

Indian Prairie Public Library Board Agenda
July 19, 2023

**Board of Trustees Regular Meeting
July 19, 2023 – 6:45 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. Birmingham to Illinois Department of Natural Resources
re: OSLAD Grant Program Page 3
 - 2. Ritzman Memo re: Selection of Library Materials Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, June 21, 2023 Page 8
 - 2. Action on Bills/Additional Bills Page 11
 - 3. Determination to Dispose of Library Property Page 16

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 17 Information

- H. Department Reports Information
 - 1. Deputy Director’s Report Page 19
 - 2. Marketing Page 21
 - 3. Guest Services Page 25
 - 4. Programming & Outreach Page 26
 - 5. Resource Services Page 31
 - 6. Technology & Maker Services Page 34

- I. Staff Report
None

J.	Reports		
	1. Treasurer's Report	Page 43	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		
	1. Decennial Local Government Efficiency Committee	Page 47	Discussion
L.	New Business		
	1. Adopt Tentative Budget & Appropriations	Page 53	Action
	2. Ordinance #2023-3 Determining to Levy an Additional Tax of .02%	Page 56	Action
	3. Audit of Secretary's Minutes & Review of Closed Session Minutes		Action
	4. Trustee Appointment		Action
M.	Meetings		
N.	Adjournment		



401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760 F 630/887-1018 ippl.info

To: Illinois Department of Natural Resources
Date: July 11, 2023
Ref: Open Space Land Acquisition and Development (OSLAD) Grant Program

Dear Grant Administrator,

The Indian Prairie Public Library District respectfully requests funding through the Open Space Land Acquisition and Development Grant to upgrade our local Borse Memorial Community Park. This grant would add value to the community in a variety of ways.

This grant would directly benefit the residents of Willowbrook and surrounding communities. By providing up-to-date equipment and facilities at Borse Memorial Community Park, the grant would help support and strengthen the partnership between the Village of Willowbrook and the library. We continually look for ways to combine our resources to provide programming opportunities that can positively impact our communities.

As a library, we look for opportunities to reach people who do not normally come to the library. By providing a state-of-the-art park facility, library can bring services and programming outside of our library walls and reach residents that do not normally think of the library as a community resource. It will also provide the opportunity for library users to discover the park and the variety of facilities available to them.

Please contact me if you have any questions or concerns regarding this grant request.

Thank you for your consideration.

Sincerely,

Laura Birmingham
Executive Director

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

**MEMO RE: SELECTION OF LIBRARY MATERIALS AND ELIGIBILITY FOR
STATE GRANTS**

P.A. 103-0100 EFFECTIVE 1/2/24

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 16, 2023

This Memo confirms that, via P.A. 103-0100 effective 1/1/24 (copy attached), the Illinois Library Systems Act (75 ILCS 10/1 et. seq.) was amended.

The amendments made by P.A. 103-0100 include the following:

A. A statement of policy, i.e.:

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

- B. A directive to the State Librarian and Illinois State Library staff to establish rules and regulations designed to achieve certain standards and objectives including:

Adopt the American Library Association’s Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

- C. A requirement for eligibility for State grants, i.e.:

In order to be eligible for State grants, a library or library system shall adopt the American Library Association’s Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

Attached simply for easy reference is ALA’s Library Bill of Rights.

Notes:

1. As noted above, P.A. 103-0100 is effective 1/1/24.
2. In the coming weeks/months, the State Librarian/Illinois State Library staff may promulgate “rules and regulations” relevant to implementation of P.A. 103-0100.
3. Eligibility for State grants can be satisfied by:

Adopting the American Library Association’s Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library.

Your material selection policy already may be complaint via adoption of the ALA Bill of Rights.

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Library System Act is amended by changing Sections 1 and 3 and by adding Section 8.7 as follows:

(75 ILCS 10/1) (from Ch. 81, par. 111)

Sec. 1. Because the state has a financial responsibility in promoting public education, and because the public library is a vital agency serving all levels of the educational process, it is hereby declared to be the policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources, including digital resources. In keeping with this policy, provision is hereby made for a program of state grants designed to establish, develop and operate a network of library systems covering the entire state.

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

(Source: P.A. 83-411.)

(75 ILCS 10/3) (from Ch. 81, par. 113)

Sec. 3. The State Librarian and the Illinois State Library staff shall administer the provisions of this Act and shall prescribe such rules and regulations as are necessary to carry the provisions of this Act into effect.

The rules and regulations established by the State Librarian for the administration of this Act shall be designed to achieve the following standards and objectives:

A provide library service for every citizen in the state by extending library facilities to areas not now served.

B provide library materials for student needs at every educational level.

C provide adequate library materials to satisfy the reference and research needs of the people of this state.

D provide an adequate staff of professionally trained librarians for the state.

E adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection stock of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

F provide adequate library outlets and facilities convenient in time and place to serve the people of this state.

G encourage existing and new libraries to develop library systems serving a sufficiently large population to support adequate library service at reasonable cost.

H foster the economic and efficient utilization of public funds.

I promote the full utilization of local pride, responsibility, initiative and support of library service and at the same time employ state aid as a supplement to local support.

The Advisory Committee of the Illinois State Library shall confer with, advise and make recommendations to the State Librarian regarding any matter under this Act and particularly with reference to the formation of library systems.

(Source: Laws 1965, p. 3077.)

(75 ILCS 10/8.7 new)

Sec. 8.7. State grants; book banning. In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 21, 2023

**Board of Trustees Regular Meeting
June 21, 2023 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Krupicka called the roll.
Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano
Absent: none
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski
Others: Darien residents Jim Mayka and Luanne Spiros serving on the Decennial Local Government Efficiency Committee (K1).

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

At this point the Board moved to Unfinished Business K1, Decennial Local Government Efficiency Committee.

D. Communications and Announcements

1. Secretary of State to Birmingham re: Per Capita Grant
2. Foster to Graziani re: AARP Tax-Aide
3. Birmingham to Foster re: AARP Tax-Aide

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 17, 2023
2. Action on Bills/Additional Bills
3. Ordinance #2023-2 Establishing a Regular Meeting Date
4. Bank Resolution #2023-B
5. Determination to Dispose of Library Property
Damon moved, Palmisano seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, 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 work was being done today on the parking lot islands – a protective barrier to prevent weeds and a layer of mulch were installed. Only a few odds and ends remain on the work needed in the flagged areas in our landscaping. With respect to cyber security, the new product we purchased from Barracuda to guard against email impersonation is doing very well and Current Technologies is closing up any vulnerabilities.

I. Staff Report – none

J. Reports

1. Treasurer's Report - backup in packet.
2. Building and Grounds Committee – no report
3. Finance Committee – The Finance Committee met on June 6. They reviewed the financial forecast, capital costs, expenditures and revenue reports, and proposed salary schedule.
4. Finance Committee Meeting Minutes, 6/6/23 – Raftis moved, Damon seconded to approve Finance Committee Meeting Minutes, 6/6/23. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Planning/Outreach Committee – no report
6. Policy Committee – no report
7. Trustee Day 2023 Workshop, 5/20/23 – Krupicka attended and reported that there was a very good turnout. The workshop followed a role-playing format. They held a sample meeting, one with a consent agenda and one without. Krupicka shared key points from the workshop with the Board.

K. Unfinished Business

1. Decennial Local Government Efficiency Committee – Tonight is the committee's second meeting. Birmingham's draft report is in the packet listing our core programs and services, intergovernmental agreements, and community partnerships. The group brainstormed and came up with additional services, programs, and partnerships to add to the report. With respect to the question of what the library does well, the group agreed that the library listens and responds to the needs of the community. The importance of recognizing what isn't working or what we can stop doing was also discussed. Ideas for other programs/services we could provide include bookmobiles, locker system pickup, and an even greater presence at community events/outreach. The group felt it was very important to continue letting the community know what we do through our storytelling (did you know?). Birmingham will update the report with tonight's comments. The committee will review the library's public comment policy at the July Board Meeting

L. New Business

1. Trustee Vacancy – There is a vacancy on the Board due to the resignation of Crystal Megaridis. A law that was passed last May requires the Board to fill a Trustee vacancy within 90 days. Suriano noted that when Rao was not successfully reelected in April, he expressed his desire to be considered for an appointment if there was a vacancy. The Board agreed that Rao was an excellent Trustee when he served and he's passionate about the

- community. The Board agreed that Suriano should reach out to Rao to offer him the position.
2. Resolution #2023-A Honoring Crystal Megaridis – Rodriguez moved, Raftis seconded to approve Resolution #2023-B Honoring Crystal Megaridis. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 3. Recommendation to Turn-on Auto Renewals in SWAN – After discussion with the Department Heads, Birmingham is recommending that IPPL turn on the auto renewal feature in SWAN. It will create a much better user experience. All of our neighboring libraries participate. Raftis moved, Damon seconded to approve Turning on Auto Renewals in SWAN. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 4. Capital Projects and Financial Forecast – The packet includes a summary of capital expenses for FY23-24 and a financial forecast to the year 2031.
 5. Operating Budget 2023/2024 – The packet includes a projected income summary with a comparison to last fiscal year and an overview of the anticipated expenditures. Damon moved, Krupicka seconded to approve the Operating Budget for 2023/2024. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 6. FY 23/24 Salary Schedule – The packet contains information comparing IPPL starting salaries for benchmark positions with other area libraries. We try to keep the salaries in the middle range compared to other libraries so we remain competitive. The proposed salary schedule contains a 4% increase with three positions moving up a grade. Rodriguez moved, Raftis seconded to approve the FY 23/24 Salary Schedule. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 7. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Krupicka and Palmisano will be on the committee.

M. Meetings

N. Adjournment

At 8:00 p.m. Raftis moved, Damon seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS JUNE, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2382 - 2485	\$ 159,066.63
Republic Paper Pay Checks	2086 - 2089	\$ 1,428.23
Republic Direct Deposits		\$ 122,639.62
MONTH'S TOTAL:		\$ 283,134.48

Indian Prairie Public Library District Bill Payment List June 2023

Date	Number	Vendor	Amount
10127 Republic Bank Operating Account			
06/01/2023	2382	Alphagraphics	718.70
06/01/2023	2383	Body & Brain Yoga and Health Centers, Inc.	100.00
06/01/2023	2384	Borzo, Greg	250.00
06/01/2023	2385	Edge Music Academy LLC	200.00
06/01/2023	2386	Full Circle Cheese	255.00
06/01/2023	2387	kristinZkreations	535.00
06/08/2023	2388	Allard, Jamie	63.54
06/08/2023	2389	AT&T	365.15
06/08/2023	2390	Baker & Taylor	11,938.49
06/08/2023	2391	Blackstone Publishing, Inc.	1,789.54
06/08/2023	2392	Bullseye Cleaning Services, Inc.	6,300.00
06/08/2023	2393	Canon Solutions America Inc.	59.50
06/08/2023	2394	Case Lots Inc.	656.85
06/08/2023	2395	Cengage Learning, Inc.	961.27
06/08/2023	2396	Center Point Large Print	272.64
06/08/2023	2397	City of Darien	50.00
06/08/2023	2398	Current Technologies Corporation	495.00
06/08/2023	2399	Dell Marketing L.P.	40.79
06/08/2023	2400	DEMCO	234.00
06/08/2023	2401	Groot Industries, Inc.	494.64
06/08/2023	2402	Hayes Mechanical LLC	2,247.00
06/08/2023	2403	Illinois Library Association	200.00
06/08/2023	2404	Indian Prairie Library Foundation & Friends	27.48
06/08/2023	2405	Kanopy	176.70
06/08/2023	2406	Kate Kresek	4.59
06/08/2023	2407	Lauterbach & Amen, LLP	660.00
06/08/2023	2408	Merda, Amy E	25.06
06/08/2023	2409	Midwest Tape	10,500.29
06/08/2023	2410	OverDrive, Inc.	4,868.75
06/08/2023	2411	Premier Landscape Contractors	12,221.00
06/08/2023	2412	Quill LLC	2,617.24
06/08/2023	2413	Rivistas Subscription Services	224.26
06/08/2023	2414	Runco Office Supply	21.49
06/08/2023	2415	SenSource	1,027.79
06/08/2023	2416	Specialty Mat Service	200.55
06/08/2023	2417	Springshare LLC	1,960.00
06/08/2023	2418	SWAN	520.00
06/08/2023	2419	Wlosinski, Maria	12.45
06/23/2023	2420	Canon Solutions America Inc.	59.50
06/28/2023	2421	AEP Energy, Inc.	2,180.60

Indian Prairie Public Library District
Bill Payment List
June 2023

Date	Number	Vendor	Amount
06/28/2023	2422	Allard, Jamie	19.65
06/28/2023	2423	Alphagraphics	929.70
06/28/2023	2424	Aundria Williams	14.50
06/28/2023	2425	Baker & Taylor	12,642.73
06/28/2023	2426	Birmingham, Laura	34.06
06/28/2023	2427	Blackstone Publishing, Inc.	1,380.01
06/28/2023	2428	Blue Cross Blue Shield of Illinois	22,485.21
06/28/2023	2429	Canon Financial Services, Inc.	246.00
06/28/2023	2430	Canon Solutions America Inc.	59.50
06/28/2023	2431	Case Lots Inc.	917.35
06/28/2023	2432	Cengage Learning, Inc.	660.57
06/28/2023	2433	Center Point Large Print	61.42
06/28/2023	2434	ComEd	3,149.34
06/28/2023	2435	Compass Publishing	671.12
06/28/2023	2436	Current Technologies Corporation	1,793.24
06/28/2023	2437	Dames, Mary	16.70
06/28/2023	2438	Dearborn Life Insurance Company	391.65
06/28/2023	2439	DEMCO	65.29
06/28/2023	2440	Erin Fergus	67.22
06/28/2023	2441	Eskew, Joe	62.23
06/28/2023	2442	FedEx	15.64
06/28/2023	2443	FranCenter	100.00
06/28/2023	2444	Harris, Marquitta	68.23
06/28/2023	2445	Illinois Dept of Innovation & Technology	475.00
06/28/2023	2446	Ingram Library Services	730.96
06/28/2023	2447	Jyothisri Kondapalli	18.00
06/28/2023	2448	Kate Kresek	92.51
06/28/2023	2449	Kelli Parke	65.29
06/28/2023	2450	Kristen Lawson	0.00
06/28/2023	2451	kristinZkreations	190.00
06/28/2023	2452	Library Ideas LLC	264.37
06/28/2023	2453	Mad Science of Northern Illinois	464.00
06/28/2023	2454	Marquee Movie Presentations LLC	175.00
06/28/2023	2455	Merda, Amy E	74.75
06/28/2023	2456	NCPERS Group Life Insurance	48.00
06/28/2023	2457	OverDrive, Inc.	3,880.27
06/28/2023	2458	Premier Landscape Contractors	1,243.00
06/28/2023	2459	Principal Life Insurance Company	1,497.21
06/28/2023	2460	Quill LLC	2,038.63
06/28/2023	2461	Ripka, Jennifer	68.96
06/28/2023	2462	Runco Office Supply	57.08

Indian Prairie Public Library District
Bill Payment List
June 2023

Date	Num	Vendor	Amount
06/28/2023	2463	Specialty Mat Service	133.70
06/28/2023	2464	The Davey Tree Expert Company	379.00
06/28/2023	2465	The Language Labs	105.00
06/28/2023	2466	Unique	78.80
06/28/2023	2467	United States Treasury	75.33
06/28/2023	2468	Wlosinski, Maria	13.10
06/29/2023	2469	Bank of America	10,303.42
06/29/2023	2470	Chrissy Wesolowski	79.07
06/29/2023	2471	Marcia LautanenRaleigh	150.00
06/30/2023	2472	Ingram Library Services	350.00
06/30/2023	2473	Kristen Lawson	62.88
06/30/2023	2474	Lucarelli, Anthony	48.71
06/30/2023	2475	Baker & Taylor	4,582.57
06/30/2023	2476	Bank of America	4,961.93
06/30/2023	2477	Ingram Library Services	1,009.07
06/30/2023	2478	Kanopy	140.60
06/30/2023	2479	Midwest Tape	8,427.51
06/30/2023	2480	OverDrive, Inc.	3,869.46
06/30/2023	2481	Runco Office Supply	59.97
06/30/2023	2482	Scharping, Ronald A.	320.00
06/30/2023	2483	AT&T	365.15
06/30/2023	2484	Canon Solutions America Inc.	585.44
06/30/2023	2485	DEMCO	196.67
Total for 10127 Republic Bank Operating Account			\$ 159,066.63

Bills for approval – Electronic Payments & Automatic Withdrawals

JUNE 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	6/6/2023	22,823.60
Federal & IL	Payroll taxes	6/21/2023	22,255.82
IMRF	Payroll Pension	6/29/2023	22,859.55
ExpertPay	Garnishments	6/6/2023	647.30
ExpertPay	Garnishments	6/21/2023	675.04
Mission Square	457 Plan	6/9/2023	50.00
Mission Square	457 Plan	6/23/2023	50.00
Nationwide	457 Plan	6/8/2023	50.00
Nationwide	457 Plan	6/22/2023	50.00
DAC	Deposit to HRA	6/01/2023	885.70
DAC	Deposit to HRA	6/06/2023	214.28
DAC	Deposit to HRA	6/08/2023	283.34
DAC	Deposit to HRA	6/13/2023	695.45
DAC	Deposit to HRA	6/21/2023	1,204.53
DAC	Deposit to HRA	6/27/2023	543.92
Nicor	Gas	6/13/2023	1,083.09
ELS	License Stickers		3,936.00
ELS	ELS Fee (May)	6/06/2023	74.25
INB & Republic	Bank & Cr Card Fees	6/16/2023	241.59

DETERMINATION TO DISPOSE OF PROPERTY

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

- 1 old wood shelving unit on casters
- 1 Canon ImageRunner 3230 (second unit, nonfunctional)
- 1 small rusted metal table
- 1 poster printer

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

Executive Director's Report July 2023

Trustee Vacancy:

Sri Rao has agreed to be appointed, which we will do at the July meeting. He will join us as an official trustee at the August meeting.

Auto-Renewals:

As approved last month, auto-renewals were turned on Friday, July 7th.

Non-Resident Card Fee:

The non-resident card fee for FY23-24 is \$226. This is determined by the tax rate formula, which averages the amount of taxes paid per household in our district.

Warhol Comes to Darien Ribbon Cutting:

The ribbon cutting was a great event with 35 attendees. Vicki, Marian and Stacy all attended. Special thank you to Vicki for speaking on behalf of the library.

New Hours:

To coincide with the new school year, our hours will change right after Labor Day. Starting Tuesday, September 5th, we will be open until 9pm Monday through Thursday. This brings us back up to state standards as far as the minimum open hours.

Local Government Efficiency Act Committee:

An updated draft of the report is in the packet. Please review in advance to prepare for discussion at the Board Meeting.

ILA Trustee Day:

The Illinois Library Conference is in Springfield this year. Trustee Day is Thursday, October 26th from 8 a.m. to 4 p.m. Please let me know if you are interested in attending. Overnight accommodations will be made if requested.

Personnel:

Sara Houska started as a Temporary Programming & Outreach Support Associate on June 26th. Sara is filling in until she heads back to college this fall.

We are currently seeking a Tech & Maker Associate and not getting a lot of qualified applicants.

JPPL Foundation & Friends:

The Book Sale brought in \$339.60 in June. Movie Donations were \$30.

Meetings:

6/22 Board of Review Meeting at the Village of Willowbrook
6/23 Warhol Ribbon-Cutting and Reception
7/18 Department Head Meeting
7/19 Library Board Meeting

In June, I had 14 one on ones with 7staff. (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

Continuing Education

7/13 Director's University Zoom: Emergency Preparedness (2 hours)

Submitted by:



Laura Birmingham
Executive Director

Deputy Director's Report: June 2023

Building & Grounds:

The parking lot islands have been shaved down and mulch was installed. Our contact at Premier has said that the tree removal plus the other remaining softscape improvements will be completed before 7/21.

Additionally, Joe closed 41 building tickets in June. Highlights include: 1) Installed new hose reels, 2) Created eyelets for banner above front door, and 3) Fixed a slow leak in the first-floor water fountains.

Meetings:

Department Heads meetings: June 7 & 20

Meeting with Mary and Jamie to discuss onboarding processes: June 20

Library Board meeting: June 21

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

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

Staff Training:

I conducted Person-In-Charge training reviews with Marquitta Harris and Mark Sloan.

Continuing Education:

I attended ALA on Saturday 6/24 and Sunday 6/25. While there, I spoke with several vendors about outdoor materials pickup systems, display furniture, and cybersecurity solutions. I also attended sessions on requests for reconsideration, organizing and collective bargaining in libraries, natural disaster planning, FOIA, and net-zero building projects.

Technology Highlights:

Tony successfully learned how to install Microsoft Server 2022 on our server partitions. He has created three new virtual machines on the server, all with Microsoft Server 2022 and TrendMicro installed. In July he'll start working on porting over our existing services to the new virtual machines.

Tony also noted that the number of unique connections to our WiFi network exceeded 8,000 in June – this is the first time this has happened since our pandemic shutdown in early 2020.

In addition to closing 18 technology tickets in June, Tony completed a lot of back-end IT work for us. Highlights include: 1) Installed public printers on a training laptop, 2) Assisted a staff member with a browser hijacker issue and wrote an article for staff about how to avoid these types of issues, and 3) Researched digital signage solutions, tested one out, and made a final recommendation to me.

Tony also completed two webinars, one on group computer configurations and one on cybersecurity. He also attended a full day government technology workshop, where he attended sessions on cybersecurity and cloud-based systems and spoke with vendor reps.

In June, the WorkNet DuPage Kiosk in the café area recorded 27 sessions, 44 navigations, and two requests for additional information.

Report Submitted by: Kristen Lawson

**Jill Yott, Communications Coordinator, Report for Board of Trustees
June 2023**

In the Gallery—June

Display cases: **Nataliya Guchenia**

1st floor gallery: **Gene Smerz**

2nd floor gallery: **Peter Allard**

Other Notable Projects/Meetings/Workshops

- On vacation the week of June 18.
- Attended the Willowbrook State of the Village meeting on June 5.
- Watched the last part of a workshop on TikTok (it's a three-part series).
- Created slides for the monitors in the building.
- Worked with Cindy to get our MessageBee messages updated.
- Submitted ads for the Darien Woman's Club booklet, the Willowbrook Park District, and the Darien Park District for future publication.
- Continued work on the Foundation website with the outside consultant.

Response to Shooting in Willowbrook

On the morning of June 18, there was a mass shooting in one areas that the library's district serves. After learning of the news early in the morning, I contacted Laura, and we began talking about our response and messaging. I posted to our website and social media. Later, we updated the message after we learned the name of the victim. The messages as follows. We received better than average interaction, and the messages were favorably received.

Message one:

Early Sunday morning, a shooting incident happened in one of the communities the Indian Prairie Public Library District serves. If you didn't hear about the event, the Chicago Tribune and ABC7 Chicago have the latest information. Since this is a developing story, we don't want to share outdated information.

What we want to share is support for those in our community who were directly impacted by this tragic event. Our hearts are with our Indian Prairie Public Library community.

Message two:

On June 18, there was a mass shooting in one of the communities Indian Prairie Public Library District serves. Local media outlets such as the Chicago Tribune and ABC 7 Chicago have been reporting the most up-to-date information.

We learned there were more than 20 injured and one person was killed. Our hearts go out to all of those who were impacted by this tragic event, especially the family of Reginald Meadows, a father of two, who lived in Willowbrook. Our hearts are with our Indian Prairie Library Community.

Warhol Exhibit

The City of Darien participated in Warhol Community Art Challenge, and we are hosting the four Darien celebrities that were "Warholed." Marketing's role was to create a web page, create posters, print the posters and mount them, create a program, and help publicize the grand opening. Paul also took photos at the event and put up photos on social media. It was a great community event.

Summer Reading 2023

The bags are flying out of the library. They have been very well-received by the adults and teens. In addition, Paul has been copying logs for the program on a regular basis to make sure they are available for participants.

I continued to work on the creative for the summer reading emails. Once again, I'm very excited about the registration in Patron Point. This will give us more data on making better decisions for 2024's program. Plus, I love the ability to communicate with our guests about the program throughout the duration.

Date	Open Rate
June 5 Adults	70 percent
June 5 Kids	77 percent
June 18 Adults	72 percent
June 18 Kids	62 percent
Overall email about the program that everyone gets when they sign up.	76 percent

Website

While no major updates were done to the website, Paul and I did several minor updates including the magazine and database pages. Paul handled the bulk of the updates and continues to do a great job in mastering new skills to keep the work in house.

The other notable page was the page that I created for the Warhol exhibit.

Yelp & Google

People are using Yelp and Google to access the library.

In the month of June, 22 people called us by searching for us through Yelp. There also was a nice five-star review left for us.

"I used to live in the Indian Prairie zone, I don't anymore but was back recently to use some of their services. They have remodeled the downstairs to include this huge creative crafting center, expanded home office services and the kids center upstairs has been reworked to include better flow and play space. This is the library of all libraries in our area. I'm kinda jealous, wish it was still my library! (Btw, the gas station across the street still has great coffee)."

In the month June, through Google . . .

- 476 called us
- 997 asked for directions to get to us
- 3,701 Googled our name

Enews

General Enews Subscribers

Note: The increase in subscribers is because of those who are registering for summer reading.

May 31	20,910
June 30	21,061
Loss/Gain in subscribers	+151

Enews Open Rate

Overall, people are opening our emails consistently.

Date	Open Rate
June 1	36 percent
June 8	37 percent
June 15	37 percent
June 22	37 percent
June 29	37 percent
Recommends	50 percent
Birthday Campaign Open Rate	53 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	73 percent
Welcome two	65 percent
Welcome three	57 percent

Social Media

We continue to see organic growth on our channels. There was a loss of a follower on YouTube. Facebook at the biggest jump in likes in well-over a year. I can't find any trending post that caused the jump.

The top posts for the month included the Willowbrook Mass Shooting, the Warhol exhibit photos, the recap of the Summer Kick-Off Party, and photos that we featured from chess club.

The posts with the most engaging content are our original photos, anything to do with the staff, and showcasing the library's spaces.

Social Channel	Likes/Followers	+/- (May 31)
Facebook (likes)	2,334	+20
Facebook (follows)	2,551	+10
Instagram	1,067	+10
Twitter	1,147	+3
LinkedIn	228	+2
YouTube	221	-1

Guest Services

June 2023

Circulation

The total checkouts and renewals for June was 51,985

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

We had 36,754 in-person visitors in June.

We had 774 patrons use the drive up in June.

We checked out or renewed 1,711 items at the drive up.

1,066 holds were placed in June for pickup at the drive-up.

There were 235 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 72 passports in June.

License plate sticker renewals: We sold 17 License plate stickers in June.

Library Cards: We issued a total of 261 library cards. 39 were non-resident; 222 were resident library cards. 35 were initiated remotely.

Total number of IPPL Library cards: 26,280

Birthday gift: We handed out 17 birthday gifts in June.

Meetings

June 21	SWAN Circ Users	Zoom
June 27	SWAN Updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – June 2023

Staffing Changes

Sara Houska has been hired as a replacement for Khadija Najjar's part-time position in Programming & Outreach. We are glad she is here for the summer as she provides vital data entry and other needed project support.

Community

On June 6, Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 10 residents at Sunrise of Willowbrook to provide material checkouts and answer questions on IPPL services. During this visit, 14 residents also enjoyed an activity with one of the newly created Reminisce kits.

Kate Kresek and Marquitta Harris visited Burr Ridge Senior Living on June 8 and connected 14 residents with information on IPPL services and answered questions, one of which resulted in the creation of a new library card.

On June 16, Marquitta Harris and Kate Kresek visited with resident community leaders at Myers Commons Senior Apartments to discuss future outreach events at that location.

Sarah Zagotta, Senior Librarian, met with Chas Kennedy of the West Suburban Humane Society to discuss the upcoming July Cat Café program.

Staff began a series of weekly summer visits to Community House's Summer Learning program hosted at Anne M. Jeans School to provide engaging activities to all 94 participants. On June 21, Amy Merda, Department Head and Chrissy Wesolowski, Specialist, provided a bookmark creation activity along with Summer Reading logs and books. On June 28, Erin Fergus, Early Literacy Librarian, and Chrissy Wesolowski visited with campers and provided hands-on keychain making and yarn monster crafts.

On June 26, Erin Fergus visited 6 classrooms at The Goddard School to provide engaging storytimes.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 129 items.

Sixty-five seed packets were taken for use by guests in the month of June.

Summer Reading:

The Summer Reading Kickoff Party on June 3 was well-received by the IPPL community with an estimated 2,600 attendees enjoying activities throughout the day. On the second floor, two offerings of a live animal show by The Natural Naturalist were enjoyed by participants as well as a hands-on ramps and rollers exhibit from the DuPage Children's Museum and face painting. On the 1st floor, the Maker Studio offered button making and other activities to participants while

an Elvis impersonator in full costume strolled through the library to interact and take photos with guests. Outside, hundreds of ice cream treats were handed out to thrilled guests from a Windy City ice cream cart and over 100 guests exercised their creativity in the community art “Chalk the Walk” program that beautified our sidewalk squares.



So many staff were instrumental in the success of this event as well as the creation of the current Summer Reading Program, including Jill Yott and our graphic designer who created the reading logs. Other staff involved in the Summer Reading planning process and/or facilitated activities at the Kickoff Party included: Laura Birmingham, Kristen Lawson, Kate Kresek, Erin Fergus, Chrissy Wesolowski, Kelli Parke, Sarah Zagotta, Marquitta Harris, Amy Merda, Jordan Calabrese, Jen Ripka, Gail Graziani, Paul LaTour, Jamie Allard, Mary Dames, Jack Schultz, Mark Sloane, and Beth Skolba.

The Kickoff Party also signaled the start of the season for our many favorite June and July series summer programs that are enjoyed by children and families. These programs include Family Night, Mission Math, Reading Buddies, Family Storytime, Mid-Kids Chess Club, Science Lab in Keshav’s Garden, Discovery Zone, and more.



The Summer Reading Program, which began on June 3, has shown strong participation with over 1,000 guests registered, and we’ve had over 430 guests already complete the program. While the paper log continues to be a popular option for guests, 374 readers as of July 12 have enjoyed the digital logging option through ReaderZone. Many guests are opting to read even more and submit multiple logs to earn additional entries in the grand prize drawing. We have received many compliments on this year’s prize offerings, particularly with the tote bag prize for the teens and adults.

Programs – June 2023

In June, we had 89 programs attended by 2,972 guests.

Early Literacy

6/6	Family Storytime	Chrissy	30
6/13	Family Storytime	Chrissy	32
6/14	Mini Music Makers	Erin	48
6/20	Family Storytime	Chrissy	30
6/27	Family Storytime	Chrissy	27
6/28	Mini Music Makers	Erin	38
6/30	Lemonade Storycraft	Erin	20

Families

6/5	Discovery Zone	Erin	22
6/10	Donut Storytime	Erin	20

6/15	Family Night: Tie Dye	Erin, Kelli	75
6/15	Pop-Up: Telescope Drop-In	Sarah	12
6/19	Discovery Zone	Erin	25
6/20	Pop-Up: Telescope Drop-In	Sarah	24
6/22	Family Night: Animal Bingo	Amy	30
6/29	Family Night: Mad Science	Erin	35
6/29	Pop-Up: Telescope Drop-In	Sarah	8

The Pop-Up Telescope Drop-In programs throughout the month have been a hit with attendees of all ages. These programs were enhanced by the astronomy knowledge of TASC volunteer Nikki Wu, who was recently accepted to a university-level astronomy camp.

Mid-Kids

6/14	Read to a Pet	Chrissy	5
6/17	Mid-Kids Graphic Novel Meet Up	Jordan	0
6/20	Mid-Kids Chess Club	Sarah, Kelli	24
6/23	Science Lab in Keshav's Garden	Kelli, Amy	6
6/24	Reading Buddies Drop-in	Chrissy	5
6/24	Mission Math Drop-in	Chrissy	3
6/27	Mid-Kids Chess Club	Sarah	37
6/30	Science Lab in Keshav's Garden	Kelli	10

Teens

6/6	Summer Volunteer Training & Orientation	Sarah	8
6/7	Microwave Chef	Sarah	0
	(canceled: low registration)		
6/7	Summer Volunteer Training & Orientation	Sarah	9
6/8	Summer Volunteer Training & Orientation	Sarah	0
6/8	Pop-Up: Teen VR Drop-in	Sarah	12
6/9	Pop-Up: Teen VR Drop-in	Sarah	15
6/12	Middle School Craft Hour: Sculpture	Sarah	9
6/13	Summer Volunteer Training & Orientation	Sarah	10
6/14	Summer Volunteer Training & Orientation	Sarah	3
6/15	Summer Volunteer Training & Orientation	Sarah	6
6/17	Teen Songwriting Workshop	Sarah	7
6/17	Summer Volunteer Training & Orientation	Sarah	0
6/22	Middle School Dungeons and Dragons	Sarah	8
6/26	Teen Craft: Hoop Wall Hangings	Sarah	3
6/27	Pop-Up: Telescope Drop-In	Sarah	12

Adults

6/1	Cheese 101	Kate	17
6/1	Thursday Afternoon Movie: The Fablemans	T.J.	27
6/1	Pick-Up Program: Solve a Cold Case	Kate	15

6/6	Bring Back the Pollinators	Amy, Kelli	67
6/6	Illinois Libraries Present: Jesmyn Ward	Jen	4
6/7	Online: Chair Yoga	Cindy	19
6/9	After Hours: Let's Sing Karaoke (canceled due to low registration)	Marquitta	0
6/12	Andy Warhol: The American Dream	Cindy	17
6/13	Reference Solutions: Job Search (canceled due to low registration, but registrant served in a one-on-one)	Joe	1
6/14	Online: Chair Yoga	Cindy	16
6/14	Online: Funny & Romantic Weddings	Cindy	10
6/15	Thursday Afternoon Movie: A Man Called Ove	T.J.	25
6/20	Chicago's Lost Restaurants	Cindy	21
6/21	Online: Chair Yoga	Cindy	14
6/21	Illinois Libraries Present: Robin Wall Kimmerer	Jen	7
6/23	Warhol Pop Art Challenge Ribbon Cutting	Laura	35
6/24	String Art	Kate	9
6/25	Pollinator Party	Amy	54
6/27	Preparing for Long-Term Care	Marquitta	8
6/28	Online: Chair Yoga	Cindy	15
6/28	Adult Dungeons & Dragons	Sarah	17
6/28	Language of Flowers	Marquitta	12
6/30	Pride Trivia Night (canceled due to low registration)	Sarah, Kate	0

For the String Art program on June 24, guests created a red, white and blue stars string art decor. We provided them with the wood, pattern, nails, and string and they went to work! It was exciting to see their creativity come out and how different each project was. The guests were proud to show off their projects that they could tell friends and family they made themselves.



Groups

6/1	Nonfiction at Night Book Discussion	Joe	4
6/3	In-Person ESL Conversation Group	Joe	9
6/5	Adult Chess	Amy	6
6/8	Crime Readers	Tori	8
6/12	Adult Chess	Amy	7
6/14	Online: ESL Conversation Group	Joe	2
6/15	Novel Idea Book Discussion	Jen	13
6/17	In-Person: ESL Conversation Group	Joe	7
6/19	Adult Chess	Amy	6
6/22	Genealogy Group	Joe	23

Passive Programs

6/1-6/30	Adult Post: What do you want to learn how to do?	Kate	15
6/1-6/30	Adult: Puzzle Table	Marquitta	4
6/1-6/30	Teen Post: Summer vacation question	Sarah	135
6/1-6/11	Baby Dinosaur	Chrissy	325
6/1-6/6	Reading Turtle	Erin	30
6/1-6/6	Little Makers at Home: Bucket List	Erin	10
6/7-6/13	Best Dad Ever Coloring	Erin	180
6/7-6/13	Little Makers @ Home: All About My Dad	Erin	75
6/19-6/29	Peppa Pig Coloring	Erin	280
6/19-6/26	Little Makers @ Home: Summer Calendar	Erin	50
6/16-6/20	Juneteenth Coloring	Chrissy	40
6/16-6/21	Father's Day Cards	Chrissy	75
6/19-6/29	Ice Cream Coloring	Chrissy	330
6/20-6/29	Mini Ice Cream Coloring	Chrissy	145
6/24	Adult: Captioned Telephone Demo	Marquitta	1
6/26-6/30	Little Makers @ Home: Summer Calendar	Erin	25
6/29-6/30	Shark Craft	Chrissy	40
6/30	Fireworks Craft	Erin	50

Submitted by:
 Amy Merda, P & O Dept. Head
 7/12/23

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

Collections

- Console games moved from the adult AV area and K&T to the paperback shelving across from the study rooms on the first floor. Joe E. adjusted the shelf heights and angled the shelving for the console games
- The DVDs and Blu Rays have been interfiled, and the foreign and anime collections have been moved to nearby audiobook shelving to reduce crowding in the AV area and to improve browsing
- Joe E. added angled shelving to the new DVD area allowing for the use of “zigzag” holders to improve browsing

Library Materials Displays for June

1st Floor

- Find Your Voice!
- Food Around the World
- Summer Vacation Destinations
- Read the Rainbow

2nd Floor

- Find Your Voice!
- Read the Rainbow
- Summer Travel Books (June 1 – June 16)
- Juneteenth (June 17 – June 19)
- Pollinator Books (June 20 – June 25)
- Science Books (June 26 – June 30)

Monthly Highlights

- Jordan created detailed instructions to assist Tech Desk staff when checking in K&T devices, including LaunchPads and LeapPads
- Anna, Jeanine, Natalya, and Chris, in coordination with T.J. and Jordan, facilitated the move of the console games to their new location in the paperback area, including changing the records and spine labels
- Joe moved the English as a Second Language collection to a more visible location next to the World Language novels
- Joe reached out to other libraries to gather information to assist with developing procedures for the local author collection
- T.J. ran reports for different departments including collection reports and statistics for staff interactions with guests
- T.J., Jen, Jordan, and Tori updated the Book Lists for adults, kids, and teens, and T.J. updated the Movie Lists, all of which are available on the website
- Tori prepared materials for the Crime Readers book group to facilitate the group’s annual vote to choose titles for the next year

- Jen evaluated the eRead Illinois platform to determine if the digital collection would be a good addition to our offerings
- Jen and Jordan are working on updating OverDrive's curated lists that appear when guests access the platform
- Jordan researched and wrote a proposal for the use of a donation by the Darien Women's Club
- Jeanine prepared for the end of fiscal year rollover by ensuring that all expected materials were received and that all invoices were received and paid. The rollover successfully occurred on June 30th
- Anna added Chinese language books to the World Language novels collection by working with SWAN to upload matching records for each title from OCLC. Anna also added a label to each cover with a translation of the titles from Chinese characters to English to assist staff in finding items
- Natalya finished adding romance series information to spine labels in Novels
- Diane ran the annual report of all IPPL titles and she and Chris then located and corrected any discrepancies

Community

- Tori prepared book club discussion materials for 10 book clubs, seven on new titles never before requested and three on titles that another club had previously requested

On-Call Librarian June Interactions

Assistance	292
Reference	66
One-to-One Training	21
Readers' Advisory	4
Directional	10
TOTAL	393

Groups / Programs

Date	Name	Program	Attendance
6/1/23	Joe	Non-Fiction at Night Book Group	4
6/1/23	T.J.	Thursday Movie: The Fablemans	22
6/3/23	Joe	In-Person ESL Conversation Group	9
6/6/23	Jen	Illinois Libraries Present: Jesmyn Ward	4
6/14/23	Joe	Online ESL Conversation Group	2
6/8/23	Tori	Crime Readers Book Group	8
6/15/23	T.J.	Thursday Move: A Man Called Otto	25
6/15/23	Jen	Novel Idea Book Club	13
6/17/23	Jordan	Mid-Kid Graphic Novel Meet Up	0
6/21/23	Jen	Illinois Libraries Present: Robin Wall Kimmerer	7
6/17/23	Joe	In-Person ESL Conversation Group	9
6/22/23	Joe	Genealogy Group	23
6/28/23	Joe	Online ESL Conversation Group	2

Continuing Education & Contributing to the Profession

- T.J. attended a meeting with the Midwest Tape representative to discuss their services
- Jen attended the following conferences/webinars/meetings:
 - ALA Annual Conference
 - The Future of Digital Collections in a Post-Pandemic Public Library
 - Help! They're coming for our books!
 - Booktube, Bookstagram, and BookTok, Oh My!
 - Summer Scares Adult Panel (BookList)
 - SustainRT Virtual Membership Meeting
- Jordan attended the following webinars:
 - RAILS Collection Development Networking Group presentation by ALA's Deborah Caldwell-Stone on First Amendment issues
 - Strength in Streaming (LJ)
- Jeanine attended the following conferences/webinars:
 - ALA Annual Conference
 - Making Diversity, Equity, & Inclusion a Core Part of Technical Services
 - Transforming Reader's Advisory
 - Metadata Rights of Libraries
 - News You Can Use – Fighting Censorship in a Changing Landscape
 - Technical Services Networking Meeting (RAILS)

Technology & Maker Services Board Report

June 2023

Classes/Programs

Number of Classes: 14 - Total Attendance: 127

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
6/3/23	9:30-11am	Hello Summer Sign	All	Jack	5
6/5/23	6-7:30pm	Garden Critters	Kids	Beth	10
6/10/23	9:30-11am	Sublimation Shirts	All	Beth	10
6/14/23	6-7:30pm	Garden Apron	All	Luke	8
6/15/23	6-7pm	Introduction to Carvey	All	Jack	8
6/16/23	6-8pm	Sip & Create	21 & Up	Jack, Beth, Mark	35
6/17/23	9:30-10:30am	Intro Vinyl Cutters	All	Luke	5
6/20/23	9:30-10:30am	Intro Sewing	All	Jack	4
6/21/23	6-7pm	Intro Laser	All	Luke	7
6/29/23	6-7:30pm	Aroma Therapy Neck Pillow	Adult	Jack	6

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
6/12/23	1-2:30pm	Sphero Coding	Kids	Jack	8
6/14/23	1-2:30pm	Windows Computer Basics	Adults	Jack	5
6/21/23	1-2:30pm	Windows Computer Basics	Adults	Jack	2
6/26/23	1-2:30pm	LEGO Robotics Coding	Kids	Jack	14

Statistics

- Computer Usage
 - Adult Users: 1718 Hours: 1377
 - Adult laptop: 15 Hours: 13
 - K&T Users: 910 Hours: 428
 - K&T Laptops: 7 Hours: 6
- Technology Desk Assistance- 693

- 1-on-1 Training- 197
- Wireless Usage- Total Unique Access: 8059

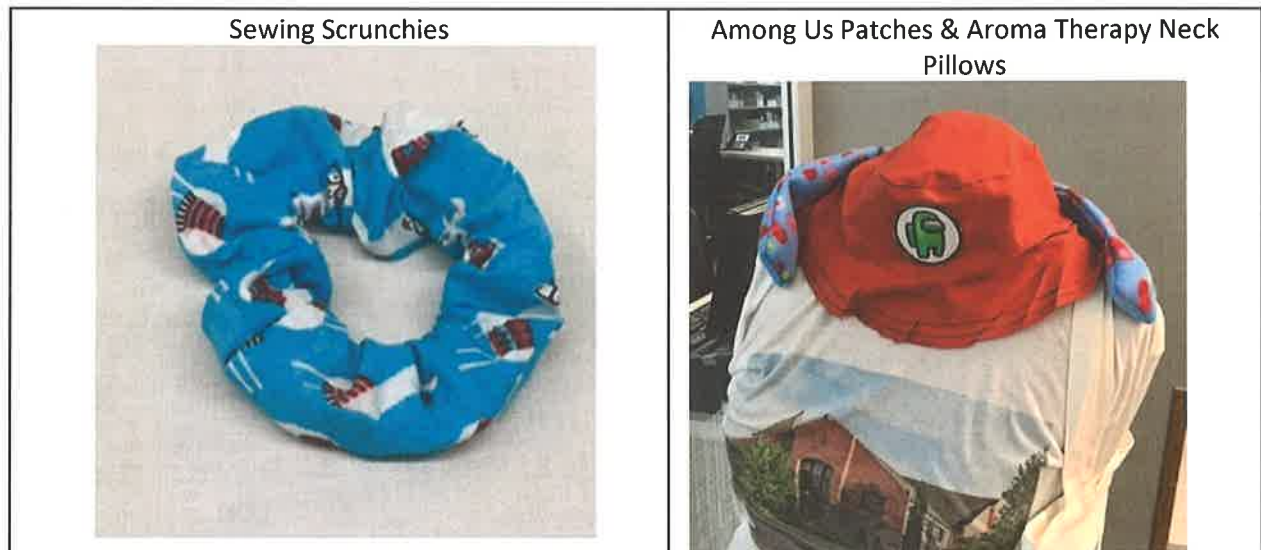
Maker Services/Maker Studio

- Luke Davis is continuing to develop a technology program on macOS and working with cast acrylic sheets on the laser cutter, dye sublimation printer, and heat press for a Maker Studio class this fall.
- Jack Schultz has completed the iPad management project for the training iPads. Devices can now have applications and updates pushed to them, and new apps can be purchased in bulk for the library through Apple Business Manager.
- Jack Schultz has been researching and writing proposals for new and updated equipment in the Maker Studio. Equipment such as the poster printer (replace), white toner printer (new), and serger machine (replace).
- Beth has been doing hands-on learning with the Carvy.
- Beth is learning ordering procedures from Jack and will oversee that while he is on vacation for two weeks.
- We have a new large-format poster printer arriving on Monday, 7/10.

Classes/Programs

- Passive program- 1. Total attendance: 292

Made in a class



Made Using Equipment

Laser- Housewarming Gift



Dye Sub Printer + Press – Heat Press Reference Guide



Laser Cutter- Wood Butterfly



Poster printer + Laminator- Poster for Funeral



Sublimation- Throw Pillow with Dog image & Name



3D Printer- Figurines



Sublimation- Family T-Shirts



Sublimation- 4th of July Parade T-Shirt



Laser Cutter- Quote Stone



Wedding Gifts



Statistics

- Maker Assistance- 693
- Maker 1-on-1 Training- 24

Equipment Usage

- 3D Printers- 13
- Button Maker- 105
- Candle Maker- 4
- Carving Machine- 2
- Cricut (Vinyl)- 14
- Digital Editing (iMac)- 2
- Embroidery Machine- 14
- Knitting Machine- 0

- Laser Cutter- 33
- Poster Printer- 27
- Sewing Machine- 5
- Silhouette (Vinyl)- 10
- Sizzix (die cut/embossing)- 11
- Sublimation Printer- 39

Outreach & Projects

- Ordered a new Epson poster printer to replace the 7-year-old used unit that broke down again in the maker studio.
- New public printers for the public computer area are on the way and should arrive by 7/21.
- The dedicated maker studio people counter is in place and working.

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

STATISTICS FOR	Jun-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	20,874	19,491	233,643	229,422	1.84%
Teen	1,709	1,707	16,656	15,746	5.78%
Kids	16,427	15,487	150,990	152,591	-1.05%
ILLS Sent	3,084	2,210	34,227	32,638	4.87%
TOTAL	42,094	38,895	435,516	430,397	1.19%
Electronic Circulation	9,891	8,992	111,259	103,755	7.23%
GRAND TOTAL CIRC.	51,985	47,887	546,775	534,152	2.36%
% Reciprocal Borrowing	10%	9%	10%	9%	
Patron Visits	37,528	34,838	352,803	299,684	17.73%
<u>Current Cards</u>					
Resident	222	242	24,098	23,931	0.70%
Non-Resident	39	107	2,182	846	157.92%
TOTAL	261	349	26,280	24,777	6.07%
<u>Patron Assistance</u>					
Adult - Reference	2,993	2,708	29,887	22,380	33.54%
Kids - Reference	1,373	1,447	9,822	9,315	5.44%
Technology - Reference	1,272	957	12,711	12,705	0.05%
TOTAL REFERENCE	5,638	5,112	52,420	44,400	18.06%
Adult - Other	165	273	1,896	2,404	-21.13%
Kids - Other	46	142	937	1,865	-49.76%
Technology - Other	24	45	432	731	-40.90%
TOTAL OTHER	235	460	3,265	5,000	-34.70%
GRAND TOTAL ASST.	5,873	5,572	55,685	49,400	12.72%
<u>ILL/Reserves</u>					
Holds	8,791	6,795	86,836	85,662	1.37%
ILLS Sent	3,946	2,210	34,123	32,638	4.55%
ILLS Checked Out	3,084	4,060	45,111	43,448	3.83%
ILLS Received	4,704	4,521	58,961	48,293	22.09%
<u>Programs - Adult</u>					
# Programs	23	24	263	191	37.70%
Attendance	410	580	3,834	3,238	18.41%
<u>Programs - Tech & Maker</u>					
# Programs	14	16	222	203	9.36%
Attendance	127	197	2,718	1,371	98.25%
<u>Individual Technology Training</u>					
# of Patrons	286	335	3,795	3,755	1.07%
<u>Groups</u>					
# Programs	10	19	145	140	3.57%
Attendance	85	129	998	832	19.95%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	15	2	81	65	24.62%
Attendance	102	13	471	307	53.42%
<u>Programs - Kids</u>					
# Programs	24	46	292	405	-27.90%
Attendance	566	1,255	6,011	5,357	12.21%
GRAND TOTAL ATT.	1,576	2,509	17,827	14,860	19.97%

STATISTICS FOR	Jun-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	3	2	29	25	16.00%
Attendance	89	20	646	845	-23.55%
<u>Passive Programs - Teen</u>					
# Programs	2	2	26	30	-13.33%
Attendance	157	52	622	682	-8.80%
<u>Passive Programs - Kids</u>					
# Programs	15	9	134	87	54.02%
Attendance	1,755	594	13,635	6,169	121.02%
<u>Computers - Patron Use</u>					
Adult Computers	1,718	1,509	19,647	17,497	12.29%
Kids Computers	910	554	5,808	2,449	137.16%
Teen Laptop	7	24	111	148	-25.00%
Adult Laptop	15	33	215	239	-10.04%
TOTAL PATRON USE	2,650	2,120	25,781	20,333	26.79%
<u>Hours Used</u>					
Adult Computers	1,377	1,129	15,631	13,475	16.00%
Kids Computers	428	135	2,730	1,110	145.95%
Teen Laptop	6	30	129	162	-20.37%
Adult Laptop	13	241	253	522	-51.53%
TOTAL HOURS USED	1,824	1,535	18,743	15,269	22.75%
Wireless Total Connections	8,059	7,786	81,344	77,573	4.86%
IPPL Total Web Site Access	15,201	16,511	143,931	173,176	-16.89%
IPPL Total Page Views	58,934	55,487	494,440	504,186	-1.93%
Subscription Database Logins	2,680	2,902	32,369	35,479	-8.77%
<u>Outreach-Homebound</u>					
Items Delivered	129	120	1,758	1,551	13.35%
<u>Volunteers</u>					
Number Active	43	62	207	127	62.99%
Hours Worked	242	297	849	952	-10.82%
Staff Training Hours	110	108	1,257	1,001	25.57%
<u>Room Use</u>					
Conference Rooms	656	462	7,190	4,294	67.44%
Meeting Rooms					
Library	54	83	729	578	26.12%
Non-Library	14	10	213	98	117.35%
Board Room					
Library	17	19	241	161	49.69%
Non-Library	19	22	241	123	95.93%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	319	2	0	321	490	660	492	660
Non-Fiction	36032	252	511	35773	7062	11390	7314	11901
Fiction	31055	611	289	31377	10738	14581	11349	14870
ADULT TOTALS	67406	865	800	67471	18290	26631	19155	27431
KIDS								
Non-Fiction	11375	71	4	11442	2525	2486	2596	2490
Fiction	24639	163	43	24759	7343	5528	7506	5571
KIDS TOTALS	36014	234	47	36201	9868	8014	10102	8061
TEEN								
Non-Fiction	633	3	1	635	310	117	313	118
Fiction	4166	33	8	4191	1648	1291	1681	1299
TEEN TOTALS	4799	36	9	4826	1958	1408	1994	1417
BOOK TOTALS	108219	1135	856	108498	30116	36053	31251	36909

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6487	19	5	6501	1586	1398	1605	1403
Music CDs	4490	31	3	4518	810	2144	841	2147
Playaway	378	6	1	383	16	8	22	9
DVDs (DVD & Blu-ray)	20493	109	99	20503	3975	4287	4084	4386
ADULT TOTALS	31848	165	108	31905	6387	7837	6552	7945
KIDS								
Audiobooks on CD	588	6	3	591	157	107	163	110
Music CDs	281	0	0	281	36	24	36	24
Playaway	115	1	0	116	15	7	16	7
DVDs (DVD & Blu-ray)	3996	12	3	4005	618	920	630	923
KIDS TOTALS	4980	19	6	4993	826	1058	845	1064
TEEN								
Audiobooks on CD	167	0	0	167	99	138	99	138
Playaway	12	0	0	12	2	9	2	9
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	174	0	0	174	101	589	101	589
AUDIOVISUAL TOTALS	37002	184	114	37072	7314	9484	7498	9598

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	213	312	1	524	93	39	405	40
Tech Takeout (except digital content devices)	174	0	5	169	84	26	84	31
CD-ROMs	-6	0	0	-6	0	41	0	41
ADULT TOTALS	381	312	6	687	177	106	489	112
KIDS								
Kits (STEM, Book bundles, etc.)	218	4	4	218	92	31	96	35
Puzzles (New Aug. 2018)	20	0	0	20	12	8	12	8
Playaway Launch Pads	17	2	0	19	0	5	2	5
Console Games	0	243	0	243	0	0	243	0
KIDS TOTALS	255	249	4	257	104	44	110	48
TEEN								
Equipment (CD Players, etc.)	6	0	0	6	1	1	1	1
Console Games	794	3	504	293	232	104	235	608
Board Games	112	0	2	110	41	26	41	28
TEEN TOTALS	912	3	506	409	274	131	277	637
OTHER TOTALS	1548	564	516	1353	555	281	876	797
COLLECTION TOTALS	146769	1883	1486	147166	37985	45818	39625	47304

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

June 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)	24,388	-11	24,377	1,045	1034
eMedia (Overdrive Advantage)	7,292	36	7,328	1,253	1289
Preloaded eReaders	175	0	175	183	183
eBook Totals	31,855	25	843,598	2,481	2,506
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	N/A	N/A	190,904	N/A	N/A
eMedia (Overdrive Consortium)	6,729	30	6,759	872	902
eMedia Advantage (Overdrive)	2,020	29	2,049	674	703
Preloaded Adult Audiobook iPods	160	2	162	87	89
Audiobook Total	8,909	61	199,874	1,633	1,694
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	31,081	52	31,133	61,301	61,353
Preloaded Adult Roku Titles	1,431	9	1,440	2,809	2,818
Preloaded Family Roku Titles	216	2	218	425	427
Video Totals	32,728	63	60,255	64,535	64,598
Total Audiovisual	362,014	52,147	632,529	66,168	118,315
Collection Totals	393,869	52,172	1,476,127	68,649	120,821

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2023

Balance on hand as of May 31, 2023.....	2,243,633.89
Cash Receipts for June.....	1,706,295.08
Cash Disbursements for June.....	361,214.02
Cash on hand as of June 30, 2023.....	3,588,714.95

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.184%	
General.....	364,727.16
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.76%.....	1,781,337.68
Republic Bank - Checking General.....	16,720.12
Republic Bank - Payroll Account.....	1,483.46
Republic Bank - License Sticker Account.....	2,467.93
Petty Cash/Circulation.....	604.00
Balances as of June 30, 2023.....	3,588,714.95

FUND BALANCES AS OF 6/30/2023

Corporate Fund.....	1,142,809.33
Building & Maintenance Fund.....	14,879.70
I.M.R.F. Fund.....	(5,590.96)
Liability Fund.....	808.85
Social Security Fund.....	(3,901.47)
Special Reserve Fund.....	(15,742.05)
Deferred Taxes.....	2,224,543.97
Current Liabilites.....	230,907.58
Grand Total All Funds.....	3,588,714.95

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Indian Prairie Public Library District Consolidated Revenue Report for June 2023

Percent of Year: 100.00	RECEIVED June 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,885,545.07	98.86%	3,930,322.00	44,776.93
41150 · Non-current Property Taxes	581.83	1,181.25	0.00%	0.00	-1,181.25
43100 · Interest-Tax Levy	0.00	339.47	0.00%	0.00	-339.47
TOTAL PROPERTY TAX & LEVY INTEREST	581.83	3,887,065.79	98.90%	3,930,322.00	43,256.21
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	121.78%	53,161.00	-11,579.70
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	121.78%	53,161.00	-11,579.70
INTEREST					
43500 · Interest - Investment	5,234.02	39,192.27	0.00%	4,000.00	-35,192.27
TOTAL INTEREST	5,234.02	39,192.27	0.00%	4,000.00	-35,192.27
DESK MONIES					
45100 · Copier	235.98	2,937.50	146.88%	2,000.00	-937.50
45120 · Computer Copies	1,070.90	13,506.10	112.55%	12,000.00	-1,506.10
45130 · Fax	745.53	6,172.02	123.44%	5,000.00	-1,172.02
45200 · Fines/Fees	856.32	7,132.95	142.66%	5,000.00	-2,132.95
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	526.33	7,013.21	127.51%	5,500.00	-1,513.21
45350 · Non-Resident Fees	11,795.10	111,253.45	123.62%	90,000.00	-21,253.45
45450 · Hot Picks	0.00	271.00	0.00%	0.00	-271.00
45550 · Meeting Room Rental	287.50	3,218.75	643.75%	500.00	-2,718.75
45600 · ILL Fees	20.00	352.62	70.52%	500.00	147.38
45650 · Maker Studio	577.10	5,987.94	299.40%	2,000.00	-3,987.94
45700 · Passport Fees	2,415.00	37,810.00	151.24%	25,000.00	-12,810.00
45750 · Notary Fees	0.00	8.00	0.00%	0.00	-8.00
45800 · License Stickers	183.75	1,435.08	0.00%	0.00	-1,435.08
TOTAL DESK MONIES	18,713.51	197,098.62	133.54%	147,600.00	-48,063.54
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	50.00	1,098.00	54.90%	2,000.00	902.00
46800 · Collection Agency Fee	19.21	108.37	54.19%	200.00	91.63
TOTAL OTHER INCOME	69.21	1,206.37	54.84%	2,200.00	993.63
TOTAL	24,598.57	4,189,303.75	101.26%	4,137,283.00	-50,585.67
49000 · Operating Transfer In	0.00	15,742.05			
GRAND TOTAL	24,598.57	4,205,045.80	101.64%	4,137,283.00	-67,762.80

Operating Transfer Out reflects \$15,742.05 from Corporate Reserves

70000 · Operating Transfer Purchases - LoDestro Construction Company \$15,742.05

Indian Prairie Public Library District Consolidated Expenditures Report for June 2023

Percent of Year: 100.00

	June 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	170,668.54	2,256,826.94	95.02%	2,375,154.00	118,327.06		
61310 · Benefits - Medical / Life Ins.	16,183.07	210,290.97	99.03%	212,360.00	2,069.03		
61330 · Benefits - IMRF	15,352.02	218,998.75	107.75%	203,246.00	-15,752.75		
61340 · Benefits - FICA	9,729.81	143,260.78	83.10%	172,400.00	29,139.22		
61400 · Staff Development	1,328.99	19,154.23	85.51%	22,400.00	3,245.77		
61600 · Board Development	0.00	555.00	55.50%	1,000.00	445.00		
61710 · Workers Compensation	0.00	7,095.00	110.45%	6,424.00	-671.00		
61720 · Unemployment Insurance	0.00	5,435.73	155.31%	3,500.00	-1,935.73		
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00		
TOTAL PERSONNEL	213,262.43	2,861,617.40	95.50%	2,996,484.00	134,866.60	3,250,000.00	88.05%
MATERIALS							
62100 · Books	30,431.70	142,187.67	89.31%	159,200.00	17,012.33		
62200 · Periodicals	224.26	17,406.86	95.12%	18,300.00	893.14		
62300 · Audio	5,532.83	24,060.04	80.60%	29,850.00	5,789.96		
62400 · Video	6,457.54	32,837.09	81.18%	40,450.00	7,612.91		
62500 · Multi-Media	55.76	869.07	43.45%	2,000.00	1,130.93		
62600 · eMaterials	23,459.30	211,657.46	104.36%	202,825.00	-8,832.46		
62700 · Console Games	1,495.75	6,263.82	89.48%	7,000.00	736.18		
62800 · Damaged Item Replacement	1,196.50	5,995.29	74.94%	8,000.00	2,004.71		
62900 · Materials Supplies	3,089.64	22,492.27	107.11%	21,000.00	-1,492.27		
TOTAL MATERIALS	71,943.28	463,769.57	94.91%	488,625.00	24,855.43	525,000.00	88.34%
BUILDING							
63200 · Cleaning Service	6,634.25	74,866.10	86.05%	87,000.00	12,133.90		
63300 · Utilities (1-8-11 · Gas)	1,141.09	19,366.47	129.11%	15,000.00	-4,366.47		
63300 · Utilities (1-8-12 · Electric)	5,329.94	50,727.27	104.59%	48,500.00	-2,227.27		
63300 · Utilities (1-8-13 · Telephone)	470.42	2,765.11	55.30%	5,000.00	2,234.89		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	8,968.53	112.11%	8,000.00	-968.53		
63300 · Utilities (1-8-15 · Garbage Disposal)	604.64	6,416.66	128.33%	5,000.00	-1,416.66		
63350 · Building Supplies	1,610.10	12,450.59	226.37%	5,500.00	-6,950.59		
63400 · Maintenance Supplies	1,435.56	9,673.08	87.94%	11,000.00	1,326.92		
63500 · Security System Monitoring	50.00	829.50	118.50%	700.00	-129.50		
63600 · Property Maintenance	18,096.30	53,275.34	106.55%	50,000.00	-3,275.34		
63800 · Building Maintenance/Repair	0.00	40,228.21	114.94%	35,000.00	-5,228.21		
TOTAL BUILDING	35,372.30	279,566.86	103.28%	270,700.00	-8,866.86	350,000.00	79.88%
OPERATIONS							
64100 · Payroll Service	660.00	9,385.00	276.11%	3,399.00	-5,986.00		
64200 · Supplies - Office	786.41	5,220.94	68.69%	7,601.00	2,380.06		
64300 · Photocopy Supplies	411.29	2,771.74	79.19%	3,500.00	728.26		
64400 · Guest Services Supplies	0.75	763.78	20.64%	3,700.00	2,936.22		
64500 · Postage	-323.70	4,758.35	95.17%	5,000.00	241.65		
64550 · Passport Postage	328.10	4,332.54	144.42%	3,000.00	-1,332.54		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	271.46	1,161.87	116.19%	1,000.00	-161.87		
64800 · Organizational Memberships	135.00	3,269.50	88.37%	3,700.00	430.50		
64900 · Bank Fees	241.59	2,478.44	99.14%	2,500.00	21.56		
TOTAL OPERATION	2,510.90	34,142.16	99.25%	34,400.00	257.84	42,000.00	81.29%
TECHNOLOGY							
65100 · Supplies-Public Toner	2,021.58	7,328.79	91.61%	8,000.00	671.21		
65150 · Supplies-Staff Toner	601.17	7,579.45	151.59%	5,000.00	-2,579.45		
65160 · Supplies-Technology Services	30.68	249.16	83.05%	300.00	50.84		
65170 · Supplies-Maker Studio	712.58	6,224.60	222.31%	2,800.00	-3,424.60		
65200 · Technology-Prof Services	1,815.00	3,823.13	127.44%	3,000.00	-823.13		

Indian Prairie Public Library District Consolidated Expenditures Report for June 2023

Percent of Year: 100.00

	June 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	193.47	20,315.16	98.27%	20,672.00	356.84		
65350 · Library of Things	14.79	4,846.60	58.75%	8,250.00	3,403.40		
65400 · Technology Equip Mnt/Repair	280.54	17,168.34	87.76%	19,564.00	2,395.66		
65500 · Software	5,021.69	15,428.67	90.76%	17,000.00	1,571.33		
65600 · SWAN	0.00	50,917.59	103.21%	49,335.00	-1,582.59		
65700 · Telecommunications	1,375.20	14,498.30	96.69%	14,995.00	496.70		
TOTAL TECHNOLOGY	12,066.70	148,379.79	99.64%	148,916.00	536.21	200,000.00	74.19%
CONTRACTUAL SERVICES							
66100 · General Professional Services	725.00	16,375.00	88.51%	18,500.00	2,125.00		
66200 · Credit Bureau	78.80	788.00	65.67%	1,200.00	412.00		
66300 · Copier	200.67	2,435.67	81.19%	3,000.00	564.33		
66400 · Copier Maintenance Contract	763.94	2,628.27	87.61%	3,000.00	371.73		
66500 · Background Screenings	0.00	833.62					
66900 · Fees - Bond Registrar	0.00	15.00	6.82%	220.00	205.00		
TOTAL CONTRACTUAL SERVICES	1,768.41	23,075.56	89.03%	25,920.00	3,678.06	35,000.00	65.93%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	13,068.00	100.00%	13,068.00	0.00		
67200 · Bonding	0.00	1,386.00	102.21%	1,356.00	-30.00		
67300 · Officers & Directors Liability	0.00	2,153.00	107.17%	2,009.00	-144.00		
67400 · Umbrella Liability	0.00	2,524.00	99.96%	2,525.00	1.00		
TOTAL INSURANCE	0.00	19,131.00	100.91%	18,958.00	-173.00	25,000.00	76.52%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	44,780.99	116.62%	38,400.00	-6,380.99		
68111 · eNewsletter	0.00	9,499.52	98.24%	9,670.00	170.48		
68210 · Marketing Advertising	18.00	901.22	90.12%	1,000.00	98.78		
68310 · Marketing Supplies	48.78	266.40	26.64%	1,000.00	733.60		
68410 · Marketing-Information Printing	5,048.75	5,705.04	43.89%	13,000.00	7,294.96		
68500 · Legal Notices	0.00	858.09	57.21%	1,500.00	641.91		
TOTAL COMMUNICATIONS	5,115.53	62,011.26	96.04%	64,570.00	2,558.74	70,000.00	88.59%
PROGRAMMING							
68600 · Programming	4,124.76	37,467.72	93.44%	40,100.00	2,632.28		
TOTAL PROGRAMMING	4,124.76	37,467.72	93.44%	40,100.00	2,632.28	50,000.00	74.94%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	25,360.00	0.00%	25,360.00	0.00		
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	15,742.05	0.00%		-15,742.05		
69900 · Contingency	316.36	18,994.73	81.70%	23,250.00	4,255.27		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	346,480.67	4,005,000.15	96.80%	4,137,263.00	132,282.85		
70000 · Operating Transfer Purchases	0.00	15,742.05	0.00%				
GRAND TOTAL	346,480.67	4,020,742.20	97.18%	4,137,263.00	116,540.80	4,547,000.00	88.43%

Operating Transfer Out reflects \$15,742.05 from Corporate Reserves

Dates that our Committee Met:

First Meeting: 4/19/23

Second Meeting: 6/21/23

Third Meeting: 7/19/23

IV. Core Programs or Services Offered by Our Library:

A. Our library offers the following core services and programs:

- a. Materials (both physical and digital) for educational, research and recreational purposes
- b. Programs for educational and recreational purposes
- c. Computers, laptops, and hotspots for public use
- d. WIFI 24/7
- e. A makerspace and one-on-one instruction on using the various machines
- f. A Library of Things to check out equipment
- g. Kit for checkout (STEM, Nature Packs, Parenting Packs, Baby Bundles)
- h. Meeting and study spaces
- i. Early literacy education through storytimes and classes
- j. Storytimes in other languages such as Hindi, Spanish and Polish
- k. Kindergarten Bootcamp to prepare both parents and children for school
- l. Book clubs offered on a variety of topics (Novels, Non-fiction and more)
- m. Materials and resources in other languages
- n. Discussion groups
- o. 1,000 Books Before Kindergarten program to strengthen foundations for early literacy
- p. Art gallery featuring monthly exhibitions of local artists
- q. Display cases featuring local organizations and artists
- r. Space in lobby for state legislators' office hours
- s. Community Bulletin Board featuring flyers and brochures from local organizations
- t. Veteran's History Project partnership to memorialize soldier's experiences
- u. License plate sticker renewals
- v. Passport services for new passports
- w. Support for Homeschooling families
- x. Support for schools, teachers and students
- y. Outreach to underserved areas
- z. Outreach to seniors in senior residences
- aa. Homebound delivery service
- bb. Summer Reading Program for all ages
- cc. Math Buddies program to help math buddies improve reading skills
- dd. Reading Buddies program to help grade schoolers improve reading skills
- ee. Annual Teen Job Fair
- ff. Resources for Job Seekers
- gg. Streaming services and devices
- hh. Outdoor seating spaces

- ii. Gardens to enjoy and explore
 - jj. Monarch Waystation
 - kk. Annual Write-On program for students featuring a visit from a published author
- B. Other core services/programs we could possibly provide:
- a. Do a cost analysis and feasibility study of a bookmobile or library van.
 - b. Investigate a 24-hour locker program for people to more easily pick up materials after hours.
 - c. Investigate ways to increase outreach to the community.

V. Intergovernmental Agreements

- a. Illinois Libraries Present (virtual author visits) – As a participant, the library has access to virtual visits from bestselling authors
- b. Village of Willow Springs – Library Cards for Willow Springs Residents – The Village offers a \$50 discount to residents who purchase an IPPL card
- c. Emergency Evacuation Agreement - District 86 – The library is an evacuation center in the event of an emergency
- d. Reciprocal Easement Agreement – District 86 -The parking lot at the Transition Center is able to be used after school hours, on weekends and in the summer
- e. Cooperative Partnership Agreement – People’s Resource Center – We have an agreement for the PRC to use spaces to teach classes at the library
- f. RAILS – Indian Prairie is a member of the Reaching Across Illinois Library System which provides state-wide delivery, in-person and virtual continuing education and consulting services to our library. RAILS makes it possible for staff from 3,699 libraries to share best practices. RAILS offers 56 email discussion lists which are archived and accessible. In addition, RAILS provides a FOIA/OMA hotline to receive free assistance from an attorney with basic questions on the Freedom of Information Act or the Open Meetings Act. This saves the individual library from having to pay an attorney to answer basic questions.
- g. RAILS’ Explore More Illinois program allows library cardholders to reserve free and discounted admission, parking, and gift store purchases from a wide variety of cultural and recreational attractions.
- h. SWAN – Indian Prairie is a member of the SWAN (System Wide Automated Network) consortium. Our libraries have access to the holdings of 100 libraries and nearly 10 million items. They can request materials be delivered to our library or the library of their choice via the RAILS delivery service.
- i. The library is a partner in the Museum Adventure Pass program allowing cardholders to checkout free and discounted admission to a wide variety of cultural and recreational attractions throughout the state.

VI. Community Partnerships:

City of Darien
Village of Willowbrook
Village of Burr Ridge
Darien Women's Club (blood drive, soap drive, annual art fair)
Darien Garden Club
Darien Park District
Willowbrook Department of Parks and Recreation
Burr Ridge Park District
Darien Police
Willowbrook Police
Burr Ridge Police
Lions Club
Rotary Club
Kiwanis Club
Darien Historical Society
Darien Community Action Committee
Willowbrook Burr Ridge Chamber
Darien Chamber
Schools:

Anne M. Jeans Elementary
Avery Coonley
Burr Ridge Middle School
Cass Junior High School
Concord Elementary
Eisenhower Junior High School
Elizabeth Ide Elementary
Gower Middle School
Gower West Elementary
Hinsdale South High School
Holmes Elementary
Holtz Educational Center
Kindi Academy
Kingswood Academy
Lace Elementary
Lake View Junior High School
Maercker Intermediate
Mark DeLay Elementary
Prairie View Elementary
Seaton Montessori
St. Issac Jogue
Westview Hills Junior High
Willowbrook Corner Coalition
Gift of Carl Foundation

Downers Grove Township

AARP Tax Aide offering free tax preparation services

College of DuPage

Darien Arts Council

WorkNet DuPage

West Suburban Community Pantry

People's Resource Center

SCARCE

Boy Scouts/Girl Scouts

Local Homeschooling Groups

Darien Dragons 4H Club

Local businesses such as:

Republic Bank (sponsorships, special community displays)

Chuck's Southern Comfort

Wayback Burgers

Chik-Fil-A

Firehouse Subs

Portillo's

Starbucks (Willowbrook and Darien)

SportsKids

Giordano's

Whole Foods

VII. Review of Any Policies (TO BE REVIEWED FOR JULY MEETING)

a. Policy on public comment

VIII. What have we done well?

- a. The library routinely listens and responds to the needs of the community through surveys and other methods.
- b. Indian Prairie has many vital relationships with our community partners from schools to the municipalities to businesses.
- c. Maintaining a diverse and robust collection of popular materials in a range of formats.
- d. Developing strategic plans in partnership with community leaders and residents.
- e. Dedicated staff for outreach to senior residences, schools, businesses and community events.
- f. Offering a cutting-edge Maker Studio to residents.

Public Comment

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

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Members of the public wishing to speak are urged but not required to sign in with the Executive Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

- 8. Groups are asked to designate a single spokesperson.
- 9. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.
- 10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
- 11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
- 12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board for a specific meeting. Such a vote applies only to that meeting.
- 13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Executive Director separate from the Board meeting. When needed, comments about an employee will be given in closed Executive Session.
- 14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
- 15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
- 16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.

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

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15, reviewed & revisions approved 3/15/17, revisions approved 2/20/19, reviewed 10/20/21

APPROPRIATION ORDINANCE REQUIREMENTS

There is no legal requirement for non-home rule municipalities (since the library is a district we are non-home rule) to prepare a budget. The passage of an annual appropriation ordinance sometime within the first quarter of each fiscal year is the only requirement necessary to expend public monies. All expenses of the municipality must be appropriated for within the ordinance. The amount set in each budget line is the maximum that may be spent in each line. Because of the legal restrictions on revising the appropriation ordinance, items are usually inflated beyond the amounts that would be actually necessary for expenditure purposes. The information contained in the appropriation is determined by law. The appropriation is referred to as the Budget and Appropriation Ordinance or B and A Ordinance.

Surprisingly, adoption of the appropriation ordinance occurs during the first quarter of the current fiscal year rather than before the beginning of the fiscal year.

At least ten days prior to the adoption of the appropriation ordinance, the corporate authorities of municipalities over 2,000 population are required to make available, for public inspection, a copy of the tentative appropriation ordinance. In order to do that, the library board approves a *Tentative Budget and Appropriation* in July, posts it on the legal bulletin board and on the website until the September board meeting. The municipality must hold at least one public hearing, notice of which must be published in one or more newspapers published in the municipality. The notice must be published at least thirty days prior to the time of the hearing and must state the time, place and date of the hearing. The notice must also advise where copies of the proposed appropriation ordinance or budget will be available for public examination. The library holds the hearing prior to the start of the September board meeting then the *Final Budget and Appropriation* ordinance is adopted during the board meeting.

After adoption of the Budget and Appropriation ordinance, it must be printed in book or pamphlet form or be published in one or more newspapers published in the municipality. We publish it in the Doings. The information is also sent to the counties. It is also on our website.

**TENTATIVE ORDINANCE NO. 2023-4
BUDGET AND APPROPRIATION ORDINANCE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DU PAGE & COOK COUNTIES, ILLINOIS
FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024**

This Ordinance constitutes the Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Estimate of Expenditures from Corporate Fund

	<u>Appropriation</u>
Personnel	3,250,000
Materials	525,000
Building Operations	350,000
Office Operations	45,000
Technology & Maker	200,000
Contractual Services	45,000
Insurance	25,000
Communications/Publicity	75,000
Programs	45,000
Total Corporate Fund	4,560,000

Estimate of Expenditures from Special Tax Funds

Audit	0
IMRF	60,000
Social Security	55,000
Liability Insurance	20,000
Building and Equipment (.02% Special Tax)	125,000

Summary

Corporate	4,560,000
Audit	0
IMRF	60,000
Social Security	55,000
Liability Insurance	20,000
Building and Equipment (.02%)	125,000
Special Reserve	0
Total Appropriation	4,820,000

SECTION 2. As part of the Annual Budget, it is stated

- a. The cash on hand at the beginning of the fiscal year is \$3,588,715
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,364,989
- c. The estimated expenditures for the fiscal year are \$4,240,264
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$3,713,440
- e. The estimated amount of taxes to be received during the fiscal year is \$4,129,698
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$235,291

SECTION 3. Funds in the total amount of \$4,820,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Corporate Reserve Fund.

AYES:
 NAYS:
 ABSENT:

PASSED by the Board of Library Trustees on July 19, 2023.

Victoria Suriano, President

ATTEST:

Marian Krupicka, Secretary

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

The period from July-November is the timeframe to pass the special .02% tax for “Building & Maintenance” and publish notice of the passage.

Per backdoor referendum regulations, we recommend the .02% levy be passed and published before November 1, 2023.

The date of a prospective referendum to be included in the notice to be published is March 19, 2024.

A. Preliminary Comments

We recommend passing the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax.

Note the relevant Statute refers to passing “an ordinance” and also uses the word “resolution”. An ordinance should be used.

B. Election Dates

For the 2023-2024 fiscal year (Levy Ordinance filed in the Fall, 2023), the date of the prospective referendum is March 19, 2024. For example, if the notice of the .02% Ordinance is published in October, 2023, and a backdoor referendum is sought, the Board will not know until after the March 19, 2024 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on March 19, 2024, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2023).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on March 19, 2024 is necessary and can plan accordingly.

C. No Backdoor Referendum Petition Filed

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

D. Pay Building/Maintenance Expenses From the General Fund/Corporate Fund

Many Libraries opt to pay expenses for building and maintenance from their General Fund/Corporate/Fund. If so, there is no need to pass an Ordinance and publish a notice relative to a special tax levy for building and maintenance expenses.

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2023-2024 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2023-2024 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2023-2024:

FURTHER, a copy of this Ordinance shall be published in The Doings newspaper within 15 days after the date of adoption.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 19th day of July, 2023, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Marian Krupicka, Secretary

PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 19th day of July, 2023, the Board of Trustees of the Indian Prairie Public Library District ordained to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The text of said Ordinance is set forth below.

The question of the adoption of said Ordinance shall be submitted to the electors of the District if a petition is filed with the District signed by 3,017 voters asking that the question of levying such .02% tax be submitted to the electors of the District. Said petition must be filed within 30 days after publication of this notice. The date of the prospective referendum is March 19, 2024.

Marian Krupicka, Secretary
Indian Prairie Public Library District



Indian Prairie Public Library

Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.