

Indian Prairie Public Library Board Agenda
January 17, 2024

**Board of Trustees Regular Meeting
January 17, 2024 – 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
- B. Mission Statement: We enrich people’s lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.
- C. Public Comment
- D. Communications and Announcements
 - 1. Darien Woman’s Club to Birmingham re: Soap Collection Page 3
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 15, 2023 Page 4
 - 2. Action on Bills/Additional Bills – November & December Page 7
 - 3. Determination to Dispose of Property Page 15
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director’s Report Page 16 Information
- H. Department Reports Information
 - 1. Deputy Director Page 18
 - 2. Marketing Page 20
 - 3. Guest Services Page 30
 - 4. Programming & Outreach Page 32
 - 5. Resource Services Page 43
 - 6. Technology & Maker Services Page 48
- I. Staff Report Information
Jen Ripka, Resource Services Librarian – eBooks and eAudio
at IPPL

- J. Reports
 - 1. Treasurer’s Reports – November & December Page 66 Information
 - 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* Page 74 Discussion
 - 2. Trustee Vacancy Discussion
 - 3. Committee Appointments Page 80 Information

- M. 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.

- N. Return to Open Session and Report of Any Action Taken
 - 1. Approve Minutes of Closed Session Meetings, January 18, 2023
 - 2. Open or Close Any Closed Session Minutes

- O. Meetings
 - 1. A Policy Committee Meeting is scheduled for January 23, 2024 at 5:30 p.m.

- P. Adjournment



January 2, 2024

Indian Prairie Public Library
Ms. Laura Birmingham, Director
401 Plainfield Road
Darien, IL 60561

Dear Ms. Birmingham,

On behalf of the Darien Woman's Club and the recipients of the soap and cleaning products, we want to thank you for helping in our Holiday Soap Collection. We collected over 880 items. It is people like you who care and make this project possible in helping those in need.

We sincerely appreciate your contribution and are very grateful.

Sincerely,

Barb Sparks
Darien Woman's Club
Chair, Holiday Soap Collection



Darien Woman's Club – c/o Darien City Hall – 1702 Plainfield Rd. Darien, IL
60561

www.darienwomansclub.org



Indian Prairie Public Library
Board of Trustees Minutes
November 15, 2023

**Truth in Taxation Hearing
November 15, 2023– 6:30 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 6:30 p.m. Present were Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano, Laura Birmingham, Kristen Lawson, Maria Wlosinski. Absent: none
Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 2, 2023.
- B. Public Questions/Comments – No public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 6:35 p.m.

**Board of Trustees Regular Meeting
November 15, 2023 – 6:35 p.m.**

- A. Roll Call
President Suriano called the meeting to order at 6:35 p.m. Secretary Krupicka called the roll. Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
Absent: none
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski
Others:

President Suriano 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. Legislative Meetups

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 18, 2023
 - 2. Action on Bills/Additional Bills
 - 3. Ordinance #2023-5 Directing Cook County as to PTELL Reduction
 - 4. Update to Personnel Policy 820.4.6 Paid Leave for All Workers Act
 - 5. Update to Personnel Policy 850.2 Personal Business Day
- Damon moved, Palmisano seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Lawson reported that Premier Landscaping relocated the plants blocking our Clarendon Hills Road sign.

I. Staff Report – Trustee Rodriguez attended the ILA conference in Springfield. She thanked IPPL for the opportunity and said it was a wonderful experience. There were many sessions to choose from and all were well attended. There was a significant emphasis on book challenges and the recommendation to prepare a “golden memo” referencing a library’s legal standing for its collections. One of the highlights of the conference was a demo of training modules for Trustees that will be available next year - Heartland Library System received a grant from the State Library to develop an on-line interactive learning portal for Illinois Public Library Trustees. This resource will provide Trustees with consistent information and an understanding of their duties and legal requirements.

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 – Rao reported that the committee meet on 10/31. They reviewed the additional information provided by the three finalists and selected one firm to recommend to the Board for hire.
- 5. Planning Committee Meeting Minutes, 10/17/23 – Krupicka moved, Palmisano seconded to approve the Planning Committee Meeting Minutes dated 10/17/23. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 6. Planning Committee Meeting Minutes, 10/31/23 – Palmisano moved, Rao seconded to approve the Planning Committee Meeting Minutes dated 10/31/23. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 7. Policy Committee – no report

K. Unfinished Business - None

L. New Business

- 1. FY 2022/2023 Audit, Illinois NFP Audit & Tax, LLP – The Board did not have any

questions regarding the report. They would like to invite the auditor to attend the a future Board meeting.

2. Ordinance #2023-6 Levying & Assessing Taxes for FY 2023-24 – Rao moved, Damon seconded to approve Ordinance #2023-6 Levying & Assessing Taxes for FY 2023-2024. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Approve Hiring of Strategic Planning Service – Rao said the Planning Committee is recommending that IPPL hire ReThinking Libraries for their strategic planning consulting services. They have excellent references and have worked with many libraries. They have recent/post-Covid experience working with Illinois public libraries including Downers Grove Library. Krupicka moved, Palmisano seconded to hire ReThinking Libraries to assist in the development of the IPPL’s five-year Strategic Plan. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously. Suriano thanked the committee for their thorough work in reviewing the RFPs.

M. Meetings

A Policy Committee meeting was scheduled for January 23, 2024 at 5:30 p.m.

- N. At 7:16 p.m. Krupicka moved, Raftis seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Executive Director). Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously

O. Return to Open Session

At 8:55 p.m. Damon moved, Raftis seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

1. Director’s Salary Increase – Rodriguez moved, Raftis seconded to set the Executive Director’s salary at \$135,625 per annum. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Any Other Actions – none

P. Adjournment

At 8:57 p.m. Rao moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS NOVEMBER, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2736 - 2803	\$ 131,235.96
Republic Paper Pay Checks	2109 - 2112	\$ 1,407.75
Republic Direct Deposits		\$ 130,740.79
MONTH'S TOTAL:		\$ 263,384.50

Indian Prairie Public Library District
Bill Payment List
November 2023

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
11/03/2023	2736	Bullseye Cleaning Services, Inc.	6,300.00
11/03/2023	2737	Celia C. Perez	2,500.00
11/03/2023	2738	Christina Rodriguez	271.32
11/03/2023	2739	Joe Eskew	37.35
11/03/2023	2740	Hinsdale Humane Society	50.00
11/03/2023	2741	Jordan Calabrese	21.98
11/03/2023	2742	Kristen Lawson	131.00
11/03/2023	2743	kristinZkreations	1,450.00
11/03/2023	2744	LIMRiCC	670.46
11/03/2023	2745	NCPERS Group Life Insurance	48.00
11/03/2023	2746	RAILS	1,250.00
11/08/2023	2747	Accurate	394.83
11/08/2023	2748	Baker & Taylor	232.40
11/08/2023	2749	Case Lots Inc.	957.60
11/08/2023	2750	Center Point Large Print	121.34
11/08/2023	2751	Children's Plus Inc.	2,857.03
11/08/2023	2752	Christine Joy Delgado	100.00
11/08/2023	2753	City of Darien	100.00
11/08/2023	2754	Dancing Cranes Yoga Inc.	545.00
11/08/2023	2755	Hagg Press, Inc.	2,713.84
11/08/2023	2756	Illinois Dept of Innovation & Technology	475.00
11/08/2023	2757	Ingram Library Services	10,900.21
11/08/2023	2758	JanWay Company USA, Inc.	240.00
11/08/2023	2759	Jordan Calabrese	623.61
11/08/2023	2760	Kanopy	266.40
11/08/2023	2761	Lauterbach & Amen, LLP	660.00
11/08/2023	2762	Midwest Tape	10,148.37
11/08/2023	2763	Ripka, Jennifer	88.50
11/08/2023	2764	United Radio Communications	5,531.95
11/08/2023	2765	Wlosinski, Maria	10.48
11/17/2023	2766	AEP Energy, Inc.	6,389.04
11/17/2023	2767	Alphagraphics	144.19
11/17/2023	2768	AT&T	365.15
11/17/2023	2769	Basecamp Web Solutions	650.00
11/17/2023	2770	Canon Financial Services, Inc.	228.88
11/17/2023	2771	Canon Solutions America Inc.	59.50
11/17/2023	2772	City of Darien	15.00
11/17/2023	2773	Clinton, Jeanine	26.20
11/17/2023	2774	Consumers' Checkbook	467.00
11/17/2023	2775	Current Technologies Corporation	1,443.75

Indian Prairie Public Library District Bill Payment List November 2023

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
11/17/2023	2776	Hagg Press, Inc.	8,702.00
11/17/2023	2777	Lucarelli, Anthony	24.63
11/17/2023	2778	Midwest Laser Specialists, Inc.	349.97
11/17/2023	2779	OverDrive, Inc.	7,431.67
11/17/2023	2780	Premier Landscape Contractors	2,308.00
11/17/2023	2781	Quill LLC	1,073.29
11/17/2023	2782	Runco Office Supply	84.92
11/17/2023	2783	Specialty Mat Service	133.70
11/17/2023	2784	Unique	39.40
11/17/2023	2785	USA Today	396.14
11/20/2023	2786	Blue Cross Blue Shield of Illinois	22,485.21
11/20/2023	2787	Dearborn Life Insurance Company	396.52
11/20/2023	2788	Principal Life Insurance Company	3,035.96
11/30/2023	2789	Baker & Taylor	514.03
11/30/2023	2790	Bank of America	12,876.80
11/30/2023	2791	Blackstone Publishing, Inc.	1,546.80
11/30/2023	2792	Cengage Learning, Inc.	417.46
11/30/2023	2793	Center Point Large Print	121.34
11/30/2023	2794	Children's Plus Inc.	45.98
11/30/2023	2795	DEMCO	57.37
11/30/2023	2796	DuPage County Public Works	1,868.68
11/30/2023	2797	Illinois NFP Audit & Tax, LLP	6,500.00
11/30/2023	2798	Kimberly McElheny	100.00
11/30/2023	2799	Latitude Signage & Design	600.00
11/30/2023	2800	Merda, Amy E	22.71
11/30/2023	2801	NCPERS Group Life Insurance	48.00
11/30/2023	2802	Reinventing Space	250.00
11/30/2023	2803	Scharping, Ronald A.	320.00
Total for 10127 Republic Bank Operating Account			\$ 131,235.96

Bills for approval – Electronic Payments & Automatic Withdrawals

NOVEMBER 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	11/09/2023	24,330.34
Federal & IL	Payroll taxes	11/22/2023	24,530.15
IMRF	Payroll Pension	11/30/2023	24,264.29
ExpertPay	Garnishments	11/09/2023	450.50
ExpertPay	Garnishments	11/22/2023	467.76
Mission Square	457 Plan	11/09/2023	50.00
Mission Square	457 Plan	11/22/2023	50.00
Nationwide	457 Plan	11/09/2023	50.00
Nationwide	457 Plan	11/22/2023	50.00
DAC	Deposit to HRA	11/07/2023	208.71
DAC	Deposit to HRA	11/07/2023	46.69
DAC	Deposit to HRA	11/14/2023	55.26
DAC	Deposit to HRA	11/22/2023	113.47
DAC	Deposit to HRA	11/28/2023	126.95
Nicor	Gas	11/13/2023	922.86
ELS	License Stickers		4,346.00
ELS	ELS Fee (October)	11/03/2023	87.45
INB & Republic	Cr Card & Bank Fees	11/13/2023	360.63

ACTION ON BILLS DECEMBER, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2804 - 2853	\$ 90,368.28
Republic Paper Pay Checks	2113 - 2116	\$ 1,492.48
Republic Direct Deposits		\$ 133,413.59
MONTH'S TOTAL:		\$ 225,274.35

Indian Prairie Public Library District Bill Payment List December 2023

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
12/07/2023	2804	AT&T	365.15
12/07/2023	2805	Bullseye Cleaning Services, Inc.	6,300.00
12/07/2023	2806	Case Lots Inc.	125.85
12/07/2023	2807	Center Point Large Print	122.84
12/07/2023	2808	DEMCO	296.03
12/07/2023	2809	Groot Industries, Inc.	382.51
12/07/2023	2810	Kanopy	207.90
12/07/2023	2811	Kimberly McElheny	100.00
12/07/2023	2812	LACONI, Inc.	150.00
12/07/2023	2813	Lauterbach & Amen, LLP	1,320.00
12/07/2023	2814	Merda, Amy E	12.45
12/07/2023	2815	Midwest Tape	10,141.53
12/07/2023	2816	mk Solutions, Inc.	3,025.00
12/07/2023	2817	OverDrive, Inc.	5,641.90
12/07/2023	2818	Runco Office Supply	838.30
12/07/2023	2819	Today's Business Solutions, Inc.	187.04
12/07/2023	2820	Uline	76.96
12/07/2023	2821	Wlosinski, Maria	15.07
12/13/2023	2822	Zazzo's Pizzeria	390.00
12/20/2023	2823	Allard, Jamie	43.89
12/20/2023	2824	Birmingham, Laura	34.95
12/20/2023	2825	Blackstone Publishing, Inc.	840.41
12/20/2023	2826	Blue Cross Blue Shield of Illinois	22,634.91
12/20/2023	2827	Canon Financial Services, Inc.	228.88
12/20/2023	2828	Canon Solutions America Inc.	59.50
12/20/2023	2829	Cengage Learning, Inc.	884.51
12/20/2023	2830	Chicago Tribune Media Group	126.00
12/20/2023	2831	City of Darien	50.00
12/20/2023	2832	Dearborn Life Insurance Company	96.66
12/20/2023	2833	DEMCO	121.80
12/20/2023	2834	Hayes Mechanical LLC	503.20
12/20/2023	2835	Illinois Dept of Innovation & Technology	475.00
12/20/2023	2836	India for Everyone	450.05
12/20/2023	2837	Ingram Library Services	10,642.58
12/20/2023	2838	Kate Kresek	25.55
12/20/2023	2839	kristinZkreations	975.00
12/20/2023	2840	Libraries First	360.00
12/20/2023	2841	Midwest Tape	5,068.07
12/20/2023	2842	Polonia Bookstore	488.80
12/20/2023	2843	Premier Landscape Contractors	1,150.00

Indian Prairie Public Library District
Bill Payment List
December 2023

Date	Num	Vendor	Amount
12/20/2023	2844	RAILS	2,666.52
12/20/2023	2845	Rivistas Subscription Services	278.72
12/20/2023	2846	Shaw Media	150.00
12/20/2023	2847	Specialty Mat Service	133.70
12/20/2023	2848	Sterling Services, Inc.	4,344.24
12/20/2023	2849	Unique	137.90
12/27/2023	2850	Bank of America	7,403.10
12/27/2023	2851	Indian Prairie Library Foundation & Friends	40.00
12/27/2023	2852	NCPERS Group Life Insurance	48.00
12/27/2023	2853	Streett, Cathy	208.81
Total for 10127 Republic Bank Operating Account			\$ 90,368.28

Bills for approval – Electronic Payments & Automatic Withdrawals

DECEMBER 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	12/07/2023	25,402.67
Federal & IL	Payroll taxes	12/21/2023	24,864.78
IMRF	Payroll Pension	12/26/2023	24,722.65
ExpertPay	Garnishments	12/07/2023	437.08
ExpertPay	Garnishments	12/21/2023	439.76
Mission Square	457 Plan	12/07/2023	50.00
Mission Square	457 Plan	12/21/2023	50.00
Nationwide	457 Plan	12/07/2023	50.00
Nationwide	457 Plan	12/21/2023	50.00
DAC	Deposit to HRA	12/05/2023	726.51
DAC	Deposit to HRA	12/08/2023	208.71
DAC	Deposit to HRA	12/12/2023	1,057.93
DAC	Deposit to HRA	12/19/2023	77.00
DAC	Deposit to HRA	12/28/2023	425.27
Nicor	Gas	12/12/2023	960.46
ELS	License Stickers		4,600.00
ELS	ELS Fee (November)	12/05/2023	39.60
INB & Republic	Cr Card & Bank Fees	12/13/2023	225.82

DETERMINATION TO DISPOSE OF PROPERTY

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

- 1 old laminator
- 50 Kenwood radio headsets (incompatible with new walkie talkies)
- 1 stained green ottoman

The equipment will be either reused at a different library, recycled, or disposed of properly.

Executive Director's Report December 2023

Illinois Library Standards:

Trustees must review the standards per the requirements of the annual per capita grant. It is under New Business. The only standard we do not meet is that the library does not have a formal succession plan. I will be bringing a draft of a succession plan policy to the Policy Committee in January.

Trustee Vacancy:

Unfortunately, Sri Rao has resigned from the board as of January 4. The Board has 90 days to fill the vacancy. If it is not filled within 90 days, the Illinois State Library may fill it for us.

With the vacancy, there are two open committee slots: Planning/Outreach and Policy. If you are interested in switching a committee, this will be discussed under New Business.

ILA Legislative Meetup:

The Legislative Breakfast was a bit of a disappointment and none of our legislators were able to attend. It was not a total loss as it was good to network and connect with other library directors in our region.

Auditor:

Our auditing firm was unable to attend the January Board Meeting. They are slated to report at the March meeting.

Strategic Plan:

Contracts are signed and groundwork will begin with a kickoff meeting with ReThinking Libraries on January 18. I am excited to begin the process!

SWAN App:

Without notice, the original SWAN Libraries app was abruptly shut down in early November. In the old app, patrons could search the catalog, place holds, view their account, reserve a conference room, view and use databases and even chat with a librarian.

In December, SWAN released a replacement app, known as "SWAN Libraries +". Library users can check their record, search the catalog and place holds in this new version. We are hopeful that the functionality for mobile checkout is added to the new app soon however, the other functions of the old app are not a possibility at this time.

Personnel:

As of December 4th, Amy Pearson is now a Guest Services Supervisor II. Amy has taken over the supervision and management of the shelvers and pages.

IPPL Foundation & Friends:

The Book Sale brought in \$310 and movie Donations were \$12.50 in November and in December, the book sale brought in \$538 and movie donations were \$19.50.

We received a \$5,000 end-of-year donation earmarked for the Maker Studio. The donor knows it will be used for a future purchase as we determine a need.

If you have not visited Little Town lately, the staff have been busy making the recently approved improvements to the space. You'll find new furniture, new toys and a cool new marble manipulative.

On Giving Tuesday, the library received \$2,310.70 which is the highest amount received since 2019.

Meetings:

11/28 SWAN Fireside

11/29 Meeting with Willowbrook Parks Department and Police Chief Kaspar

12/6 ILA Legislative Breakfast

12/7 SWAN Quarterly

12/14 Department Head Meeting

12/14 Review Meeting with Vicki Suriano

12/18 Summer Reading 2024 Planning Meeting

In November, I had 29 one on ones with 7 staff.

In December, I had 15 (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

Continuing Education

11/16 Paid Leave Law Webinar by the Department of Labor

11/28 Person-in-Charge Training on Walkie Talkies

12/5 Resilience: This Moment and Beyond

12/11 Standing Ovation Customer Service

Submitted by:



Laura Birmingham
Executive Director

Deputy Director's Report: November 2023

Building & Grounds:

A new generator was installed on November 21, and a new transfer switch for it was installed on November 26. Both installations proceeded with no major issues. Joe deserves special recognition for being here at 6 a.m. on Sunday 11/26 so the transfer switch installation could occur outside of library hours so guests would not be affected. The new generator includes several features we did not have on our old one, including a mobile link so it can be checked/controlled remotely, a cold weather kit, and a 10-year extended warranty.

Sterling Services came to clean our carpets with a special dry extraction cleaning on the night of November 17. This type of cleaning preserves the glue holding our carpet squares in place and is very effective – there are no more stains in Littleton, at least for the time being.

Additionally, Joe closed 45 building tickets in November. Highlights include: 1) Fixed an issue with our Simplex clock system, 2) Installed a new marble wall in Littleton, and 3) Fixed the dishwasher in the staff lounge.

Meetings:

Assistant Directors meetup: 11/3

Department Head meeting: 11/9

Library Board meeting: 11/15

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

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

Continuing Education

Succession Planning Webinar: Nov. 2, 1 hour

Ryan Dowd Homelessness Webinar: Nov. 7, 1 hour

HR Source Religious Accommodations Webinar: Nov. 28, 1 hour

Staff Training:

Our new, upgraded and expanded fleet of walkie talkies enables us to respond more quickly and smoothly to emergencies. I developed and provided training for PICs that walks everyone

through best practices and procedures for using the walkie talkies during emergency response situations.

Technology Highlights:

Tony also worked the morning of the transfer switch installation on 11/26, and it was a very good thing he did, because the loss of power revealed that the new public computer VMs were not set up to automatically restore after a power failure. Tony had to do lots of fast, in-depth troubleshooting without being able to reach out to TBS, so we could offer public computer use by the time we opened at 1 p.m. He was successful.

In addition to closing 22 technology tickets in November, Tony completed a lot of back-end IT work for us. Highlights include: 1) Investigating alternatives to Barracuda, which provides back-up and email protection service for us, 2) Began configuration of new Aruba switch, and 3) working with Trend Micro support to resolve an issue with one of our VMs.

The WorkNet DuPage Kiosk stats for November included 21 navigations.

Report Submitted by: Kristen Lawson

Deputy Director's Report: December 2023

Building & Grounds:

The new generator required a warranty-covered replacement part provided by Generac, so CG Professional Services got that work done in December over the course of a few visits. The generator also needs a gas regulator and new diode, which CG will provide free of charge in January. Once that work is completed, inspections will be scheduled with the City of Darien.

I reached out to eight space planners to get quotes for help with the GS/RS workroom redesign and four responded to my inquiry. I am finishing up with initial site visits in early January with the four who responded and will (along with Laura and the Heads) evaluate proposals as they come in.

Additionally, Joe closed 19 building tickets in December. Highlights include: 1) Fixed a leak in a staff restroom toilet, 2) Fixed an issue with the first-floor men's restroom sink, and 3) Assembled a new marketing display piece for the lobby.

Meetings:

Department Head meeting: 12/14

Summer Reading Planning Meeting, 12/18

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

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

Safety:

I worked with Jamie Allard to update existing emergency manuals and increase the number of manuals throughout the library. Now they are up to date as of the end of 2023 and there's a manual in each staff workroom and at each service desk.

Technology Highlights:

In December we ran into an issue with our Nintendo Switch account where it wasn't allowing both Switches (in Teens and Mid-Kids) to be active at the same time. Jack, Amy, and T.J. have been working together on setting up a new account for the Mid-Kids switch so more than one group could play on the second floor simultaneously.

In addition to closing 22 technology tickets in December, Tony completed a lot of back-end IT work for us. Highlights include: 1) working with Dell to facilitate a repair for Jack's laptop, 2)

working with Current Technologies on configuration of our new Aruba switch, and 3) Installing new credit card readers in Guest Services.

The WorkNet DuPage Kiosk stats for December did not show any navigations or requests for assistance.

Report Submitted by: Kristen Lawson

**Jill Yott, Communications Coordinator, Report for Board of Trustees
November/December 2023**

In the Gallery—November

Display cases: Carol Frueh and Nancy Gorman
1st floor gallery: Wafa Dahdal
2nd floor gallery: Kate Ouwenga

In the Gallery—December

Display cases: Maker Studio Projects
1st floor gallery: Luke Davis
2nd floor gallery: Suzy Little

Notable Projects/Meetings/Workshops

- Gail and I met twice in November and once in December. We talked about signage, databases, and upcoming projects. Meeting with Gail is one of my favorite times because we have great collaboration, and I look forward to things to come working with her team. Thanks, Gail!
- Mark and I met in November and December and discussed programming and the website.
- Amy and I met in November and talked about programming, Write-On, and Jan Brett. Thanks, Amy for the continuous heads up on upcoming projects.
- In my bi-monthly call with Patron Point, they asked me to present for one of the library workshops to talk about our experience with summer reading and using the product. I will be presenting in February online.
- The acrylic signs were hung by Joe. I added refreshed Little Town rules signs in the Kids & Teens area. Looks great!
- Refreshed the main sign in the Maker Studio and above the Technology Center Desk.
- Got a new acrylic sign for the entry of the library. As of right now (early January), I have programs featured for the end of January. I plan to change it out the way that I changed out the entry way sign. I think the sign looks modern and fits in with the theme of our library. I have received compliments from staff and from our guests (via our staff), that they like the clean, modern look.

Newsletter Updates

The December/January/February newsletter arrived in households on November 15. We began work on the March/April/May newsletter, with staff submitting programs on December 18. Kristen was especially helpful in December (and early January) on checking programs with me.

Outreach/Community Promotions (attached)

- Virtual backpack for the schools
- Hinsdale South High School ads for November, December, and January
- Willowbrook Burr Ridge Chamber of Commerce ad

Website

Paul and I did various updates on the site. This ranged from making database revisions to simple revisions on existing pages.

Foundation & Friends

The annual Giving Tuesday email went out on Giving Tuesday during the last week of

November. We beat last year's goal, and raised \$2,260.70. In addition, we sent out the End of Year Giving mailer as an enews. As of the time I am writing this report, I don't have an update on donations received as of a result of this mailing.

Yelp & Google

People are using Yelp and Google to access the library.

In the month of November, through Yelp 17 people used us to find out more information about the library.

In the month November through Google . . .

- 435 called us
- 778 asked for directions to get to us
- 3,524 Googled our name

In the month of December, through Yelp 12 people used us to find out more information about the library.

In the month December through Google . . .

- 433 called us
- 660 asked for directions to get to us
- 2,864 Googled our name

General Enews Subscribers

After what seemed like quick growth for months, the subscribers leveled off after some emails were purged and new ones were added. No matter what, we send out our enews to over 21,600 subscribers.

October 31	21,659
November 30	21,615
December 31	21,631
Loss/Gain in subscribers	-27

Enews Open Rate

We sent a lot emails in November and December! With the potential emergency closing for air handler maintenance, the actual power outage that we had, an update for the eprint service, plus Write-On, and giving emails, we were extra engaged in our guests' email boxes. Like every December, our open rate dips a little bit. It's wasn't a significant dip, but a dip nonetheless.

Date	Open Rate

November 2	40 percent
November 9	37 percent
November 16	42 percent
November 11 Power Outage	49 percent
November 11 Power Outage Update	42 percent
November 21	40 percent
Giving Tuesday	44 percent
SWAN App Update	50 percent
Write-On Email	71 percent
Maintenance on Building November 6 & 7	42 percent
November 30	39 percent
December 7	38 percent
December 14	38 percent
December 21	38 percent
December 28	38 percent
End of Year Giving	42 percent
Printing email Notification	69 percent
New Card Renewals	73 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74 percent
Welcome two	65 percent
Welcome three	58 percent

Social Media November/December

Once again, we had organic growth on Facebook and Instagram. We lost a couple of followers on Twitter due to deactivated accounts. There was no change on YouTube, but since it's an inactive channel, that doesn't surprise me. Like enews, typically we see slower growth and engagement in the month of December. This year was no exception.

Social Channel	Likes/Followers	+/- (October 31)
Facebook (likes)	2,396	+23
Facebook (follows)	2,607	+7
Instagram	1,105	+12
Twitter	1,155	-2
LinkedIn	226	+1
YouTube	222	No Change

Social Media Posts

For the November and December, we had nice engagement across the board. I highlighted some of the posts that got the most attention including Write-On, Diwali, a nice picture from outside of one of our windows, a fun coyote pic that Kristen shared with us to share on social media, and a stunning sunset view for the Winter Solstice.



Vincent van Gogh once wrote, "As long as autumn lasts, I shall not have hands, canvas and colors enough to paint the beautiful things I see." We can relate. Stop by soon to take in this fiery vie...

Pc

Nov 10, 2023



Wishing a joyous and prosperous Diwali to our Hindu friends today, Nov. 12. The Hindu festival of lights celebrates the triumph of light over dark and good over evil, and the blessings of victor...

Nov 12, 2023



That's a wrap for one of the most successful Write-On author events in recent memory. Author Celia C. Pérez spoke to a full house in the Keshav Sanghani Meeting Room on Thursday, Nov....

Nov 17, 2023



You never know who -- or what -- is visiting the library! This week, we spotted a coyote trotting along near the building. We invited it inside to see all that IPPL has to offer, but the coyote had other...

Dec 21, 2023



The winter solstice is upon us again. Today, December 21 marks the official start to winter in the northern hemisphere. A pessimist will say it's also the shortest day of the year as sunset is expecte...

Dec 21, 2023

December & January

AT IPPL

To see a complete listing of programs and to sign up, visit calendar.ippl.info.



NUTCRACKER NIGHT

Wednesday, Dec. 13, 6-7:30 p.m.

For all ages

For over 100 years, The Nutcracker has been performed globally as a Christmas tradition. If you can't make it to a live production this year, join us as we watch the filmed performance of the Nutcracker Ballet, danced by the Ballet of the Slovak National Theatre. Light refreshments. Doors open at 5:45 p.m. The film begins at 6:10 p.m. and runs 71 minutes.

MIDDAY SHOW: THE SUPER MARIO BROS. MOVIE

Wednesday, Dec. 27, 1-3 p.m.

For grades 1-6

Enjoy a lively viewing of The Super Mario Bros. Movie with friends and family. A Mario-themed coloring activity is available. Younger siblings are welcome at parents' discretion.



TEEN VOLUNTEER CARD-MAKING DROP-IN

Tuesday, Dec. 26–Friday, Dec. 29, noon–5 p.m.

Tuesday, Jan. 2–Friday, Jan. 5, noon–5 p.m.

For grades 7-12

Pick up some volunteer hours by dropping in the teen area to create cards for local seniors, assisted living centers, and nursing homes.

DROP-IN: MLK NATIONAL DAY OF SERVICE PROJECT

Monday, Jan. 15, 11 a.m.-6 p.m.

For all ages

Join us as we complete a project for the National Day of Service. We are making fleece tie blankets for Camden's Comfort Project. Spend a few minutes or a few hours volunteering. Available while supplies last.



630/887-8760 | ippl.info

Just for Teens at IPPL



PREPARING FOR COLLEGE SERIES

Online: The College Admission Process from Start to Finish:
Wednesday, Jan. 17, 7 p.m.
 SAT Practice Test: **Saturday, Feb. 17, 9:30 a.m.**
 FAFSA Completion: **Tuesday, Feb. 20, 6 p.m.**
 Register and get details at calendar.ippl.info



401 Plainfield Rd, Darien, IL 60561
 630/887-8760

Preparing for College

Thinking of going to college? Get your questions answered from the experts. Visit calendar.ippl.info to reserve your seat for these library programs.

FAFSA ID Workshop
Wednesday, Dec. 6, 6–7 p.m.

**Financial Aid Application
Completion Workshop**
Saturday, Dec. 16, 2–3:30 p.m.

**Online: The College Admissions
Process from Start to Finish**
Wednesday, Jan. 17, 7–8:30 p.m.

SAT Practice Test
Saturday, Feb. 17, 9:30 a.m.–1 p.m.

We are YOUR public library!



Apply for a library card!
Scan the code.

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

Serving most of Darien & Willowbrook, part of
Burr Ridge, and some unincorporated areas.





Teen Drop-In Lounge
Wednesdays, 2-4 p.m.

Drop by the teen area on the second floor for crafts, VR gaming, snacks, and more.

Guest Services
November 2023

Circulation

The total checkouts and renewals for November was 51,651
70% of our checkouts and renewals were done by self-service. 25% of our checkouts and renewals were done at the desk and 5% were done at the drive up.
In November, there were 26,577 in-person visitors and 636 patrons used the drive-up.
Staff checked out or renewed 1,427 items at the drive-up. 923 holds were placed for pickup at the drive-up.
There were 144 checkouts done by patrons on the mobile app.

Community

Passports: Staff accepted 68 passports in November.
License plate sticker renewals: Staff sold 24 License plate stickers in November.
Library Cards: Staff issued a total of 209 library cards. 82 were non-resident and 127 residents. 20 cards were initiated remotely.
Total number of IPPL Library cards: 27,004
Birthday gift: Staff handed out 20 birthday gifts in November.

Staff

We have been busy training the new Guest Services Associates, Francesca Coppola and Michaela Rakos and Guest service Page Randy Janousek.

Meetings

December 12 SWAN MessageBee-Training Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Guest Services

December 2023

Circulation

The total checkouts and renewals for December was 52,438. 70% of our checkouts and renewals were done by self-service. 25% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

There were 24,804 in-person visitors in December and 668 visits at the drive-up in December.

Staff checked out or renewed 1,536 items at the drive-up. 877 holds were placed for pickup at the drive-up.

Community

Passports: Staff accepted 93 passports

License plate sticker renewals: Staff sold 34 License plate stickers

Library Cards: Staff issued a total of 166 library cards. 68 were non-resident; 98 were resident library cards. 23 cards were initiated remotely.

Total number of IPPL Library cards: 27,106

Birthday gift: Staff handed out 9 birthday gifts in December.

Meetings

January 17	SWAN Circ Advisory	Zoom
January 30	SWAN updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – November & December 2023

Community

On Nov. 5, Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 3 residents at Myers Commons Apartments to provide 7 material checkouts and answer 5 questions.

Marquitta Harris and Kate Kresek interacted with 3 residents at Sunrise of Willowbrook and answered 2 questions.

On Nov. 8, Amy Merda, Dept. Head, represented IPPL at an in-person Rotary Early Literacy Project plan meeting held at Cass Junior High. On that same day, she also participated in a Jan Brett event plan meeting via Google Meet with staff from Elizabeth Ide School.

Jack Schultz, Technology Librarian, and Beth Skolba, Specialist, presented engaging activities with sewing machines and keychains to 21 middle schoolers at Lakeview Junior High during their Spartan Hour.

Amy Merda provided a button-making activity for 27 students enrolled in Anne M. Jeans School's after-school program on Nov. 13.

Amy Merda met via Zoom in a work session with preschool teachers involved in the Rotary Early Literacy Project on Nov. 14.

On Nov. 15, Amy Merda met in-person with Cathy Streett, Darien Garden Club representative, to discuss potential 2024 partnership programs.

On Dec. 1, Kate and Marquitta visited Myers Commons Apartments and interacted with 2 residents.

On Dec. 3, Amy Merda presented a Christmas storytime for 24 attendees at Old Lace Schoolhouse as part of the Darien Tree Lighting community event.

Specialists Chrissy Wesolowski and Beth Skolba facilitated a Sphero robot activity with 25 eager after-school program students at Anne M. Jeans School on Dec. 11.

Marquitta Harris represented IPPL at the WinterFest hosted at Anne M. Jeans School.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 200 items in November and 142 in December.

Guests have continued to enjoy the variety of seed packets available in the Seed Library, taking 145 packets in November and 123 packets in December. This collection is maintained by Betty Cornfield, Support Associate.

2023 Write-On:

Local students in grades 4-12 submitted 126 original poems and short stories for the 18th annual Write-On competition, which was generously sponsored by The Gift of Carl Foundation. This year's total submission number was about four times higher than last year's total amount received. New this year: the addition of a third level of competition for 7-8 graders. This celebration of writing and community culminated at "An Evening with Celia C. Pérez" program on Nov. 16. Multiple staff in P & O, Administration, and Resources, including Jamie Allard, Jill Yott, Paul LaTour, Erin Fergus, Beth Skolba, Jordan Calabrese, Sarah Zagotta, and Amy Merda, worked together on this joyful celebration of student creativity. All participants, including the 18 winners (chosen by IPPL librarian judges) were invited to attend along with the community to experience an engaging presentation by the author. After the author's presentation, IPPL staff and Gift of Carl Foundation representative Char Vuillaume announced the winners and awarded each with a cash prize and a book signed by the author. Members of the public then had an opportunity to purchase books for signing.



Jan Brett Winter Wonderland Tour Stop Book Signing:

On Dec. 1, 286 attendees visited Elizabeth Ide Elementary School, to enjoy a presentation by popular author Jan Brett with a book signing immediately following. Other activities available included: photo opportunities with Jan Brett's wrapped tour bus and a life-sized Hedgeie the hedgehog, purchase of books from on-site Anderson's Bookshop staff, enjoyment of a hot chocolate bar and bookmark creating in the school library, and more. Erin Fergus, Early Literacy Librarian, Jordan Calabrese, Youth Resource Librarian, Betty Cornfield, Chrissy Wesolowski, and Amy Merda supported the event that evening at the school, and we are grateful for the marketing from Jill Yott and Paul LaTour that contributed to the success of the event. This program involved multiple partners, including staff at publisher Penguin Random House, school

librarian Gina Hendron and her many fellow staff and volunteers at Elizabeth Ide, and staff from Anderson's Bookshop, and we are grateful for their willingness to be part of this amazing program. We are especially grateful for Elizabeth Ide School's willingness to be a host location for this event, which resulted in an engaging event for the IPPL community and beyond.



Programs – November 2023

In November, we had 64 programs attended by 2,587 guests.

Early Literacy/Families

11/1	Talented Toddlers	Megan	25
11/3	Baby Brilliance	Erin	17
11/6	Preschool Play	Erin	14
11/7	Talented Toddlers	Erin, Beth	22
11/8	Talented Toddlers	Jordan, Beth	22
11/11	Baby Brilliance	Erin	28
11/11	Little Builders Club Drop-In (canceled: power outage)	Erin	
11/13	Preschool Play	Erin	20
11/13	Diwali Paper Rangoli	Sarah	26
11/14	Talented Toddlers	Chrissy, Beth	23

11/15	Talented Toddlers	Megan	15
11/17	Baby Brilliance	Erin	18
11/20	T-Rex Tea Party	Erin	45



Using the book *Tea Rex* by Molly Idle as inspiration, Erin held a T-rex Tea Party on November 20. It was attended by 45 people. The children enjoyed a mini storytime, games, a craft, and tea party snacks. Games included Triceratoss- a ring toss game using the horns of a triceratops, an activity walk where they alternated practicing being proper tea party guests and dinosaurs, and color sorting dinosaur figurines. The large stuffed dinosaurs which were donated to the library were a big hit and made for some great social media photos. Every child also got to take home a small bottle of bubbles with dinosaur lids which were left over from a Family Night program last summer.

In November, Sarah Zagotta offered the the 2nd annual Diwali Paper Rangoli program. Diwali is celebrated by people of Hindu and Sikh faiths and is also celebrated as a national holiday in many countries in Southeast Asia. One traditional decoration for Diwali is rangoli, beautiful geometric patterns created on floors using colored powders, spices, dried flowers, etc. In modern times, people also use paper and acrylic to create reusable rangoli in their homes, which is what we did with this program. We had 27 guests attend the program, primarily families with children from as young as 2 to as old as 15. While they made their paper rangoli they also got to watch videos while artists made larger, more traditional, and complex rangoli on the screen.

Mid-Kids

11/4	Mid-Kids Pokemon Meet-Up	Amy	24
11/8	Homeschooling SMART: Chemistry	Amy	10
11/8	Read to a Pet	Chrissy	7
11/9	STEAM Station	Chrissy	11
11/20	Mid-Kids Art Club	Chrissy	15

Teens

11/8	Teen Drop-In Lounge	Sarah	7
11/10	Teen Dungeons & Dragons	Sarah	3
11/15	Teen Drop-In Lounge	Sarah, Beth	10
11/16	Write-On: An Evening with Celia C. Pérez	Jordan, Sarah, Amy	107
11/19	College Prep Help Hour	Sarah	1
11/22	Teen Drop-In Lounge	Sarah	0
11/29	Teen Drop-In Lounge	Sarah, Beth	0

Adults

11/1	Online: Chair Yoga	Kate	11
11/1	Community Safety Awareness Conversations	Marquitta	2
11/2	Walking in the World	Marquitta	10
11/2	Nonfiction at Night Book Discussion	Joe	7
11/2	Thursday Afternoon Movie: Three Identical Strangers T.J.		34
11/2	Horror in Hollywood in Movies	Kate	21
11/6	10 Warning Signs of Alzheimers	Marquitta	10

11/8	Online: Chair Yoga	Amy	17
11/10	Foul Play Puzzle Mystery	Marquitta	7
11/13	Understanding Dementia-Related Behaviors	Marquitta	14
11/16	Thursday Afternoon Movie: Home for the Holidays	T.J.	17
11/29	Adult Dungeons & Dragons	Sarah	18

On Nov. 2nd, film and television professor Tony Venezia discussed early Hollywood horror movies and their impact on films, advertisements, and culture with 21 guests November 2nd. Using movie clips, posters, and photographs, guests learned how these chilling classics still impact us today. During and after the presentation guests were able to ask questions and have a lively conversation with the professor learning even more about their favorite horror films.

Groups

11/2	Nonfiction at Night Book Discussion	Joe	7
11/4	In-Person ESL Conversation Group	Joe	4
11/6	Adult Chess Group	Beth	12
11/9	Crime Readers	Tori	9
11/13	Adult Chess Group	Beth	10
11/16	Genealogy Group	Joe	17
11/16	Novel Idea Book Discussion Group	Jen	10
11/18	In-Person ESL Conversation Group	Joe	7
11/20	Adult Chess Group	Amy	8

Passive Programs

11/1-11/30	Adult: Puzzle Table	Marquitta	37
11/6-11/30	Teen Post: What are you listening to right now?	Sarah	11

11/1	1,000 Books Before Kindergarten Registrations	Jordan	2
11/1-11/3	Dia de Los Muertos Activity	Chrissy	100
11/1-11/2	Candy Corn Witch Coloring	Erin	20
11/3-11/21	Dinosaur Coloring	Erin	320
11/4-11/12	Fall Color by Number	Chrissy	200
11/6-11/9	Little Makers @ Home: Which comes next?	Erin	40
11/10-11/21	Little Makers @ Home: Turkey cut and paste	Erin	130
11/6-11/22	Turkeys Activity	Chrissy	305c
11/18-11/23	Matching Turkeys	Chrissy	195
11/22	Pop-Up: LEGO Brick-It App use and Free Build	Amy	10
11/22-11/29	Trace the Line	Erin	80
11/22-11/29	Little Makers @ Home: Acorn Maze	Erin	80
11/24-11/30	Winter Color by Number	Chrissy	205
11/30-Dec.	Gingerbread House	Erin	50
11/30	Menorah	Erin	30
11/30	Little Makers @ Home: Hibernate	Erin	50

Programs – December 2023

In December, we had 58 programs attended by 2,404 guests.

Early Literacy/Families

12/1	Jan Brett Winter Wonderland Tour Stop Book Signing	Mult. staff	286
12/29	Noon Year's Eve	Erin, Beth Amy	39

Mid-Kids

12/4	Mid-Kids Art Club	Chrissy	12
12/21	STEAM Station	Chrissy	8
12/27	Midday Show: The Super Mario Bros. Movie	Amy	44

Teens

12/6	Teen Drop-In Lounge	Sarah	4
12/6	FAFSA ID Workshop	Sarah	11
12/14	Teen Dungeons and Dragons	Sarah	1
12/19	Middle School Writing Club	Sarah	4
12/20	Finals Drop-In Lounge	Sarah	11
12/21	Finals Drop-In Lounge	Sarah	0
12/22	Finals Drop-In Lounge	Sarah	0
12/26	Teen Volunteer Card Making Drop-In	Sarah	11
12/27	Teen Volunteer Card Making Drop-In	Sarah	2
12/27	Teen Lounge Drop-In	Sarah	0
12/28	Teen Volunteer Card Making Drop-In	Sarah	7
12/29	Teen Volunteer Card Making Drop-In	Sarah	4

Adults

12/1	Pick-Up Program: Holiday Card Kits	Kate	60
12/3	Milk, Cookies & Coloring	Kate	9
12/5	Refresh your Home for the Holidays	Marquitta	15
12/6	Online: Chair Yoga	Amy	17

12/6	Online: Resume Writing Resources	Joe	4
12/6	Community Safety Awareness Conversations	Marquitta	9
12/6	Online: Illinois Libraries Present: Lori Gottlieb	Jen	5
12/7	Thursday Afternoon Movie: Champions	T.J.	16
12/13	Nutcracker Night	Sarah	27
12/13	Online: Chair Yoga	Amy	18
12/16	Online: Illinois Libraries Present: Nutcracker	Jen	22
12/19	Downers Grove Township Information Session	Beth, Marquitta	16
12/27	Adult Dungeons & Dragons	Sarah	15

IPPL guests were treated to two opportunities to view Tchaikovsky's The Nutcracker. In December, guests participated in a group in-person viewing while enjoying snacks, while some guests chose to enjoy the ballet performance from home via an on-line viewing opportunity through Illinois Libraries Present.

Groups

11/2	In-Person ESL Conversation Group	Joe	8
11/4	Adult Chess Group	Beth	9
11/7	BYOBook Club	Jen, Tori, Joe	15
11/11	Adult Chess Group	Beth	10
11/13	Online: ESL Conversation Group	Joe	2
11/16	TASC Meeting	Sarah	12
11/16	In-Person: ESL Conversation Group	Joe	8
11/18	Adult Chess Group	Beth	10

Passive Programs

12/1-12/12	Adult Pick-Up: Holiday Card Kits	Kate	60
12/1-12/31	Adult Puzzles in Cafe	Marquitta	37
12/1-12/31	Teen Post--"What are you listening to?"	Sarah	38
12/21-12/31	Teen Board Game In-House Checkouts	Sarah	6
12/1-12/31	Aisle Brochure Completions	Jordan	6
12/1-12/31	1,000 Books Before Kindergarten Registration	Jordan	1
12/1-12/11	Winter Color by Number	Chrissy	280
12/4	Pop-Up: Telescope Drop-In	Sarah	16
12/5-12/11	Gingerbread House page	Erin	50
12/5-12/11	Menorah Coloring Page	Erin	90
12/5-12/19	Little Makers @ Home: Hibernating Animals	Erin	140
12/7-12/18	Winter Bookmarks	Chrissy	170
12/12-12/15	Nutcracker Coloring Page	Erin	50
12/13	Pop-Up: Telescope Drop-In	Sarah	11
12/15-12/26	Santa coloring	Erin	150
12/18-12/21	Christmas Trees	Chrissy	110
12/19-12/22	Little Makers @ Home: Decorate Your Ornament	Erin	75
12/22-12/27	Winter Color by Number	Chrissy	190
12/27	Pop-Up: Telescope Drop-In	Sarah	30
12/27-12/31	Happy New Year Coloring	Erin	150
12/27-12-31	Little Makers @ Home: New Year's	Erin	60

Submitted by:

Amy Merda, P & O Dept. Head

1/8/23

Resource Services Report for November 2023
Submitted by Gail Graziani, Head of Resource Services

Staff Updates

- Hannah Frost had her first day as a Resource Services Associate on November 2nd and is learning processing, repairs, and managing changes to locations, including updating spine labels and computer records.

Collections

- Anna Hinkley, Resource Services Specialist, is continuing work on the large type series labeling project which will assist guests to find the next titles in a series.
- Hannah Frost, Resource Services Associate, collaborated with other tech-focused staff to change the call number for Playaways from "Digital" to "Playaway."
- Jen Ripka, Resource Services Librarian, is determining whether titles should be considered "Science Fiction" or "Fantasy" in order to add the appropriate genre sticker. Tech-focused staff have updated all new Science Fiction/Fantasy spine labels, and will begin on the older books in the next few months.

Library Displays for November

1st Floor

- Family Sagas
- Binge Boxes for a Cozy Night In
- Sides, Snacks, & Starters
- Native American Heritage Month
- Holiday CDs and DVDs

2nd Floor

- Dinovember (Nov 14 – Nov 30)
- Native American Heritage Month
- Write-On (Nov 1 – Nov 17)
- Celebrate Cooking

Monthly Highlights

- Jordan Calabrese, Youth and Teen Resources Librarian, is continuing work on a Collection Development manual encompassing the youth and teen collections.
- Jordan Calabrese read and judged 126 entries for the Write-On competition along with Programming & Outreach staff, and attended both the event and the author dinner.
- Joe Popowitch, Resource Services Librarian, worked with volunteers to record four interviews with local veterans that will be processed and submitted to the Veterans History Project at the Library of Congress.
- T.J. Szafranski, Senior Resource Services Librarian, created a training video for staff with an overview of the library's databases.
- Jen Ripka and Tori Castro, Resource Services Specialist, attended the Adult Reading Roundtable's full-day conference, ARRTcon, in Naperville on November 30th.

- Jeanine Clinton, Resource Services Acquisitions Specialist, and Natalya Zinoveva, Resource Services Associate, attended a Technical Services Repair Workshop held at the Tinley Park Public Library on November 3rd.

November On-Call Librarian Interactions

Assistance	223
Reference	62
One-to-One Training	4
Readers' Advisory	7
Directional	9
TOTAL	305

Community

- Tori Castro prepared book club discussion materials for 11 book clubs, eight on new titles never before requested and three on titles that another club had previously requested.
- Joe Popowitch coordinated nine volunteer hours, five for the Veterans History Project and four assisting with general library tasks.

Groups / Programs

Date	Name	Program	Attendance
11/2/23	T.J.	Thursday Movie: <i>Three Identical Strangers</i>	34
11/2/23	Joe	NonFiction at Night Book Group	7
11/4/23	Joe	In-Person ESL Conversation Group	7
11/8/23	Joe	Genealogy Program	6
11/8/23	Joe	Online ESL Conversation Group	4
11/8/23	Jordan	Talented Toddlers	22
11/8/23	Jen	Illinois Libraries Present: Maya-Camille Broussard	6
11/11/23	Tori	Crime Readers Book Group	9
11/16/23	T.J.	Thursday Move: <i>Home for the Holidays</i>	17
11/16/23	Jen	Novel Idea Book Club	10
11/16/23	Jordan	Write-On Competition Program & Dinner	107
11/16/23	Joe	Genealogy Group Program	17
11/18/23	Joe	In-Person ESL Conversation Group	7

Continuing Education & Contributing to the Profession

- Joe Popowitch attended the following webinar:
 - Super Searcher Tips (Internet Librarian)
- Jordan Calabrese attended the following webinars/meetings:
 - Collection Development Networking Meeting (RAILS)
 - Children's and Teen Services Introduces 2024 Summer Reading (Baker & Taylor)

- Developing the Youth Collection (ALA)
- Super Searcher Tips (Internet Librarian)
- Search Engine Tips, Tricks, Technics, & Trends for Online Search (Internet Librarian)
- Young Minds Shaping the Future: STEAM & community (Internet Librarian)
- Public Library Connect: Building and Growing Library and School Partnerships (OverDrive)
- Jen Ripka attended the following webinars/meetings:
 - ARRTcon (Adult Reading Roundtable)
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Sustainability Resources Committee Meeting (ALA)
 - Dazzing Debuts (Booklist)
 - Adult Faves for Winter and Beyond (Booklist)
- Jeanine Clinton attended the following webinars/meetings:
 - Technical Services & Repair Workshop
 - Technical Services Networking Meeting (RAILS)
 - Inclusive Cataloging (RAILS)
- Tori Castro
 - ARRTcon (Adult Reading Roundtable)

Resource Services Report for December 2023
Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- Jen Ripka, Resource Services Librarian, updated the Lucky Day options in OverDrive.
- Jordan Calabrese, Youth and Teen Resources Librarian, updated several online book lists for Kids, Mid-Kids, and Teens.
- Anna Hinkley, Resource Services Specialist, coordinated updates to the adult Money Management, Crafts, and Home pull out sections, including replacing faded barcodes and updating subcategories.
- Resource Services Associates Chris Franklin, Natalya Zinoveva, Diane Nickolaou, and Hannah Frost completed replacing any broken or worn audiobook cases.
- T.J. Szafranski, Senior Resource Services Librarian, prepared and maintained the display for holiday DVDs and CDs.

Collection Totals

Print Books	102,047
A/V Materials	36,199
Other Physical Materials (Kits, Games, Puzzles)	1,447
eBooks (OverDrive & Hoopla)	843,645
eAudiobooks (Overdrive & Hoopla)	200,154
Digital Music (Hoopla)	372,400
Digital Video (Hoopla & Kanopy)	60,562

Library Displays for December

1st Floor

- Short Books for Long Nights
- Holiday Books
- Cookies!
- Best of Book Clubs 2023

2nd Floor

- Winter Holidays
- Best Books of 2023
- Winter Animals

Monthly Highlights

- A Resource Services staff meeting was held on December 6th with updates on various projects and a discussion of space needs in the workroom.
- T.J. Szafranski compiled program feedback received over the past year into a report for use by the Programming & Outreach department.
- T.J. Szafranski analyzed data from the Gate Counter to help determine high traffic times in the library.
- Jordan Calabrese worked with Marketing on the launch of the Mid-Kids Book Bag program scheduled for January 2nd.

- Joe Popowitch, Resource Services Librarian, worked with volunteers to record a local history interview with a long-term resident.
- Jeanine Clinton, Resource Services Acquisitions Specialist, continued training with Jordan Calabrese and Jen Ripka in preparation for her new selection duties for the Junior Nonfiction and Adult World Language collections beginning in January 2024.

December On-Call Librarian Interactions

Assistance	287
Reference	56
One-to-One Training	12
Readers' Advisory	11
Directional	3
TOTAL	369

Community

- Tori Castro and Brianna Kushta of Guest Services prepared book club discussion materials for ten book clubs, four on new titles never before requested and six on titles that another club had previously requested.
- Joe Popowitch coordinated five volunteer hours for the Veterans History Project.

Groups / Programs

Date	Name	Program	Attendance
12/1/23	Jordan	Jan Brett Tour Stop at Anderson's Book Store	286
12/2/23	Joe	In-Person ESL Conversation Group	7
12/6/23	Joe	Online Resume Writing Resources	4
12/6/23	Jen	Illinois Libraries Present: Lori Gottlieb	5
12/7/23	T.J.	Thursday Movie: <i>Champions</i>	16
12/7/23	Jen/Tori	Bring Your Own Book Club	15
12/13/23	Joe	Online ESL Conversation Group	2
12/16/23	Jen	Illinois Libraries Present: <i>The Nutcracker</i>	22
12/16/23	Joe	In-Person ESL Conversation Group	7
12/21/23	T.J.	Thursday Move: <i>A Christmas Story</i>	18

Youth Passive Programs

Program	Engagement
Monarch Challenge	5 completed brochures
Bluestem Challenge	1 completed brochure
1,000 Books Before Kindergarten	1 new signup & 2 completions
Baby Book Bees	1 completion

Continuing Education & Contributing to the Profession

- Joe Popowitch attended the following webinar:

- Super Searcher Tips (Internet Librarian)
- Jordan Calabrese attended the following webinars/meetings:
 - Introduction to Hiveclass (RAILS)
 - Keeping Cool Under Pressure (RAILS)
 - Intellectual Freedom Program (LACONI)
 - The Science of Reading: Phonics and Decodable Books (Booklist)
 - Getting Started with Transparent Language (Transparent Language)
 - Spring 2024 Children's Teacher & Librarian Preview (Simon & Schuster)
 - Children's Books Spring 2024 Preview (Random House)
 - Penguin Young Readers Spring 2024 Preview
- Jen Ripka attended the following webinars/meetings:
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Sustainability Resources Committee Meeting (ALA)
 - 2024 Publishing Trends to Watch (Midwest Tapes / Hoopla)
 - Getting Started with Transparent Language (Transparent Language)
- Jeanine Clinton attended the following webinars/meetings:
 - A Gentle Introduction to Chat GPT (Professional Development Alliance)
 - The Combined Power and Value of your OCLC Subscriptions (OCLC)
 - Getting Started with Transparent Language (Transparent Language)
 - A Place for Everything Digital: File Organization (Illinois Heartland Library System)
- T.J. Szafranski
 - Top Titles and Trends (Midwest Tapes)

Technology & Maker Services Board Report

November 2023

Classes/Programs

Number of Classes: 18 - Total Attendance: 110

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
11/4/23	10-11:30a	Laser Art on Canvas	Grades 2-6	Jack	8
11/8/23	6-7:30p	Laser etched headshots	All	Luke	7
11/15/23	6:00-7:30p	Intro Embroidery	All	Luke	4
11/18/23	9:30-11a	Sublimation & Laser keychains with Acrylic	All	Luke	6
11/21/23	6:30-7:30p	Intro Laser Etching	All	Mark	6
11/21/23	7-9p	Winter Family Photo	All	Luke, Kasra	5
11/15/23	7:45-8:45p	Intro to Embroidery (waitlist class)	All	Luke	3

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
11/1/23	1:30-3p	Powerpoint	Adults	PRC	6
11/1/23	4-5:30p	LEGO Robotics	Grades 1-6	Jack	7
11/6/23	2-3:30p	Mac OS Basics	Adult	Luke	6
11/7/23	4:45-6:45p	Excel pivot tables	Adult	Ron	8
11/7/23	7-8p	Excel formatting	Adult	Ron	8
11/8/23	1:30-3p	Powerpoint	Adult	PRC	6
11/9/23	9:30-11a	Android Basics	Adult	Mark	6
11/15/23	1:30-3p	Powerpoint	Adult	PRC	6
11/17/23	2-3:30p	Computer Basics	Adult	Mark	6
11/22/23	1:30-3p	Powerpoint	Adult	PRC	6
11/29/23	1:30-3p	Powerpoint	Adult	PRC	6

Statistics

- Computer Usage
 - Adult Users: 1367 Hours: 1030
 - Adult laptop: 10 Hours: 12

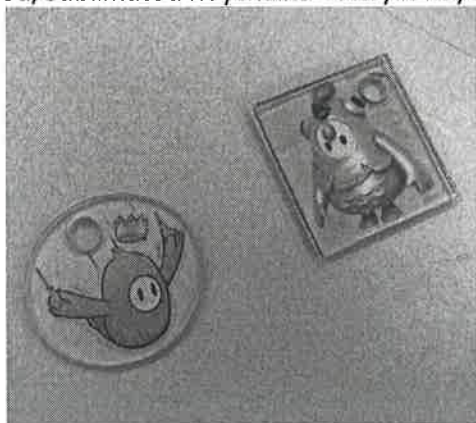
- K&T Users: 615 Hours: 259
- K&T Laptops: 2 Hours: 3
- Technology Desk Assistance- 462
- 1-on-1 Training- 13
- Directional - 8
- Wireless Usage- Total Unique Access: 7223

Classes/Programs

- Passive program- 1-1. Total attendance: 16

Made in a class

Lasered/Sublimated Keychains – Acrylic keychain



Laser-etched Headshots – Photo on Wood



Winter Family Photo – Digital photo

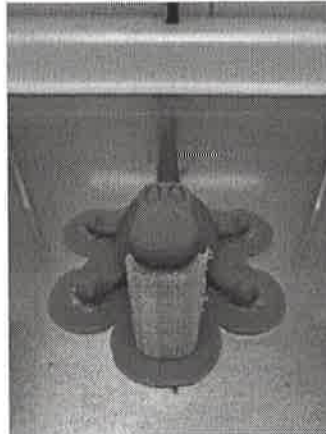


Made Using Equipment

Laser cutter - stamps



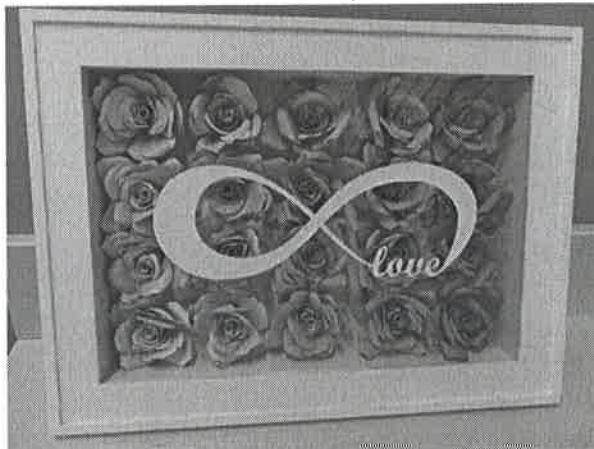
Ultimaker 3D printer – PLA dinosaur



Sublimation– Photo in glass frame



Cameo and Laser Cutter – Paper Rose Shadowbox



Statistics

- Maker Assistance- 391
- Maker 1-on-1 Training- 99
- Passive Programs – 16
- Tour - 38

Equipment Usage : 272

- 3D Printers- 15
- Button Maker- 8
- Candle Maker- 10
- Carving Machine- 1
- Cricut (Vinyl)- 1

- Digital Editing (iMac)- 1
- Embroidery Machine- 17
- Heat/ Mug Press - 63
- Knitting Machine- 24
- Laser Cutter- 42
- Mac/ Photoshop - 1
- Poster Printer- 11
- Serger - 2
- Sewing Machine- 4
- Silhouette (Vinyl)- 16
- Sizzix (die cut/embossing)- 10
- Sublimation Printer- 49

Outreach & Projects

- Luke is developing his mixed media program for the spring season and is working to streamline his macOS Basics class so that he can present an improved version in the spring.
- Kasra is on version seven of his project to recreate a wooden laser cut MagSafe iPhone wallet using the living hinge technique.
- Kate created a new program for spring involving the Laser Cutter. Patrons will etch onto a prepared canvas, revealing the acrylic pour painting underneath a black layer of paint. Patrons will create their own acrylic pour painting during the class. Kate created an example etched painting that now lives on the Laser Cutter example wall.
- Kate created ten example pieces that now live in the Maker Studio, including the Etched Acrylic Pour painting. New Laser Cutter examples are 3D Puzzle Chinese Dragon, Lotus Acrylic Earrings, a layered map of Chicago in 1870, a 3D giant bee puzzle, and 3D Dog puzzles. Patrons are planning on returning so Kate can show them how to do the 3D Dragon Puzzle, and the 3D Dog puzzles are going to be a future passive program. She used the Sizzix to create a 3D Happy Birthday card. She used the 3D printer to create newt magnets. She also used the Cameo and Laser Cutter to create a rolled paper rose shadowbox display from a repurposed thrifted frame. Kate has shown patrons how to create their own rolled roses and shadowboxes.
- Kate perfected a new technique for the Laser Cutter allowing patrons to 3D engrave into wood. An example is on display.
- Jack is working on updating our technology services desk and training manuals to streamline processes and provide an easily accessible tool for checking desk procedures.

Mark Sloan, Head of Technology & Maker Services, November 2023

Technology & Maker Services Board Report

December 2023

Classes/Programs

Number of Classes: 3 - Total Attendance: 42

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
12/7	5-6:30pm	Holiday Gifts	Kids	Jack	28
12/9	9:30-11am	3D Printed Cookie Cutters	All	Beth	8

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
12/6	1:30-3pm	Microsoft PowerPoint	Adult	PRC	6

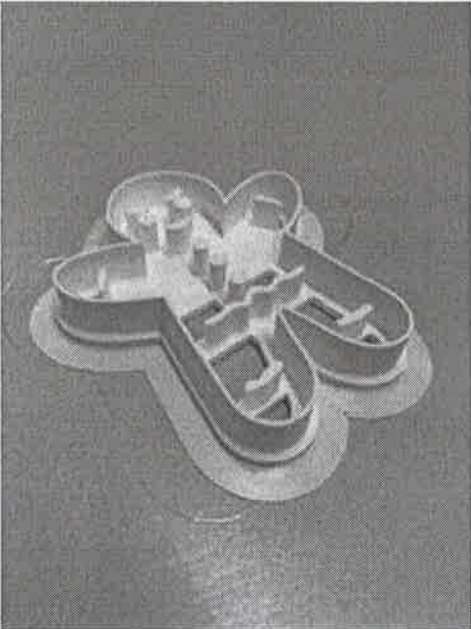

Statistics

- Computer Usage
 - Adult Users: 1381 Hours: 1123
 - Adult laptop: 5 Hours: 4
 - K&T Users: 532 Hours: 247
 - K&T Laptops: 0 Hours: 0
- Technology Desk Assistance- 382
- 1-on-1 Training- 6
- Wireless Usage- Total Unique Access: 6205

Classes/Programs

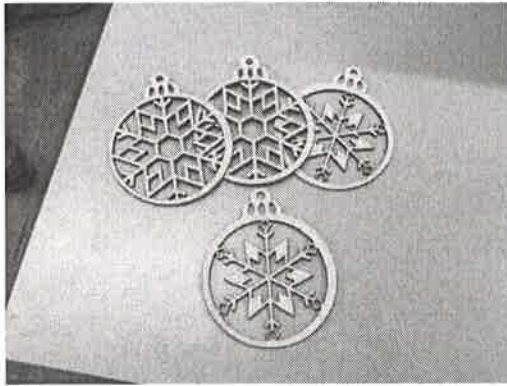
- Passive program- 1-1. Total attendance: 16

Made in a class

<p>3D Printed Cookie Cutters – Gingerbread cutter</p> 	<p>Dye Sub Acrylic Keychains – Acrylic keychains</p> 
<p>Program Name– Objects</p>	<p>Program Name– Objects</p>

Made Using Equipment

Laser cutter – Snowflakes



White Toner Printer– Bag & Shirts



Dye sub printer + press – Mugs + banner



White toner printer – T-shirt

**Statistics**

- Maker Assistance- 459
- Maker 1-on-1 Training- 66

Equipment Usage

- 3D Printers- 15
- Button Maker- 11
- Candle Maker- 2
- Carving Machine - 1
- Cricut (Vinyl)- 1
- Digital Editing (iMac)- 3
- Embroidery Machine- 7
- Hat/ Mug Press - 45
- Knitting Machine- 4
- Laminator - 2
- Laser Cutter- 32
- Poster Printer- 5
- Sewing Machine- 1
- Silhouette (Vinyl)- 1
- Sizzix (die cut/embossing)- 6
- Sublimation Printer- 45
- White Toner Printer - 4

Outreach & Projects

- Kate taught two one-on-ones this month with patrons. One patron had been attempting and failing to create a Kawasaki origami rose for the past six years and came in to see if we could help her out. Kate discovered a YouTube tutorial which they completed together. The patron also left the studio with the pattern to make rolled paper roses which she has been handing out to people as gifts. The second patron wanted to learn how to edit a photo of his granddaughter in Photoshop. Kate held a one-on-one with him where she taught him the basics and they successfully removed the background and added in a festive bokeh design.
- Kate also completed several projects that are now living in the Maker Studio as examples. She discovered several new embroidery techniques, including faux chenille and free-standing lace. The embroidery machine projects include a chenille chicken, chenille flamingos, a free-standing lace peony, and a free-standing lace bleeding heart flower pendant. She taught herself how to create her own free-standing lace designs and has been creating earrings with the technique. On the laser cutter she cut out a felt shark design that she drew and then hand-sewed to create a plushy. She also used the laser cutter to create living hinge earrings.
- Jack added a new white toner printer donated by a patron to the Maker Studio. The printer allows patrons to print on all fabrics and uses a white toner, which allows images to be printed on dark fabrics.

- Jack visited Maerker school to instruct teachers there how to use the LEGO EV3 robots on loan from the library.
- Luke is finishing the development of his upcoming Mixed Media program by creating several concrete examples of potential art pieces patrons could make during the class. He is also working to revise and simplify his presentations for his macOS and iPhone/iPad Basics class.

Mark Sloan, Head of Technology & Maker Services, December 2023

STATISTICS FOR	Nov-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	22,731	18,193	122,824	98,295	24.95%
Teen	984	1,220	6,573	6,905	-4.81%
Kids	14,842	12,505	85,202	64,842	31.40%
ILLS Sent	2,561	2,285	14,623	12,883	13.51%
TOTAL	41,118	34,203	229,222	182,925	25.31%
Electronic Circulation	10,533	8,802	52,912	46,525	13.73%
GRAND TOTAL CIRC.	51,651	43,005	282,134	229,450	22.96%
% Reciprocal Borrowing	9%	8%	10%	10%	
Patron Visits	27,213	27,515	153,512	147,395	4.15%
<u>Current Cards</u>					
Resident	127	146	24,780	22,419	10.53%
Non-Resident	82	72	2,224	891	149.61%
TOTAL	209	218	27,004	23,310	15.85%
<u>Patron Assistance</u>					
Adult - Reference	2,017	2,146	12,314	10,760	14.44%
Kids - Reference	877	541	4,397	3,826	14.92%
Technology - Reference	891	1,148	4,158	5,520	-24.67%
TOTAL REFERENCE	3,785	3,835	20,869	20,106	3.79%
Adult - Other	81	156	536	805	-33.42%
Kids - Other	29	74	223	533	-58.16%
Technology - Other	8	28	55	166	-66.87%
TOTAL OTHER	118	258	814	1,504	-45.88%
GRAND TOTAL ASST.	3,903	4,093	21,683	21,610	0.34%
<u>ILL/Reserves</u>					
Holds	8,258	6,718	42,134	33,600	25.40%
ILLS Sent	2,561	2,285	14,623	12,883	13.51%
ILLS Checked Out	3,633	4,201	20,338	20,654	-1.53%
ILLS Received	4,234	5,301	23,917	23,780	0.58%
<u>Programs - Adult</u>					
# Programs	12	17	72	103	-30.10%
Attendance	168	132	1,354	1,342	0.89%
<u>Programs - Tech & Maker</u>					
# Programs	18	16	73	92	-20.65%
Attendance	110	119	504	660	-23.64%
<u>Individual Technology Training</u>					
# of Patrons	143	335	918	1,552	-40.85%
<u>Groups</u>					
# Programs	9	14	57	69	-17.39%
Attendance	84	81	548	446	22.87%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	7	7	28	22	27.27%
Attendance	128	49	205	102	100.98%
<u>Programs - Kids</u>					
# Programs	18	28	99	165	-40.00%
Attendance	342	393	2,123	2,967	-28.45%
GRAND TOTAL ATT.	975	1,109	5,652	7,069	-20.05%

STATISTICS FOR	Nov-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	2	2	16	10	60.00%
Attendance	41	29	350	63	455.56%
Passive Programs - Teen					
# Programs	2	2	11	11	0.00%
Attendance	11	18	70	243	-71.19%
Passive Programs - Kids					
# Programs	17	14	69	56	23.21%
Attendance	1,829	1,193	7,461	4,258	75.22%
Computers - Patron Use					
Adult Computers	1,367	1,412	7,611	8,351	-8.86%
Kids Computers	615	346	3,322	2,059	61.34%
Teen Laptop	2	13	24	61	-60.66%
Adult Laptop	10	18	88	90	-2.22%
TOTAL PATRON USE	1,994	1,789	11,045	10,561	4.58%
Hours Used					
Adult Computers	1,030	1,161	5,957	6,434	-7.41%
Kids Computers	259	174	1,546	995	55.38%
Teen Laptop	3	12	21	77	-72.73%
Adult Laptop	12	40	94	135	-30.37%
TOTAL HOURS USED	1,304	1,387	7,618	7,641	-0.30%
Wireless Total Connections	7,223	6,198	37,526	33,473	12.11%
IPPL Total Web Site Access	12,957	10,747	65,381	59,065	10.69%
IPPL Total Page Views	60,002	37,134	256,640	198,558	29.25%
Subscription Database Logins	2,067	2,224	12,391	13,681	-9.43%
Outreach-Homebound					
Items Delivered	154	200	924	761	21.42%
Volunteers					
Number Active	18	13			
Hours Worked	95	63	476	304	56.58%
Staff Training Hours	54	48	351	311	12.86%
Room Use					
Conference Rooms	745	573	3,805	2,575	47.77%
Meeting Rooms					
Library	60	63	259	325	-20.31%
Non-Library	18	23	87	67	29.85%
Board Room					
Library	23	14	107	88	21.59%
Non-Library	25	22	113	90	25.56%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	322	0	0	322	1	0	1	0
Non-Fiction	32964	223	522	32665	798	3607	1021	4129
Fiction	30191	270	523	29938	1596	2782	1866	3305
ADULT TOTALS	63477	493	1045	62925	2395	6389	2888	7434
KIDS								
Non-Fiction	11652	109	73	11688	403	193	512	266
Fiction	24955	160	230	24885	1007	811	1167	1041
KIDS TOTALS	36607	269	303	36573	1410	1004	1679	1307
TEEN								
Non-Fiction	628	1	2	627	107	114	108	116
Fiction	3921	40	37	3924	261	531	301	568
TEEN TOTALS	4549	41	39	4551	368	645	409	684
BOOK TOTALS	104633	803	1387	104049	4173	8038	4976	9425

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6078	25	12	6091	107	530	132	542
Music CDs	4442	20	110	4352	60	136	80	246
Playaway	338	4	0	342	20	65	24	65
DVDs (DVD & Blu-ray)	20524	139	298	20365	396	375	535	673
ADULT TOTALS	31382	188	420	31150	583	1106	771	1526
KIDS								
Audiobooks on CD	599	0	0	599	25	17	25	17
Music CDs	235	0	1	234	2	48	2	49
Playaway	120	1	0	121	5	1	6	1
DVDs (DVD & Blu-ray)	3899	8	10	3897	117	223	125	233
KIDS TOTALS	4853	9	11	4851	149	289	158	300
TEEN								
Audiobooks on CD	139	0	1	138	3	31	3	32
Playaway	12	1	0	13	2	2	3	2
DVDs (DVD & Blu-ray)	0	0	0	0	0	0	0	0
TEEN TOTALS	151	1	1	151	5	33	6	34
AUDIOVISUAL TOTALS	36386	198	432	36152	737	1428	935	1860

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	583	4	2	585	75	5	79	7
Tech Takeout (except digital content devices)	163	0	4	159	4	10	4	14
CD-ROMs	12	0	0	12	0	2	0	2
ADULT TOTALS	758	4	6	756	79	17	83	23
KIDS								
Kits (STEM, Book bundles, etc.)	214	4	0	218	0	4	4	4
Puzzles (New Aug. 2018)	25	0	0	25	6	1	6	1
Tablets	21	3	1	23	3	1	6	2
Console Games	309	5	0	314	70	4	75	4
Board Games	28	0	1	28	0	0	0	0
KIDS TOTALS	597	12	2	580	79	10	91	7
TEEN								
Equipment (CD Players, etc.)	8	0	0	8	2	0	2	0
Console Games	18	0	0	18	0	121	0	121
Board Games	107	0	0	107	5	8	5	8
TEEN TOTALS	133	0	0	133	7	129	7	129
OTHER TOTALS	1488	16	8	1469	165	156	181	159
COLLECTION TOTALS	142507	1017	1827	141697	5075	9622	6092	11444

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Nov 2023

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	N/A	N/A	811,718	N/A	N/A
eMedia (Overdrive Consortium)	24,295	-9	24,286	-82	-91
eMedia (Overdrive Advantage)	7,378	125	7,503	-106	19
Preloaded eReaders	183	0	183	8	8
eBook Totals	31,856	116	843,690	-180	-64
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Audiobooks					
Hoopla- Year	N/A	N/A	190,904	N/A	N/A
eMedia (Overdrive Consortium)	6,963	98	7,061	204	302
eMedia Advantage (Overdrive)	2,116	34	2,150	67	101
Preloaded Adult Audiobook iPods	165	2	167	3	5
Audiobook Total	9,244	134	200,282	274	408
Music					
Hoopla- Year	320,377	52,023	372,400	N/A	52,023
Videos					
Hoopla- Year (includes TV Episodes)	N/A	N/A	27,464	N/A	N/A
Kanopy	31,556	296	31,852	423	719
Preloaded Adult Roku Titles	1,494	12	1,506	54	66
Preloaded Family Roku Titles	226	0	226	8	8
Video Totals	33,276	308	61,048	485	793
Total Audiovisual	362,897	52,465	633,730	759	53,224
Collection Totals	394,753	52,581	1,477,420	579	53,160

STATISTICS FOR	Dec-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	23,180	18,153	146,004	116,448	25.38%
Teen	1,043	1,262	7,616	8,167	-6.75%
Kids	14,889	11,024	100,091	75,866	31.93%
ILLS Sent	2,409	2,785	17,032	15,668	8.71%
TOTAL	41,521	33,224	270,743	216,149	25.26%
Electronic Circulation	10,917	8,693	63,829	55,218	15.59%
GRAND TOTAL CIRC.	52,438	41,917	334,572	271,367	23.29%
% Reciprocal Borrowing	9%	9%	10%	10%	
Patron Visits	25,472	22,991	178,984	170,386	5.05%
<u>Current Cards</u>					
Resident	98	100	24,870	22,419	10.93%
Non-Resident	68	67	2,236	976	129.10%
TOTAL	166	167	27,106	23,395	15.86%
<u>Patron Assistance</u>					
Adult - Reference	2,181	2,548	14,495	13,308	8.92%
Kids - Reference	1,032	463	5,429	4,289	26.58%
Technology - Reference	841	1,128	4,999	6,648	-24.80%
TOTAL REFERENCE	4,054	4,139	24,923	24,245	2.80%
Adult - Other	53	172	589	977	-39.71%
Kids - Other	25	64	248	597	-58.46%
Technology - Other	24	30	79	196	-59.69%
TOTAL OTHER	102	266	916	1,770	-48.25%
GRAND TOTAL ASST.	4,156	4,405	25,839	26,015	-0.68%
<u>ILL/Reserves</u>					
Holds	8,258	6,547	50,392	40,147	25.52%
ILLs Sent	2,409	2,785	17,032	15,668	8.71%
ILLs Checked Out	3,494	3,275	23,832	23,929	-0.41%
ILLs Received	4,115	575	28,032	29,555	-5.15%
<u>Programs - Adult</u>					
# Programs	12	11	84	114	-26.32%
Attendance	173	118	1,527	1,460	4.59%
<u>Programs - Tech & Maker</u>					
# Programs	3	8	76	100	-24.00%
Attendance	42	55	546	715	-23.64%
<u>Individual Technology Training</u>					
# of Patrons	94	348	1,012	1,900	-46.74%
<u>Groups</u>					
# Programs	8	10	65	79	-17.72%
Attendance	74	41	622	487	27.72%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	12	11	40	33	21.21%
Attendance	55	44	260	146	78.08%
<u>Programs - Kids</u>					
# Programs	5	7	104	172	-39.53%
Attendance	389	171	2,512	3,138	-19.95%
GRAND TOTAL ATT.	827	777	6,479	7,846	-17.42%

STATISTICS FOR	Dec-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	3	2	19	12	58.33%
Attendance	97	7	447	70	538.57%
<u>Passive Programs - Teen</u>					
# Programs	3	3	14	14	0.00%
Attendance	44	71	114	314	-63.69%
<u>Passive Programs - Kids</u>					
# Programs	18	11	87	67	29.85%
Attendance	1,588	1,128	9,049	5,386	68.01%
<u>Computers - Patron Use</u>					
Adult Computers	1,381	1,262	8,992	9,613	-6.46%
Kids Computers	532	374	3,854	2,433	58.41%
Teen Laptop	0	7	24	68	-64.71%
Adult Laptop	5	9	93	99	-6.06%
TOTAL PATRON USE	1,918	1,652	12,963	12,213	6.14%
<u>Hours Used</u>					
Adult Computers	1,123	1,007	7,080	7,441	-4.85%
Kids Computers	247	180	1,793	1,175	52.60%
Teen Laptop	0	6	21	83	-74.70%
Adult Laptop	4	8	98	143	-31.47%
TOTAL HOURS USED	1,374	1,201	8,992	8,842	1.70%
<u>Wireless Total Connections</u>	6,205	5,132	43,731	38,605	13.28%
<u>IPPL Total Web Site Access</u>	11,869	11,211	77,250	70,276	9.92%
<u>IPPL Total Page Views</u>	41,330	36,443	297,970	235,001	26.80%
<u>Subscription Database Logins</u>	3,354	2,335	15,745	16,016	-1.69%
<u>Outreach-Homebound</u>					
Items Delivered	142	148	1,066	909	17.27%
<u>Volunteers</u>					
Number Active	32	20			
Hours Worked	182	73	658	377	74.54%
<u>Staff Training Hours</u>	67	54	418	365	14.52%
<u>Room Use</u>					
Conference Rooms	714	494	4,519	3,069	47.25%
Meeting Rooms					
Library	27	32	286	357	-19.89%
Non-Library	21	19	108	86	25.58%
Board Room					
Library	18	21	125	109	14.68%
Non-Library	19	14	132	104	26.92%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	322	0	0	322	1	0	1	0
Non-Fiction	32665	151	840	31976	1021	4129	1172	4969
Fiction	29938	181	734	29385	1866	3305	2047	4039
ADULT TOTALS	62925	332	1574	61683	2888	7434	3220	9008
KIDS								
Non-Fiction	11688	73	511	11250	512	266	585	777
Fiction	24885	168	516	24537	1167	1041	1335	1557
KIDS TOTALS	36573	241	1027	35787	1679	1307	1920	2334
TEEN								
Non-Fiction	627	16	2	641	108	116	124	118
Fiction	3924	40	28	3936	301	568	341	596
TEEN TOTALS	4551	56	30	4577	409	684	465	714
BOOK TOTALS	104049	629	2631	102047	4976	9425	5605	12056

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6091	33	9	6115	132	542	165	551
Music CDs	4352	18	25	4345	80	246	98	271
Playaway	342	0	1	341	24	65	24	66
DVDs (DVD & Blu-ray)	20365	102	88	20379	535	673	637	761
ADULT TOTALS	31150	153	123	31180	771	1526	924	1649
KIDS								
Audiobooks on CD	599	6	0	605	25	17	31	17
Music CDs	234	1	0	235	2	49	3	49
Playaway	121	0	0	121	6	1	6	1
DVDs (DVD & Blu-ray)	3897	52	41	3908	125	233	177	274
KIDS TOTALS	4851	59	41	4869	158	300	217	341
TEEN								
Audiobooks on CD	138	0	0	138	3	32	3	32
Playaway	13	0	1	12	3	2	3	3
DVDs (DVD & Blu-ray)	0	0	0	0	0	0	0	0
TEEN TOTALS	151	0	1	150	6	34	6	35
AUDIOVISUAL TOTALS	36152	212	165	36199	935	1860	1147	2025

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	585	0	5	580	79	7	79	12
Tech Takeout (except digital content devices)	159	0	1	158	4	14	4	15
CD-ROMs	12	0	0	12	0	2	0	2
ADULT TOTALS	756	0	6	750	83	23	83	29
KIDS								
Kits (STEM, Book bundles, etc.)	218	0	0	218	4	4	4	4
Puzzles (New Aug. 2018)	25	0	0	25	6	1	6	1
Tablets	23	0	0	23	6	2	6	2
Console Games	314	0	1	313	75	4	75	5
Board Games	28	0	3	28	0	0	0	0
KIDS TOTALS	608	0	4	579	91	11	91	7
TEEN								
Equipment (CD Players, etc.)	8	0	6	2	2	0	2	6
Console Games	18	0	9	9	0	121	0	130
Board Games	107	2	2	107	5	8	7	10
TEEN TOTALS	133	2	17	118	7	129	9	146
OTHER TOTALS	1497	2	27	1447	181	163	183	182
COLLECTION TOTALS	141698	843	2823	139718	6092	11448	6935	14263

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Dec 2023

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD Adds	YTD Add
	Hoopla- Year (ebooks & comics)	N/A	N/A	811,718	N/A
eMedia (Overdrive Consortium)	24,286	-71	24,215	-91	-162
eMedia (Overdrive Advantage)	7,503	26	7,529	19	45
Preloaded eReaders	183	0	183	8	8
eBook Totals	31,972	-45	843,645	-64	-109
AUDIOVISUAL					
	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD Adds	YTD Add
Audiobooks					
Hoopla- Year	N/A	N/A	190,904	N/A	N/A
eMedia (Overdrive Consortium)	7,061	-150	6,911	302	152
eMedia Advantage (Overdrive)	2,150	22	2,172	101	123
Preloaded Adult Audiobook iPods	167	0	167	5	5
Audiobook Total	9,378	-128	200,154	408	280
Music					
Hoopla- Year	320,377	52,023	372,400	N/A	52,023
Videos					
Hoopla- Year (includes TV Episodes)	N/A	N/A	27,464	N/A	N/A
Kanopy	31,852	-505	31,347	719	214
Preloaded Adult Roku Titles	1,506	18	1,524	66	84
Preloaded Family Roku Titles	226	1	227	8	9
Video Totals	33,584	-486	60,562	793	307
Total Audiovisual	363,339	51,409	633,116	1,201	52,610
Collection Totals	395,311	51,364	1,476,761	1,137	52,501

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2023

Balance on hand as of October 31, 2023.....	3,948,861.64
Cash Receipts for November.....	130,580.96
Cash Disbursements for November.....	342,404.85
Cash on hand as of November 30, 2023.....	3,737,037.75

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.519%	
General.....	545,132.75
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.82%.....	1,775,926.45
Republic Bank - Checking General.....	(10,986.66)
Republic Bank - Payroll Account.....	1,271.58
Republic Bank - License Sticker Account.....	3,715.03
Petty Cash/Circulation.....	604.00
Balances as of November 30, 2023.....	3,737,037.75

FUND BALANCES AS OF 11/30/2023

Corporate Fund.....	3,556,394.83
Building & Maintenance Fund.....	15,039.56
I.M.R.F. Fund.....	(9,965.30)
Liability Fund.....	(4,941.63)
Social Security Fund.....	(11,988.33)
Special Reserve Fund.....	-
Current Liabilites.....	192,498.62
Grand Total All Funds.....	3,737,037.75

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**Indian Prairie Public Library District
Consolidated Revenue Report for November 2023**

Percent of Year: 41.67

	RECEIVED November 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	99,651.60	4,005,227.31	96.99%	4,129,698.00	124,470.69
41150 · Non-current Property Taxes	32.29	743.09	0.00%	0.00	-743.09
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	99,683.89	4,005,970.40	97.00%	4,129,698.00	123,727.60
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	100.00%	64,740.70	0.00
INTEREST					
43500 · Interest - Investment	8,050.00	38,004.07	190.02%	20,000.00	-18,004.07
TOTAL INTEREST	8,050.00	38,004.07	0.00%	20,000.00	-18,004.07
DESK MONIES					
45100 · Copier	164.90	1,047.27	52.36%	2,000.00	952.73
45120 · Computer Copies	694.68	4,828.34	40.24%	12,000.00	7,171.66
45130 · Fax	568.06	3,379.02	96.54%	3,500.00	120.98
45200 · Fines/Fees	405.92	2,023.10	40.46%	5,000.00	2,976.90
45250 · Gifts/Donations	0.00	2.10	2.10%	100.00	97.90
45300 · Lost Materials	328.37	2,683.17	48.79%	5,500.00	2,816.83
45350 · Non-Resident Fees	8,815.84	47,497.31	52.78%	90,000.00	42,502.69
45550 · Meeting Room Rental	0.00	1,125.00	112.50%	1,000.00	-125.00
45600 · ILL Fees	20.00	197.34	56.38%	350.00	152.66
45650 · Maker Studio	602.80	3,125.69	104.19%	3,000.00	-125.69
45700 · Passport Fees	2,205.00	14,490.00	57.96%	25,000.00	10,510.00
45800 · License Stickers	191.10	1,242.15	82.81%	1,500.00	257.85
TOTAL DESK MONIES	13,996.67	81,640.49	54.81%	148,950.00	67,309.51
OTHER INCOME					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	625.00	1,746.00	174.60%	1,000.00	-746.00
46800 · Collection Agency Fee	0.00	50.00	50.00%	100.00	50.00
TOTAL OTHER INCOME	625.00	2,335.75	145.98%	1,600.00	-735.75
TOTAL	122,355.56	4,192,691.41	96.05%	4,364,988.70	172,297.29
49000 · Operating Transfer In	0.00	34,515.25			
GRAND TOTAL	122,355.56	4,227,206.66	96.84%	4,364,988.70	137,782.04

Operating Transfer Out reflects \$34,515.25 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25;

CG Professional Services for Generator \$12,459.00

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Indian Prairie Public Library District Consolidated Expenditures Report for November 2023

Percent of Year: 41.67

	November 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	181,674.74	980,555.33	41.82%	2,344,628.00	1,364,072.67		
61310 · Benefits - Medical / Life Ins.	15,823.17	86,362.82	36.34%	237,660.00	151,297.18		
61330 · Benefits - IMRF	16,298.45	87,659.12	38.94%	225,134.00	137,474.88		
61340 · Benefits - FICA	13,512.76	62,125.18	35.82%	173,445.00	111,319.82		
61400 · Staff Development	2,016.86	5,708.63	26.07%	21,900.00	16,191.37		
61600 · Board Development	271.32	671.32	67.13%	1,000.00	328.68		
61710 · Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 · Unemployment Insurance	670.46	1,613.96	46.11%	3,500.00	1,886.04		
TOTAL PERSONNEL	230,267.76	1,228,388.36	40.79%	3,011,350.00	1,782,961.64	3,250,000.00	37.80%
MATERIALS							
62100 · Books	13,715.19	50,080.62	31.64%	158,300.00	108,219.38		
62200 · Periodicals	0.00	6,510.52	35.58%	18,300.00	11,789.48		
62300 · Audio	2,601.06	7,346.29	26.91%	27,300.00	19,953.71		
62400 · Video	3,222.88	11,482.52	30.66%	37,450.00	25,967.48		
62500 · Multi-Media	224.97	881.39	44.07%	2,000.00	1,118.61		
62600 · eMaterials	16,462.09	116,246.98	52.82%	220,100.00	103,853.02		
62700 · Console Games	1,187.24	2,433.02	32.44%	7,500.00	5,066.98		
62800 · Damaged Item Replacement	287.65	1,450.03	24.17%	6,000.00	4,549.97		
62900 · Materials Supplies	2,184.36	8,891.04	42.34%	21,000.00	12,108.96		
TOTAL MATERIALS	39,885.44	205,322.41	41.23%	497,950.00	292,627.59	525,000.00	39.11%
BUILDING							
63200 · Cleaning Service	6,433.70	32,168.50	38.76%	83,000.00	50,831.50		
63300 · Utilities (1-8-11 · Gas)	922.86	4,115.67	17.00%	24,210.00	20,094.33		
63300 · Utilities (1-8-12 · Electric)	6,389.04	36,010.90	65.47%	55,000.00	18,989.10		
63300 · Utilities (1-8-13 · Telephone)	237.90	943.80	37.75%	2,500.00	1,556.20		
63300 · Utilities (1-8-14 · Water/Sewer)	1,868.68	4,788.49	39.90%	12,000.00	7,211.51		
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	2,947.74	45.35%	6,500.00	3,552.26		
63350 · Building Supplies	962.69	6,586.56	47.05%	14,000.00	7,413.44		
63400 · Maintenance Supplies	460.81	3,008.99	27.35%	11,000.00	7,991.01		
63500 · Security System Monitoring	100.00	712.50	71.25%	1,000.00	287.50		
63800 · Property Maintenance	2,300.00	9,552.40	19.11%	50,000.00	40,447.60		
63800 · Building Maintenance/Repair	15.00	40,755.49	67.93%	60,000.00	19,244.51		
TOTAL BUILDING	19,698.68	141,591.04	44.36%	319,210.00	177,618.96	350,000.00	40.45%
OPERATIONS							
64100 · Payroll Service	660.00	2,640.00	33.00%	8,000.00	5,360.00		
64200 · Supplies - Office	832.04	1,857.31	30.96%	6,000.00	4,142.69		
64300 · Photocopy Supplies	199.90	1,591.04	63.64%	2,500.00	908.96		
64400 · Guest Services Supplies	4.30	47.89	3.19%	1,500.00	1,452.11		
64500 · Postage	-262.80	6,633.05	82.91%	8,000.00	1,366.95		
64550 · Passport Postage	279.85	1,598.26	35.52%	4,500.00	2,901.74		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	98.66	415.59	41.56%	1,000.00	584.41		
64800 · Organizational Memberships	819.50	1,171.00	39.03%	3,000.00	1,829.00		
64900 · Bank Fees	360.63	1,449.74	72.49%	2,000.00	550.26		
TOTAL OPERATION	2,992.08	17,403.88	47.04%	37,000.00	19,596.12	45,000.00	38.68%
TECHNOLOGY							
65100 · Supplies-Toner	1,015.80	7,170.25	47.80%	15,000.00	7,829.75		
65160 · Supplies-Technology Services	0.15	33.83	16.92%	200.00	166.17		
65170 · Supplies-Maker Studio	951.16	2,992.08	66.79%	4,480.00	1,487.92		
65200 · Technology-Prof Services	2,093.75	5,615.00	93.58%	6,000.00	385.00		
65300 · Purchase of Equipment	1,961.23	41,191.84	91.52%	45,010.00	3,818.16		
65350 · Library of Things	197.22	2,097.30	52.43%	4,000.00	1,902.70		

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**Indian Prairie Public Library District
Consolidated Expenditures Report for November 2023**

Percent of Year: 41.67

	November 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	870.30	10,058.04	45.92%	21,905.00	11,846.96		
65500 · Software	2,261.54	5,273.73	38.70%	13,626.00	8,352.27		
65600 · SWAN	0.00	26,411.40	52.09%	50,701.00	24,289.60		
65700 · Telecommunications	1,010.05	4,210.10	34.73%	12,121.00	7,910.90		
TOTAL TECHNOLOGY	10,361.20	105,053.57	60.71%	173,043.00	67,989.43	200,000.00	52.53%
CONTRACTUAL SERVICES							
66100 · General Professional Services	8,050.00	10,225.00	29.64%	34,500.00	24,275.00		
66200 · Credit Bureau	39.40	295.50	29.55%	1,000.00	704.50		
66300 · Copier	201.61	1,257.60	41.92%	3,000.00	1,742.40		
66400 · Copier Maintenance Contract	59.50	893.79	44.69%	2,000.00	1,106.21		
66500 · Background Screenings	394.83	703.29		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	8,745.34	13,375.18	32.08%	41,700.00	28,028.11	45,000.00	29.72%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 · Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 · Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 · Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
TOTAL INSURANCE	0.00	20,918.33	100.04%	20,911.00	-7.33	25,000.00	83.67%
COMMUNICATIONS							
68110 · Marketing Newsletter	11,415.84	22,831.04	47.96%	47,600.00	24,768.96		
68111 · eNewsletter	9.00	149.40	1.63%	9,150.00	9,000.60		
68210 · Marketing Advertising	6.99	300.99	40.13%	750.00	449.01		
68310 · Marketing Supplies	80.36	301.82	23.22%	1,300.00	998.18		
68410 · Marketing-Information Printing	144.19	850.94	17.02%	5,000.00	4,149.06		
68500 · Legal Notices	0.00	691.79	46.12%	1,500.00	808.21		
TOTAL COMMUNICATIONS	11,656.38	25,125.98	38.48%	65,300.00	40,174.02	75,000.00	33.50%
PROGRAMMING							
68600 · Programming	2,402.77	9,993.34	25.76%	38,800.00	28,806.66		
TOTAL PROGRAMMING	2,402.77	9,993.34	25.76%	38,800.00	28,806.66	45,000.00	22.21%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	34,515.25	0.00%		-34,515.25		
69900 · Contingency	6,958.03	7,300.94	20.86%	35,000.00	27,699.06		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	332,967.68	1,843,503.53	43.48%	4,240,264.00	2,396,760.47		
70000 · Operating Transfer Purchases	0.00	34,515.25	0.00%				
GRAND TOTAL	332,967.68	1,878,018.78	44.29%	4,240,264.00	2,362,245.22	4,560,000.00	41.18%

Operating Transfer Out reflects \$34,515.25 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$12,459.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2023

Balance on hand as of November 30, 2023.....	3,737,037.75
Cash Receipts for December.....	162,358.66
Cash Disbursements for December.....	309,720.09
Cash on hand as of December 31, 2023.....	3,589,676.32

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.462%	
General.....	615,191.52
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.82%.....	1,526,249.26
Republic Bank - Checking General.....	21,683.94
Republic Bank - Payroll Account.....	298.57
Republic Bank - License Sticker Account.....	4,274.43
Petty Cash/Circulation.....	604.00
Balances as of December 31, 2023.....	3,589,676.32

FUND BALANCES AS OF 12/31/2023

Corporate Fund.....	3,367,677.87
Building & Maintenance Fund.....	13,696.59
I.M.R.F. Fund.....	(9,083.29)
Liability Fund.....	(4,941.63)
Social Security Fund.....	(11,988.33)
Special Reserve Fund.....	-
Current Liabilites.....	234,315.11
Grand Total All Funds.....	3,589,676.32

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**Indian Prairie Public Library District
Consolidated Revenue Report for December 2023**

Percent of Year: 50.00

	RECEIVED December 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	123,112.20	4,128,339.51	99.97%	4,129,698.00	1,358.49
41150 · Non-current Property Taxes	0.00	743.09	0.00%	0.00	-743.09
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	123,112.20	4,129,082.60	99.99%	4,129,698.00	615.40
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	100.00%	64,740.70	0.00
INTEREST					
43500 · Interest - Investment	7,906.36	45,910.43	229.55%	20,000.00	-25,910.43
TOTAL INTEREST	7,906.36	45,910.43	0.00%	20,000.00	-25,910.43
DESK MONIES					
45100 · Copier	260.10	1,307.37	65.37%	2,000.00	692.63
45120 · Computer Copies	1,092.61	5,920.95	49.34%	12,000.00	6,079.05
45130 · Fax	727.33	4,106.35	117.32%	3,500.00	-606.35
45200 · Fines/Fees	296.45	2,319.55	46.39%	5,000.00	2,680.45
45250 · Gifts/Donations	0.00	2.10	2.10%	100.00	97.90
45300 · Lost Materials	437.06	3,120.23	56.73%	5,500.00	2,379.77
45350 · Non-Resident Fees	8,118.96	55,616.27	61.80%	90,000.00	34,383.73
45550 · Meeting Room Rental	0.00	1,125.00	112.50%	1,000.00	-125.00
45600 · ILL Fees	10.00	207.34	59.24%	350.00	142.66
45650 · Maker Studio	1,504.61	4,630.30	154.34%	3,000.00	-1,630.30
45700 · Passport Fees	3,360.00	17,850.00	71.40%	25,000.00	7,150.00
45800 · License Stickers	242.55	1,484.70	98.98%	1,500.00	15.30
TOTAL DESK MONIES	16,049.67	97,690.16	65.59%	148,950.00	51,259.84
OTHER INCOME					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	0.00	1,746.00	174.60%	1,000.00	-746.00
46800 · Collection Agency Fee	20.00	70.00	70.00%	100.00	30.00
TOTAL OTHER INCOME	20.00	2,355.75	147.23%	1,600.00	-755.75
TOTAL	147,088.23	4,339,779.64	99.42%	4,364,988.70	25,209.06
49000 · Operating Transfer In	0.00	34,515.25			
GRAND TOTAL	147,088.23	4,374,294.89	100.21%	4,364,988.70	-9,306.19

Operating Transfer Out reflects \$34,515.25 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25;

CG Professional Services for Generator \$12,459.00

Indian Prairie Public Library District Consolidated Expenditures Report for December 2023

Percent of Year: 50.00

	December 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	184,879.38	1,165,434.71	49.71%	2,344,628.00	1,179,193.29		
61310 · Benefits - Medical / Life Ins.	15,380.19	101,743.01	42.81%	237,660.00	135,916.99		
61330 · Benefits - IMRF	16,599.00	104,258.12	46.31%	225,134.00	120,875.88		
61340 · Benefits - FICA	13,817.02	75,942.20	43.79%	173,445.00	97,502.80		
61400 · Staff Development	979.50	6,688.13	30.54%	21,900.00	15,211.87		
61600 · Board Development	0.00	671.32	67.13%	1,000.00	328.68		
61710 · Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 · Unemployment Insurance	0.00	1,613.96	46.11%	3,500.00	1,886.04		
TOTAL PERSONNEL	231,655.09	1,460,043.45	48.49%	3,011,350.00	1,551,306.55	3,250,000.00	44.92%
MATERIALS							
62100 · Books	11,351.61	61,432.23	38.81%	158,300.00	96,867.77		
62200 · Periodicals	278.72	6,789.24	37.10%	18,300.00	11,510.76		
62300 · Audio	1,904.25	9,250.54	33.89%	27,300.00	18,049.46		
62400 · Video	3,463.01	14,945.53	39.91%	37,450.00	22,504.47		
62500 · Multi-Media	0.00	881.39	44.07%	2,000.00	1,118.61		
62600 · eMaterials	16,691.28	132,938.26	60.40%	220,100.00	87,161.74		
62700 · Console Games	242.90	2,675.92	35.68%	7,500.00	4,824.08		
62800 · Damaged Item Replacement	400.83	1,850.86	30.85%	6,000.00	4,149.14		
62900 · Materials Supplies	1,842.72	10,733.76	51.11%	21,000.00	10,266.24		
TOTAL MATERIALS	36,175.32	241,497.73	48.50%	497,950.00	256,452.27	525,000.00	46.00%
BUILDING							
63200 · Cleaning Service	6,433.70	38,602.20	46.51%	83,000.00	44,397.80		
63300 · Utilities (1-8-11 · Gas)	960.46	5,076.13	20.97%	24,210.00	19,133.87		
63300 · Utilities (1-8-12 · Electric)	0.00	36,010.90	65.47%	55,000.00	18,989.10		
63300 · Utilities (1-8-13 · Telephone)	237.90	1,181.70	47.27%	2,500.00	1,318.30		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	4,788.49	39.90%	12,000.00	7,211.51		
63300 · Utilities (1-8-15 · Garbage Disposal)	382.51	3,330.25	51.24%	6,500.00	3,169.75		
63350 · Building Supplies	228.71	6,815.27	48.68%	14,000.00	7,184.73		
63400 · Maintenance Supplies	405.68	3,414.67	31.04%	11,000.00	7,585.33		
63500 · Security System Monitoring	0.00	712.50	71.25%	1,000.00	287.50		
63600 · Property Maintenance	1,358.81	10,911.21	21.82%	50,000.00	39,088.79		
63800 · Building Maintenance/Repair	4,897.44	45,652.93	76.09%	60,000.00	14,347.07		
TOTAL BUILDING	14,905.21	156,496.25	49.03%	319,210.00	162,713.75	350,000.00	44.71%
OPERATIONS							
64100 · Payroll Service	1,320.00	3,960.00	49.50%	8,000.00	4,040.00		
64200 · Supplies - Office	510.48	2,367.79	39.46%	6,000.00	3,632.21		
64300 · Photocopy Supplies	0.00	1,591.04	63.64%	2,500.00	908.96		
64400 · Guest Services Supplies	3.20	51.09	3.41%	1,500.00	1,448.91		
64500 · Postage	-376.35	6,256.70	78.21%	8,000.00	1,743.30		
64550 · Passport Postage	376.35	1,974.61	43.88%	4,500.00	2,525.39		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	131.91	547.50	54.75%	1,000.00	452.50		
64800 · Organizational Memberships	1,155.00	2,326.00	77.53%	3,000.00	674.00		
64900 · Bank Fees	225.82	1,675.56	83.78%	2,000.00	324.44		
TOTAL OPERATION	3,346.41	20,750.29	56.08%	37,000.00	16,249.71	45,000.00	46.11%
TECHNOLOGY							
65100 · Supplies-Toner	1,274.84	8,445.09	56.30%	15,000.00	6,554.91		
65160 · Supplies-Technology Services	0.00	33.83	16.92%	200.00	166.17		
65170 · Supplies-Maker Studio	225.53	3,217.61	71.82%	4,480.00	1,262.39		
65200 · Technology-Prof Services	0.00	5,615.00	93.58%	6,000.00	385.00		
65300 · Purchase of Equipment	11.45	41,503.24	92.21%	45,010.00	3,506.76		
65350 · Library of Things	125.27	2,222.57	55.56%	4,000.00	1,777.43		

Indian Prairie Public Library District Consolidated Expenditures Report for December 2023

Percent of Year: 50.00

	December 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	3,067.26	12,825.35	58.55%	21,905.00	9,079.65		
65500 · Software	678.44	5,952.17	43.68%	13,626.00	7,673.83		
65600 · SWAN	0.00	26,411.40	52.09%	50,701.00	24,289.60		
65700 · Telecommunications	840.15	5,050.25	41.67%	12,121.00	7,070.75		
TOTAL TECHNOLOGY	6,222.94	111,276.51	64.31%	173,043.00	61,766.49	200,000.00	55.64%
CONTRACTUAL SERVICES							
66100 · General Professional Services	975.00	11,200.00	32.46%	34,500.00	23,300.00		
66200 · Credit Bureau	137.90	433.40	43.34%	1,000.00	566.60		
66300 · Copier	206.91	1,453.22	48.44%	3,000.00	1,546.78		
66400 · Copier Maintenance Contract	59.50	953.29	47.67%	2,000.00	1,046.71		
66500 · Background Screenings	0.00	703.29		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	1,379.31	14,743.20	35.36%	41,700.00	26,660.09	45,000.00	32.76%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 · Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 · Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 · Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
TOTAL INSURANCE	0.00	20,918.33	100.04%	20,911.00	-7.33	25,000.00	83.67%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	22,831.04	47.96%	47,600.00	24,768.96		
68111 · eNewsletter	9.00	158.40	1.73%	9,150.00	8,991.60		
68210 · Marketing Advertising	150.00	450.99	60.13%	750.00	299.01		
68310 · Marketing Supplies	394.73	696.55	53.58%	1,300.00	603.45		
68410 · Marketing-Information Printing	0.00	850.94	17.02%	5,000.00	4,149.06		
68500 · Legal Notices	126.00	817.79	54.52%	1,500.00	682.21		
TOTAL COMMUNICATIONS	679.73	25,805.71	39.52%	65,300.00	39,494.29	75,000.00	34.41%
PROGRAMMING							
68600 · Programming	1,327.28	11,331.91	29.21%	38,800.00	27,468.09		
TOTAL PROGRAMMING	1,327.28	11,331.91	29.21%	38,800.00	27,468.09	45,000.00	25.18%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	34,515.25	0.00%		-34,515.25		
69900 · Contingency	480.25	7,781.19	22.23%	35,000.00	27,218.81		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	296,171.54	2,139,675.07	50.46%	4,240,264.00	2,100,588.93		
70000 · Operating Transfer Purchases	0.00	34,515.25	0.00%				
GRAND TOTAL	296,171.54	2,174,190.32	51.28%	4,240,264.00	2,066,073.68	4,560,000.00	47.68%

Operating Transfer Out reflects \$34,515.25 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$12,459.00

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

*Illinois law does also recognize contractual libraries.

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

Core Standards

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
 12. The library maintains insurance covering property and liability, including volunteer liability.
 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

<p><u>Building & Grounds Committee (3)</u></p> <ul style="list-style-type: none"> -Conducts review of building & grounds -Makes recommendations to board for building & grounds projects <p>Marian Krupicka (CP) Stacy Palmisano Christina Rodriguez</p>	<p><u>Planning/Outreach Committee (3)</u></p> <ul style="list-style-type: none"> -Annual review of strategic plan -Studies potential areas to be annexed & the impact on IPPL <p>Sri Rao (CP) Marian Krupicka Stacy Palmisano</p>
<p><u>Finance Committee (3)</u></p> <ul style="list-style-type: none"> -Reviews staffing needs -Studies personnel funding -Reviews overall budget -Oversees investments <p>Themis Raftis (CP) Don Damon Christina Rodriguez</p>	<p><u>Policy Committee (3)</u></p> <ul style="list-style-type: none"> -Reviews library service policies -Reviews personnel policy -Reviews by-laws <p>Don Damon (CP) Sri Rao Themis Raftis</p>
<p><u>Committees of the Whole:</u></p> <p><u>Advocacy</u></p> <ul style="list-style-type: none"> -Develops an advocacy plan relative to the strategic plan -Reviews the advocacy plan periodically <p><u>Technology</u></p> <ul style="list-style-type: none"> -Annual Report in June -Presentations as needed relative to the strategic plan 	
<p>Ethics Officer – the Vice-President</p>	
<p>The Board president is an ex-officio member of all committees.</p>	
<p>The Executive Director or her designated representative from the staff attends all committee meetings.</p>	



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.