01/31/2025	3719	Ann Stovall	600.00
01/31/2025	3720	Automated Forms & Graphics, Inc.	218.40
01/31/2025	3721	Cigna Health & Life Insurance Company	1,525.12
01/31/2026	3722	VOID	0.00
01/31/2025	3723	Theresa Murphy	300.00
01/31/2025	3724	Bank of America	533.04
01/31/2025	3725	Bank of America	49.88
01/31/2025	3726	Bank of America	263.70
01/31/2025	3727	Bank of America	926.10
01/31/2025	3728	Bank of America	2,669.04
01/31/2025	3729	Bank of America	136.59
01/31/2025	3730	Bank of America	615.29
01/31/2025	3731	Bank of America	2,090.66
<b>Total for 10127 Republic Bank Operating Account</b>			<b>\$ 122,557.95</b>

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

**JANUARY 2025**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	1/2/2025	24,982.60
Federal & IL	Payroll taxes	1/14/2025	25,354.11
Federal & IL	Payroll taxes	1/30/2025	25,558.31
ExpertPay	Garnishments	1/2/2025	474.68
ExpertPay	Garnishments	1/14/2025	486.34
ExpertPay	Garnishments	1/30/2025	478.40
IMRF	Payroll Pension	1/15/2025	30,335.17
Mission Square	457 Plan	1/3/2025	50.00
Mission Square	457 Plan	1/17/2025	50.00
Mission Square	457 Plan	1/31/2025	50.00
Nationwide	457 Plan	1/2/2025	50.00
Nationwide	457 Plan	1/16/2025	50.00
Nationwide	457 Plan	1/30/2025	50.00
DAC	Deposit to HRA	1/8/2025	433.68
DAC	Deposit to HRA	1/9/2025	243.26
DAC	Deposit to HRA	1/14/2025	558.78
DAC	Deposit to HRA	1/22/2025	338.07
DAC	Deposit to HRA	1/28/2025	725.82
Nicor	Gas	1/10/2025	2,223.12
ELS	License Stickers		4,227.00
ELS	ELS Fee (Dec)	1/03/2025	81.70
INB & Republic	Cr Card & Bank Fees	1/21/2025	284.90

## DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following unused computer and electronic equipment no longer usable by the district.

- 1 inkjet printer
- 1 Bluetooth transmitter
- 2 LeapPad tablets
- 2 LaunchPad tablets
- 1 Osmo Ollie
- 1 Portable DVD player
- 1 DVD player
- 1 CD player
- 1 Cassette to MP3 converter
- 1 Thermal receipt printer
- 7 Microcomputers
- 1 Laptop computer
- 1 VHS to DVD converter
- 1 Color laser printer
- 1 LCD monitor
- 1 5 port unmanaged switch
- 1 Digital camera flash
- Miscellaneous keyboards, mice, headphones, cables & wires

The equipment will be disposed of using a recycling service who will recycle or dispose the equipment properly.

**ORDINANCE NO. 2025-1**  
**AN ORDINANCE PROHIBITING PUBLIC CAMPING ON PROPERTY OWNED BY**  
**THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**WHEREAS**, estimates provide that, in 2020, there were approximately 10,431 Illinoisans experiencing homelessness. ILL. OFF. TO PREVENT & END HOMELESSNESS, ILL. DEP'T HUM. SERVS., HOME ILLINOIS: ILLINOIS' PLAN TO PREVENT AND END HOMELESSNESS (2022), available at <https://perma.cc/QV8K-3XGK>; and,

**WHEREAS**, a 2022 study by the United States (U.S.) Department of Housing and Urban Development estimated that 9,212 people were experiencing homelessness in Illinois in January 2022, with an estimated 20.6% of those homeless persons being unsheltered, meaning they have no form of shelter on which to rely. OFF. POL'Y DEV. & RSCH., U.S. DEP'T HOUS.& URB. DEV., PIT ESTIMATES OF HOMELESSNESS IN THE U.S. (2022), available at <https://www.huduser.gov/portal/sites/default/files/xls/2007-2022-PIT-Counts-by-State.xlsx>; and,

**WHEREAS**, the estimates provided by the U.S. Department of Housing and Urban Development “likely underestimate the size of the homeless population because identifying people experiencing homelessness is inherently difficult.” U.S. GOV'T ACCOUNTABILITY OFF., GAO-20- 433, HOMELESSNESS: BETTER HUD OVERSIGHT OF DATA COLLECTION COULD IMPROVE ESTIMATES OF HOMELESS POPULATION (2020), available at <https://perma.cc/7ZUQ-U5CE>; and,

**WHEREAS**, the American Public Health Association has recognized homelessness as a public health issue, since research shows that homeless individuals (1) suffer “higher mortality rates and chronic disease loads” than non-homeless populations; (2) “overuse emergency services, leading to higher costs for treatment” for all persons; and, (3) with no form of shelter “can exacerbate conditions such as diabetes and hepatitis C . . . .” *Housing and Homelessness as a Public Health Issue*, Am. Pub. Health Ass'n (Nov. 7, 2017), <https://www.apha.org/policies-andadvocacy/public-health-policy-statements/policy-database/2018/01/18/housing-andhomelessness-as-a-public-health-issue>; see also Bernard Beall et al., *Invasive Pneumococcal Disease Clusters Disproportionally Impact Persons Experiencing Homelessness, Injecting Drug Users, and the Western United States*, 226 J. Infectious Diseases 332 (2022), available at <https://doi.org/10.1093/infdis/jiac058>. (finding that “invasive pneumococcal disease” was “disproportionally represented” in the homeless population when compared against populations not experiencing homelessness); and,

**WHEREAS**, the U.S. Interagency Council on Homelessness has noted that people “who experience homelessness die nearly 30 years earlier than the average American—and often from easily treatable illnesses.” *Homelessness Data & Trends*, U.S. INTERAGENCY COUNCIL ON HOMELESSNESS, <https://www.usich.gov/guidance-reports-data/data-trends> (last visited July 15, 2024); and,

**WHEREAS**, the Indian Prairie Public Library District (“Library”) is a public library organized under the Illinois Public Library District Act of 1991 (75 ILCS 16/1-1 *et seq.*)(the “Act”); and,

**WHEREAS**, pursuant to Section 16/30-55.15 of the Act, the Board of Library Trustees has exclusive control and custody of Library buildings and grounds; and



**WHEREAS**, pursuant to Section 16/30-55.55 of the Act, the Board of Library Trustees may exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board; and

**WHEREAS**, in *City of Grants Pass, Oregon v. Johnson*, 603 U.S. \_\_\_\_, 144 S. Ct. 2202 (2024), the United States Supreme Court held that the criminalization of “public camping”, as defined in the City of Grants Pass ordinance, did not unconstitutionally infringe on the Eighth Amendment rights of homeless and otherwise unhoused persons within said City; and

**WHEREAS**, in *Johnson*, the United States Supreme Court acknowledged that homelessness is a “complex and serious social issue” whose “causes are many” and which “cries out for effective responses” to combat it. *Johnson*, 603 U.S. \_\_\_\_, slip op. at 10, 34; and,

**WHEREAS**, in *Johnson*, the United States Supreme Court relied heavily on the “stepwise” escalation of penalties in Grants Pass’s ordinance to uphold its constitutionality. *Id.* at 11, 16–17; and,

**WHEREAS**, in view of the foregoing, the Board of Library Trustees believe that it is appropriate, necessary and in the best interests of the Library and its patrons, that the Library implement a Public Camping Prohibition and related enforcement mechanisms, to address the myriad public concerns that public camping creates.

**NOW, THEREFORE**, be it ordained, by the Board of Library Trustees of the Indian Prairie Public Library District (the “Board”) as follows:

Section 1. Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Public Camping as a Nuisance. Public Camping, as the term is defined herein, is hereby declared to be a nuisance on Library property or grounds for the reasons identified above.

Section 3. Regulation of Public Camping Necessary to Promote Public Health. In an effort to address the public health concerns identified above, the Board hereby declare it necessary or expedient for the promotion of health or the suppression of diseases, to regulate Public Camping, as that term is defined herein, on Library property and grounds.

Section 4. Public Camping Not Intended Use of Public Property. Except for those places on Library property specifically delineated in any subsequent ordinance, the Library hereby declares that none of its property or grounds are permitted nor intended to be used for Public Camping, as the term is defined herein.

Section 5. Definitions. The following definitions apply to this Ordinance:

- A. “Bedding” means a sleeping bag, or any other material, used for bedding purposes.
- B. “Campsite” means any physical space that is not within an established structure, where Bedding or any stove or fire is placed, established or maintained for the purpose of maintaining a temporary place to live, whether or not such place incorporates the use of any tent, lean-to, shack or any other structure, or any vehicle or part thereof.
- C. “Exempt Personal Property” means items which would otherwise constitute Personal Property under the terms of this Ordinance, but which (i) has no apparent utility or monetary value; (ii) Personal Property which is unsanitary to store or otherwise maintain; (iii) any weapon possessed illegally; (iv) drug paraphernalia; (v) items appearing to be stolen or otherwise appearing to be

evidence of a crime; (vi) items which the person cannot demonstrate the requisite lawful authority to possess; and, (vii) any items of food which can reasonably be expected to spoil or otherwise perish within the next 30 days.

- D. "Personal Property" means any item reasonably recognizable as belonging to a person and having apparent utility or monetary value, except for Exempt Personal Property.
- E. "Public Camping" means to cause or participate in the establishment of, or the act of remaining in or at, a Campsite.

Section 6. Public Camping Prohibited.

- A. No person may sleep, nor otherwise engage in Public Camping at any time, on any real property or grounds owned or otherwise maintained by the Library.
- B. No person may sleep, nor otherwise engage in Public Camping, in any pedestrian or vehicular entrance to any real property or grounds owned or otherwise maintained by the Library abutting a public right-of-way.
- C. No person may park a vehicle overnight on any real property or grounds owned or otherwise maintained by the Library, e.g., the Library Parking lot, for the purpose of sleeping or otherwise engaging in Public Camping in said vehicle.
- D. For the purposes of this section, the act of parking or leaving a vehicle parked for two consecutive hours, and/or remaining within a public vehicle on any real property or grounds owned or otherwise maintained by the Library for the purpose of Public Camping, for two consecutive hours without written permission from the Library Director, between the hours of 10:00 p.m. to 8:00 a.m., shall be considered a violation of this Ordinance.

Section 7. Exceptions to Prohibition. Notwithstanding the foregoing, it shall not be a violation to engage in Public Camping when done (i) in a manner specifically authorized by the Library; (ii) after a formal declaration of the Library in emergency circumstances; or, (iii) upon resolution of the Board the same may exempt a special event from the prohibitions of this section, if the Board finds such exemption to be in the public interest and consistent with the goals and objectives of the Board, and with such conditions imposed as the Board deems necessary. Any conditions imposed will include a condition requiring that the applicant provide evidence of adequate insurance coverage and agree to indemnify the Library for any liability, damage or expense incurred by the Library as a result of the activities of the applicant. Any findings by the Board shall specify the exact dates and location covered by the exemption.

Section 8. Removal of Campsite. Removal of a Campsite in violation of this Ordinance may occur under the following circumstances:

- A. Prior to removing a Campsite, the Library shall post a notice, 24- hours in advance of the removal, unless immediate removal of the Campsite is deemed to be necessary for one of the reasons in subparagraphs 1-4, below. If such immediate removal is undertaken, the basis for causing the immediate removal of such Campsite should be adequately documented by the appropriate person(s).
  - 1. immediate removal of the Campsite is necessary to maintain access to Library property or grounds;

2. immediate removal of the Campsite is necessary to maintain the sanitary condition of Library property or grounds;
  3. immediate removal of the Campsite is necessary because the Campsite is an obstruction to any public right-of-way; or,
  4. immediate removal of the Campsite is necessary because the Campsite poses a risk to the health and safety of Library staff and patrons.
- B. Upon any action pursuant to Section 8.A, above, the person causing such action to be taken shall inform an appropriate agency delivering social services to homeless individuals in the City of Darien and/or County of Dupage, of the location of the Campsite and the persons found to be in violation of this Ordinance, so said agency may determine whether or not it would be appropriate to offer its services to those persons.
  - C. If a 24-hour notice has been posted, and the 24-hour notice period has passed, then the Campsite, as well as all Personal Property thereon, shall be removed by the appropriate person(s) acting on behalf of the Library.
  - D. No portion of this Section shall be construed to prohibit any person found to be engaging in Public Camping from removing their Personal Property from the Campsite; however, such Personal Property that constitutes Exempt Personal Property and which a reasonably prudent law enforcement officer, exercising the applicable constitutional standard, would conclude that said Exempt Personal Property constitutes items appearing to be stolen or otherwise appearing to be evidence of a crime, and/or items which the person cannot demonstrate the requisite lawful authority to possess, may be retained and stored as evidence.

Section 9. Disposition and Release of Personal Property.

- A. All Personal Property removed from any Campsite which is not Exempt Personal Property shall be stored by the appropriate law enforcement agency of the City of Darien consistent with City of Darien Ordinance(s) or Regulation(s), during which time it shall be reasonably available for and released to an individual confirming ownership.
- B. All Exempt Personal Property may be disposed of or retained as evidence by the appropriate law enforcement agency of the City of Darien.

Section 10. Penalty; Mitigation.

- A. The penalty for any person's first violation of this Ordinance within a rolling twenty-four (24) month period shall be a written warning and request to vacate and remove the Campsite.
- B. The penalty for any person's second violation of this Ordinance within a rolling twenty-four (24) month period shall be a ban from Library property for a term not less than two (2) weeks.
- C. The penalty for any person's third violation of this Ordinance within a rolling twenty-four (24) month period shall be a ban from Library property for a term not less than three (3) months.
- D. The penalty for any person's fourth violation of this Ordinance within a rolling twenty-four (24) month period shall be a ban from Library property for a term not less than one (1) year.

- E. The penalty for any person’s fifth violation of this Ordinance within a rolling twenty-four (24) month period may result in a permanent ban from Library property.
- F. In the imposition of any penalty pursuant to this Section, the penalty shall be mitigated by whether or not the person immediately removed all Personal Property and litter, including but not limited to bottles, cans, and garbage, from the Campsite after the person was informed that the person was in violation of this Ordinance.

All persons failing to comply with they terms of this Ordinance shall be considered a trespasser on Library property and reported to local law enforcement.

Section 11. Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 12. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 13. Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

Section 14. Effective Date. This Ordinance shall be in full force and effect immediately after its passage.

PASSED THIS 19th day of February, 2025.

AYES: \_\_\_\_\_  
 NAYS: \_\_\_\_\_  
 ABSTENTIONS: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_

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Victoria Suriano  
 President of the Board of Library Trustees of the  
 Indian Prairie Public Library District

ATTEST: \_\_\_\_\_  
 Marian Krupicka  
 Secretary of the Board of Library Trustees of the  
 Indian Prairie Public Library District

**RESOLUTION NO. 2025-A**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR CUSTODIAL SERVICES AT THE INDIAN PRAIRIE PUBLIC LIBRARY**

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**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the provisions of the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*) authorizes and encourages intergovernmental cooperation; and

**WHEREAS**, the Village of Willowbrook (“Village”) and the Indian Prairie Public Library District (“Library District”) are public agencies within the meaning of Article VII, Section 10, of the Illinois Constitution of 1970, and the Intergovernmental Cooperation Act. Both the Village and Library District have the power and authority to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act; and

**WHEREAS**, the Indian Prairie Public Library District Board of Library Trustees have determined that it is in the best interest of the Library District to enter into an intergovernmental agreement with the Village for custodial services at the Indian Prairie Public Library, a copy of which is attached hereto as Exhibit “A” and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Indian Prairie Public Library District as follows:

The foregoing recitals are adopted as the findings of the Board of Library Trustees of the Indian Prairie Public Library District.

**BE IT FURTHER RESOLVED** that the Intergovernmental Agreement (the "Agreement"), by and between the Village of Willowbrook and the Indian Prairie Public Library District, for the performance of custodial services at the Indian Prairie Public Library, all as detailed in the Agreement, is hereby approved.

**BE IT FURTHER RESOLVED** that and the President of the Board of Library Trustees, or his/her designee is hereby directed and authorized to execute said Agreement on behalf of the Indian Prairie Public Library District and the Board Secretary is hereby directed to attest to said signature. A copy of said Agreement is attached hereto as Exhibit "A" and made a part hereof.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

This Resolution shall be in full force and effect upon its passage and approval as required by law.

**PASSED** and **APPROVED** this 19<sup>th</sup> day of February, 2025 by a ROLL CALL VOTE as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Victoria Suriano, President

ATTEST:

\_\_\_\_\_  
Marian Krupicka, Secretary

**EXHIBIT "A"**

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF WILLOWBROOK AND  
THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
FOR CUSTODIAL SERVICES**



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF WILLOWBROOK AND THE INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT TO PROVIDE CUSTODIAL SERVICES TO THE INDIAN  
PRAIRIE PUBLIC LIBRARY**

This Agreement is entered into this 10<sup>th</sup> day of February, 2025 by and between the Indian Prairie Public Library District, DuPage County, Illinois ("Library District"), and the Village of Willowbrook, a home rule municipal corporation of DuPage County, Illinois ("Willowbrook").

**RECITALS:**

**WHEREAS**, Article VII, Section 10, of the Constitution of the State of Illinois, 1970, authorizes school districts and units of local government, including municipalities, to enter into contracts to exercise, combine or transfer any power or function not prohibited to them by law or ordinance; and

**WHEREAS**, Article VII, Section 10, of the Constitution of the State of Illinois, 1970, authorizes school districts and units of local government to contract and otherwise associate with individuals, associations and corporations in any manner not prohibited by law; and

**WHEREAS**, Illinois Compiled Statutes, Chapter 5, Section 220/1, *et seq.*, known as the Intergovernmental Cooperation Act, authorizes units of local government in Illinois to exercise jointly with any other public agency within the state, including other units of local government, any power, privilege, or authority which may be exercised by a unit of local government, individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

**WHEREAS**, Willowbrook and Library District are public agencies within the meaning of Article VII, Section 10, of the Illinois Constitution of 1970, and the Intergovernmental Cooperation Act; and

**WHEREAS**, Willowbrook and the Library District desire to enter into this Intergovernmental Agreement regarding the provision of custodial services to the Indian Prairie Public Library at those costs to be paid by the Library District, as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual promises and undertakings set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **RECITALS:** The foregoing recitals are adopted and incorporated into this Intergovernmental Agreement as if fully restated herein.
2. **SCOPE OF SERVICES TO BE PERFORMED BY WILLOWBROOK:**

- A. Willowbrook shall provide three (3) persons to perform custodial services at the Indian Prairie Public Library, working nine (9) to ten (10) hours, cumulatively, per day, seven (7) days per week, at the rate of Six Thousand Sixty-Six and 90/100ths Dollars (\$6,066.90), per month.
- B. Additional custodial services may be performed upon request, at an agreed-upon hourly rate of compensation.

3. **LIBRARY DISTRICT RESPONSIBILITIES:**

- i. The Library District shall be solely responsible for and pay to Willowbrook in accord with the provisions of the Local Government Prompt Payment Act;
- ii. The sum of Six Thousand Sixty-Six and 90/100ths Dollars (\$6,066.90) per month for custodial services, as set forth in 2(A) and 2(B);
- iii. Any additional custodial services performed, as may be agreed to by the parties; and
- iv. In the event the Library District reduces the number of custodians or reduces the hours worked by custodians, the Library District shall receive a pro rata reduction in costs due and owing to the Village; and
- v. In the event the Library District fails or refuses to pay said costs due and owing Willowbrook, then the Library District agrees to be responsible for all costs and reasonable attorneys' fees incurred by Willowbrook in any action to recover the Library District's costs for custodial services provided by the Village, pursuant to this Agreement.

4. **GENERAL CONDITIONS:**

- A. **Authority to Execute:** The Parties hereto have read and reviewed the terms of this Agreement and, by their signatures as affixed below, represent that the signing party has the authority to execute this Agreement and that the Parties intend to be bound by the terms and conditions contained herein.
- B. **Binding on Successors:** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and approved assigns.
- C. **Compliance with Laws, Rules and Regulations:** The Parties shall at all times observe and comply with all federal, state and local laws and regulations, as amended from time to time, in carrying out the terms and conditions of this Agreement.

- D. **Conflict of Interest**: Each Party understands and agrees that no director, officer, agent or employee of the Parties may have an interest, whether directly or indirectly, in any contract or agreement or the performance of any work pertinent to this Agreement; represent, either as an agent or otherwise, any person, trust or corporation, with respect to any application or bid for any contract or agreement or work pertaining to this Agreement; or take, accept or solicit, either directly or indirectly, any money or thing of value as a gift or bribe or means of influencing his or her vote or actions. Any contract or agreement made and procured in violation of this provision is void.
- E. **Counterparts**: This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same instrument.
- F. **Dispute Resolution**: In the event of any dispute, claim, question or disagreement arising out of the performance of this Agreement, the Parties hereto shall consult and negotiate with each other in good faith to settle the dispute, claim, question or disagreement prior to filing any claim or lawsuit.
- G. **Effective Date**: The Effective Date of this Agreement shall be the date that the last authorized signatory signs and dates this Agreement. This Agreement shall become effective only in the event the corporate authorities of each Party approve this Agreement.
- H. **Entire Agreement**: This Agreement constitutes the entire agreement of the Parties concerning all matters specifically covered by this Agreement and supersedes all prior written and oral agreements, commitments and understandings among the Parties. There are no representations, covenants, promises or obligations not contained in this Agreement that form any part of this Agreement or upon which any of the Parties is relying upon in entering into this Agreement.
- I. **Force Majeure**: No Party shall be liable for any delay or non-performance of its obligations hereunder by any contingency reasonably beyond its control, including, but not limited to, acts of God, war, civil unrest, labor strikes or walkouts, fires, pandemics and/or nature disasters.
- J. **No Third-Party Beneficiaries**: This Agreement is not intended to benefit any person, entity or municipality not a party to this Agreement, and no other person, entity or municipality shall be entitled to be treated as beneficiary of this Agreement. This Agreement is not intended to and does not create any third-party beneficiary or other rights in any third person or party, including, but not limited to, any agent, contractor, subcontractor, consultant, volunteer or other representative of any Party hereto. No agent, employee, contractor, subcontractor, consultant, volunteer or other

representative of any Party hereto will be deemed an agent, employee, contractor, subcontractor, consultant, volunteer or other representative of the other.

- K. **Notices:** Unless otherwise specified, all reports, notices and other communications related to this Agreement shall be in writing and shall be personally delivered or mailed via first class, certified or registered U.S. Mail or electronic mail delivery to the following persons at the following addresses:

To the Village of Willowbrook:

Village of Willowbrook  
Attn: Sean Halloran, Village Administrator  
835 Midway Drive  
Willowbrook, IL 60527

To the Library District:

Indian Prairie Public Library District  
Attn: Laura Birmingham, Executive Director  
401 Plainfield Road  
Darien, IL 60561

- L. **Section Headings:** The descriptive section and subsection headings used in this Agreement for are convenience only and shall not control or affect the meaning or construction of any of the provisions thereof.
- M. **Severability:** If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.
- N. **Waiver of Default:** The failure by either Party to seek redress for violation of or to insist upon strict performance of any condition or covenant of this Agreement shall not constitute a waiver of any such breach or subsequent breach of such covenants, terms, conditions, rights and remedies.
- O. **Venue:** The Parties further agree that the Circuit Court of DuPage County, Illinois shall be the appropriate venue for any and all court action or litigation.

IT WITNESS WHEREOF, the Parties hereto affixed their hands and seals pursuant to an approving resolution of the corporate authorities of Willowbrook and of the Indian Prairie Public Library District.

INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT

VILLAGE OF WILLOWBROOK

*Laura Birmingham*  
Laura Birmingham, Executive Director

*Frank A. Trilla*  
Frank A. Trilla, Mayor

Date: 2/12/25, 2025.

Date: 2/10/25, 2025.

ATTEST:

\_\_\_\_\_

*Gretchen Boerwinkle*  
Gretchen Boerwinkle, Village Clerk



## Executive Director's Report January 2025

### **Omnibus:**

The Village of Willowbrook will be managing our custodial services as of March 1st. The Village passed an intergovernmental agreement (IGA) at their February meeting regarding this new arrangement. A copy of the IGA is in the Omnibus so that it is on record that the Library Board agrees to the IGA with the Village.

### **Capital Assessment:**

As Kristen is currently managing the T&M department, I have taken over the task of hiring an architectural firm to complete a new Capital Assessment for the library. Kristen did the legwork of finding firms and getting quotes. I have narrowed down the quotes and am currently checking references on our top choice.

### **Per Capita Grant:**

The Per Capita Grant has been accepted by the State Library. Now we wait to see the monetary award amount in a few months.

### **Logo refresh:**

Jill will be presenting the first round of revised logos at the meeting. It is listed under Unfinished Business on the agenda.

### **Personnel:**

Cindy received 32 applications for the Guest Services Associate positions. Cindy and I did interviews and hired two of the applicants. Alex Tobalin starts February 24 and Giselle Marquez starts March 3.

I received 18 resumes for the Head of Technology & Maker position. Kristen and I will be doing interviews in late February.

There are currently two openings for Guest Services Pages.

Recognizing the need for more professional support in Resource Services, Tori Castro has been promoted to Resource Services Librarian as of February 10. Tori has been with the library since 2019. She started as a part-time Adult Services Associate (that's a job title from before the service model change). Then after the service model change in 2021, Tori became a full-time Resource Services Specialist I. Also during this time, Tori was busy working on getting her MLIS degree. In 2024, Tori was given more responsibilities and was promoted to Resource Services Specialist II. Now as a librarian, Tori will take on more collection development responsibilities and will continue to lead and manage the homebound delivery program. It is always a pleasure to see staff grow in their career while working at IPPL.

### **Strategic Plan Updates:**

I have created a working document to staff to track progress on the strategic plan goals and will report on overall progress each quarter. The Department Heads are busy updating this working document with their achievements and you will see the first progress update in March. In

addition, projects and activities listed in monthly department reports will reference the Strategic Initiatives they support starting in March.

**IPPL Foundation & Friends:**

The Book Sale brought in \$254 and \$29.50 in movie donations were received in January. Better World Books sent \$361.48 for used books sold during the last quarter of 2024.

**Continuing Education:**

- 2/6 Webinar: *Siloed No More: Creating a Library System Map to Show Interconnectedness*
- 2/6 Webinar: *What Your Library Needs to Know About Immigration Enforcement (ILA)*

**Meetings:**

- 1/30 Person-In-Charge Training
- 2/4 SWAN Fireside Chat
- 2/5 Willowbrook/Burr Ridge Chamber Meeting
- 2/7 Guest Services Associate Interviews
- 2/11 Willowbrook Coalition Meeting
- 2/11 RAILS Member Update
- 2/13 Department Head Meeting
- 2/13 RAILS Roundtable: Bookmobiles
- 2/18 Head of Tech and Maker Interview
- 2/19 Library Board Meeting

In January, I had 37 one-on-ones with staff.

Submitted by:

Laura Birmingham  
Executive Director

## **Deputy Director's Report: January 2024**

### **Building & Grounds:**

Fox Valley Fire & Safety has come out many times in January to fix the many deficiencies they noted in our December fire detection system inspection. Visits continue into February. The technicians have had to work with other vendors at times as well, including Hayes Mechanical so our duct heat sensors could be fixed, and Colley Elevator so our elevator shaft sensors could be fixed.

Joe has installed signs out on the planter pots outdoors acknowledging the great work that Cathy Streett, and by extension the Darien Garden Club, has done and is continuing to do to beautify our grounds.

Additionally, Joe closed 44 building tickets in January. Highlights include: 1) Fixed the microwave door in Littletown, 2) Troubleshooting and replacing a faulty water sensor in the basement, and 3) Fixed a hole in the drywall in CR 203.

### **Meetings:**

Meet with Fernanda to review building features and processes: 1/7

Department Heads meeting, 1/9

Library Board Meeting: 1/15

Regular check-in meetings with Joe, twice/week (ongoing)

Regular check-in meetings with Tony, once/week (ongoing)

Regular check-in meetings with Jack, once/week (ongoing)

Regular check-in meetings with Luke, Kate, Gail C, Kasra, Bhargavi, Anthony, and Megan, twice/month (ongoing)

### **Staff Training:**

In January I conducted Person-in-Charge training on a variety of topics, including a review of materials challenge conversations, Pop-Con costume guidelines, and vending machine troubleshooting tips.

### **Technology Highlights:**

In January, after several months of planning and testing, we finally kicked off our Microsoft tenet migration with NobleTec. We have to move all our user accounts and data off our Educational tenet and onto our Nonprofit tenet; this is because Microsoft made it so we cannot purchase the new licenses we need for our users on our Educational tenet anymore so we must use the Nonprofit tenet. Unfortunately, this meant that during the data migration, staff were unable to make changes to their OneDrive and Sharepoint documents and had to find workarounds for a couple of weeks. The final cutover is scheduled to take place on Feb.15.

Tony closed 39 technology tickets in January. Highlights include: 1) Researched and recommended a new printer for the Tech & Maker workroom, 2) Extensive troubleshooting for an intermittent problem with our VPN connection and SonicWall firewall that affects staff who



remotely log in to our network, and 3) Helping the Maker Studio team troubleshoot the poster printer.

The WorkNet DuPage Kiosk stats for January were 16 sessions and 9 navigations.

## **Jill Yott, Communications Coordinator, Report for Board of Trustees January 2025**

### **In the Gallery—January**

1st and 2nd Floor Gallery: Oak Brook Art League

Display Cases: Anthony Molinaro and Civil Air Patrol

### **Welcome, Fernanda Diaz**

Fernanda Diaz joined IPPL Marketing Team as the Communications Specialist on January 6. She recently graduated from Elmhurst University with a degree in Communications. Before coming to IPPL, she worked at the Northlake Public Library where she developed digital content including social media and newsletters, as well as worked in Youth Services.

### **Notable Projects/Meetings/Workshops**

- January started with the onboarding of Fernanda. She had meetings with department heads and librarians as part of her onboarding.
- Met with Gail regarding upcoming projects.
- Met with Amy regarding programming and projects.
- Met with Kristen regarding Maker programs.
- Had regular 1-1 meetings with Laura.
- Had regular 1-1 meetings with Fernanda.
- Had 1-1 call with Patron Point.
- Created new spice club flier.
- Did other signs as requested for Kristen, Gail, Tori, and Amy.
- Fernanda did signs and special social media graphics for PopCon.
- Did additional outreach for PopCon.

### **March/April/May 2025 Newsletter**

The March/April/May 2025 newsletter went to the printer on February 3. A special thank you to Amy, Erin, Jordan, Gail, and Kristen for their assistance with proofing, and of course to Laura, for her guidance throughout the process.

### **Outreach**

- Pulled together the outreach items for P & O team's visits in January.

### **Website**

- Did minor updates to the site as requested by Kristen, Gail, Tori, and Jordan.
- Updated the home page to reflect the currently happenings in the library.
- Updated the tax information.

### **Yelp & Google**

People are using Yelp and Google to access the library.

January Google website clicks: 4,055

January Google directions: 909

January Google phone calls: 551

January Yelp calls: 27

### General Enews Subscribers

We gained subscribers this month; holding steady, which is typical for this time of year.

December 31	22,691
January 31	22,703
Loss/Gain in subscribers	+11

### Enews Open Rate

Both the regular enews and regular campaigns had steady opening rates. We sent out a special enews for PopCon to the Write-On submissions for the Getting Into Comics Panel. We also made some adjustments to Recommends to put out a call for Community Picks.

Date	Open Rate
Jan. 2	36 percent
Jan. 9	36 percent
Jan. 16	35 percent
Jan. 23	35 percent
Jan. 30	36 percent
Special enews for PopCon	53 percent
Recommends	49 percent
Birthday Campaign Open Rate	54 percent
Anniversary Campaign Open Rate	48 percent
Library Welcome Emails	
Welcome one	75 percent
Welcome two	65 percent
Welcome three	59 percent

### Social Media

January social media was up and down. While we grew on Facebook, Instagram, BlueSky, and Threads, we lost followers on Twitter and YouTube, and stayed the same on LinkedIn. Since Facebook changed their algorithms, we have lost engagement on posts on Facebook. Content views were significantly down starting in mid-January. We are starting to make some adjustments to posts to see if it helps. I'll report back next month.

## Likes/Follows

Social Channel	Likes/Followers	+/- (December)
Facebook (likes)	2,540	+13
Facebook (follows)	2,831	+17
Instagram	1,227	+7
X (formerly Twitter)	1,126	-7
LinkedIn	249	No change
YouTube	220	-1
Threads	221	+8
BlueSky	46	+19

## Popular Facebook, Instagram, and Threads posts

On Facebook, Instagram, and Threads, these were the most loved posts by our followers.



**Don't miss our Preschool Fair: Saturday, Jan. 11, 10 a.m.-noon.**  
Drop in to speak with representatives from area daycares, preschools, and community and extra-curricular organizations....  
Photo · Wed, Jan 8



**Don't forget to complete our Monarch, Bluestem, or Caudill Challenge by the end of February! Children who read all 20 books from the appropriate age award can fill out one of the brochures...**  
Photo · Sat, Jan 11



**Happy Monday, everyone! Whether you make a trip to play chess, dive into a new book, check out a program, or just get some studying done, we can't wait to see you this week! Let's make it a...**  
Photo · Mon, Jan 13



**DAY OF SERVICE** Join us as we complete a project for the National Day of Service on Monday, Jan, 20, noon-5 p.m. We are making fleece tie blankets for Camden's Comfort Project. Spend a...  
Photo · Fri, Jan 10



**Join our team! We are looking for two Guest Services Associates. Apply now until Friday, Jan. 31, 5 p.m. Learn more: <https://buff.ly/3N4XIR1>**  
Photo · Tue, Jan 14



**¡Hola, amigos! (Hello, friends!) Our Spanish language learning class for adults is officially underway. Led by the Language Labs, adults in the class learn and practice Spanish in a supportive environme...**  
Photo · Wed, Jan 22

## Guest Services

January 2025

39

### Circulation

The total checkouts and renewals for January was 56,726

75% of our checkouts and renewals were done by self-service. 20% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

We had 26,198 in-person visitors in January.

We had 860 patrons use the drive-up in January.

We checked out or renewed 2,121 items at the drive-up. 1,486 holds were placed in January for pickup at the drive-up.

\*Any increase/decrease in stats is due to the implementation of autorenewals and or no mobile checkout

### Community

**Passports:** We accepted 96 passports in January.

**License plate sticker renewals:** We sold 30 License plate stickers in January

**Library Cards:** We issued a total of 279 library cards. 105 were non-resident; 88 were resident library cards. 46 were initiated remotely.

**Total number of IPPL Library cards:** 27,538

**Birthday gift:** We handed out 29 birthday gifts in January.

Cindy Maiello Gluecklich

Head of Guest Services

Circulation Statistics													
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
July	87,602	80,022	75,425	67,595	59,767	65,323	64,326	38,174	48,269	50,710	58,718	62,630	
Aug.	77,621	72,824	67,971	63,720	56,603	61,591	60,815	44,438	44,949	50,259	61,685	60,057	
Sept.	65,873	64,241	57,006	53,375	48,001	43,966	55,401	44,419	40,926	42,524	53,672	46,430	
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	45,228	43,085	42,952	56,408	54,050	
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	43,386	42,654	43,005	51,651	51,652	
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	39,447	42,669	41,917	52,438	48,516	
Jan.	71,590	69,608	64,231	58,950	53,767	56,972	57,138	42,870	47,860	44,846	57,406	56,726	
Feb.	65,225	60,286	60,625	54,369	52,259	53,962	54,801	40,445	42,102	42,325	53,832		
Mar.	74,816	64,857	65,904	61,856	58,144	59,223	33,850	46,377	47,000	48,922	57,801		
Apr.	68,376	71,904	60,424	54,820	52,453	54,270	11,631	29,586	44,598	43,707	54,511		
May	61,687	62,018	58,528	54,893	51,329	54,751	15,670	45,473	42,153	43,553	49,626		
June	74,986	71,702	71,568	60,867	60,743	59,443	26,631	46,565	47,887	51,985	60,675		
Yearly													
Total	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	668,423	380,061	0

**Programming and Outreach Department – January 2025**

**Community**

On Jan. 6, Jean Carroll, Adult Librarian, represented IPPL at the monthly Downers Grove Township Senior Advisory Committee meeting.

On Jan. 11, Erin Fergus, Senior Librarian, hosted the 3<sup>rd</sup> annual Preschool Resource Fair at IPPL. Multiple families attended the event to connect with many local private preschools/daycares, public school preschools, and other local organizations of specific interest to families with younger children.

Jean Carroll and Kate Kresek, Specialist, provided mobile library service on Jan. 14 to 14 residents at Harvester Place Senior Living, which resulted in 15 checkouts, 4 renewals, and multiple browsing opportunities.

Jean Carroll met with a representative of Eden Vista Burr Ridge on Jan. 22 to explore the potential of future mobile library visits to their location.

On Jan. 24, Jean Carroll provided mobile library service to 4 residents at Burr Ridge Senior Living.

Jack Schultz, Tech/Maker Senior Librarian, provided a hands-on informational demo with robotics to many attendees at the annual science fair at Westview Hills Middle School.

Erin Fergus shared information on materials and services to 21 attendees, including other organization representatives, at the Center Cass Dist. 66 Parent University event, held on Jan. 29.

Laura Warner, Mid-Kids Liaison, and Beth Skolba, Specialist, provided an origami activity as well as information on IPPL support to students and families at Gower West School’s annual STEM Night, held on Jan. 30.



On Jan. 31, Amy Merda, Dept. Head, provided a story station, giveaways, and information on library offerings to 75 attendees of Planet Friendship night, held at Masjid Anjuman-e-Saifee in Willowbrook.

One hundred and eighteen packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Associate. January also marked the exciting start of a year-long generous sponsorship of the Seed Library by the Darien Garden Club.

**Programs – January 2025**

**In January, we had 72 programs attended by 2,286 guests.**

**Early Literacy/Families**

1/6	Preschool Play	Erin	28
1/7	Nature Storytime with Morton Arboretum	Erin	38

1/8	Talented Toddlers	Beth	21
1/10	Baby Brilliance	Erin	20
1/11	Preschool Resource Fair	Erin	28
1/13	Preschool Play	Erin	27
1/13	Baby Playdate	Erin	6
1/14	Talented Toddlers	Kristen (Erin)	25
1/15	Talented Toddlers	Beth (Erin)	22
1/17	Baby Brilliance	Erin	22
1/17	Family Craft Hour	Erin, Beth	22
1/18	1,000 Books Before Kindergarten Storytime	Jordan	26
1/20	Preschool Play	Erin	21
1/21	Talented Toddlers	Amy (Beth)	22
1/22	Talented Toddlers	Beth	28
1/24	Baby Brilliance	Erin	20
1/27	Preschool Play	Erin	27
1/28	Talented Toddlers	Amy (Beth)	28
1/29	Talented Toddlers	Beth	14
1/30	Lunar New Year Party Drop-in	Sarah, Beth	24
1/31	Baby Brilliance	Erin	19

The Lunar New Year Drop-in Program that took place on January 30<sup>th</sup> was a tremendous success with 24 patrons of ages ranging from two to teen attending with their caregivers. The program idea was initially formed by a TASC member who worked with Sarah Z. and Beth to plan the program, including all crafts. The program consisted of three craft tables with holiday-relevant crafts and information at each one. With a minimal supply cost investment, a teen got a chance to experience planning and running a program with staff, she got to share her expertise and cultural heritage with her own IPPL community, and IPPL was able to offer culturally-relevant programming representative of the many cultures that celebrate Lunar New Year.

### Mid-Kids

1/3	Crafty Kids	Amy, Laura W.	26
1/8	Read to a Pet	Amy	12
1/16	STEAM Station	Laura	15
1/22	Homeschooling SMART: Public Speaking	Laura, Amy	5

### Teens

1/2	Teen Volunteer Card Making	Sarah	3
1/3	Teen Volunteer Card Making	Sarah	9
1/4	Teen Volunteer Card Making	Sarah	6
1/5	Teen Volunteer Card Making	Sarah	4
1/9	Teen Dungeons & Dragons	Sarah	3
1/21	Teen Craft: Fabric Earrings (cancelled due to presenter illness)	Sarah	

### Adults

1/6	Elvis' Movie Music (lecture)	Jean	35
1/8	Online: Chair Yoga	Kate	31



1/8	Safety Conversations	Jean	8
1/9	Thursday Afternoon Movie: The Thin Man	T.J.	17
1/9	Illinois Libraries Present: Steve Dolinsky	Jen	19
1/14	Puzzle Swap	Jean	22
1/15	Online: Chair Yoga	Kate	28
1/16	Spanish Class (6-week series)	Jean	15
1/16	Chicago Auto Show History	Kate	25
1/20	Martin Luther King, Jr. Day of Service	Kate	42
1/22	Online: Chair Yoga	Kate	26
1/23	Thursday Afternoon Movie: Twisters	T.J.	23
1/23	Illinois Libraries Present: Michelle Buteau	Jen	7
1/26	Elvis Presley Tribute	Jean	82
1/28	Self Defense for Adults	Jean	33
1/29	Adult Dungeons & Dragons	Sarah	21
1/30	Resumes vs. Robots	Joe	6

We had over 80 people attend our latest Sunday afternoon concert series featuring Hugo Colin doing his Elvis Presley tribute. Hugo is a local artist who started performing his tribute to Elvis during his kindergarten days at his elementary school's annual talent show. Once every year, Hugo would prepare to sing and dance a different Elvis song until his 8th-grade year when 13 jailbirds performed "Jailhouse Rock". On this day here at IPPL, we had people out of their chairs dancing and taking selfies as if they were at a live venue like Madison Square Garden. A fun afternoon had by all. This program is generously sponsored by the IPPL Friends & Foundation.



Guests of all ages joined us for our 3<sup>rd</sup> annual MLK National Day of Service project. Over 40 guests spent the day making 88 fleece tie blankets for Camden's Comfort Project. Some guests stopped in to make one blanket while many stayed for most for the day making multiple blankets.

Auto enthusiast guests enjoyed an engaging presentation by Author and Chicago Auto Show Historian Mitch Frumkin. He led guests on journey from the start of the auto show through to its many changes to today's show. He also held a raffle afterwards where guests were thrilled to win tickets to this year's auto show.

### **Groups**

1/4	In-Person: ESL Conversation Group	Joe	6
1/6	Adult Chess Drop-In	Jean	8
1/13	Adult Chess Drop-In	Jean	8
1/18	TASC Meeting	Sarah	8
1/18	In-Person: ESL Conversation Group	Joe	6
1/20	Adult Chess Drop-In	Jean	8
1/23	Genealogy Group: Together Again	Joe	12
1/27	Adult Chess Drop-In	Jean	6

**Passive and Pop-Up Programs**

**Early Literacy/Mid-Kids**

1/2-1/31	Scavenger Hunt: Help us find the Penguins	Beth	46
1/2-1/31	1,000 Books Before Kindergarten registrations	Jordan	5
1/2-1/31	1,000 Books Before Kindergarten completions	Jordan	1
1/2-1/31	AISLE Brochure turn-ins	Jordan	2
1/2-1/31	Mid-Kid Book Bag requests	Jordan	2
1/2-1/14	Reindeer Coloring	Erin	240
1/2-1/14	Little Maker @ Home: Tallest Tree	Erin	100
1/7-1/27	Paper Snowflakes	Amy, Beth	150
1/15-1/23	Mitten Color by Number	Erin	150
1/17-1/23	Little Maker @ Home: Helper Hats	Erin	80
1/24-1/31	LEGO Superhero	Erin	225
1/24-1/29	Little Makers @ Home: Lunar New Year	Erin	100
1/28-1/31	I Have a Dream	Beth	45

**Teen**

**Adult**

1/1-1/31	Adult Puzzles in Café	Kate	39
1/7	Pick-up Program: Spice of the Month: Ginger Root	Kate	20
1/30	College of DuPage Lobby Table Drop-In	Amy	8



This month kicked off our first offering of the new Spice of the Month program. Each month, guests pick up a kit they have registered for that contains the spice of the month, recipes, and information on that spice. Once they've tried the recipes, they can send IPPL staff photos of their culinary creations. To the left is our first recipe picture sent in by a guest.

Submitted by:  
 Amy Merda, P & O Dept. Head  
 2/12/25

**Resource Services January 2025 Report**  
Submitted by Gail Graziani, Head of Resource Services

### Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, worked with Anna Hinkley, Resource Services Specialist and Resource Services Associates, to create a new Phonics section in the Beginning Reader area.
- Tori Castro, Resource Services Specialist II, updated the print materials that are part of each Book Group to Go kit, including author information and discussion questions.
- Jeanine Clinton, Resource Services Librarian, added five new items to the Library of Things collection, including a Pico projector with stand, mini LCD projector, light meter, thermal laminator, and a video streaming kit.
- Anna Hinkley, Resource Services Specialist, and Jeanine Clinton, Resource Services Librarian, began updating the categories in the Cooking section to improve browsing.
- Jen Ripka, Resource Services Librarian, as a member of the eMediaLibrary collection team, ordered digital materials for the shared use of the consortia libraries.

### Collection Totals

Print Books	98,714
A/V Materials	34,332
Other Materials (Kits, Devices, Games, Puzzles)	1,443
<b>TOTAL Physical Formats</b>	<b>134,489</b>
eBooks (eMediaLibrary & Hoopla)	1,224,284
eAudio & eMusic (eMediaLibrary & Hoopla)	773,508
Digital Video (Hoopla & Kanopy)	68,789
<b>TOTAL Electronic Formats</b>	<b>2,066,581</b>

### Library Displays

#### 1<sup>st</sup> Floor

- Believe in Your Shelf!
- Spotlight: Binge Boxes
- Cozy Reads

#### 2<sup>nd</sup> Floor

- Winter Fun
- Winter Reads
- National Hobby Month
- Celebrating Lunar New Year

### Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, began working on the annual circulation report to assist selectors with collection development.
- Jen Ripka, Resource Services Librarian, and Tori Castro, Resource Services Specialist II, assembled a display to promote the PopCon event, along with updating the monthly displays and the Staff Picks display.

- Joe Popowitch, Resource Services Librarian, prepared for the upcoming tax season, including working with the AARP Tax-Aide coordinator to update the appointment spreadsheet, organizing the print tax forms requested by IPPL for guests, and updating the Tax Help information on the library’s website.
- Jeanine Clinton, Resource Services Librarian, updated the True Crime book list on the website.
- Tori Castro, Resource Services Specialist II, began preparations for next month’s “Blind Date with a Book” display, including working with the Communications department to create a decorative template to attach to the front of the books, and planning social media posts.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, and Betty Cornfield, Programming & Outreach Support Associate, collaborated with a local third-grade teacher to provide materials for the school’s annual biography project.

**On-Call Librarian Interactions**

Assistance	275	123 phone / 119 in-person / 9 email / 24 chat
Reference	109	35 phone / 62 in-person / 10 email / 2 chat
One-to-One Training	9	3 phone / 6 in-person
Readers’ Advisory	11	1 phone / 6 in-person / 4 chat
Directional	12	10 phone / 2 in-person

**Community**

- Tori Castro, Resource Services Specialist II, checked out 83 items for Homebound program delivery, and prepared discussion questions for 11 outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated three general volunteer hours.

**Programs**

Date	Name	Program	Attendance
1/04/25	Joe	In-Person ESL Conversation Group	6
1/09/25	T.J.	Thursday Movie: <i>The Thin Man</i>	17
1/09/25	Jen	Illinois Libraries Present: Steve Dolinsky	19
1/18/25	Jordan	1,000 Books Before Kindergarten Storytime	26
1/18/25	Joe	In-Person ESL Conversation Group	6
1/23/25	T.J.	Thursday Movie: <i>Twisters</i>	21
1/23/25	Jen	Illinois Libraries Present: Michelle Buteau	7
1/23/25	Joe	Genealogy Group	12
1/30/25	Joe	Resumes vs. Robots	6

**Passive Youth Programs**

<b>Program</b>	<b>Engagement</b>
Monarch Challenge	2 completed brochures turned in
Bluestem Challenge	n/a
Caudill Challenge	n/a
1,000 Books Before Kindergarten	5 registrations / 1 completion
Baby Book Bees	n/a
100 Books Before Graduation	n/a
Mid-Kid Book Bags	2 requests

**Continuing Education & Contributing to the Profession**

- T.J. Szafranski attended the following webinars/meetings:
  - Person in Charge Training
- Jen Ripka attended the following webinars/meetings:
  - SustainRT Chairs Meeting
  - SustainRT Committee Meeting
  - Person in Charge Training
- Jeanine Clinton attended the following webinars/meetings:
  - iCamp Mentor Meeting (RAILS)
  - Person in Charge Training
- Tori Castro attended the following webinars/meetings:
  - Adult Reading Round Table Genre Study
- Jordan Calabrese attended the following webinars/meetings:
  - Person in Charge Training

## Technology & Maker Services Board Report January 2025

### Classes/Programs

Number of Classes: 18 Total Attendance: 124

#### Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
01/04	930-11a	Swiftie T-Shirt	Kids	Jack	11
01/09	4-5p	Mid-Kids Time	Kids	Jack	2
01/09	6-730p	Video Game Hats	Kids	Jack	10
01/17	6-8p	After Hours: Create & Sip	Adult	Jack	20
01/18	930-1030a	Intro to Laser	Adult	Luke	Cancelled
01/21	930-1030a	Intro to Vinyl	Adult	Jack	5
01/23	930-1030a	Intro to Embroidery	Adult	Luke	7
01/23	4-5p	Mid-Kids Time	Kids	Jack	4
01/27	630-8p	Intro Sewing	Adult	Jack	7
01/29	930-11a	Patchwork Quilting	Adult	Presenter	4
01/30	630-8p	Machine Hem Pants	Adult	Jack	4

#### Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
01/07	630-8p	GIMP Basics	Adult	Ann	4
01/08	4-5p	Ozobot Coding	Kids	Jack	5
01/10	1-230p	iPhone Basics	Adult	Ann	12
01/13	630-8p	Adobe Ill for beginners	Adult	Kate	3
01/15	4-5p	Ozobot Coding	Kids	Jack	8
01/24	1-2p	iPhone Intermediate	Adult	Ann	13
01/28	630-8p	Canva basics	Adult	Ann	5

### Statistics

- Computer Usage
  - Adult Users: 1,630 Hours: 1,317
  - Adult laptop: 10 Hours: 11
  - K&T Users: 570 Hours: 299
  - K&T Laptops: 5 Hours: 7
- Technology Desk Assistance- 1,026
- 1-on-1 Training- 3
- Wireless Usage- Total Unique Access: 8,007

**Maker Services/Maker Studio**  
**Made Using Equipment**

Laser-etched leather notebook



Laser-cut and assembled wooden box



Laser-etched wooden gift box



White toner printed tote bag



**Statistics**

- Maker 1-on-1 Training- 52 appointments made

**Equipment Usage**

- 3D Printers- 10
- Button Maker- 8
- Candle Maker- 1
- Cricut (Vinyl)- 7
- Digital Editing (iMac)- 3
- Embroidery Machine- 27
- Hat/ Mug Press - 17
- Knitting Machine- 2
- Laminator - 3
- Laser Cutter- 23

- Poster Printer- 21
- Serger - 3
- Sewing Machine- 13
- Silhouette (Vinyl)- 6
- Sizzix (die cut/embossing)- 5
- Sublimation Printer- 13
- White Toner Printer - 8

#### Staff Activities

- Luke and Kate have both been developing new program ideas for spring and summer.
- Kate has also been working on creating new display examples and has been collaborating with Gail C. to create instructions for laser etching and embroidery patches.
- Luke worked with Tony to help troubleshoot the poster printer.
- Jack ordered the new Bambu 3D printer and has been working on setup.
- Jack visited Anne M. Jeans and Westview Middle Schools for outreach activities and interacted with over 100 students and parents in total.
- Kristen has standardized a few procedures for the Technology Desk and has been gathering information about schedules, purchasing, programming, and more.

Submitted by Kristen Lawson



STATISTICS FOR	Jan-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	23,671	24,556	163,806	170,560	-3.96%
Teen	1,150	1,253	8,391	8,869	-5.39%
Kids	16,211	16,009	113,792	116,100	-1.99%
ILLS Sent	3,213	3,046	19,070	20,078	-5.02%
TOTAL	44,245	44,864	305,059	315,607	-3.34%
Electronic Circulation	12,481	12,542	75,002	76,371	-1.79%
GRAND TOTAL CIRC.	56,726	57,406	380,061	391,978	-3.04%
% Reciprocal Borrowing	10%	11%	10%	10%	
Patron Visits	27,058	25,436	210,325	204,420	2.89%
<b>Current Cards</b>					
Resident	174	127	25,141	24,978	0.65%
Non-Resident	105	79	2,397	2,271	5.55%
TOTAL	279	206	27,538	27,249	1.06%
<b>Patron Assistance</b>					
Adult - Reference	1,741	1,924	13,450	16,419	-18.08%
Kids - Reference	1,021	899	6,276	6,328	-0.82%
Technology - Reference	1,026	1,034	8,108	6,033	34.39%
TOTAL REFERENCE	3,788	3,857	27,834	28,780	-3.29%
Adult - Other	49	63	390	652	-40.18%
Kids - Other	38	39	177	287	-38.33%
Technology - Other	53	6	735	85	764.71%
TOTAL OTHER	140	108	1,302	1,024	27.15%
GRAND TOTAL ASST.	3,928	3,965	29,136	29,804	-2.24%
<b>ILL/Reserves</b>					
Holds	9,198	8,840	48,058	59,232	-18.86%
ILLs Sent	3,213	3,046	19,070	20,078	-5.02%
ILLs Checked Out	4,332	4,155	41,524	27,987	48.37%
ILLS Received	5,301	4,891	31,737	32,923	-3.60%
<b>Programs - Adult</b>					
# Programs	17	14	94	98	-4.08%
Attendance	440	276	2,205	1,803	22.30%
<b>Programs - Tech &amp; Maker</b>					
# Programs	18	13	91	89	2.25%
Attendance	124	114	749	660	13.48%
<b>Individual Technology Training</b>					
# of Patrons	22	127	320	1,139	-71.91%
<b>Groups</b>					
# Programs	8	8	71	73	-2.74%
Attendance	62	45	656	667	-1.65%
<b>Others</b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b>Programs - Teen</b>					
# Programs	6	12	31	52	-40.38%
Attendance	25	59	267	319	-16.30%
<b>Programs - Kids</b>					
# Programs	25	21	127	125	1.60%
Attendance	546	503	2,982	3,015	-1.09%
GRAND TOTAL ATT.	1,219	1,124	7,179	7,603	-5.58%

STATISTICS FOR	Jan-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Passive Programs - Adult</u></b>					
#Programs	3	2	16	21	-23.81%
Attendance	67	40	903	487	85.42%
<b><u>Passive Programs - Teen</u></b>					
# Programs	0	3	15	17	-11.76%
Attendance	0	23	864	137	530.66%
<b><u>Passive Programs - Kids</u></b>					
# Programs	13	18	96	105	-8.57%
Attendance	1,146	1,249	9,267	10,298	-10.01%
<b><u>Computers - Patron Use</u></b>					
Adult Computers	1,630	1,417	11,430	10,409	9.81%
Kids Computers	570	619	4,359	4,473	-2.55%
Teen Laptop	5	4	24	28	-14.29%
Adult Laptop	10	19	51	112	-54.46%
<b>TOTAL PATRON USE</b>	<b>2,215</b>	<b>2,059</b>	<b>15,864</b>	<b>15,022</b>	<b>5.61%</b>
<b><u>Hours Used</u></b>					
Adult Computers	1,317	1,174	9,562	8,254	15.85%
Kids Computers	299	286	2,350	2,079	13.04%
Teen Laptop	7	6	19	27	-29.63%
Adult Laptop	11	20	58	118	-50.85%
<b>TOTAL HOURS USED</b>	<b>1,634</b>	<b>1,486</b>	<b>11,989</b>	<b>10,478</b>	<b>14.42%</b>
<b>Wireless Total Connections</b>	<b>8,007</b>	<b>6,471</b>	<b>55,640</b>	<b>50,202</b>	<b>10.83%</b>
<b>IPPL Total Web Site Access</b>	<b>13,690</b>	<b>14,612</b>	<b>86,901</b>	<b>91,862</b>	<b>-5.40%</b>
<b>IPPL Total Page Views</b>	<b>50,430</b>	<b>50,647</b>	<b>319,215</b>	<b>348,617</b>	<b>-8.43%</b>
<b>Subscription Database Logins</b>	<b>5,279</b>	<b>3,138</b>	<b>34,426</b>	<b>18,883</b>	<b>82.31%</b>
<b><u>Outreach-Homebound</u></b>					
Items Delivered	83	146	793	1,212	-34.57%
<b><u>Volunteers</u></b>					
Number Active	27	56			
Hours Worked	111	203	728	861	-15.45%
<b>Staff Training Hours</b>	<b>41</b>	<b>49</b>	<b>970</b>	<b>467</b>	<b>107.71%</b>
<b><u>Room Use</u></b>					
Conference Rooms	756	754	5,541	5,273	5.08%
Meeting Rooms					
Library	75	47	374	333	12.31%
Non-Library	22	23	120	131	-8.40%
Board Room					
Library	22	20	145	145	0.00%
Non-Library	22	27	135	159	-15.09%

## MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2025

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
<b>ADULT</b>				
Reference	112	0	0	112
Non-Fiction	29,268	180	197	29,251
Fiction	28,636	330	260	28,706
<b>ADULT TOTALS</b>	58,016	510	457	58,069
<b>KIDS</b>				
Non-Fiction	12,740	68	6	12,802
Fiction	23,495	192	302	23,385
Books + Audio (Vox, WonderBooks)	198	15	2	211
<b>KIDS TOTALS</b>	36,433	275	310	36,398
<b>TEEN</b>				
Non-Fiction	737	14	0	751
Fiction	3,630	45	179	3,496
<b>TEEN TOTALS</b>	4,367	59	179	4,247
<b>BOOK TOTALS</b>	98,816	844	946	98,714

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
<b>ADULT</b>				
Audiobooks on CD	6,022	24	14	6,032
Music CDs	4,309	8	5	4,312
Vinyl Records	26	3	0	29
Playaway	312	0	0	312
<b>ADULT TOTALS</b>	10,669	35	19	10,685
<b>KIDS</b>				
Audiobooks on CD	342	1	0	343
Music CDs	211	0	0	211
Playaway	128	3	0	131
<b>KIDS TOTALS</b>	681	4	0	685
<b>TEEN</b>				
Audiobooks on CD	108	0	1	107
Playaway	20	0	0	20
<b>TEEN TOTALS</b>	128	0	1	127
<b>AUDIO TOTALS</b>	11,478	39	20	11,497

<b>VIDEO</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Discarded Items</b>	<b>Current Totals</b>
<b>ADULT</b>				
DVD & Blu-ray	19,102	52	51	19,103
<b>ADULT TOTALS</b>	19,102	52	51	19,103
<b>KIDS</b>				
DVD & Blu-ray	3,816	3	87	3,732
<b>KIDS TOTALS</b>	3,816	3	87	3,732
<b>TEEN</b>				
DVD & Blu-ray	0	0	0	0
<b>TEEN TOTALS</b>	0	0	0	0
<b>VIDEO TOTALS</b>	<b>22,918</b>	<b>55</b>	<b>138</b>	<b>22,835</b>

<b>OTHER</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Discarded Items</b>	<b>Current Totals</b>
<b>ADULT</b>				
Kits (Book Club to Go)	15	0	0	15
Library of Things	109	5	2	112
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	609	0	58	551
CD-ROMs	0	0	0	0
<b>ADULT TOTALS</b>	795	5	60	740
<b>KIDS</b>				
Kits (STEM, Book bundles, etc.)	200	0	0	200
Puzzles	23	0	0	23
Tablets (Fire HD, Launchpads)	24	7	1	30
Console Games	334	0	0	334
Board Games - Juvenile	20	0	2	18
<b>KIDS TOTALS</b>	601	7	3	605
<b>TEEN</b>				
Equipment (CD Players, etc.)	25	0	0	25
Console Games	0	0	0	0
Board Games	74	0	1	73
<b>TEEN TOTALS</b>	99	0	1	98
<b>OTHER TOTALS</b>	<b>1,495</b>	<b>12</b>	<b>64</b>	<b>1,443</b>
<b>COLLECTION TOTALS</b>	<b>134,707</b>	<b>950</b>	<b>1,168</b>	<b>134,489</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Jan 2025**

<b>eBOOKS</b>	<b>Previous Month Totals</b>	<b>+/- Items</b>	<b>Current Totals</b>
Hoopla (ebooks & comics)	1,154,220	<b>41,874</b>	1,196,094
eMedia (OverDrive Consortium)	20,071	<b>-50</b>	<b>20,021</b>
eMedia (OverDrive Advantage)	7,962	<b>-12</b>	<b>7,950</b>
Preloaded Adult eReaders	219	<b>0</b>	<b>219</b>
<b>eBook Totals</b>	<b>1,182,472</b>	<b>41,812</b>	<b>1,224,284</b>
<b>AUDIO</b>	<b>Previous Month Totals</b>	<b>+/- Items</b>	<b>Current Totals</b>
<b>Audiobooks</b>			
Hoopla	280,596	<b>8,024</b>	<b>288,620</b>
eMedia (Overdrive Consortium)	7,293	<b>-44</b>	<b>7,249</b>
eMedia (OverDrive Advantage)	2,383	<b>88</b>	<b>2,471</b>
Preloaded Audiobook Tablets	179	<b>1</b>	<b>180</b>
<b>Music</b>			
Hoopla	476,980	<b>-1,992</b>	<b>474,988</b>
<b>Audio Total</b>	<b>767,431</b>	<b>6,077</b>	<b>773,508</b>
<b>VISUAL</b>	<b>Previous Month Totals</b>	<b>+/- Items</b>	<b>Current Totals</b>
<b>Videos</b>			
Hoopla (includes TV Episodes)	31,973	<b>450</b>	<b>32,423</b>
Kanopy	34,310	<b>175</b>	<b>34,485</b>
Preloaded Adult Roku Titles	1,634	<b>6</b>	<b>1,640</b>
Preloaded Family Roku Titles	241	<b>0</b>	<b>241</b>
<b>Visual Totals</b>	<b>68,158</b>	<b>631</b>	<b>68,789</b>
<b>Total Audio/Visual</b>	<b>835,589</b>	<b>6,708</b>	<b>842,297</b>
<b>Collection Totals</b>	<b>2,018,061</b>	<b>48,520</b>	<b>2,066,581</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2025

Balance on hand as of December 31, 2024.....	3,935,370.80
Cash Receipts for January.....	34,528.07
Cash Disbursements for January.....	454,114.23
Cash on hand as of January 31, 2025.....	3,515,784.64

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.556%	
General.....	1,174,228.54
MPI Investment (Corporate Fund).....	1,422,792.05
Republic Bank - Savings - Rate 3.13%.....	851,336.09
Republic Bank - Checking General.....	57,349.76
Republic Bank - Payroll Account.....	1,876.52
Republic Bank - License Sticker Account.....	7,597.68
Petty Cash/Circulation.....	604.00
Balances as of January 31, 2025.....	3,515,784.64

FUND BALANCES AS OF 1/31/2025

Corporate Fund.....	3,380,957.39
Building & Maintenance Fund.....	(47,470.02)
I.M.R.F. Fund.....	(11,643.47)
Liability Fund.....	(10,296.64)
Social Security Fund.....	(14,427.97)
Special Reserve Fund.....	-
Current Liabilites.....	218,665.35
Grand Total All Funds.....	3,515,784.64

### Indian Prairie Public Library District Consolidated Revenue Report for January 2025

Percent of Year: 58.33

	RECEIVED Jan 2025	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	4,386,716.26	100.99%	4,343,827.00	-42,889.26
41150 · Non-current Property Taxes	0.00	665.67	0.00%	800.00	134.33
43100 · Interest-Tax Levy	45.48	4,285.70	0.00%	0.00	-4,285.70
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>45.48</b>	<b>4,391,667.63</b>	<b>101.08%</b>	<b>4,344,627.00</b>	<b>-47,040.63</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	65,179.62	100.00%	65,180.00	0.38
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>65,179.62</b>	<b>100.00%</b>	<b>65,180.00</b>	<b>0.38</b>
<b>INTEREST</b>					
43500 · Interest - Investment	7,285.60	63,523.25	105.87%	60,000.00	-3,523.25
<b>TOTAL INTEREST</b>	<b>7,285.60</b>	<b>63,523.25</b>	<b>105.87%</b>	<b>60,000.00</b>	<b>-3,523.25</b>
<b>DESK MONIES</b>					
45100 · Copier	188.65	1,472.55	70.12%	2,100.00	627.45
45120 · Computer Copies	1,543.29	10,702.84	89.19%	12,000.00	1,297.16
45130 · Fax	445.99	2,248.82	44.98%	5,000.00	2,751.18
45200 · Fines/Fees	477.48	3,061.12	76.53%	4,000.00	938.88
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	574.77	3,650.68	66.38%	5,500.00	1,849.32
45350 · Non-Resident Fees	14,230.00	78,729.52	85.58%	92,000.00	13,270.48
45550 · Meeting Room Rental	0.00	1,731.25	115.42%	1,500.00	-231.25
45600 · ILL Fees	13.34	128.90	36.83%	350.00	221.10
45650 · Maker Studio	498.78	6,160.23	82.14%	7,500.00	1,339.77
45700 · Passport Fees	3,220.00	18,095.00	60.32%	30,000.00	11,905.00
45800 · License Stickers	197.60	1,983.60	79.34%	2,500.00	516.40
<b>TOTAL DESK MONIES</b>	<b>21,389.90</b>	<b>127,992.51</b>	<b>78.74%</b>	<b>162,550.00</b>	<b>34,557.49</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	0.00	300.00	20.00%	1,500.00	1,200.00
46800 · Collection Agency Fee	20.00	264.53	264.53%	100.00	-164.53
<b>TOTAL OTHER INCOME</b>	<b>20.00</b>	<b>1,109.53</b>	<b>52.84%</b>	<b>2,100.00</b>	<b>990.47</b>
<b>TOTAL</b>	<b>28,740.98</b>	<b>4,649,472.54</b>	<b>100.32%</b>	<b>4,634,457.00</b>	<b>-15,015.54</b>
49000 · Operating Transfer In	14,778.29	14,978.29			
<b>GRAND TOTAL</b>	<b>43,519.27</b>	<b>4,664,450.83</b>	<b>100.65%</b>	<b>4,634,457.00</b>	<b>-29,993.83</b>

Operating Transfer In reflects \$14,978.29 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29

## Indian Prairie Public Library District Consolidated Expenditures Report for January 2025

Percent of Year: 58.33

	Jan 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	296,091.10	1,574,869.62	60.95%	2,583,941.00	1,009,071.38		
61310 · Benefits - Medical / Life Ins.	19,399.46	136,657.46	53.16%	257,063.00	120,405.54		
61330 · Benefits - IMRF	32,981.83	168,305.62	59.36%	283,555.00	115,249.38		
61340 · Benefits - FICA	21,687.07	116,667.37	59.02%	197,671.00	81,003.63		
61400 · Staff Development	696.69	10,440.74	56.74%	18,400.00	7,959.26		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	440.26	2,070.23	69.01%	3,000.00	929.77		
<b>TOTAL PERSONNEL</b>	<b>371,296.41</b>	<b>2,013,444.04</b>	<b>60.12%</b>	<b>3,348,843.00</b>	<b>1,335,398.96</b>	<b>3,400,000.00</b>	<b>59.22%</b>
<b>MATERIALS</b>							
62100 · Books	8,010.19	68,405.76	41.45%	165,040.00	96,634.24		
62200 · Periodicals	6,188.07	13,835.01	75.60%	18,300.00	4,464.99		
62300 · Audio	1,186.00	9,121.12	37.15%	24,550.00	15,428.88		
62400 · Video	1,793.99	13,484.09	40.86%	33,000.00	19,515.91		
62500 · Multi-Media	1,501.36	2,991.18	54.39%	5,500.00	2,508.82		
62600 · eMaterials	4,692.81	148,223.16	61.74%	240,090.00	91,866.84		
62700 · Console Games	0.00	2,576.04	42.93%	6,000.00	3,423.96		
62800 · Damaged Item Replacement	194.98	3,866.41	64.44%	6,000.00	2,133.59		
62900 · Materials Supplies	1,383.15	11,944.89	55.56%	21,500.00	9,555.11		
<b>TOTAL MATERIALS</b>	<b>24,950.55</b>	<b>274,447.66</b>	<b>52.78%</b>	<b>519,980.00</b>	<b>245,532.34</b>	<b>530,000.00</b>	<b>51.78%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,432.26	39,037.08	47.03%	83,000.00	43,962.92		
63300 · Utilities (1-8-11 · Gas)	2,223.12	6,865.66	24.52%	28,000.00	21,134.34		
63300 · Utilities (1-8-12 · Electric)	5,158.85	50,958.12	71.77%	71,000.00	20,041.88		
63300 · Utilities (1-8-13 · Telephone)	243.04	1,590.66	63.63%	2,500.00	909.34		
63300 · Utilities (1-8-14 · Water/Sewer)	788.72	7,800.71	78.01%	10,000.00	2,199.29		
63300 · Utilities (1-8-15 · Garbage Disposal)	837.00	2,547.00	50.94%	5,000.00	2,453.00		
63350 · Building Supplies	976.50	7,171.82	47.81%	15,000.00	7,828.18		
63400 · Maintenance Supplies	263.70	5,229.88	43.58%	12,000.00	6,770.12		
63500 · Security System Monitoring	0.00	775.00	77.50%	1,000.00	225.00		
63600 · Property Maintenance	3,990.00	20,824.64	68.05%	30,600.00	9,775.46		
63800 · Building Maintenance/Repair	8,303.04	55,809.38	85.00%	65,600.00	9,790.62		
<b>TOTAL BUILDING</b>	<b>29,216.23</b>	<b>198,609.85</b>	<b>61.36%</b>	<b>323,700.00</b>	<b>125,090.15</b>	<b>225,000.00</b>	<b>88.27%</b>
<b>OPERATIONS</b>							
64100 · Payroll Service	1,350.00	4,725.00	59.06%	8,000.00	3,275.00		
64200 · Supplies - Office	477.36	2,482.64	49.65%	5,000.00	2,517.36		
64300 · Photocopy Supplies	33.72	1,362.79	45.43%	3,000.00	1,637.21		
64400 · Guest Services Supplies	6.75	174.93	21.87%	800.00	625.07		
64500 · Postage	2,002.30	329.49	6.59%	5,000.00	4,670.51		
64550 · Passport Postage	411.70	2,280.84	45.62%	5,000.00	2,719.16		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	15.41	729.39	48.63%	1,500.00	770.61		
64800 · Organizational Memberships	820.00	1,808.90	60.30%	3,000.00	1,191.10		
64900 · Bank Fees	284.90	2,124.77	60.71%	3,500.00	1,375.23		
<b>TOTAL OPERATION</b>	<b>5,402.14</b>	<b>16,018.75</b>	<b>45.38%</b>	<b>35,300.00</b>	<b>19,281.25</b>	<b>45,000.00</b>	<b>35.60%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Toner	611.27	7,972.64	44.29%	18,000.00	10,027.36		
65160 · Supplies-Technology Services	0.00	29.90	14.95%	200.00	170.10		
65170 · Supplies-Maker Studio	501.35	5,130.04	73.29%	7,000.00	1,869.96		
65200 · Technology-Prof Services	0.00	10,172.50	46.24%	22,000.00	11,827.50		
65300 · Purchase of Equipment	0.00	5,408.07	50.31%	10,750.00	5,341.93		
65350 · STEM Kits	21.98	520.29	26.02%	2,000.00	1,479.71		



## Indian Prairie Public Library District Consolidated Expenditures Report for January 2025

Percent of Year: 58.33

	Jan 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	3,243.09	5,903.72	37.37%	15,800.00	9,896.28		
65500 · Software	3,755.64	19,969.33	52.23%	38,235.00	18,265.67		
65600 · SWAN	11,394.75	34,375.62	75.41%	45,584.00	11,208.38		
65700 · Telecommunications	1,186.55	6,808.84	52.15%	13,056.00	6,247.16		
<b>TOTAL TECHNOLOGY</b>	<b>20,714.63</b>	<b>96,290.95</b>	<b>55.78%</b>	<b>172,625.00</b>	<b>76,334.05</b>	<b>195,000.00</b>	<b>49.38%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	2,197.45	24,014.35	46.63%	51,500.00	27,485.65		
66200 · Credit Bureau	88.65	650.10	65.01%	1,000.00	349.90		
66300 · Copier	-30.76	1,245.62	41.52%	3,000.00	1,754.38		
66400 · Copier Maintenance Contract	138.40	677.00	33.85%	2,000.00	1,323.00		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,393.74</b>	<b>26,587.07</b>	<b>46.08%</b>	<b>57,700.00</b>	<b>31,112.93</b>	<b>62,000.00</b>	<b>42.88%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	16,924.00	100.00%	16,924.00	0.00		
67200 · Bonding	0.00	1,367.00	100.00%	1,367.00	0.00		
67300 · Officers & Directors Liability	0.00	2,358.00	100.00%	2,358.00	0.00		
67400 · Umbrella Liability	0.00	3,025.00	100.00%	3,025.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>23,674.00</b>	<b>100.00%</b>	<b>23,674.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>91.05%</b>
<b>COMMUNICATIONS</b>							
68110 · Marketing Newsletter	0.00	22,834.20	45.96%	49,680.00	26,845.80		
68111 · eNewsletter	15.00	144.68	1.56%	9,260.00	9,115.32		
68210 · Marketing Advertising	0.00	402.00	40.20%	1,000.00	598.00		
68310 · Marketing Supplies	50.80	232.00	9.67%	2,400.00	2,168.00		
68410 · Marketing-Information Printing	0.00	617.12	6.50%	9,500.00	8,882.88		
68500 · Legal Notices	0.00	625.85	62.59%	1,000.00	374.15		
<b>TOTAL COMMUNICATIONS</b>	<b>65.80</b>	<b>24,855.85</b>	<b>34.12%</b>	<b>72,840.00</b>	<b>47,984.15</b>	<b>78,000.00</b>	<b>31.87%</b>
<b>PROGRAMMING</b>							
68600 · Programming	2,835.33	16,151.10	42.50%	38,000.00	21,848.90		
<b>TOTAL PROGRAMMING</b>	<b>2,835.33</b>	<b>16,151.10</b>	<b>42.50%</b>	<b>38,000.00</b>	<b>21,848.90</b>	<b>42,000.00</b>	<b>38.46%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	14,778.29	14,978.29	0.00%		-14,978.29		
69900 · Contingency	0.00	6,962.69	77.36%	9,000.00	2,037.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
<b>TOTAL</b>	<b>14,778.29</b>	<b>14,978.29</b>	<b>0.00%</b>	<b>4,601,662.00</b>	<b>1,874,663.46</b>		
70000 · Operating Transfer Purchases	14,778.29	14,978.29	0.00%				
<b>GRAND TOTAL</b>	<b>501,209.70</b>	<b>2,741,976.83</b>	<b>59.59%</b>	<b>4,601,662.00</b>	<b>1,859,685.17</b>	<b>4,603,000.00</b>	<b>59.57%</b>

Operating Transfer In reflects \$14,978.29 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29



January 2025

Dear Friends:

Investors and most Wall Street professionals entered 2024 somewhat cautious after a strong close in 2023 driven by the Artificial Intelligence (AI) and technology stocks known as the Magnificent Seven (Mag 7). One of the longest anticipated economic cycles, the next recession, hard or soft and 6 months out on the horizon, was fading in the review mirror of Wall Street.

The major stock indices continued their rally in 2024, again led by the high growth tech stocks. Leading the charge are massive AI platforms being built out by a handful of the mega cap tech stocks, require massive amounts of computer processing capacity. Surfacing nationwide are new data centers housing these incredible computer complexes that require historic amounts of electricity. Anticipation of lower interest rates supported the move higher. Intense political and election drama in the U.S. overshadowed the entire year.

Nvidia was the clear leader of this new revolution, advancing 147% last year and breaking into the elite 3 trillion-dollar market cap club joining Apple and Microsoft. As in 2023, the Magnificent Seven dominated the equity markets. In 2024 they accounted for over half of the S&P's 23% return. The markets experienced a brief summer pullback of nearly 10% and gave back about 5% in December but finished 2024 much better than market experts predicted in January.

When you focus on the market's performance without the Mag 7, as in 2023, the picture was again very different. The DJIA and the S&P, excluding the Mag 7, were both up approximately 13%. For the year the job market and corporate earnings were better than economists expected. Inflation continued to slow, crossing down into the high 2% range and unemployment rose modestly from 3.6% to just over 4%. These fundamentals helped move stocks higher.

The FED Fund rate started the year at its recent cycle high of 5.50% and as widely speculated, the first cut came in September, followed by two more cuts in November and December. Fed Funds closed the year 100 basis points (1%) off their high. The 10-year benchmark U.S. Treasury bond started the year yielding 3.9% and rallied modestly into September with a yield of 3.7%. But a reduced accommodative tone from the Federal Reserve and policy uncertainty of the incoming administration triggered a selloff in the bond market and the 10yr TSY closed the year yielding 4.5%. Heading into 2025, the bond market was very uncomfortable with looming tariffs renewing a new inflationary cycle. Rising intermediate/long term rates in a rate-cutting environment is concerning.

Bond performance last year, as every year, was driven by duration. In spite of interest rates starting to go lower, longer maturity bonds continued to underperform shorter maturity issues. The Vanguard long Govt Bond ETF (VGLT) was down over 6%. The broader intermediate duration iShares Core U.S. Aggregate Bond Index (AGG) was positive 1.2%. The 3-year annualized return for the long Treasury VGLT was negative 11.4%.

After back-to-back strong years in the stock market the question at hand is what are the odds of a strong third year? DataTrek Research, a Wall Street research firm, points out that historically, when the S&P 500 climbs two straight years in a row, it rises the next year 71% of the time, with the average third year return being 9.4%. Another Wall Street consulting firm; FactSet, is projecting S&P 500 companies grow their earnings by 15% in 2025 following 9% growth in 2024.

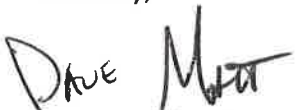
With those positive stats in mind, it is important not to overlook the uncertainty in the marketplace on both domestic and international fronts. The incoming Trump administration will most likely soften the regulatory environment for corporate America which could be very positive for several industries, but the impact of possible tariffs is unknown. On the international scene, wars are continuing on two continents and tensions between world powers don't seem to be improving. The U.S. debt continues to rise to record levels and annual budget deficits persist. The next couple of years will be interesting for sure.

MPI's combination of growth and value stocks, as well as shorter duration fixed income continues to perform well. Our stock portfolios did well in 2024, and our bond portfolios were positive in a market that produced several negative returns.

We enter 2025, as we did in 2024, cautiously optimistic for a year of modest growth. Many economic drivers will develop clarity in the first 6 months of the year and markets will respond accordingly. The market is long-overdue for a 10% plus correction and we feel that it is very likely the coming year. As with recent corrections in the last few years, they can come quickly, and recovery can be quick as well. MPI stands ready to take advantage of any corrections. The Federal Reserve is now predicting 1-2 rates cuts this year verses 4 not too many months ago. As always, the timing of FED easing in 2025 will be data driven. Further rate cuts are expected and will be positive for the economy, the magnitude and timing will be widely speculated in 2025. We also know full well in this volatile world you need to be ready to adjust accordingly. We currently have a bias towards value stocks, shorter duration fixed income and we remain disciplined and conservative in our investment approach.

As we proudly enter our 40<sup>th</sup> year as an independent registered investment advisor, Matt, Christina, and I sincerely thank all our clients, associates, and friends for your years of support in making our firm a success. We wish you a healthy and prosperous 2025.

Sincerely,

  
Dave and Matt Pequet



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

## **Client Update Report**

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**Account**

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

**12/31/2024**

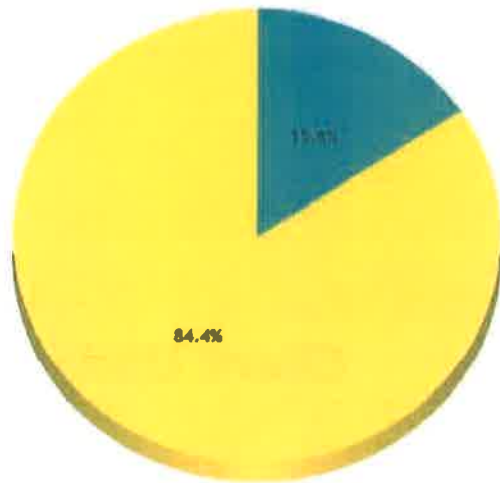


Indian Prairie Public Library District  
 Corporate Account  
 Schwab Account #6415-7790

# Holdings Overview

US Dollar  
 12/31/2024

## Portfolio Allocation as of 12/31/2024

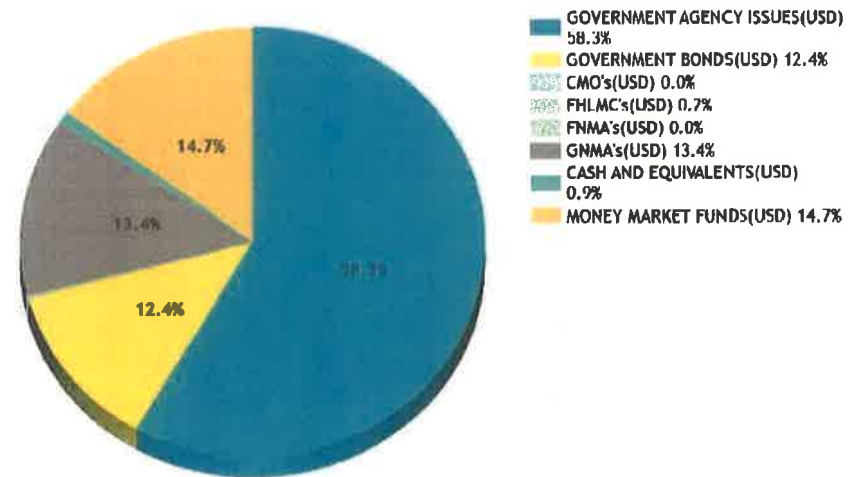


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	218,522.96	15.6	15.6
Fixed Income	1,178,234.15	84.4	84.4
<b>Equity Total</b>	<b>1,396,757.11</b>	<b>100.0</b>	<b>100.0</b>

## Top 10 Holdings

Symbol	Security	Market Value	% Assets
snxxx	Schwab Charles Family Fund Treas Oblig Inv	205,608.48	14.7
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	143,575.25	10.3
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	139,895.48	10.0
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	135,245.71	9.7
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	135,177.59	9.7
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	132,437.68	9.5
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	128,512.30	9.2
91282chd6	United States Treas Notes 4.250% Due 5/31/2025	100,336.56	7.2
36179vhg8	GNMA Pass-Thru M Jumbo FHA 3.000% Due 3/20/2050	91,599.02	6.6
3622acsk7	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053	84,177.00	6.0
<b>Top 10 Holdings Total</b>		<b>1,296,565.06</b>	<b>92.8</b>

## Equity Allocation by Security Type





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

## Performance by Asset Class

Net of Fees | US Dollar  
12/31/2023 - 12/31/2024

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2023	57,178.82	0.00	1,293,851.62	0.00	1,351,030.44
Accrued Interest	0.00	0.00	4,816.26	0.00	4,816.26
Purchases/Contributions	261,377.43	0.00	101,526.25	0.00	0.00
Sales/Withdrawals	-101,526.25	0.00	-261,377.43	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	2,089.60	0.00	2,089.60
Unrealized Gains	0.00	0.00	8,765.10	0.00	8,765.10
Interest Income	36.56	0.00	28,666.58	0.00	28,703.14
Dividend Income	5,572.62	0.00	0.00	0.00	5,572.62
Change in Accrued Interest	0.00	0.00	-103.84	0.00	-103.84
Management Fees	-4,116.22	0.00	0.00	0.00	-4,116.22
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 12/31/2024</b>	<b>218,522.96</b>	<b>0.00</b>	<b>1,173,521.73</b>	<b>0.00</b>	<b>1,392,044.69</b>
Accrued Interest	0.00	0.00	4,712.42	0.00	4,712.42
Average Capital Base	127,187.83	0.00	1,228,658.86	0.00	1,355,846.70
Total Fees	-4,116.22	0.00	0.00	0.00	-4,116.22
Total Gain after Fees	1,492.96	0.00	39,417.45	0.00	40,910.41
IRR for 1.00 Years	1.17%	0.00%	3.21%	0.00%	3.02%



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

# Portfolio Appraisal

US Dollar  
12/31/2024

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
150,000	Federal Home Loan Mtg Corp 0.7100% Due 12/30/2026	99.99	149,985.41	93.09	139,632.98	10.0	4.3
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	103.40	155,098.85	95.32	142,975.25	10.2	4.4
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.98	149,967.28	89.92	134,876.46	9.7	4.7
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.79	149,688.74	89.83	134,746.96	9.6	4.4
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	87.99	131,991.85	9.4	4.6
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.97	149,955.46	85.39	128,078.30	9.2	4.6
	Accrued Interest				2,542.21	0.2	
			<b>904,695.75</b>		<b>814,844.00</b>	<b>58.3</b>	<b>4.5</b>
<b>GOVERNMENT BONDS(USD)</b>							
100,000	United States Treas Notes 4.250% Due 5/31/2025	99.73	99,728.72	99.97	99,974.61	7.2	4.3
75,000	United States Treas Notes 3.875% Due 8/15/2033	93.16	69,871.02	95.18	71,387.70	5.1	4.6
	Accrued Interest				1,451.79	0.1	
			<b>169,599.74</b>		<b>172,814.10</b>	<b>12.4</b>	<b>4.4</b>
<b>CMO's(USD)</b>							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	75.95	99.64	70.06	0.0	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	651.98	102.62	618.90	0.0	3.0
	Accrued Interest				3.00	0.0	
			<b>727.92</b>		<b>691.96</b>	<b>0.0</b>	<b>2.9</b>
<b>FHLMC's(USD)</b>							
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	407.00	99.42	387.09	0.0	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	2,267.59	99.41	2,100.53	0.2	4.2



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

# Portfolio Appraisal

US Dollar  
 12/31/2024

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	146.62	99.76	136.47	0.0	1.7
	Accrued Interest				8.69	0.0	
			<b>2,821.21</b>		<b>2,632.77</b>	<b>0.2</b>	<b>3.6</b>
<b>FNMA's(USD)</b>							
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	413.52	99.20	384.74	0.0	4.3
	Accrued Interest				1.29	0.0	
			<b>413.52</b>		<b>386.04</b>	<b>0.0</b>	<b>4.3</b>
<b>GNMA's(USD)</b>							
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	10.17	99.76	9.40	0.0	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	4,794.83	100.44	4,302.45	0.3	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	2,453.09	102.07	2,297.50	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,229.62	101.09	1,140.57	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,003.59	101.76	1,870.38	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	682.08	102.60	641.23	0.0	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	521.74	102.84	500.38	0.0	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	283.93	104.28	271.80	0.0	2.5
1,000,000	GNMA Pass-Thru M Jumbo FHA 3.000% Due 3/20/2050	87.72	93,085.22	86.07	91,333.75	6.5	4.4
100,000	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053	96.46	80,948.05	99.85	83,792.38	6.0	5.5
	Accrued Interest				705.43	0.1	
			<b>186,012.32</b>		<b>186,865.28</b>	<b>13.4</b>	<b>4.8</b>





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

# Portfolio Appraisal

US Dollar  
12/31/2024

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		12,914.48		12,914.48	0.9	0.0
			12,914.48		12,914.48	0.9	0.0
<b>MONEY MARKET FUNDS(USD)</b>							
205,608.48	Schwab Charles Family Fund Treas Oblig Inv	1.00	205,608.48	1.00	205,608.48	14.7	4.5
			205,608.48		205,608.48	14.7	4.5
<b>Total Portfolio</b>			<b>1,482,793.42</b>		<b>1,396,757.11</b>	<b>100.0</b>	<b>4.5</b>



# Disclaimer & Terms

12/31/2024

## 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 (630)325-6900. 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.



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.