

Indian Prairie Public Library Board Agenda
June 21, 2023

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

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

- A. Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano
- B. Mission Statement: We enrich people’s lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.
- C. Public Comment
- D. Communications and Announcements
 - 1. Secretary of State to Birmingham re: Per Capita Grant Page 3
 - 2. Foster to Graziani re: AARP Tax-Aide Page 4
 - 3. Birmingham to Foster re: AARP Tax-Aide Page 5
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, May 17, 2023 Page 6
 - 2. Action on Bills/Additional Bills Page 10
 - 3. Ordinance #2023-2 Establishing a Regular Meeting Date Page 14
 - 4. Bank Resolution #2023-B Page 15
 - 5. Determination to Dispose of Library Property Page 18
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director’s Report Page 19 Information
- H. Department Reports Information
 - 1. Deputy Director’s Report Page 22
 - 2. Marketing Page 24
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 - 4. Programming & Outreach Page 28
 - 5. Resource Services Page 32
 - 6. Technology & Maker Services Page 34
- I. Staff Report
None

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J.	Reports		
	1. Treasurer’s Report	Page 43	Information
	2. Building and Grounds Committee (no report)		
	3. Finance Committee		Information
	4. Finance Committee Meeting Minutes, 6/6/23	Page 47	Action
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
	7. Trustee Day 2023 Workshop, 5/20/23		Information
K.	Unfinished Business		
	1. Decennial Local Government Efficiency Committee	Page 48	Discussion
L.	New Business		
	1. Trustee Vacancy		Discussion
	2. Resolution #2023-C Honoring Crystal Megaridis	Page 51	Action
	3. Recommendation to Turn-on Auto Renewals in SWAN	Page 52	Action
	4. Capital Projects and Financial Forecast	Page 53	Information
	5. Operating Budget 2023/2024	Page 55	Action
	6. FY 23/24 Salary Schedule	Page 61	Action
	7. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit		
M.	Meetings		
N.	Adjournment		



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

May 23, 2023

Ms. Laura Birmingham, Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, Illinois 60561-4207

Dear Ms. Birmingham:

I am pleased to award the Indian Prairie Public Library District a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$64,740.70.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Indian Prairie Public Library District

AG:isl



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**Darien - Downers Grove
Lemont - Lisle - Naperville
Westmont - Woodridge**

**Dean Foster, Coordinator | 1441 Virginia St | Downers Grove, IL 60515
630-493-1554 cell | Google 331-465-1008 | aarpdist25il@gmail.com**

May 22, 2023

Gail Graziani
Indian Prairie Library
400 Plainfield Road
Darien, IL 60561

Thank you so much for providing facilities and scheduling services for the Tax-Aide volunteers who performed free tax filing services at the Indian Prairie Library during February, March, and April. It may interest you to note that the IRS has confirmed that your volunteers e-filed 412 (315 Senior) federal returns under the supervision of site coordinator Bill Chromizky.

According to the IRS metrics, the tax returns prepared at Indian Prairie Library generated more than \$338,577 in refunds averaging over \$1,106. Some 112 of the Tax-Aide return computations totaled \$224,627 in taxes due to the IRS at an average of \$2,006.

The Tax-Aide program of free tax return preparation is supported by the AARP Foundation under the supervision, informational and financial support of the Internal Revenue Service. The program was initiated decades ago by the IRS to assist senior citizens and now serves all ages of taxpayers in the middle to low-income levels – with an emphasis on those over age 60. Volunteer tax return preparers are certified annually after studying materials provided by the IRS and attending classes conducted by experienced volunteers.

Without the support of organizations such as yours that provide space and appointment services, the more than 35,000 Tax-Aide volunteers around the country would have a hard time meeting the needs of millions of taxpayers who cannot afford the services of professionals or do not understand how to prepare their own returns.

Sincerely,
Dean Foster

CC: Bill Chromizky

401 Plainfield Road | Darien, Illinois 60561-4207

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



Dean Foster
1441 Virginia Street
Downers Grove, IL 60515

Dean:

Thank you for your letter dated 5/22/23. It was very enlightening to read about the impact of the AARP Tax-Aide program and that the Tax-Aide volunteers filed 412 federal returns at our location – amazing!

Indian Prairie Public Library District is happy to continue to provide space and appointment services as we recognize the value of this program for our community. As you know, our appointments fill quickly when tax season rolls around and there is no shortage of people needing assistance.

I wanted to also express that site coordinator, Bill Chromizky, was a great pleasure to work with. He was extremely organized, very professional and kept things moving on busy days.

I look forward to continuing our partnership. In fact, we have already booked the large meeting room for 2024 for Mondays and Fridays. Simply give us a call or an email and we will finalize the details.

Have a wonderful Summer!

Sincerely,

Laura Birmingham
Executive Director

Email: laurab@ippl.info

Phone: 630/884-8010

Board of Trustees

Victoria Suriano /President Donald Damon /Vice President Marian Krupicka /Treasurer Crystal Megaridis /Secretary
Themis Raftis /Trustee Sri Rao /Trustee Christina Rodriguez /Trustee Laura Birmingham /Library Executive Director

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 17, 2023

**Board of Trustees Regular Meeting
May 17, 2023 – 6:30 p.m.**

A. Trustee Oaths of Office

Secretary Megaridis administered the Oath of Office to Victoria Suriano and Marian Krupicka. The Oath of Office was taken by Stacy Palmisano on May 1 and by Donald Damon on May 10.

B. Roll Call

President Suriano called the meeting to order at 6:32 p.m. Secretary Megaridis called the roll.
Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Christina Rodriguez, Victoria Suriano
Absent: Stacy Palmisano
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Mark Sloan
Others: none

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

C. Election of Officers

- Nominating Committee Chairperson Raftis presented two slates for officers:

President, Victoria Suriano	President, Crystal Megaridis
Vice-President, Donald Damon	Vice-President, Donald Damon
Treasurer, Themis Raftis	Treasurer, Themis Raftis
Secretary, Marian Krupicka	Secretary, Marian Krupicka

- Suriano asked if there were any nominations from the floor for any office. There were none.
- The two candidates for President, Megaridis and Suriano, each spoke to the board outlining their qualifications and vision.
- A signed paper ballot vote was taken and the results were tabulated as follows:

Office of President –
Victoria Suriano received 4 votes (Damon, Krupicka, Rodriguez, Suriano).

Office of President –
Crystal Megaridis received 2 votes (Megaridis, Raftis).

Office of Vice-President –
Donald Damon received 6 votes (Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano).

Office of Treasurer –

Themis Raftis received 6 votes (Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano).

Office of Secretary –

Marian Krupicka received 6 votes (Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano).

- The new officers were congratulated.
 President, Victoria Suriano
 Vice-President, Donald Damon
 Treasurer, Themis Raftis
 Secretary, Marian Krupicka

D. 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.

E. Public Comment

F. Communications and Announcements

1. Secretary of State to IPPL re: Support of Libraries and Librarians
2. Eisenhower Jr. High to IPPL re: STEAM Night

G. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 19, 2023
2. Action on Bills/Additional Bills
 Damon moved, Raftis seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Palmisano. Motion carried unanimously.

H. Items Deleted from Omnibus Consent Agenda - none

At this point Mark Sloan, Head of Technology and Maker Services, introduced himself to the Board and gave an overview of his library career. He’s very happy to be here and looking forward to being part of the IPPL team.

I. Library Director’s Report

J. Department Reports

Lawson was asked about the ransomware hit to one of our server partitions which she outlined in her report. All of our PCs are protected by windows defender but it isn’t designed for

servers. Current Technologies has recommended Trend Micro, a popular antivirus software product. But in order to install the software on three of our server partitions, we first need to purchase windows server licenses through TechSoup. Damon noted that the number one way ransomware gets in is through phishing in email. He recommended the library develop staff training on understanding and avoiding ransomware. Lawson agreed that it's a top priority.

K. Staff Report – Kristen Lawson, Deputy Director, spoke to the Board about staff training in 2023. In February, nineteen staff members received Narcan training. The nasal spray doses are available at three services desks and in administration. Staff training also took place at our Staff Institute Day in May. Lawson gave an overview of the topics that were presented. The Using Inclusive Language presentation focused on the topic of gender identity and making guests feel safe and welcomed. The Active Shooter Overview focused on Run, Hide, and Fight preparedness. The Intellectual Freedom presentation focused on tips and best practices for handling a first amendment audit. We received positive feedback from staff about the day.

L. Reports

1. Treasurer's Report - backup in packet.
2. Building and Grounds Committee – Krupicka reviewed the minutes from the May 9th meeting. Lawson met with our landscaping company and she updated the Board on the items they will be replacing at no charge. Lawson also reported on quotes for other items- Cobbling the area by the receiving entrance came in at \$3,600. With respect to the front beds, replacing the boxwood by the front door and adding other plants would range from \$910-\$1280 depending on the size of the boxwood that we choose. The Board thanked Lawson for her detailed report.
3. Building and Grounds Committee Minutes, 5/9/23 – Krupicka moved, Raftis seconded to approve the Building and Grounds Committee Minutes dated 5/9/23. Ayes: Damon, Krupicka, Raftis, Rodriguez, Suriano. Nayes: none. Abstain: Megaridis. Absent: Palmisano. Motion carried.
4. Nominating Committee Minutes, 4/25/23 – Rodriguez moved, Megaridis seconded to approve the Nominating Committee Minutes dated 4/25/23. Ayes: Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nayes: none. Absent: Palmisano. Motion carried unanimously.
5. Finance Committee – no report
6. Planning/Outreach Committee – no report
7. Policy Committee – no report

M. Unfinished Business - none

N. New Business

1. Committee Appointments are as follows:
 Building & Grounds – Krupicka (CP), Palmisano, Rodriguez
 Finance – Raftis (CP), Damon, Rodriguez
 Planning/Outreach – Megaridis (CP), Krupicka, Palmisano
 Policy – Damon (CP), Megaridis, Raftis

O. Meetings

1. A Finance Committee meeting is scheduled for June 6 at 6:30 p.m.

P. Adjournment

At 8:08 p.m. Damon moved, Krupicka seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rodriguez, Suriano. Nays: none. Absent: Palmisano. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS MAY, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2309 - 2381	\$ 119,434.66
Republic Paper Pay Checks	2082 - 2085	\$ 1,320.10
Republic Direct Deposits		\$ 129,726.69
MONTH'S TOTAL:		\$ 250,481.45

Indian Prairie Public Library District
Bill Payment List
May 2023

<u>Date</u>	<u>Num</u>	<u>Vendor</u>	<u>Amount</u>
10127 Republic Bank Operating Account			
05/03/2023	2309	Bullseye Cleaning Services, Inc.	6,300.00
05/03/2023	2310	Clara Orban	100.00
05/03/2023	2311	Hagg Press, Inc.	2,434.08
05/03/2023	2312	Kate Kresek	9.17
05/03/2023	2313	LIMRiCC	2,944.10
05/03/2023	2314	Stephanie Lufrano Frantz	125.00
05/03/2023	2315	Wlosinski, Maria	9.17
05/04/2023	2316	Lynn, John	450.00
05/17/2023	2317	Accurate	198.22
05/17/2023	2318	AT&T	365.15
05/17/2023	2319	Baker & Taylor	5,019.64
05/17/2023	2320	Birmingham, Laura	68.79
05/17/2023	2321	Blackstone Publishing, Inc.	82.50
05/17/2023	2322	Case Lots Inc.	98.90
05/17/2023	2323	Cengage Learning, Inc.	420.66
05/17/2023	2324	Center Point Large Print	58.42
05/17/2023	2325	Children's Plus Inc.	524.30
05/17/2023	2326	City of Darien	75.00
05/17/2023	2327	Colonial Life & Accident Insurance Co.	82.53
05/17/2023	2328	ComEd	1,941.94
05/17/2023	2329	Current Technologies Corporation	206.25
05/17/2023	2330	Dancing Cranes Yoga Inc.	480.00
05/17/2023	2331	DEMCO	633.85
05/17/2023	2332	Eugene Flynn	240.00
05/17/2023	2333	Groot Industries, Inc.	498.81
05/17/2023	2334	HR Source	1,195.00
05/17/2023	2335	ID Label Inc.	318.00
05/17/2023	2336	Illinois Dept of Innovation & Technology	475.00
05/17/2023	2337	Kanopy	226.10
05/17/2023	2338	Lauterbach & Amen, LLP	660.00
05/17/2023	2339	Meticulous Martin Window Washing Inc.	1,795.00
05/17/2023	2340	Metropolitan Industries, Inc.	4,003.50
05/17/2023	2341	Michael Nickolaou	75.00
05/17/2023	2342	Midwest Tape	11,591.27
05/17/2023	2343	NCPERS Group Life Insurance	48.00
05/17/2023	2344	OverDrive, Inc.	13,225.00
05/17/2023	2345	Playaway Products LLC	36.94
05/17/2023	2346	Premier Landscape Contractors	1,243.00
05/17/2023	2347	Quality Integrated Solutions	92.00
05/17/2023	2348	Quill LLC	1,595.54

Indian Prairie Public Library District
Bill Payment List
May 2023

Date	Num	Vendor	Amount
05/17/2023	2349	Runco Office Supply	92.95
05/17/2023	2350	SWAN	794.73
05/17/2023	2351	The Davey Tree Expert Company	271.00
05/17/2023	2352	The Library Store	257.53
05/17/2023	2353	Today's Business Solutions, Inc.	263.56
05/17/2023	2354	Uline	53.89
05/17/2023	2355	Unique	88.65
05/19/2023	2356	Downers Grove Public Library	150.00
05/19/2023	2357	Home to Roost LLC	266.00
05/24/2023	2358	Blue Cross Blue Shield of Illinois	24,821.37
05/24/2023	2359	City of Darien	75.00
05/24/2023	2360	Darien Garden Club	100.00
05/24/2023	2361	Dearborn Life Insurance Company	439.65
05/24/2023	2362	DuPage Children's Museum	155.00
05/24/2023	2363	DuPage County Public Works	778.79
05/24/2023	2364	FSS Technologies	112.50
05/24/2023	2365	Gail Graziani	32.89
05/24/2023	2366	Hagg Press, Inc.	8,967.00
05/24/2023	2367	Illinois Dept of Innovation & Technology	475.00
05/24/2023	2368	Illinois Library Association	525.00
05/24/2023	2369	Illinois Office of the State Fire Marshal	70.00
05/24/2023	2370	Ingram Library Services	185.21
05/24/2023	2371	Lauterbach & Amen, LLP	660.00
05/24/2023	2372	Peek a Boo Facepainting LLC	300.00
05/24/2023	2373	Principal Life Insurance Company	1,645.63
05/24/2023	2374	Rivistas Subscription Services	2,217.50
05/24/2023	2375	The Davey Tree Expert Company	271.00
05/24/2023	2376	Thomas Interiors Systems, Inc.	1,391.50
05/24/2023	2377	Today's Business Solutions, Inc.	400.00
05/24/2023	2378	Training Concepts	3,650.00
05/24/2023	2379	Windy City Ice Cream LLC	425.00
05/30/2023	2380	Indian Prairie Library Foundation & Friends	40.00
05/30/2023	2381	Bank of America	9,512.48
Total for 10127 Republic Bank Operating Account			\$ 119,434.66

Bills for approval – Electronic Payments & Automatic Withdrawals

MAY 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	5/11/2023	24,373.82
Federal & IL	Payroll taxes	5/25/2023	23,760.11
IMRF	Payroll Pension	5/31/2023	23,705.89
ExpertPay	Garnishments	5/11/2023	660.88
ExpertPay	Garnishments	5/25/2023	646.30
Mission Square	457 Plan	5/12/2023	50.00
Mission Square	457 Plan	5/25/2023	50.00
Nationwide	457 Plan	5/12/2023	50.00
Nationwide	457 Plan	5/25/2023	50.00
DAC	Deposit to HRA	5/02/2023	125.50
DAC	Deposit to HRA	5/09/2023	277.92
DAC	Deposit to HRA	5/09/2023	228.28
DAC	Deposit to HRA	5/16/2023	44.61
DAC	Deposit to HRA	5/23/2023	119.81
DAC	Deposit to HRA	5/31/2023	543.92
Nicor	Gas	5/15/2023	1,336.76
ELS	License Stickers		5,968.00
ELS	ELS Fee (April)	5/03/2023	61.05
INB	Credit Card Fee	5/14/2023	221.74

ORDINANCE #2023-2

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2023 through June, 2024 shall be held on the third Wednesday of each month at 6:30 p.m. at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 19, 2023
- August 16, 2023
- September 20, 2023
- October 18, 2023
- November 15, 2023
- December 20, 2023
- January 17, 2024
- February 21, 2024
- March 20, 2024
- April 17, 2024
- May 15, 2024
- June 19, 2024

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 21st day of June, 2023.

Victoria Suriano, President

ATTEST:

Marian Krupicka, Secretary

Resolution of Lodge, Association or Other Similar Organization

15

Republic Bank of Chicago
1510 75th Street
Darien, IL 60561

By: Indian Prairie Public Library
401 Plainfield Rd
Darien, IL 60561

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Marian M Krupicka, certify that I am Secretary (clerk) of the above named association organized under the laws of Illinois, Federal Employer I.D. Number 36-3581437, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 06/21/2023 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
Marian M Krupicka, Secretary		
A. _____ Victoria J Skinner Suriano, President	X _____	X _____
B. _____ Donald E Damon, Vice-President	X _____	X _____
C. _____ Laura N Birmingham, Director	X _____	X _____
D. _____	X <u>Laura N. Birmingham</u>	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
A B C D _____	(1) Exercise all of the powers listed in this resolution.	1 _____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

 (Secretary)
 Marian M Krupicka

 (Attest by Other Officer)
 Donald E Damon

 (Attest by Other Officer)
 Victoria J Skinner Surlano

For Financial Institution Use Only		AS
Acknowledged and received on	06/21/2023	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____		
Comments:		

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

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

- 10 black plastic sandwich display boards
- 6 five port switches
- 5 desktop computers
- 5 Chromebooks
- 4 Playaway Launchpad tablets
- 3 monitors
- 3 iPads
- 3 Android tablets
- 2 Apple TV devices
- 2 metal roll-up doors
- 1 inkjet printer
- 1 DV video camera
- 1 micro desktop computer
- 1 wireless microphone amplifier
- 1 microphone
- 1 LCD TV
- 1 old copier, Canon ImageRunner 3230
- 1 Playaway View media player
- 1 Playaway ebook player
- 1 Grandstream reception phone
- 1 old metal bike rack
- Miscellaneous cables & wires

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

Executive Director's Report June 2023

Trustee Vacancy:

Crystal Megaridis has resigned as Trustee effective June 15th. We will discuss filling the vacancy at the July meeting.

Warhol Comes to Darien/Ribbon Cutting:

The City of Darien has accepted College of DuPage's "Warhol Community Art Challenge" and the library is a partner in the project. Four Warhol-like portraits were created by artist Geoff Bevington and will be featured this summer in the windows of the café. The creation of the art was sponsored by the College of DuPage and the JCS Fund of the DuPage Foundation.

(<https://ippl.info/calendar-events2/2266-warhol>)

The people featured in the art display and their bios are:

1. Joseph "Joey" Ventimiglia: Joey was a role model for bravery as he faced the effects of devastating childhood cancer. Joey was diagnosed at age 6 with Diffuse Intrinsic Pontine Glioma, which affects around 200 children in the world annually. Joey's short life touched many and brought a lot of attention to DIPG, putting a face to an illness that many people had not heard of. Through his story, many not only saw the bravery of a little six-year-old boy, they witnessed how the love of his family and their faith in God sustained them as well as supported their son.

2. Krishan "Kris" Sant: In order to document the contributions Kris made to the Darien Community and to the world at large, one would need to write a book rather than just a brief biographical sketch. He was a member of numerous city committees, which allowed him to have a significant impact on the growth of Darien. He touched the lives of many in his home country of India by setting up hospitals that served those in need of medical attention. His life was a gift that we all benefitted from, and his impact on our city will be forever celebrated.

3. Sam Kelley: As a member of the Combined Homeowners Committee for Incorporation, in 1969 Sam suggested the name Darien for the newly incorporated city. A Boy Scout leader, City Alderman, 1988 Citizen of the Year, and civic-minded Sam spent a lifetime serving the city

4. Fred Andermann: At 9 years of age, Fred emigrated with his parents from Germany in 1843. In 1864 the family bought an 80-acre farm in Lace. Fred became a leader of the Lace community, also holding public office. He is considered by many to be one of the two founding fathers of the area that is now known as Darien.

In addition to displaying the art this summer, the library is hosting a ribbon cutting, led by Darien Mayor Marchese, on Friday, June 23, at 4 p.m. in the library's cafe on the first floor. Light refreshments will be served. Please let me know if you plan to attend.

Summer Reading Kickoff:

Our Summer Reading Kickoff party, primarily sponsored by Republic Bank, on Saturday, June 3rd was a massive success! We had over **2,600** guests in the library participating in the various events and activities. Over 1,400 people have already registered for the Summer Reading Program so far, already blowing away last year's numbers. Prize pick up begins on Monday, June 19th.

Per Capita Grant:

I received notice that we will get \$64,741 for this year's Per Capita grant, almost \$10,000 more than last year! The official letter is under Communications and Announcements.

House Bill 2789 Update:

On June 12, Governor Pritzker signed House Bill 2789 into law. The bill was championed by Secretary of State Alexi Giannoulias to help prevent book banning. Illinois is the first state in the nation to have a law of this nature. The law goes into effect January 1, 2024.

Director's University:

I applied for ILA's "Director's University" and I am pleased to report that my application was accepted. This 3-day conference will be held in Springfield in August. In addition to the in-person conference, there are four Zoom workshops in June and July. Director's University is a "boot camp" for new Directors as well as a great networking opportunity. It is primarily funded by the Illinois State Library using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).

Local Government Efficiency Act Committee:

I have started a draft of sections in the report. Please review in advance to prepare for discussion at the Board Meeting. At the July meeting, we will hopefully complete our discussion so that I can create a final report to be reviewed and then submitted to the County Boards. Items for discussion at the June meeting are highlighted in yellow in the backup document under Old Business.

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 would be made if requested.

School Supply Drive:

The library is partnering with the WBBR Chamber as a collection sight for school supplies for the month of July. The collection bins will be in the vestibule.

Personnel:

Jason Peters resigned as Technology Associate effective May 31st. Jason also works at Fountaindale Library and wishes to return to school.

Rachel Amadio resigned as a Technology Associate effective May 31st. Rachel had a full-time job at a school and worked nights and weekends for us.

Khadija Najjar, Programming and Outreach Support Associate resigned on June 1st. She will be starting college in the fall.

Cindy Kline, Programming & Outreach Associate, has announced she is going to retire this September. Cindy started with us when the library building opened its doors in February 1996, 27 years ago. Along with leaving a heart-shaped hole in our staff, she will be missed by many of our regular patrons.

IPPL Foundation & Friends:

The Book Sale brought in \$351 in May. Movie Donations were \$12.

Meetings:

- 5/22 Meeting with West Suburban Community Pantry
- 6/1 SWAN Quarterly
- 6/6 Finance Committee
- 6/7 Department Head Meeting
- 6/9 Meeting with Mayor Marchese
- 6/14 Meeting with Aaron Skog, Executive Director of SWAN
- 6/20 Department Head Meeting
- 6/21 Library Board Meeting

In May, I had 19 one on ones with 6 staff. (Mary, Kristen, Cindy, Ann, Amy, Gail & Jill)

Continuing Education

- 6/6 HR Source Webinar: Straight from the Source: Paid Leave for All Workers (1 hour)
- 6/15 Director's University Zoom (2 hours)
- 6/29 Director's University Zoom (2 hours)

Submitted by:

Laura Birmingham
Executive Director

Deputy Director's Report: May 2023

Building & Grounds:

We authorized work to be done for flagged areas in our landscaping noted during the Building and Grounds committee meeting.

Painting in the public areas of the building has been scheduled for August.

Joe spent the greater part of one week in May getting our irrigation system back up and running for the season. He is also working on expanding a few sections for better coverage.

Additionally, Joe closed 50 building tickets in May. Highlights include: 1) Replacing the rubber flooring by the drive-up window staff station, 2) Assemble and place new outdoor furniture, and 3) cleared out the enormous compost bin and get it ready for Garden Club pickup.

Meetings:

Department Heads meetings: May 2 & 16

Building & Grounds Committee meeting: May 9

Library Board meeting: May 17

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

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

Staff Training:

I did initial Person-In-Charge (PIC) training with Mark Sloan and Marquitta Harris. I did PIC reviews with Gail Graziani and Cindy Maiello.

Technology Highlights:

After many hours' worth of phone calls and troubleshooting, I was finally able to purchase and download installation files for Windows Server 2022 for our server partitions. Tony will work with our contractor Mike on installation and setup in June. Then the clock speeds can be adjusted, and the Trend Micro antivirus software can finally be installed.

We also started using two cybersecurity tools offered by our cloud backup service, Barracuda. These new tools guard against email phishing attempts and email impersonation by bad actors.

Finally, Tony set up a free network security scanning service offered free of charge to local government entities from the United States Cybersecurity & Infrastructure Security Agency (CISA).

In addition to closing 36 technology tickets in May, Tony completed a lot of back-end IT work for us. Highlights include: 1) Finished cleaning out the server room in the basement, 2) Worked out final changes in our asset tagging system and completed tagging work on two floors and part of a third, and 3) Updated the Sanghani meeting room A/V instructions for better clarity.

Tony also completed two 1-hour webinars, both about how to protect against email phishing scams.

In May, the WorkNet DuPage Kiosk in the café area recorded 25 sessions and 49 navigations.

Report Submitted by: Kristen Lawson

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

In the Gallery—May

Display cases: **Indre Stanulis**

1st floor gallery: **Indre Stanulis**

2nd floor gallery: **Indre Stanulis**

Other Notable Projects/Meetings/Workshops

- Attended an online workshop on TikTok (it's a three-part series).
- Attended an online workshop on digital storytelling.
- Created slides for the monitors in the building.
- Updated our hours and claimed our account on Apple.
- Promoted the Miss Northern Suburbs Storytime (Paul took some pics, and we shared to social media.)
- Submitted a map change request on Google.
- Started working on piece to promote our nonresident cards with our designer in collaboration with Laura and Cindy.
- Attended a Message Bee workshop; started working with Cindy on updating our messaging on the account.
- Started working on redoing the Foundation & Friends website with the help of an outside consultant.

Summer Reading 2023

- Got the summer reading totes in—they look great. Thanks to our wonderful sponsor Republic Bank.
- Ordered an additional 1,000 summer reading fliers for the schools. We printed 4,500 for this summer reading visit season.
- Created signage for the Summer Kick-off party.
- Copied the logs for the Summer Reading Program.
- 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 and the ability to communicate with our guests about the program. To date (June 14), we have about 1,400 signed up for the program. The emails that we sent about the program have open rate of nearly 80 percent!

Website

While no major updates were done to the website, Paul and I did a lot of little updates to some of our pages including our monthly refresh of the home page, the chickens page, and the Teen and Mid-Kid pages. Paul also did some updating on the database page. Longer term plans includes updating the booklist page and magazine pages.

Yelp & Google

People are using Yelp and Google to access the library.

In the month of May, 30 people called us by searching for us through Yelp.

In the month May, through Google . . .

- 375 called us
- 887 asked for directions to get to us
- 3,229 Googled our name

Enews

General Enews Subscribers

Note: The increase in subscribers is because of those who are registering for summer reading, and may never had a card before.

April 30	20,575
May 31	20,910
Loss/Gain in subscribers	+335

Enews Open Rate

Overall, people are opening our emails consistently. In fact, we hit a 41 percent open rate on May 25, which is fantastic for a catchall email. I love the engagement on our special campaigns—birthday, anniversary, and welcome series.

I did something different in May. When we got the new databases for genealogy, we did a special email to those who attended genealogy classes. That email had a 69 percent open rate. It was an example of doing a targeted email to those would have interest in a new service that would appeal to them. I'm thrilled with how well it went!

Date	Open Rate
May 4	38 percent
May 11	37 percent
May 18	36 percent
May 25	41 percent
Summer Reading Initial Registration	86 percent
Summer Reading Program Information	76 percent
Genealogy Databases Special	69 percent
Recommends	49 percent
Birthday Campaign Open Rate	53 percent

Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	72 percent
Welcome two	65 percent
Welcome three	58 percent

Social Media

We continue to see organic growth on our channels. The slight growth on YouTube was no doubt because of the live chicken streaming. At its peak, we had as many as four people watching the live stream, with a total of 180 unique views and 25 returning viewers during that time frame.

The top posts for the month included nearly all of the posts that we did in advance of the Summer Kick Off Party (we had about 10 of them), posts about creating in the Maker Studio, the flowers outside the building, and the planting of Keshav's Garden. 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	+/- (April 30)
Facebook (likes)	2,314	+8
Facebook (follows)	2,541	+21
Instagram	1,057	+3
Twitter	1,144	+1
LinkedIn	226	+6
YouTube	222	+2

Guest Services

May 2023

Circulation

The total checkouts and renewals for May was 43,553.

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. 140 checkouts were done by patrons using the mobile app.

We had 28,528 in-person visitors and 811 patrons use the drive up in May. At the drive-up, we checked out or renewed 1,628 items and placed 977 holds

Community

Passports: 84

License plate sticker renewals: 43

Library Cards: Guest Services staff issued a total of 200 library cards. 48 were non-resident; 152 were resident library cards. 48 were initiated remotely using Patron Point.

Total number of Current IPPL Library cards: 26,055

Birthday gift: Staff handed out 23 birthday gifts in May.

Staff

The shelveers assisted with some shifting projects this month. They helped shift the audiobook and magazine collections.

Meetings

May 4	Niche Academy- Staff training	Zoom
May 9	SWAN MessageBee Training	Zoom
May 30	SWAN Updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – May 2023

Community

Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 9 residents at Sunrise of Willowbrook to provide material checkouts, answer questions, and an opportunity to enjoy a game of giant Connect-4.

On May 10, local teachers and interested staff attended a meeting of the DuPage Regional Office of Education's partnership STEM Squad group hosted in the Keshav Sanghani Meeting Room. This meeting also included an engaging tour of the Maker Studio. Chrissy Wesolowski, Specialist, and Kelli Parke, Specialist, attended from P & O.

Marquitta Harris and Kate Kresek visited with 7 residents at Burr Ridge Senior Living on May 11 and provided 12 checkouts and answered 2 questions.

Marquitta Harris presented an engaging program for SEASPAR participants at IPPL on May 15.

On May 21, Amy Merda, Dept. Head, represented IPPL at the Darien Dash 5K, located outdoors at the Darien Swim and Racket Club. She interacted with 92 participants.

Marquitta Harris attended a Memory Café meeting at the Westmont Library on May 22.

On May 23, Marquitta Harris attended the LADSE/Hinsdale South Transition Center Employee Appreciation Breakfast on behalf of IPPL.

With summer rapidly approaching, outreach visits to local schools and field trips to IPPL increased in May to further connect with students, school staff, and families to promote the Summer Reading Program and many of the programs and interesting collections to enjoy over the summer. On May 12, Erin Fergus, Early Literacy Librarian, and Chrissy Wesolowski facilitated a field trip for 30 Concord Elementary School preschoolers at IPPL. Also on May 12, Amy Merda, Dept. Head, spoke to 180 5th and 6th graders at Cass Junior High. On May 17, Erin Fergus facilitated a field trip at IPPL for Quran Blossoms preschoolers. On May 18, Amy Merda and Kelli Parke presented to 192 students at Kingswood Academy. Also on May 18, Amy Merda and Kelli Parke visited Anne M. Jean's after-school program. On May 23, Erin Fergus, Chrissy Wesolowski, and Kelli Parke visited 80 preschoolers at Goddard School of Darien. On May 24, Erin Fergus, Kelli Parke, and Amy Merda facilitated a field trip for over 90% of Elizabeth Ide School's students at IPPL; this field trip included a tour, time in The Gardens at IPPL, and another activity in addition to Summer Reading promotion. On May 25, Kelli Parke and Amy Merda spoke to 300 students at Prairie View School. On May 25, Jordan Calabrese, Resource Librarian, visited with 300 students at Concord Elementary School.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 165 items.

From the 2nd floor Seed Library, 89 packets were taken by guests.

Annual Egg Incubation Partnership Project

2023 was another successful year in partnering with the Darien Dragons 4H Club during April and May to incubate and hatch chicken eggs with the IPPL community having a front row seat to the experience. The eggs (and chicks) were viewable in-person next to the K & T Desk and online via a streaming link on the IPPL website (link was viewed 118 times). Multiple programs were themed around this project, including a storytime, science workshop, chicks meet and greet, and even a program on how to raise your own backyard chickens. We appreciate this partnership project with the Darien Dragons as the club members can grow in their knowledge with opportunities to share that knowledge with the many interested guests in the IPPL community.

Programs – May 2023

In May, we had 65 programs attended by 2,305 guests.

Early Literacy

5/2	Super Speech Storytime	Erin	25
5/8	Storytime with Miss Northern Suburbs	Mult. Staff	32
5/11	1,000 Books Before Kindergarten Storytime	Jordan	30
5/13	Little Builders Club	Erin	13

Families

5/8	Cat Cafe	Sarah, Kelli, Amy	80
5/19	Family Craft Hour	Erin	16
5/20	Keshav's Garden Planting Party	Amy	11
5/25	Chicks Meet & Greet	Amy, Kate, Chrissy	63

Mid-Kids

5/6	Mid-Kids Pokemon Meet-Up	Amy	18
5/10	Read to a Pet	Chrissy	10
5/15	Mid-Kids Art Club	Chrissy	10
5/15	Reading Buddies	Sarah, Amy	2
5/25	STEAM Station	Chrissy	10

Teens

5/2	Middle School Writing Club	Sarah	1
5/3	Teen VR Drop-in Games	Sarah, Chrissy	8
5/4	Teen Dungeons & Dragons	Sarah	6
5/16	Middle School Sphero Club	Sarah, Chrissy	0
5/30	Summer VolunTeen Training	Sarah	15
5/31	Summer VolunTeen Training	Sarah, Amy	12

Adults

5/2	Experience VR	Sarah	2
5/3	Garden "Moving" Meditation	Marquitta	6
5/3	Adult Dungeons & Dragons	Sarah	8
5/4	Online: Chair Yoga	Cindy	18
5/4	Exploring Lewis and Clark's Trail	Cindy	34
5/4	Best Bike Trails	Kate	44
5/7	Hybrid: Spring Birding Lecture	Amy	27
5/7	Outdoor: Spring Birding Experience	Amy	82
5/10	Online: Chair Yoga	Cindy	18
5/11	Thursday Afternoon Movie: Gigi and Nate	T.J.	13
5/11	Illinois Wines & Wine Tasting	Kate	28
5/15	Remembering Riverview	Cindy	80
5/17	Online: Chair Yoga	Cindy	20
5/17	Mindfulness Meditation and Stress Management Workshop	Kate	11
5/17	ILP Presents: Jonathan Van Ness & Kristi Yamaguchi	Jen	3
5/18	Thursday Afternoon Movie: Fiddler: A Miracle of Miracles	T.J.	12
5/19	Genealogy After-Hours	Joe	11
5/19	Exploring Western Provence	Cindy	16
5/23	Resume Review	Joe	4
5/24	Online: Chair Yoga	Cindy	16
5/31	Adult Dungeons & Dragons	Sarah	11
5/31	Gentle Yoga	Marquitta, Chrissy	13

Groups

5/1	Adult Chess	Amy	6
5/4	Nonfiction at Night Book Discussion	Joe	5
5/6	In-Person ESL Conversation Group	Joe	7
5/8	Adult Chess	Amy	6
5/10	Online ESL Conversation Group	Joe	2
5/11	Crime Readers Book Discussion	Tori	10
5/12	Walking Book Club	Marquitta	6
5/15	Adult Chess	Amy	6
5/18	Novel Idea Book Group	Jen	12
5/20	In-Person ESL Conversation Group	Joe	7
5/22	Adult Chess	Amy	6

Passive Programs

5/1-5/31	Teen Post	Sarah	15
5/3-5/31	Adult Walking Labyrinth	Kate	3
5/1	Reading Buddies	Chrissy	66
5/1-5/2	Pete the Cat Reading Coloring	Erin	50
5/1-5/8	Cinco De Mayo Crafts	Chrissy	180
5/3-5/13	Mother's Day Coloring	Erin	140

5/3-5/13	Little Makers At Home: All About My Mom	Erin	80
5/9-5/15	Mother's Day Cards	Chrissy	157
5/14-5/31	Origami Dog	Chrissy	397
5/14-5/31	Airplane Coloring	Erin	175
5/15-5/25	Little Makers At Home: I Spy and Count	Erin	50
5/26-5/31	Reading Turtle Coloring	Erin	50
5/26-5/31	Little Makers At Home: Summer Bucket List	Erin	30

Submitted by:
Amy Merda, P & O Dept. Head
6/13/23

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

Collections

- Guest Services staff shifted the audiobooks to create space for the Foreign Film and Anime DVDs to move to the audiobook shelving.
- Guest Services is currently working on interfiling the Blu Rays with the DVDs.
- The magazines and audiobook collections were flipped around so that collections now begin near the computer area instead of at the windows.
- Jordan created four new Parenting Packs to be added to the K&T floor. The new topics are race, religion, ethnicity and differing abilities.

Library Materials Displays for May

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

- On-call librarians recorded 371 guest interactions in May.
- Jordan, T.J., Joe, and Gail presented on Intellectual Freedom during the Staff Institute Day.
- Joe presented on the Veterans History Project during the Staff Institute Day.
- T.J. purchased several aux cords, processed and cataloged by Anna, that can be checked out and used with Playaways to listen through a car's speakers.
- Joe worked with Anna to transfer additional reference books into the circulating collection from storage.
- Jen, Tori, and Jordan reviewed, updated, and created new book lists for the website.
- Jordan developed four new Parenting Packs.
- Anna created a new sticker to designate local authors.
- Jeanine wrote a procedure for commemorative book plate requests.
- Joe facilitated a veterans history project interview on May 9th.

Community

- Tori prepared book club discussion materials for 7 area book clubs, four on new titles never before requested and three on titles that another club had previously requested.

- Jordan visited Concord Elementary to promote Summer Reading where she spoke to 300 students.

Groups / Programs

Date	Name	Program	Attendance
5/4/23	Joe	Non-Fiction at Night Book Group	5
5/6/23	Joe	In-Person ESL Conversation Group	7
5/10/23	Joe	Online ESL Conversation Group	2
5/11/23	Jordan	1000 Books Before Kindergarten	30
5/11/23	Tori	Crime Readers Book Group	10
5/11/23	T.J.	Thursday Move: Gigi and Nate	13
5/18/23	T.J.	Thursday Movie: Fiddler: A Miracle of Miracles	12
5/18/23	Jen	Novel Idea Book Club	12
5/19/23	Joe	Genealogy After-Hours	11
5/20/23	Joe	In-Person ESL Conversation Group	7
5/23/23	Joe	Resume Review by People's Resource Center	4
5/24/23	Joe	Online ESL Conversation Group	5
5/25/23	Joe	Genealogy Group	15

Continuing Education & Contributing to the Profession

- Tori attended the following webinars/meetings:
 - Thrillers, True Crime & Mysteries (Booklist)
 - Crash Course in Fantasy (NovelList)
- Jen attended the following webinars/meetings:
 - SustainRT Resource Committee Meeting
 - SustainRT Steering Committee Meeting
- Jordan attended the following meeting:
 - Teen or Youth Selectors (RAILS)
- Jeanine and Natalya attended the following meeting:
 - Technical Services Networking Meeting (RAILS)

Technology & Maker Services Board Report- May 2023

Classes/Programs

Number of Classes: 21 - Total Attendance: 109

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
5/3/23	4-5pm	Makey Makey Coding	Kids	Jack	7
5/6/23	10-11:30am	Intermediate Laser: Name Plaques	Kids	Jack	1
5/8/23	10-11:30am	Intermediate Embroidery: Spring Napkins	All	Jack	4
5/9/23	10-11am	Introduction to Laser Engraving	All	Luke	3
5/11/23	6-7:30pm	Family Studio Time	All	Jack	6
5/13/23	10-11am	Introduction to Vinyl Cutting	All	Luke	5
5/16/23	6-7:30pm	Intermediate Sublimation: Garden Flags	All	Beth	5
5/17/23	10-11am	Introduction to Embroidery	All	Beth	3
5/18/23	6-7:30pm	Intermediate Vinyl Cutter: Acrylic Keychains	All	Jack	6
5/20/23	10-11:30am	Intermediate Laser: Flower Wall Decorations	All	Beth	5
5/22/23	10-11am	Introduction to Sewing	All	Jack	7
5/24/23	6-7:30pm	Intermediate Sublimation: Puzzles	All	Luke	8
5/25/23	6-7pm	Intermediate Sewing: Hemming Pants	Adults, Teens	Jack	3

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
5/2/23	5:45-6:45pm	Excel Features: Formulas	Adult	Ron	5
5/2/23	7-8pm	Excel Features: VLOOKUP	Adult	Ron	5
5/9/23	10:15-10:45am	Cubetto Coding Storytime	Preschool	Jack	4
5/9/23	5:45-6:45pm	Excel Features: Pivot Tables	Adult	Ron	5
5/9/23	7-8pm	Excel Features: Conditional Formatting	Adult	Ron	5
5/16/23	10:15-10:45am	Scratch Jr.	Preschool	Jack	6
5/23/23	6-8pm	Excel Basics, Session 1	Adult	Ron	8
5/30/23	6-8pm	Excel Basics, Session 2	Adult	Ron	8

Statistics

- Computer Usage
 - Adult Users: 1604 Hours: 1325
 - Adult laptop: 14 Hours: 5
 - K&T Users: 521 Hours: 234
 - K&T Laptops: 8 Hours: 5
- Technology Desk Assistance- 501
- 1-on-1 Training- 96
- Wireless Usage- Total Unique Access: 7337



Maker Services/Maker Studio

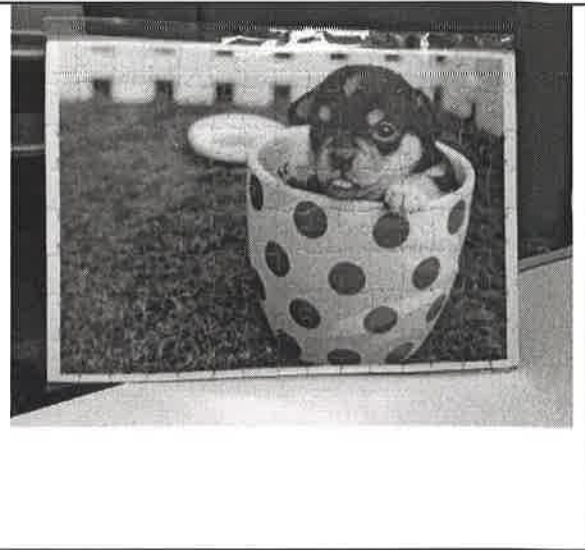
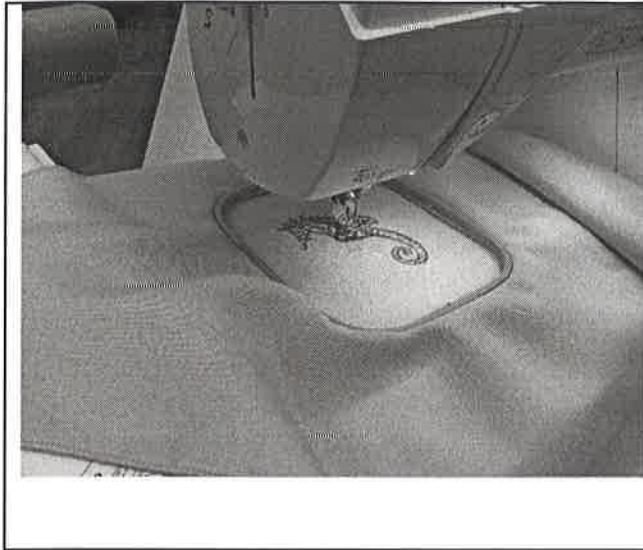
- Jack Schultz has been working with Apple Business to manage the Apple products in the building. The end goal is to be able to protect devices, push apps, and streamline updates for the iPads used for programming and for patrons to check out in the building.
- Beth Skolba has been updating the how-to guides with instructions for both software and machine usage. The purpose of the overhaul is to have a more thorough guide for times the maker studio is busy, and drop-ins cannot receive one-on-one attention.
- Luke Davis is working on a new Mac OS program to train patrons how to use the basic features of the OS.

Classes/Programs

- Passive program- 1-1. Total attendance: 30

Made in a class

<p style="text-align: center;">Vynil Cutter Acrylic Keychains</p> 	<p style="text-align: center;">Garden Flags with the Sublimation Printer</p> 
<p style="text-align: center;">Introduction to Embroidery – Embroidered napkin</p>	<p style="text-align: center;">Sublimation Puzzles – Puzzle</p>



Made Using Equipment

Poster Printer & Laminator– Kentucky Derby racing game



3D printer– rubberized (TPU) doorstop



Embroidery – Friends sweater

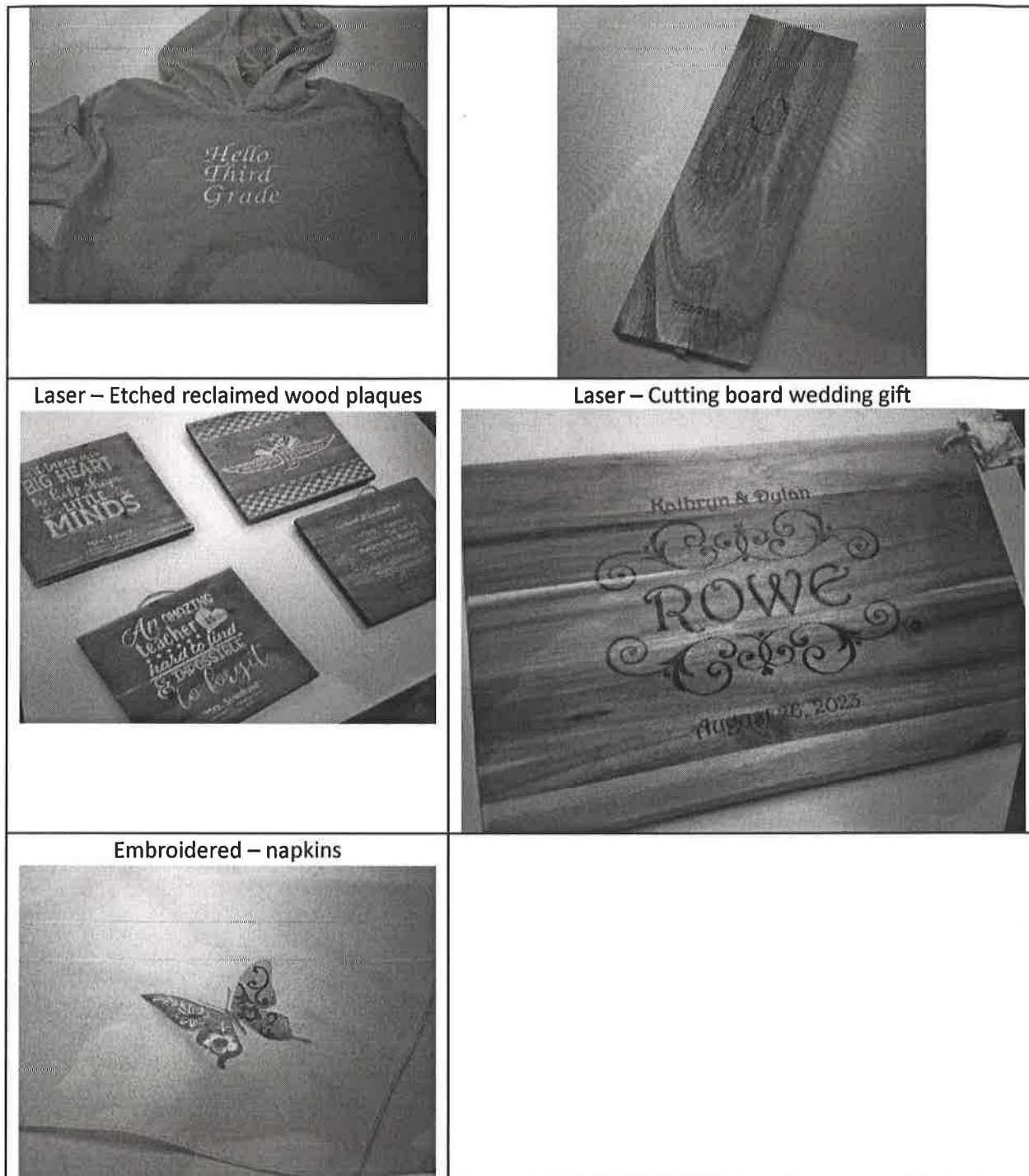


Laser– Etched acrylic and LED light wedding center pieces



Embroidery – Hello Third Grade sweaters for entire class

Laser – Wooden game wedding gift



Statistics

- Maker Assistance- 327
- Maker 1-on-1 Training- 96

Equipment Usage

- 3D Printers- 25
- Button Maker- 11
- Candle Maker- 2
- Carving Machine- 4
- Cricut (Vinyl)- 11
- Digital Editing (iMac)-
- Embroidery Machine- 23
- Knitting Machine- 2
- Laser Cutter- 37
- Poster Printer- 23
- Sewing Machine- 5
- Silhouette (Vinyl)- 5
- Sizzix (die cut/embossing)- 7
- Sublimation Printer- 33

Outreach & Projects

- Mark and Kristen are interviewing for two part-time tech desk positions.
- Mark completed his LIC/PIC training
- Staff-wide participation in Summer Reading.

Patron Stories

- For teacher appreciation week, a mother and her two daughters made gifts for their teachers. Gifts included laser-etched classes and personalized stickers to decorate makeup boxes.
- Our regular patron, Lilia, embroidered golf napkins to thank her golf teachers for her kind instruction and patience.
- For Mother's Day, Adam sublimated a full-sized blanket with a collage of images featuring his wife and two daughters.

Mark Sloan, Head of Technology & Maker Services, June 14, 2023

STATISTICS FOR	May-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	18,961	18,324	212,769	209,931	1.35%
Teen	1,336	1,239	14,947	14,039	6.47%
Kids	10,574	10,716	134,563	137,104	-1.85%
ILLS Sent	2,740	2,697	31,143	30,428	2.35%
TOTAL	33,611	32,976	393,422	391,502	0.49%
Electronic Circulation	9,942	9,177	101,368	94,763	6.97%
GRAND TOTAL CIRC.	43,553	42,153	494,790	486,265	1.75%
% Reciprocal Borrowing	10%	9%	10%	9%	
Patron Visits	29,339	26,944	315,275	264,846	19.04%
<u>Current Cards</u>					
Resident	152	107	23,908	23,931	-0.10%
Non-Resident	48	32	2,147	811	164.73%
TOTAL	200	139	26,055	24,742	5.31%
<u>Patron Assistance</u>					
Adult - Reference	2,458	2,730	26,894	19,672	36.71%
Kids - Reference	772	693	8,449	7,868	7.38%
Technology - Reference	812	1,162	11,439	11,748	-2.63%
TOTAL REFERENCE	4,042	4,585	46,782	39,288	19.07%
Adult - Other	100	209	1,731	2,131	-18.77%
Kids - Other	22	90	891	1,723	-48.29%
Technology - Other	35	51	408	686	-40.52%
TOTAL OTHER	157	350	3,030	4,540	-33.26%
GRAND TOTAL ASST.	4,199	4,935	49,812	43,828	13.65%
<u>ILL/Reserves</u>					
Holds	7,889	6,885	78,045	78,867	-1.04%
ILLS Sent	2,740	2,697	30,177	30,428	-0.82%
ILLS Checked Out	3,495	3,896	42,027	39,388	6.70%
ILLS Received	4,606	4,290	54,257	43,772	23.95%
<u>Programs - Adult</u>					
# Programs	22	23	240	167	43.71%
Attendance	477	405	3,424	2,658	28.82%
<u>Programs - Tech & Maker</u>					
# Programs	21	17	208	187	11.23%
Attendance	109	92	2,591	1,174	120.70%
<u>Individual Technology Training</u>					
# of Patrons	255	315	3,509	3,420	2.60%
<u>Groups</u>					
# Programs	11	15	135	121	11.57%
Attendance	73	106	913	703	29.87%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	6	2	66	63	4.76%
Attendance	42	27	369	294	25.51%
<u>Programs - Kids</u>					
# Programs	13	30	268	359	-25.35%
Attendance	320	414	5,445	4,102	32.74%
GRAND TOTAL ATT.	1,276	1,359	16,251	12,351	31.58%

STATISTICS FOR	May-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	3	26	23	13.04%
Attendance	11	50	557	825	-32.48%
<u>Passive Programs - Teen</u>					
# Programs	2	2	24	28	-14.29%
Attendance	17	55	465	630	-26.19%
<u>Passive Programs - Kids</u>					
# Programs	12	6	119	78	52.56%
Attendance	1,395	448	11,880	5,575	113.09%
<u>Computers - Patron Use</u>					
Adult Computers	1,604	1,554	17,929	15,988	12.14%
Kids Computers	521	287	4,898	1,895	158.47%
Teen Laptop	8	15	104	124	-16.13%
Adult Laptop	14	26	200	206	-2.91%
TOTAL PATRON USE	2,147	1,882	23,131	18,213	27.00%
<u>Hours Used</u>					
Adult Computers	1,325	1,170	14,254	12,346	15.45%
Kids Computers	234	135	2,302	975	136.10%
Teen Laptop	5	17	123	132	-6.82%
Adult Laptop	14	32	240	281	-14.59%
TOTAL HOURS USED	1,578	1,354	16,919	13,734	23.19%
Wireless Total Connections	7,337	7,835	73,285	69,787	5.01%
IPPL Total Web Site Access	10,832	14,129	128,730	156,665	-17.83%
IPPL Total Page Views	38,916	44,024	435,506	448,699	-2.94%
Subscription Database Logins	2,197	2,537	29,689	32,577	-8.87%
<u>Outreach-Homebound</u>					
Items Delivered	165	130	1,629	1,431	13.84%
<u>Volunteers</u>					
Number Active	6	12			
Hours Worked	31	70	527	655	-19.54%
Staff Training Hours	491	136	1,147	893	28.44%
<u>Room Use</u>					
Conference Rooms	635	464	6,534	3,832	70.51%
Meeting Rooms					
Library	55	72	675	495	36.36%
Non-Library	19	18	199	88	126.14%
Board Room					
Library	28	21	224	142	57.75%
Non-Library	20	15	222	101	119.80%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	319	0	0	319	490	660	490	660
Non-Fiction	36353	178	499	36032	6884	10891	7062	11390
Fiction	31037	301	283	31055	10437	14298	10738	14581
ADULT TOTALS	67709	479	782	67406	17811	25849	18290	26631
KIDS								
Non-Fiction	11271	111	7	11375	2414	2479	2525	2486
Fiction	24435	249	45	24639	7094	5483	7343	5528
KIDS TOTALS	35706	360	52	36014	9508	7962	9868	8014
TEEN								
Non-Fiction	622	11	0	633	299	117	310	117
Fiction	4181	57	72	4166	1591	1219	1648	1291
TEEN TOTALS	4803	68	72	4799	1890	1336	1958	1408
BOOK TOTALS	108218	907	906	108219	29209	35147	30116	36053

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6445	52	10	6487	1534	1388	1586	1398
Music CDs	4455	36	1	4490	774	2143	810	2144
Playaway	373	5	0	378	11	8	16	8
DVDs (DVD & Blu-ray)	20416	213	136	20493	3762	4151	3975	4287
ADULT TOTALS	31689	306	147	31848	6081	7690	6387	7837
KIDS								
Audiobooks on CD	585	6	3	588	151	104	157	107
Music CDs	281	0	0	281	36	24	36	24
Playaway	114	1	0	115	14	7	15	7
DVDs (DVD & Blu-ray)	3978	23	5	3996	595	915	618	920
KIDS TOTALS	4958	30	8	4980	796	1050	826	1058
TEEN								
Audiobooks on CD	176	0	9	167	99	129	99	138
Playaway	21	0	9	12	2	0	2	9
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	192	0	18	174	101	571	101	589
AUDIOVISUAL TOTALS	36839	336	173	37002	6978	9311	7314	9484

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	213	0	0	213	93	39	93	39
Tech Takeout (except digital content devices)	169	9	4	174	75	22	84	26
CD-ROMs	-6	0	0	-6	0	41	0	41
ADULT TOTALS	376	9	4	381	168	102	177	106
KIDS								
Kits (STEM, Book bundles, etc.)	216	3	1	218	89	30	92	31
Puzzles (New Aug. 2018)	19	2	1	20	10	7	12	8
Playaway Launch Pads	18	0	1	17	0	4	0	5
KIDS TOTALS	253	5	3	255	99	41	104	44
TEEN								
Equipment (CD Players, etc.)	5	1	0	6	0	1	1	1
Console Games	788	8	2	794	224	102	232	104
Board Games	113	0	1	112	41	25	41	26
TEEN TOTALS	906	9	3	912	265	128	274	131
OTHER TOTALS	1535	23	10	1548	532	271	555	281
COLLECTION TOTALS	146592	1266	1089	146769	36719	44729	37985	45818

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

May 2023

eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	683,054	0	683,054	N/A	0
eMedia (Overdrive Consortium)	24,441	-53	24,388	1098	1045
eMedia (Overdrive Advantage)	7,275	17	7,292	1236	1253
Preloaded eReaders	175	0	175	183	183
eBook Totals	714,945	-36	714,909	2517	2,481
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
Audiobooks					
Hoopla- Year	320,052	0	320,052	N/A	0
eMedia (Overdrive Consortium)	6,720	9	6,729	863	872
eMedia Advantage (Overdrive)	1,991	29	2,020	645	674
Preloaded Adult Audiobook iPods	160	0	160	87	87
Audiobook Total	328,923	38	328,961	1595	1633
Music					
Hoopla- Year	241,704	78673	320,377	N/A	78673
Videos					
Hoopla- Year (includes TV Episodes)	43,288	0	43,288	N/A	0
Kanopy	30,697	384	31,081	60917	61301
Preloaded Adult Roku Titles	1,409	22	1,431	2787	2809
Preloaded Family Roku Titles	214	2	216	423	425
Video Totals	75,608	408	76,016	64127	64535
Total Audiovisual	646,235	79,119	725,354	65,722	144,841
Collection Totals	1,361,180	79,083	1,440,263	68,239	147,322

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2023

Balance on hand as of April 30, 2022.....	2,126,214.77
Cash Receipts for May.....	450,015.53
Cash Disbursements for May.....	332,596.41
Cash on hand as of May 31, 2023.....	2,243,633.89

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.087%	
General.....	350,032.35
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.59%.....	457,278.33
Republic Bank - Checking General.....	11,174.81
Republic Bank - Payroll Account.....	1,012.62
Republic Bank - License Sticker Account.....	2,157.18
Petty Cash/Circulation.....	604.00
Balances as of May 31, 2023.....	2,243,633.89

FUND BALANCES AS OF 5/31/2023

Corporate Fund.....	1,486,112.62
Building & Maintenance Fund.....	22,714.79
I.M.R.F. Fund.....	(5,599.61)
Liability Fund.....	806.08
Social Security Fund.....	(3,909.08)
Spccial Rscrve Fund.....	(15,742.05)
Deferred Taxes.....	559,944.38
Current Liabilites.....	199,306.76
Grand Total All Funds.....	2,243,633.89

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Indian Prairie Public Library District Consolidated Revenue Report for May 2023

Percent of Year: 91.67

	RECEIVED 2023	May	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		0.00	599.42	0.00%	0.00	-599.42
43100 · Interest-Tax Levy		0.00	339.47	0.00%	0.00	-339.47
TOTAL PROPERTY TAX & LEVY INTEREST		0.00	3,886,483.96	98.89%	3,930,322.00	43,838.04
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		2,380.95	33,958.25	0.00%	4,000.00	-29,958.25
TOTAL INTEREST		2,380.95	33,958.25	0.00%	4,000.00	-29,958.25
DESK MONIES						
45100 · Copier		234.45	2,701.52	135.08%	2,000.00	-701.52
45120 · Computer Copies		963.85	12,435.20	103.63%	12,000.00	-435.20
45130 · Fax		666.05	5,426.49	108.53%	5,000.00	-426.49
45200 · Fines/Fees		573.10	6,276.63	125.53%	5,000.00	-1,276.63
45250 · Gifts/Donations		0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials		471.55	6,486.88	117.94%	5,500.00	-986.88
45350 · Non-Resident Fees		6,119.02	99,458.35	110.51%	90,000.00	-9,458.35
45450 · Hot Picks		0.00	271.00	0.00%	0.00	-271.00
45550 · Meeting Room Rental		250.00	2,931.25	586.25%	500.00	-2,431.25
45600 · ILL Fees		15.00	332.62	66.52%	500.00	167.38
45650 · Maker Studio		555.30	5,410.84	270.54%	2,000.00	-3,410.84
45700 · Passport Fees		3,430.00	35,395.00	141.58%	25,000.00	-10,395.00
45750 · Notary Fees		0.00	8.00	0.00%	0.00	-8.00
45800 · License Stickers		301.35	1,251.33	0.00%	0.00	-1,251.33
TOTAL DESK MONIES		13,579.67	178,385.11	120.86%	147,600.00	29,533.78
OTHER INCOME						
46500 · OCLC Refund		0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous		0.00	1,048.00	52.40%	2,000.00	952.00
46800 · Collection Agency Fee		10.00	89.16	44.58%	200.00	110.84
TOTAL OTHER INCOME		10.00	1,137.16	51.69%	2,200.00	1,062.84
TOTAL		15,970.62	4,164,705.18	100.66%	4,137,283.00	-26,170.85
49000 · Operating Transfer In		0.00	15,742.05			
GRAND TOTAL		15,970.62	4,180,447.23	101.04%	4,137,283.00	-43,164.23

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

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

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Indian Prairie Public Library District Consolidated Expenditures Report for May 2023

Percent of Year: 91.67

	May 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	180,314.57	2,086,158.40	87.83%	2,375,154.00	288,995.60		
61310 · Benefits - Medical / Life Ins.	18,719.22	194,107.90	91.41%	212,360.00	18,252.10		
61330 · Benefits - IMRF	16,009.52	203,646.73	100.20%	203,246.00	-400.73		
61340 · Benefits - FICA	10,358.78	133,530.97	77.45%	172,400.00	38,869.03		
61400 · Staff Development	1,745.47	17,825.24	79.58%	22,400.00	4,574.76		
61600 · Board Development	555.00	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	2,944.10	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	230,646.66	2,648,354.97	88.38%	2,996,484.00	348,129.03	3,250,000.00	81.49%
MATERIALS							
62100 · Books	5,476.92	111,755.97	70.20%	159,200.00	47,444.03		
62200 · Periodicals	2,217.50	17,182.60	93.89%	18,300.00	1,117.40		
62300 · Audio	1,572.85	18,527.21	62.07%	29,850.00	11,322.79		
62400 · Video	4,742.39	26,379.55	65.22%	40,450.00	14,070.45		
62500 · Multi-Media	33.51	813.31	40.67%	2,000.00	1,186.69		
62600 · eMaterials	18,273.65	188,198.16	92.79%	202,825.00	14,626.84		
62700 · Console Games	306.63	4,768.07	68.12%	7,000.00	2,231.93		
62800 · Damaged Item Replacement	223.67	4,798.79	59.99%	8,000.00	3,201.21		
62900 · Materials Supplies	2,722.78	19,402.63	92.39%	21,000.00	1,597.37		
TOTAL MATERIALS	35,569.90	391,826.29	80.19%	488,625.00	96,798.71	525,000.00	74.63%
BUILDING							
63200 · Cleaning Service	6,300.00	68,231.85	78.43%	87,000.00	18,768.15		
63300 · Utilities (1-8-11 · Gas)	1,336.76	18,225.38	121.50%	15,000.00	-3,225.38		
63300 · Utilities (1-8-12 · Electric)	1,941.94	45,397.33	93.60%	48,500.00	3,102.67		
63300 · Utilities (1-8-13 · Telephone)	235.21	2,294.69	45.89%	5,000.00	2,705.31		
63300 · Utilities (1-8-14 · Water/Sewer)	778.79	8,968.53	112.11%	8,000.00	-968.53		
63300 · Utilities (1-8-15 · Garbage Disposal)	498.81	5,812.02	116.24%	5,000.00	-812.02		
63350 · Building Supplies	98.90	10,840.49	197.10%	5,500.00	-5,340.49		
63400 · Maintenance Supplies	347.34	8,237.52	74.89%	11,000.00	2,762.48		
63500 · Security System Monitoring	187.50	779.50	111.36%	700.00	-79.50		
63600 · Property Maintenance	4,870.00	35,179.04	70.36%	50,000.00	14,820.96		
63800 · Building Maintenance/Repair	6,035.50	40,228.21	114.94%	35,000.00	-5,228.21		
TOTAL BUILDING	22,630.75	244,104.56	90.21%	270,700.00	26,505.44	350,000.00	69.77%
OPERATIONS							
64100 · Payroll Service	1,320.00	8,725.00	256.69%	3,399.00	-5,326.00		
64200 · Supplies - Office	483.28	4,434.53	58.34%	7,601.00	3,166.47		
64300 · Photocopy Supplies	143.06	2,360.45	67.44%	3,500.00	1,139.55		
64400 · Guest Services Supplies	0.00	763.03	20.62%	3,700.00	2,936.97		
64500 · Postage	-285.70	5,082.05	101.64%	5,000.00	-82.05		
64550 · Passport Postage	299.15	4,004.44	133.48%	3,000.00	-1,004.44		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	120.02	890.41	89.04%	1,000.00	109.59		
64800 · Organizational Memberships	1,195.00	3,134.50	84.72%	3,700.00	565.50		
64900 · Bank Fees	221.74	2,236.85	89.47%	2,500.00	263.15		
TOTAL OPERATION	3,496.55	31,631.26	91.95%	34,400.00	2,768.74	42,000.00	75.31%
TECHNOLOGY							
65100 · Supplies-Public Toner	746.12	5,307.21	66.34%	8,000.00	2,692.79		
65150 · Supplies-Staff Toner	394.21	6,978.28	139.57%	5,000.00	-1,978.28		
65160 · Supplies-Technology Services	0.00	218.48	72.83%	300.00	81.52		
65170 · Supplies-Maker Studio	187.49	5,512.02	196.86%	2,800.00	-2,712.02		
65200 · Technology-Prof Services	281.25	2,008.13	66.94%	3,000.00	991.87		

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Indian Prairie Public Library District Consolidated Expenditures Report for May 2023

Percent of Year: 91.67

	May 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	824.08	20,121.69	97.34%	20,672.00	550.31		
65350 · Library of Things	150.41	4,831.81	58.57%	8,250.00	3,418.19		
65400 · Technology Equip Mnt/Repair	652.50	16,887.80	86.32%	19,564.00	2,676.20		
65500 · Software	0.00	10,406.98	61.22%	17,000.00	6,593.02		
65600 · SWAN	794.73	50,917.59	103.21%	49,335.00	-1,582.59		
65700 · Telecommunications	1,757.28	13,123.10	87.52%	14,995.00	1,871.90		
TOTAL TECHNOLOGY	5,788.07	136,313.09	91.54%	148,916.00	12,602.91	200,000.00	68.16%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	15,650.00	84.60%	18,500.00	2,850.00		
66200 · Credit Bureau	88.65	709.20	59.10%	1,200.00	490.80		
66300 · Copier	0.00	2,235.00	74.50%	3,000.00	765.00		
66400 · Copier Maintenance Contract	0.00	1,864.33	62.14%	3,000.00	1,135.67		
66500 · Background Screenings	198.22	833.62					
66900 · Fees - Bond Registrar	0.00	15.00	6.82%	220.00	205.00		
TOTAL CONTRACTUAL SERVICES	286.87	21,307.15	82.20%	25,920.00	5,446.47	35,000.00	60.88%
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	11,401.08	44,780.99	116.62%	38,400.00	-6,380.99		
68111 · eNewsletter	105.00	9,499.52	98.24%	9,670.00	170.48		
68210 · Marketing Advertising	0.00	883.22	88.32%	1,000.00	116.78		
68310 · Marketing Supplies	0.00	217.62	21.76%	1,000.00	782.38		
68410 · Marketing-Information Printing	0.00	656.29	5.05%	13,000.00	12,343.71		
68500 · Legal Notices	0.00	858.09	57.21%	1,500.00	641.91		
TOTAL COMMUNICATIONS	11,506.08	56,895.73	88.12%	64,570.00	7,674.27	70,000.00	81.28%
PROGRAMMING							
68600 · Programming	2,981.81	33,342.96	83.15%	40,100.00	6,757.04		
TOTAL PROGRAMMING	2,981.81	33,342.96	83.15%	40,100.00	6,757.04	50,000.00	66.69%
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	5,449.03	18,678.37	80.34%	23,250.00	4,571.63		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	318,355.72	3,658,519.48	88.43%	4,137,283.00	478,763.52		
70000 · Operating Transfer Purchases	0.00	15,742.05	0.00%				
GRAND TOTAL	318,355.72	3,674,261.53	88.81%	4,137,283.00	463,021.47	4,547,000.00	80.81%

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

Indian Prairie Public Library District
Finance Committee Minutes
June 6, 2023 – 6:30 p.m.

Present: Rodriguez, Raftis, Damon, Krupicka, Suriano (via phone), Birmingham

Income improved and overall higher costs both due to inflation.

Committee reviewed and discussed the Financial forecast and upcoming capital costs:

- Digital signage – just box insides, same sign
- Generator replacement
- 2nd floor two-person desk

Committee reviewed and discussed Expenditures & Revenue Reports

- Revenue – passports continue to be popular and interest rates have improved
- Per Capita Grant \$64,700 this year
- Expenditures –supplies, utilities, most costs have increased
- Insurance costs lower based on employee retirements

Committee discussed additional insurance benefits with no decision.

Committee reviewed the proposed Salary Schedule.

- 4% cost of living increase July 1 – will be in board packet to approve
- 1-3% merit on anniversary date

Adjournment 7:15 p.m.

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 and laptops 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
- g. Kits (STEM, Nature Packs, Parenting Packs, Baby Bundles)
- h. Meeting and study spaces
- i. Early literacy education through storytimes and classes
- j. Kindergarten Bootcamp
- k. Book clubs
- l. Books in other languages
- m. Discussion groups
- n. WIFI 24/7
- o. Support for Homeschooling families
- p. Support for schools, teachers and students
- q. Outreach to underserved areas
- r. Outreach to seniors
- s. Homebound delivery service
- t. Summer Reading Program for all ages
- u. Math Buddies program
- v. Reading Buddies program
- w. Annual Teen Job Fair
- x. Resources for Job Seekers
- y. Materials in other languages
- z. Streaming services and devices
- aa. Outdoor seating spaces
- bb. Gardens
- cc. Monarch Waystation

B. Other core services/programs we could possibly provide:

- a. TO BE DISCUSSED AT JUNE BOARD MEETING

V. Intergovernmental Agreements

- a. Illinois Libraries Present (virtual author visits)
- b. Village of Willow Springs – Library Cards for Willow Springs Residents
- c. Emergency Evacuation Agreement - District 86
- d. Reciprocal Easement Agreement – District 86
- e. Cooperative Partnership Agreement – People’s Resource Center

Contracts:

RAILS (provides CE, support, and state-wide delivery)

SWAN (access to over 1 million items to our carholders)

VI. Community Partnerships:

City of Darien
 Village of Willowbrook
 Village of Burr Ridge
 Darien Women’s Club
 Darien Garden Club
 Darien Park District
 Burr Ridge Park District
 Darien Police
 Willowbrook Police
 Lions Club
 Rotary Club
 Darien Historical Society
 Darien Community Action Committee
 WBBR Chamber
 Darien Chamber
 Schools (LIST)
 Willowbrook Corner Coalition
 Gift of Carl Foundation
 Downers Grove Township
 WorkNet DuPage
 West Suburban Community Pantry
 People’s Resource Center
 SCARCE
 Boy Scouts/Girl Scouts
 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?

TO BE DISCUSSED AT JUNE BOARD MEETING

Resolution #2023-C

**A Resolution Honoring Crystal Megaridis
Indian Prairie Public Library District
Board Trustee**

WHEREAS, Crystal was Trustee on the Indian Prairie Public Library District Board from July 2015 through May 2023; and served as Secretary from May 2019 to May 2023; and

WHEREAS, Crystal served on such committees as Building and Grounds, Policy, Planning and Outreach, and Nominating, giving freely of her time and energy; and

WHEREAS, Crystal served as Chairperson on the Planning and Outreach committee, guiding advocacy activities within the district; and

WHEREAS, throughout her tenure, she distinguished herself as an effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Indian Prairie Public Library District that

Crystal Megaridis be and is hereby honored and commended for her outstanding service to the Indian Prairie Public Library District, and the people of the district.

BE IT FURTHER RESOLVED, that the Board extends to Crystal its heartfelt wishes for continued success and much happiness.

Adopted this 21st day of June, 2023

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Marian Krupicka, Secretary

Recommendation to Turn-on Auto-renewal Feature in SWAN:

After discussions with Department Heads, I recommend that Indian Prairie Library turn on the automatic renewal feature in SWAN.

Right now, Indian Prairie is only 1 of only 8 public libraries (out of 101) that have the auto-renewal setting turned off. All of our area libraries participate in auto-renewal and our reciprocal borrowers are used to this feature. In addition, when IPPL cardholders check out items from other libraries, those items are auto-renewed. This can get confusing for users. Auto-renewal will create a much better user experience for our cardholders and guests.

Maximum renewals will stay the same, which is two renewals for most items. (Special collections like equipment and kits have different loan rules.) If items have holds, they will not be able to be renewed.

Turning on auto-renewal will also reduce telephone calls. Staff report that most phone calls are people asking to renew their items. In addition, it will help people to more easily use the self-check. Right now, if an item is overdue, it blocks users from checkout and staff must override the block, causing an inconvenience to the patron.

Patrons will be notified when items are renewed and when items are not able to be renewed, along with the usual courtesy notices.

There is no additional cost to turn this feature on, the library is already paying for this feature as a part of our annual SWAN fees.

If the Board approves this, I will work with Marketing to develop a promotion plan to get the word out to our community.

Submitted by:

Laura Birmingham
Executive Directors

Capital Expenses FY23-24

As listed in the attached Financial Forecast, we have a few projected capital expenses that will be taken out of capital reserves.

- Generator (\$40,000.): Our generator is the original and needs to be replaced. The generator runs vital functions when the power is off, such as battery backups, phones and servers. Kristen has gotten quotes on replacement.
- Digital signs (\$55,000): Kristen will be writing a proposal in July for replacement of the four letter boards in our two outdoor signs. The letter boards would be replaced with digital screens. The message can be updated remotely and more frequently than we do now. The sign cabinets will look the same, just the message areas would be upgraded.
- Mobile displays (\$4,000): The large wooden A-frame displays take up a lot of room and don't match our new style. We would like to replace the three old A-frame units with four sleeker, more modern units that take up less of a footprint.
- New desk for the K&T area (\$12,000): When we did the remodeling project, we did not order a desk for the 2nd floor. When we opened, we purchased a small 1-person work station. With our door count now surpassing our pre-Covid numbers, we recognize the need for a 2-person staff desk in order to accommodate and better assist our many visitors.

Proposed Operating Budget FY23/24

Attached you'll find:

- A projected income summary with a comparison to last fiscal year.
- An overview of the anticipated expenditures in the operating budget
- An overview summary of the 23/24 Operating Budget for your approval

The Finance Committee has reviewed the information and is recommending adoption of the budget.

Income Summary

	<u>FY22-23</u>	<u>FY 23-24</u>
<u>Property Tax & Levy Interest</u>		
Property Taxes	3,930,322	4,129,698
Non-current Property Taxes		
Interest – Tax Levy		
 Total Property Tax & Levy Interest	 3,930,322	 4,129,698
<u>Grants</u>		
Per Capita Grant	53,161	64,470.70
 Total Grants	 53,161	 64,740.70
<u>Interest</u>		
Interest Investment	4,000	20,000
 Total Interest	 4,000	 20,000
<u>Desk Monies</u>		
Copier	2,000	2,000
Computer Copies	12,000	12,000
Fax	5,000	3,500
Fines/Fees	5,000	5,000
Gifts/Donations	100	100
Lost Materials	5,500	5,500
Non-Resident Fees	90,000	90,000
Meeting Room Rental	500	1,000
ILL Fees	500	350.00
Maker Studio	2000	3,000
Passport Fees	25,000	25,000
License Plate Stickers	0	1,500
Total Desk Monies	147,600	148,950

Other Income

OCLC Refund	0	500
Miscellaneous	2,000	1,000
Collection Agency Fee	200	100
Total Other Income	2,200	1,600
TOTAL INCOME	4,137,283	4,364,989

2023/2024 Operating Budget - Expenditures

	2020/21	2021/2022	2022/2023	2023/2024
<u>Personnel</u>				
Salaries	2,294,105	2,294,105	2,375,154	2,344,628
Benefits - Med/Life Ins	174,732	191,452	212,360	237,660
Benefits - IMRF	219,079	225,440	203,246	225,134
Benefits - FICA	170,513	175,500	172,400	173,445
Staff development	15,200	22,200	22,400	21,900
Board development	750	1,000	1,000	1,000
Worker's compensation	5,952	5,684	6,424	4,083
Unemployment insurance	3,000	3,000	3,500	3,500
Total Personnel	2,883,331	2,918,381	2,996,484	3,011,350
<u>Materials</u>				
Books	171,650	164,950	159,200	158,300
Periodicals	26,325	26,325	18,300	18,300
Audio	35,350	32,350	29,850	27,300
Video	43,950	42,450	40,450	37,450
eMaterials/streaming	113,700	125,700	135,375	153,600
Kits	11,250	2,000	2,000	2,000
Online databases	55,000	58,000	60,700	66,500
Console games	7,000	7,000	7,000	7,500
Processing supplies	21,000	21,000	21,000	27,000
Total Materials	485,225	479,775	473,875	497,950
<u>Building</u>				
Cleaning service	71,500	76,800	87,000	83,000
Water/Sewer	10,000	8,000	8,000	12,000
Gas	10,000	15,000	15,000	24,210
Electric	58,000	58,000	48,500	55,000
Telephone	5,500	6,000	5,000	2,500
Building Supplies			5,500	14,000
Maintenance supplies	17,000	17,000	11,000	11,000
Bldg maintenance/repairs	30,000	30,000	35,000	60,000
Security system	700	700	700	1,000
Property maintenance	40,000	40,000	50,000	50,000
Garbage disposal	4,400	5,000	5,000	6,500
Total Building	247,100	256,500	270,700	319,210
<u>Operations</u>				
Office supplies	12,000	14,500	11,000	6,000
Photocopy supplies	5,000	6,000	3,500	2,500
Payroll Services	0	0	3,399	8,000
Guest Services Supplies			3,700	1,500
Postage	4,100	5,000	5,000	8,000
Postage - Passports	2,300	2,500	3,000	4,500
Non-payment reimburse	1,500	1,500	1,000	500
Admin staff travel	1,500	1,500	1,000	1,000
Organizational membership	3,500	3,500	3,700	3,000
Bank fees	3,000	2,500	2,500	2,000
Total Operations	32,900	37,000	37,799	37,000

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Technology and Maker Studio

Public toner	10,000	10,000	8,000	7,500
Staff toner	6,000	7,000	5,000	7,500
Supplies - Technology	1,200	300	300	200
Supplies - Maker Studio		2,500	2,800	4,480
Professional services	4,000	3,000	3,000	6,000
Purchase of equipment	10,750	17,000	20,672	45,010
Equipment maintenance/repair	12,979	18,436	19,564	21,905
Kits/Library of Things		5,250	8,250	4,000
Software	8,393	14,169	17,000	13,626
SWAN maintenance	47,988	47,422	49,335	50,701
Telecommunications	14,465	14,955	14,995	12,121
Total Tech and Maker	115,775	140,032	148,916	173,043

Contractual Services

Graphic artist	8,000	8,000	10,000	13,000
Legal	4,000	4,000	4,000	4,000
Audit	4,000	4,300	4,500	6,500
Consultant				12,000 (Strategic I)
Credit bureau	900	1,200	1,200	1,000
Equipment - photocopier	6,000	6,000	6,000	5,000
Bond Registrar	220	220	220	200
Total Contractual Services	23,120	23,720	25,920	41,700

Insurance

Physical & liability	11,941	11,925	13,068	14,623
Bonding	1,160	1,160	1,356	1,360
Officers/directors	2,009	2,009	2,009	2,153
Umbrella liability	2,275	2,275	2,525	2,775
Total Insurance	17,385	17,369	18,958	20,911

Communications

Supplies	500	700	1,000	1,300
Advertising	840	800	1,000	750
Newsletter	36,000	25,000	38,400	47,600
eNewsletter	2,000	2,000	9,670	9,150
Informational printing	2,200	15,000	13,000	5,000
Legal notices	1,500	1,500	1,500	1,500
Total Communications	43,040	45,000	64,570	65,300

Programs

Programs	31,200	36,700	40,100	38,600
Total Programs	31,200	36,700	40,100	38,800

Contingency

Contingency	21,529	10,000	30,000	35,000
Total Expenditures	3,900,605	3,964,477	4,107,322	4,240,264
Total Operating Revenue	3,902,205	4,037,558	4,137,283	4,364,989
Capital Reserves	1,600	73,081	29,961	124,725

Operating Budget 2023/2024 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$3,011,350.00	71.02%	Property Taxes	\$4,129,698.00	94.61%
Materials	\$497,950.00	11.74%	State Grant	\$64,741.00	1.48%
Building	\$319,210.00	7.53%	Interest	\$20,000.00	0.46%
Operations	\$37,000.00	0.87%	Desk Monies	\$148,950.00	3.41%
Technology	\$173,043.00	4.08%	Other Income	\$1,600.00	0.04%
Contractual	\$41,700.00	0.98%			
Insurance	\$20,911.00	0.49%			
Communications/Programs	\$104,100.00	2.46%	Total	4,364,989.00	
Contingency	\$35,000.00	0.83%			
Total operating budget	\$4,240,264.00				
Capital Reserves	\$124,725.00				

Salary Schedule

Each year as the library prepares the budget, we examine our salary schedule relative to other libraries. Attached is a comparison chart of benchmark positions among area libraries with a proposed increase for minimum salaries. The library with the lowest salary is ranked as 1 and the highest salary being the largest number.

Also included here is the current salary and proposed salary schedules. The trustee's philosophy has been to not compete with the highest salary, but be at the middle or above.

Therefore, there is a 4% increase in the proposed salary schedule with three positions moving up a grade: Assistant Head of Guest Services, Office Coordinator, and Communications Coordinator.

Salary Schedule Library Comparisons - minimum salaries
FY 23-24

	IPPL current minimums	Proposed minimums	Downers	Woodridge	LaGrange	Lisle	Orland Park	Westmont	Hinsdale	IPPL ranked within each position (low salary ranked 1)
asst director	75,426 38.68	79,197.30 40.61	83,240	64,503	77,459	79,092	83,560	72,741	75,068	6 out of 8
dept head	63,024 32.32	65,544.96 33.61	63,570	64,503	66,035	69,518	61,140	60,626	61,718	6 out of 8
librarian	48,418 24.83	50,354.72 25.82	48,548	47,706	47,993	47,171	40,311	50,096	45,747	8 out of 8
communications coord	48,418 24.83	56,881.50 29.17	63,570 32.60	64,506 33.08	66,035 33.86	38,903 28.92	61,140 23	43,953 22.54	61,718 31.65	4 out of 8
office coord	48,418 24.83	56,881.50 29.17	63,570 32.60	55,481 28.48	66,035 33.86	41,438 21.25	44,735 22.94	61,718 31.65	61,718 31.65	4 out of 8
admin specialist	18.93	19.69	21.76	24.45	N/A	18.95	15.13	21.42	N/A	3 out of 6
asst head guest services	21.88	22.76	26.76	26.45	N/A	25.19	25.46	24.42	25.50	5 out of 7
guest services associates	16.67	17.34	14.52	14.91	17.89	15.86	13.63	15.21	15.00	7 out of 8
shelver	13.00	13.52	11.09	13.00	13.00	14.00	12.00	13.34	13.00	7 out of 8

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2022-2023

Grade Level and Position	Minimum	Maximum
Grade I NOT USED		
Grade II Page Shelver Resource Services Associate I Programming & Outreach Support Associate	13.00	19.34
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology Services Associate Substitute Associate	16.67	25.02
Grade IV Guest Services Shift Supervisor	17.80	26.72
Grade V Administration Specialist Programming and Outreach Specialist Resource Services Specialist Senior Guest Services Supervisor Substitute Librarian Maker and Technology Services Specialist	18.93	28.36
Grade VI Assistant Head of Guest Services Communications and Brand Strategy Specialist	21.88 42,666	32.82 63,999
Grade VII Librarian Administration Office Coordinator Communications Coordinator Building Services Coordinator Programming and Outreach Strategist	24.83 48,418	37.23 72,599
Grade VIII Senior Librarian	28.05 54,697	42.09 82,076
Grade IX Department Head	32.32 63,024	48.48 94,536
Grade X Assistant Director	38.68 75,426	58.05 113,198
Grade XI Library Director	To be set by Board	

PROPOSED INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2023-2024

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Grade Level and Position	Minimum	Maximum
Grade I NOT USED		
Grade II Page Shelver Resource Services Associate I Programming & Outreach Support Associate	13.52	20.11
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology Services Associate Substitute Associate	17.34	26.02
Grade IV Guest Services Shift Supervisor	18.51	27.79
Grade V Administration Specialist Programming and Outreach Specialist Resource Services Specialist Senior Guest Services Supervisor Substitute Librarian Maker and Technology Services Specialist	19.69	29.49
Grade VI Communications and Brand Strategy Specialist	22.76 44,373	34.13 66,559
Grade VII Librarian Assistant Head of Guest Services Programming and Outreach Strategist	25.82 50,355	38.72 75,502
Grade VIII Senior Librarian Administration Office Coordinator Communications Coordinator Building Services Coordinator	29.17 56,885	43.77 85,358.52
Grade IX Department Head	33.61 65,545	50.42 98,317.44
Grade X Assistant Director	40.61 79,197	60.95 118,857
Grade XI Library Director	To be set by Board	

iLEAD Trustee Training Portal

If you're reading this, you probably have enough experience in or with libraries to have a menagerie of pet misconceptions about them. You likely know that libraries offer more than just books and that library workers don't just read all day. It's safe to assume that you know something about the duties assigned to various kinds of library staff, from shelver to director. And you may have explained, on more than one occasion, that one usually needs a specific advanced degree—or a wealth of experience—to become a librarian. You know, in short, what it means to work as a library professional. But how much do you know about what it means to serve as a library trustee?

You may be surprised to learn how much library trustees must do and learn to help their public libraries remain vital centers in their communities. Whether appointed or elected, trustees represent people residing within their library's service area in a collective, nonpartisan capacity. Together on the library board, these government officials serve their libraries in several important ways. Effective boards work closely with their library directors to oversee the library's budget, plan strategically, create library policy, advocate for the library, follow the law, and serve the needs of all members of their community regardless of personal viewpoints.

In our experience working with public libraries at Illinois Heartland Library System (IHLS), I've seen these efforts both succeed wildly and stray wildly. People often become trustees with sincere intentions and a desire to serve their communities; what that looks like in real life and how trustees perform the role varies with interpretation. This is often because trustees must learn many laws, terminology, and best practices to lead and collaborate effectively. That's why we started collaborating with the Illinois State Library to create a resource to support the vital work of library trustees.

Our IHLS colleagues and we recently contacted Illinois public library trustees to ask their opinions on their role and the importance of receiving additional training. Seventy-five percent of the survey respondents indicated that it is "very important" for trustees to learn the requirements and duties of their position. Most of the responding trustees said they had received their trustee training from their library director and board president and were confident in their knowledge of the trustee's role. Yet most still said they would like to improve, to become the "best trustee." Even the most confident trustees saw the value of further learning and development.

These results made it clear that we needed to create a learning resource that will help public library trustees statewide develop a consistent understanding of their legal responsibilities and required duties. To enable all Illinois public library trustees to be the best, we needed to prioritize access. So, we decided to create an online learning portal. For support, we submitted a grant proposal to the Illinois State Library. The proposal was accepted, and the grant-funded project to create the iLEAD (Leadership, Empowerment, Access, Development) trustee training portal began on July 1, 2022.

The iLEAD portal's focus, content, and functionality are all rooted in established standards and driven by feedback from our trustee survey. We determined from the beginning that the information provided to trustees must be based on the laws governing Illinois public libraries and guided by proven best practices. In the IHLS trustee survey, the top three areas of interest were trustee roles and duties, financial management, and advocacy and community engagement. The other key component was 24/7 access to reach trustees at their point of need—a feature ensured by the online platform in our selection of an asynchronous (self-paced) modality.

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More than 40 Libraries in Illinois rely on CKIG for their insurance needs

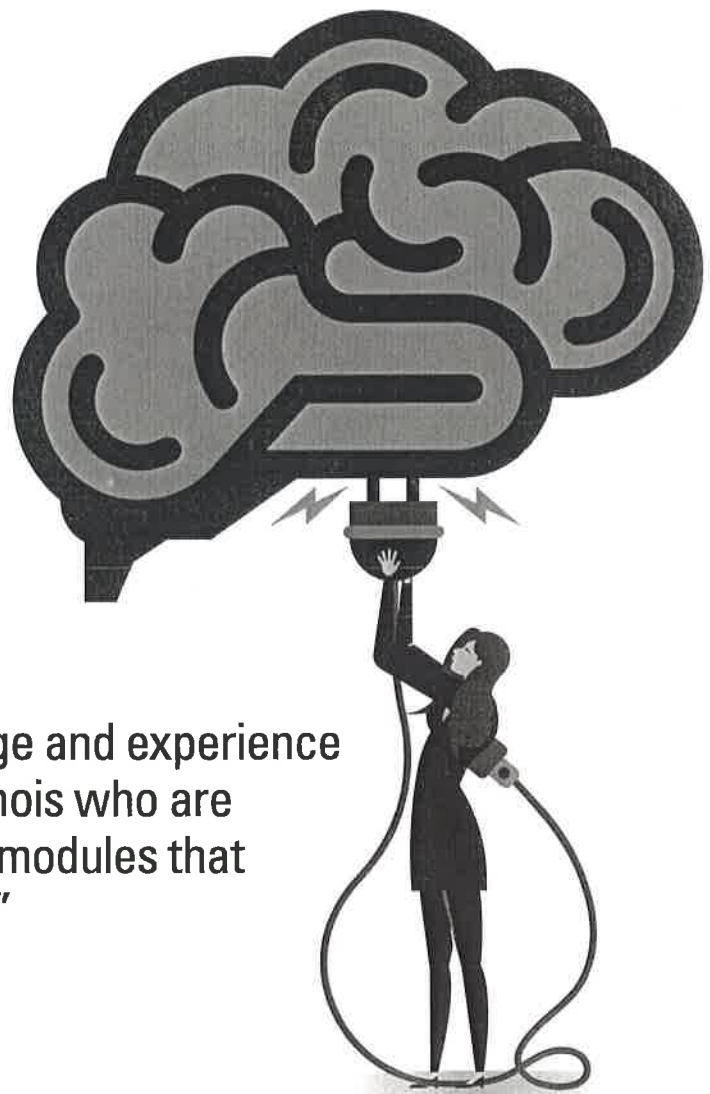
For an even more meaningful experience, this resource utilizes the capabilities and possibilities of 21st-century learning tools. In this online training course, we are utilizing AI (Artificial Intelligence) video, gaming, learning scenarios, real-life examples, and a plethora of resources and references to make information sharing more enjoyable, memorable, and actionable.

We're also drawing on the knowledge and experience of subject matter experts across Illinois who are contributing content to the learning modules that matter most for our library trustees. For instance, two former ILA Trustees of the Year and a prior ILA Librarian of the Year are currently contributing their expertise as consultants to create content for our learning modules. Participating trustees will have the chance to earn a course certificate of completion, as well as learning badges for finishing modules like Library Trustee 101, General Administration, Policymaking, Fiscal Responsibilities, Planning, and Advocacy and Networking.

To ensure the learning portal resonates with trustees, we've formed two advisory committees consisting of trustees, directors, and staff members from IHLS, Reaching Across Illinois Library System (RAILS), and ILA. So, you can rest assured that library folks from all over the state are providing oversight and quality assurance. Still, credit must also be given to IHLS staff who have shared their skills and knowledge in curriculum design, technology, marketing, communication, finance, and administration. Like our consultants, our IHLS colleagues bring decades of experience working with and serving on library boards.

Together, we are working hard to create a resource for all Illinois library trustees statewide, whether they're with IHLS, RAILS, or Chicago Public Library. Our goal is to create a sustainable and adaptable resource to meet trustees' current and future needs. This portal is a place for Illinois public library trustees to share knowledge, standards, laws, and library trends. Participating in this online course will enable them to be more comfortable and effective in their roles while better serving their communities. IHLS may have been awarded the grant to develop the online course, but this is a statewide effort to produce a product useful to every trustee in the state regardless of size or location.

We are looking forward to inviting our inaugural learners in early fall of 2023. Watch for the iLEADTrustee website coming soon and social media for more upcoming information on this important project for those leading our libraries. We firmly believe this portal will be a boon to trustees and public libraries by providing an informed and consistent base for effective governance. Trustees will be better prepared for the challenges libraries face, which will, in turn, greatly benefit Illinois communities. After all, as Andrew Carnegie once said, "A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert."



"We're also drawing on the knowledge and experience of subject matter experts across Illinois who are contributing content to the learning modules that matter most for our library trustees."



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.