

Indian Prairie Public Library Board Agenda
June 19, 2024

**Board of Trustees Regular Meeting
June 19, 2024 – 6:30 p.m.**

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

- A. Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab

- 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. Curran to Birmingham re: Real ID Event Page 3
 - 2. Thank You from Bridge Group Page 4
 - 3. Palmore to Allard re: Blood Drive Page 5
 - 4. Birmingham to Delph re: Donation Page 6
 - 5. Giannoulis to Birmingham re: Per Capita Grant Page 7

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, May 15, 2024 Page 8
 - 2. Action on Bills/Additional Bills Page 11
 - 3. Ordinance #2024-2 Establishing a Regular Meeting Date Page 15
 - 4. Update to Policy 515 and 525.1 Page 16-17
 - 5. Update to Policy 805.3 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 21
 - 2. Marketing Page 23
 - 3. Guest Services Page 27
 - 4. Programming & Outreach Page 29
 - 5. Resource Services Page 33
 - 6. Technology & Maker Services Page 36

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- I. Staff Report – Information
Maker Studio a Community Aggregator:
 Jack Schultz, Technology & Maker Services Sr. Librarian
 and Kate Ouwenga, Technology & Maker Specialist

- J. Reports
 - 1. Treasurer’s Report Page 45 Information
 - 2. Building and Grounds Committee (no report)
 - 3. Finance Committee (Raftis) Information
 - 4. Finance Committee Minutes June 4, 2024 Page 49 Action
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
 None

- L. New Business
 - 1. Capital Projects and Financial Forecast Page 50 Information
 - 2. Operating Budget 2024/2025 Page 51 Action
 - 3. FY24/25 Salary Schedule Page 59 Action
 - 4. Appoint Committee to Review Closed Session Minutes
 and Complete Secretary’s Audit

- M. Scheduled Meetings
 None

- N. Adjournment

SPRINGFIELD OFFICE
108 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
PHONE: 217.782.9407



DISTRICT OFFICE
1011 STATE STREET
SUITE 205
LEMONT, ILLINOIS 60439
PHONE: 630.914.5733
SENATORCURRAN@GMAIL.COM

ILLINOIS STATE SENATE
JOHN CURRAN
SENATE REPUBLICAN LEADER
41ST SENATE DISTRICT

5/2/2024

Dear Laura Birmingham,

Thank you for attending and participating in the Real ID event hosted by Senator John Curran. The event was a huge success, and we couldn't have done it without your help.

Your support and participation greatly enriched the experience for the constituents and staff. Your team's professionalism and dedication were evident throughout the event.

We appreciate the support you provided and feel privileged to have had the opportunity to collaborate with you. Please feel free to reach out to our office at 630-914-5733 with any questions or concerns. We look forward to working with you in the future!

Sincerely,

John F. Curran
State Senator, District 41
Senate Minority Leader
senatorcurran@gmail.com

Ande Corbin
District Director
senatedistrict41@gmail.com

Julie Roseberry
Community Outreach Coordinator
jlmceine@aol.com

Haya Fahim
Legislative Assistant
hfahimsenated41@gmail.com

On behalf of the St. Anne Jognas Parish
 bridge group, please accept this donation to show
 our appreciation for allowing us to use one of
 the library areas for our get togethers. And
 Thank You for all your help in making this a
 pleasant bridge year for our group.



Sincerely,
 Nancy



FW: Thank You!

Jamie Allard <jamiea@ippl.info>

Thu 5/16/2024 9:10 AM

To: Laura Birmingham <laurab@ippl.info>; Kristen Lawson <kristenl@ippl.info>

Cc: Mary Dames <maryd@ippl.info>; Larry Krupicka <ml4648@sbcglobal.net>

From: Palmore, Adella <APalmore@vitalant.org>

Sent: Thursday, May 16, 2024 9:06 AM

To: Jamie Allard <jamiea@ippl.info>

Subject: Thank You!

Hi Jamie,

You had an amazing turnout on Tuesday. That was a great idea to add the extra signage outside. We appreciate your commitment to saving lives and hosting drives throughout the year. Thank you so much for everything you did to collect **34 units** of blood at **Indian Prairie Library's Blood Drive!** That is enough blood to save the lives of **102 regional patients**. There was **12 first time donors** of the **35 registered**. That's amazing!

Volunteer blood donations provide a safe and adequate blood supply for our community. Please extend our gratitude to everyone who gave unselfishly of themselves to help others. Their generosity will help Chicagoland area cancer patients, critically ill newborns, transplant patients, burn survivors, accident victims, and many, many more who have illnesses requiring treatment with blood products.

As always, on behalf of Vitalant and the patients, who are the ultimate beneficiaries of your generosity and efforts, thank you for saving lives through your Blood Drive. Please extend a thank you to the Women's Club for volunteering and for helping to recruit. I look forward to working with you on your next blood drive. Have a wonderful summer, Jamie!

Sincerely,

Adella D. Palmore
Account Manager - Donor Recruitment
(847)224-4966
apalmore@vitalant.org
5505 Pearl Street
Rosemont, IL 60018

vitalant. 

**Because of you, life doesn't stop.
Donate blood.**



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info

May 17, 2024

Colleen Delph, Philanthropy Chairperson
Darien Woman's Club
1702 Plainfield Road
Darien, IL 60561

Dear Colleen,

Thank you and the entire Philanthropy Committee for the generous donation of \$1,650. I have directed that \$525 of the donation be used to purchase four Amazon Fire Tablets. The tablets are circulating and used by people to with to listen to bestselling audio titles. This is a very popular service in our community. Tags on the tablets will indicate that they were purchased with a donation by the Darien Woman's Club.

If you have any wish on how the library should spend the rest of the donation, please let me know. Otherwise, I will be sure to let you know how the rest of the donation is spent.

Thank you again for your generous support to the library!

Sincerely,

Laura Birmingham
Executive Director



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 3, 2024

Ms. Laura Birmingham, Executive 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 2024 Public Library Per Capita grant in the amount of \$65,179.62.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 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,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Indian Prairie Public Library District

AG:isl

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 15, 2024

**Board of Trustees Regular Meeting
May 15, 2024 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Krupicka called the roll.

Present: Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab

Absent: Donald Damon

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Sarah Zagotta

Others: Mary O'Dowd, a Darien resident

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

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

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

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

- C. Public Comment – Darien resident, Mary O'Dowd, thanked the Board for being dedicated leaders and for all that they do to make IPPL a treasured resource.

D. Communications and Announcements

1. Burr Ridge CCSD180 to IPPL re: thank You for Solar Eclipse Glasses
2. Darien Woman's Club to IPPL re: Donation
3. Foster to Popowitch re: AARP Tax Aide
4. King-Bruwaert House and IPPL Non-Resident Cad Agreement
5. Ritzman Memo re: New Rules on Web Content/ADA Accessibility

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 17, 2024
2. Minutes of Special Board Meeting, May 3, 2024
3. Action on Bills/Additional Bills
4. Determination to Dispose of Property

Rodriguez moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point Zagotta gave her staff report. When she finished the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham shared with the Board some of the programs we'll be doing for all ages in the month of June. The Board was happy with the variety and the educational/informational component. Krupicka noted that the Blood Drive went great – there were 34 donors which was the most they ever had. She thanked Administrative Specialist, Jamie Allard, for all her help.

H. Department Reports

Lawson reported that the City of Darien jetted the drains on the east side of the building and the blockage has been cleared. Their best guess is that the blockage was due to biomatter such as leaves and grass clippings. Discussion included having the drain jetted periodically, bagging grass clippings, or putting screening around the drain. It was noted that we have not had our grass clippings bagged in the past and a clogged drain has not been an issue. Lawson will discuss the situation with our Building Services Coordinator. The part to repair our air handler has been expedited – staff attitude has been great. In April a RAILS delivery truck crashed into the awning at the self-pickup window. Once again staff attitude has been great while they have been using an umbrella until a new awning goes up. Lawson is waiting on the third roof proposal.

Palmisano noted that the volume and creativity of our Outreach is outstanding! She suggested that we review our Materials Selection Policy regarding donations from local authors.

- I. Staff Report – Sarah Zagotta, Teen and Young Adult Librarian, focuses on the individual experience (person-centered) when designing programs and outreach. She builds relationships by getting to know the teens through positive interactions. She concentrates on equity, diversity, and inclusion when doing her work. She incorporates the window and mirror theory – books should reflect a person's experiences and also provide a window into the experiences of others. Sarah works with our teen school year volunteers through the Teen Advisory Service Committee – engagement exploded this year with 33 volunteers who did 75 hours of service. She will begin training our teen summer volunteers in a couple of weeks. We typically have 50+ teen summer volunteers - last year they completed 386 hours of service. Programs such as the chess club could not be done without their help. Sarah took over the teen book bag program and collaborated with Resource Services Librarian Jordan Calabrese to create a teen reading program, "100 Books Before Graduation". She works to build community partnerships, i.e. workNet DuPage (career assistance), Illinois Student Assistance (college application and FAFSA workshops), West Suburban Humane Society (Cat Café program), Hinsdale South and Hinsdale Central. Birmingham noted that Sarah does a phenomenal job connecting with all ages. The Board thanked Sarah for her enthusiasm and creativity.

J. Reports

1. Treasurer's Report - backup in packet.
2. Building and Grounds Committee – Krupicka reported that the committee met on May 6. They walked the grounds and the first floor staff workroom. They discussed the flooding on the east side of the building. Also discussed was the proposal for the community cabinet.

- 3. Building and Grounds Committee Meeting Minutes, May 6, 2024 – Krupicka moved, Palmisano seconded to approve Building and Grounds Committee Meeting Minutes, May 6, 2024. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.
- 4. Finance Committee – no report.
- 5. Planning/Outreach Committee – no report
- 6. Policy Committee – no report

K. Unfinished Business - none

L. New Business - none

- 1. Motion to Close the Library September 20, 2024 for Staff Institute Day – Raftis moved, Wahab seconded to close the library on September 20, 2024 for Staff Institute Day. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.
- 2. Maker Studio Policy – Birmingham added a statement that people cannot use the space or equipment for commercial purposes and some minor adjustments. Raftis moved, Rodriguez seconded to approve the revisions to the Maker Studio Policy. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

M. Meetings Scheduled

- 1. Finance Committee Meeting, June 4 at 6:30 p.m.

N. Adjournment

At 7:50 p.m. Wahab moved, Raftis seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS MAY, 2024

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3088 - 3179	\$ 168,466.85
Republic Paper Pay Checks	2137 - 2140	\$ 1,271.87
Republic Direct Deposits		\$ 140,867.21
MONTH'S TOTAL:		\$ 310,605.93

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Indian Prairie Public Library District

Bill Payment List

May 2024

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
05/03/2024	3088	Current Technologies Corporation	4,914.00
05/03/2024	3089	Hagg Press, Inc.	2,809.19
05/03/2024	3090	Lauterbach & Amen, LLP	675.00
05/07/2024	3091	Betty Cornfield	6.55
05/07/2024	3092	Case Lots Inc.	2,656.20
05/07/2024	3093	Cathy Streett	262.09
05/07/2024	3094	Center Point Large Print	58.42
05/07/2024	3095	Cigna Health & Life Insurance Company	1,534.21
05/07/2024	3096	FedEx	13.98
05/07/2024	3097	Heritage House Florist	69.94
05/07/2024	3098	Illinois Dept of Innovation & Technology	475.00
05/07/2024	3099	Illinois Library Association	525.00
05/07/2024	3100	Improv Playhouse Theatre INC	275.00
05/07/2024	3101	Kanopy	203.40
05/07/2024	3102	Kate Kresek	94.25
05/07/2024	3103	Mia Manansala - Voided (program canceled)	0.00
05/07/2024	3104	Playaway Products LLC	105.28
05/07/2024	3105	Quill LLC	1,225.85
05/07/2024	3106	Runco Office Supply	39.00
05/07/2024	3107	SWAN	12,675.25
05/07/2024	3108	Timesbook Inc.	248.02
05/07/2024	3109	Unique Management	29.55
05/07/2024	3110	Wlosinski, Maria	26.80
05/15/2024	3111	Alphagraphics	911.70
05/15/2024	3112	Animal Quest Entertainment, Inc.	556.00
05/15/2024	3113	Bullseye Cleaning Services, Inc.	6,300.00
05/15/2024	3114	Downers Grove Park District	100.00
05/15/2024	3115	DuPage Children's Museum	180.00
05/15/2024	3116	Groot Industries, Inc.	570.00
05/15/2024	3117	India for Everyone	155.15
05/15/2024	3118	kristlnZkreations	1,665.00
05/15/2024	3119	Molinaro, Anthony	40.65
05/15/2024	3120	NCPERS Group Life Insurance	48.00
05/15/2024	3121	OverDrive, Inc.	2,791.05
05/15/2024	3122	Rivistas Subscription Services	753.66
05/15/2024	3123	TLD Design Center & Gallery	304.00
05/16/2024	3124	Moffat, Claudia	200.00
05/16/2024	3125	Pawsitive Therapy Troupe	100.00
05/22/2024	3126	Steven Today	120.00
05/29/2024	3127	AEP Energy, Inc.	11,848.23
05/29/2024	3128	Alphagraphics	456.02
05/29/2024	3129	AT&T	365.15
05/29/2024	3130	Baker & Taylor	144.31
05/29/2024	3131	Birmingham, Laura	169.85
05/29/2024	3132	Blackstone Publishing, Inc.	971.98
05/29/2024	3133	Blue Cross Blue Shield of Illinois	20,168.48

Indian Prairie Public Library District Bill Payment List May 2024

Date	Num	Vendor	Amount
05/29/2024	3134	Canon Financial Services, Inc.	228.88
05/29/2024	3135	Canon Solutions America Inc.	65.45
05/29/2024	3136	Cengage Learning, Inc.	673.33
05/29/2024	3137	Center Point Large Print	87.63
05/29/2024	3138	Children's Plus Inc.	2,331.04
05/29/2024	3139	Colley Elevator Co.	784.00
05/29/2024	3140	Current Technologies Corporation	2,612.75
05/29/2024	3141	Dearborn Life Insurance Company	95.66
05/29/2024	3142	DEMCO	268.43
05/29/2024	3143	DuPage County Public Works	728.24
05/29/2024	3144	Edge Music Academy LLC	200.00
05/29/2024	3145	FSS Technologies	112.50
05/29/2024	3146	Hagg Press, Inc.	8,967.00
05/29/2024	3147	HR Source	1,260.00
05/29/2024	3148	Illinois Dept of Innovation & Technology	475.00
05/29/2024	3149	Indian Prairie Library Foundation & Friends	150.00
05/29/2024	3150	Ingram Library Services	11,287.50
05/29/2024	3151	Joe Eskew	38.19
05/29/2024	3152	Kanopy	181.80
05/29/2024	3153	Kathy Bennett	150.00
05/29/2024	3154	Lauterbach & Amen, LLP	675.00
05/29/2024	3155	Lucas Color Card	693.64
05/29/2024	3156	Merda, Amy E	15.08
05/29/2024	3157	Midwest Tape	8,964.32
05/29/2024	3158	OverDrive, Inc.	11,412.69
05/29/2024	3159	Playaway Products LLC	984.94
05/29/2024	3160	Premier Landscape Contractors	9,718.00
05/29/2024	3161	Quill LLC	2,236.51
05/29/2024	3162	RAILS	25.00
05/29/2024	3163	ReThinking Libraries, LLC	8,609.16
05/29/2024	3164	Rivistas Subscription Services	35.51
05/29/2024	3165	Robert Mueller	200.00
05/29/2024	3166	Runco Office Supply	11.98
05/29/2024	3167	Specialty Mat Service	210.81
05/29/2024	3168	Staples Inc.	623.50
05/29/2024	3169	Today's Business Solutions, Inc.	581.60
05/29/2024	3170	Unique Management	19.70
05/29/2024	3171	Windy City Ice Cream LLC	450.00
05/31/2024	3172	Bank of America	664.48
05/31/2024	3173	Bank of America	1,650.63
05/31/2024	3174	Bank of America	1,255.65
05/31/2024	3175	Bank of America	3,645.53
05/31/2024	3176	Bank of America	412.34
05/31/2024	3177	Bank of America	1,929.08
05/31/2024	3178	Bank of America	4,008.09
05/31/2024	3179	Today's Business Solutions, Inc.	895.00

Bills for approval – Electronic Payments & Automatic Withdrawals

MAY 2024

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	5/08/2024	25,134.85
Federal & IL	Payroll taxes	5/22/2024	26,306.72
ExpertPay	Garnishments	5/08/2024	470.92
ExpertPay	Garnishments	5/22/2024	473.58
IMRF	Payroll Pension	5/07/2024	27,976.91
Mission Square	457 Plan	5/10/2024	50.00
Mission Square	457 Plan	5/24/2024	50.00
Nationwide	457 Plan	5/09/2024	50.00
Nationwide	457 Plan	5/23/2024	50.00
DAC	Deposit to HRA	5/07/2024	1,315.78
DAC	Deposit to HRA	5/09/2024	225.50
DAC	Deposit to HRA	5/14/2024	5.68
DAC	Deposit to HRA	5/21/2024	592.26
DAC	Deposit to HRA	5/29/2024	335.99
Nicor	Gas	5/13/2024	1,619.32
ELS	License Stickers		5,588.00
ELS	ELS Fee (April)	5/03/2024	76.00
INB & Republic	Cr Card & Bank Fees	5/15/2024	215.76

ORDINANCE #2024-2

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, 2024 through June, 2025 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 17, 2024
- August 21, 2024
- September 18, 2024
- October 16, 2024
- November 20, 2024
- December 18, 2024
- January 15, 2025
- February 19, 2025
- March 19, 2025
- April 16, 2025
- May 21, 2025
- June 18, 2025

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

Passed and approved this 19th day of June, 2024.

Victoria Suriano, President

ATTEST:

Marian Krupicka, Secretary

515 - Responsibility and Criteria for Selection

Staff conduct selection according to the materials selection policy. Because it is impossible for staff to examine all items being considered for purchase, they depend on reviews found in standard sources and other selection aids. Suggestions for materials to be purchased are welcome from patrons, trustees and staff. An attempt will be made to borrow, through interlibrary loan, any item requested which is out of print or that the library determines does not meet the criteria for selection.

The library considers itself a popular materials library. Within that framework, as well as available financial resources and available space, staff use any of the following criteria to select materials:

Informational materials that are accurate and up-to-date

Popular within the community. In addition, the number of copies purchased is based on community demand.

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author, illustrator, or publisher.

Attention given by critics, reviewers and/or professional selection aids.

Current or historical significance

Materials relevant to the Chicagoland area.

Availability of materials and informational resources in the community or the library system.

Price

Quality of format including technical quality of non-book materials.

Staff will purchase DVDs for youth rated G, PG and PG13 and games rated E, 10+, and Teen. Staff will not purchase CDs for youth marked with a "parental advisory". Games rated mature are purchased and shelved in the adult collection. In the adult collection, DVDs rated X or "NC-17" will not be added to the collection. The library does purchase DVDs that are not rated.

Staff will not purchase items created through the use of Artificial Intelligence.

Self-published titles **by authors residing outside of the Library District** will not be added to the collection.

525 – Gifts (see also 1100)

525.1 – Materials

In accepting donations of any materials intended for the library, the right of the final disposition of such gifts is reserved for the Executive Director and staff. The same criteria for inclusion in the collection that are used for purchase decisions shall be applied to gifts. Gifts that cannot be added to the collection shall be disposed of at the discretion of the Library. They may be given to the Foundation and Friends of the Library for its book sale.

The Library accepts donations of self-published titles by authors that reside inside of the Indian Prairie Public Library District.

The library will not accept donations of the following:

- encyclopedias
- magazines
- National Geographic
- Reader's Digest Condensed Books
- text books
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums
- functional technology that is more than two years old
- VHS and cassette tapes

805.3 Holidays

CURRENT

The library is closed and full-time employees are paid for one 7.5 hour shift or given one compensatory day for one regular 7.5 hour shift if not regularly scheduled to work on the day that the holiday falls for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day or Christmas Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Part-time employees will be paid for the hours they are scheduled, up to 7.5 hours, if normally scheduled to work a day upon which a holiday occurs. Substitutes do not receive holiday pay.

Employees taking unpaid leave of absence or planned Paid Leave time, vacation, sick or personal time will not receive holiday pay.

805.3 Holidays

UPDATED

The library is closed for the following holidays: New Year's Day, Easter, Memorial Day (Sunday and Monday), Independence Day, Labor Day (Sunday and Monday), Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Easter, Memorial Day Sunday, and Labor Day Sunday are not paid holidays.

When Independence Day or Christmas Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

When the following holidays (New Year's Day, Christmas Eve, and New Year's Eve) fall on a Saturday or Sunday, full-time employees are given one compensatory day for one regular 7.5 hours shift, if not regularly scheduled to work.

Full-time employees are paid for one regular 7.5 hour shift on the holiday.

Part-time employees will be paid their scheduled hours, if normally scheduled to work a day upon which a holiday occurs.

The following conditions apply:

- Holidays will not be paid to employees on any type of unpaid leave or planned Paid Leave time;
- Holidays falling within an approved scheduled paid vacation will be recorded as holiday pay;
- Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay;
- Employees who have an unplanned absence the day before or the day after the holiday will not receive holiday pay;
- Substitutes do not receive holiday pay.

Executive Director's Report June 2024

Agenda:

Included in the Omnibus is an update to the Material Selection Policy sections 515 and 525 to include a statement that we will accept donations of self-published titles from authors that reside within the Library District. This was Stacy's suggestion at the last meeting.

I also updated the Personnel Policy to include a statement about unplanned time off around holidays. This change was recommended by our human resource consultants as a good practice.

Per Capita Grant:

I have been notified that the Per Capita grant awarded to us for this fiscal year is \$65,179.62, which is \$438.92 more than last year.

2024-2025 Budget:

The Finance Committee met on June 4th and reviewed the draft budget, which is included in the packet. I have made a few tweaks to the operating budget since the committee met, but expenditure costs went down and not up.

One question that came up at the committee meeting was library investments. The library's investments are limited by statute to more conservative strategies, however the Foundation & Friends funds are not limited by statute. I will add this to the agenda for the July Foundation & Friends meeting.

Coming Soon to the Maker Studio:

The Maker Studio is busier than ever. In order to meet demand and give excellent customer service, we will be going to an appointment model. Right now, it is simply walk-in and staff are struggling to help many people at once. Being stretched thin, they can't always properly help people, so this change will improve the user experience. There will also be regular drop-in Studio Time for Mid-Kids and Adults where no appointment will be required. I am hoping to start getting the word out and make the change in July.

School Supply/Backpack Drive:

The library is partnering with the Willowbrook/Burr Ridge Chamber to collect school supplies and backpacks during the month of July. The collection bin will be in the vestibule.

Strategic Plan:

Nothing new to report this month. I am still waiting on the report from *ReThinking Libraries*, which we should get over the next couple of weeks.

Summer Reading Kick-Off:

The Kick-Off party on Saturday, June 8th was the most successful one yet: 3,099 attendees! Last year's attendance was 2,662. The weather was perfect and a good time was had by all.

IPPL Foundation & Friends:

The Book Sale brought in \$310 and movie Donations were \$35 in May.

The Foundation received a check from Better World Books for \$357.07 for materials sent in January, February and March.

Jamie Allard had the great idea to have a Foundation & Friends table at the Summer Reading Kick-Off party to promote the Reading Garden bricks, which did prompt some purchases.

Meetings:

- 5/23 Department Head Meeting
- 5/30 Person In-Charge Training: NARCAN
- 6/4 Finance Committee
- 6/6 SWAN Quarterly
- 6/6 RAILS Member Update: ADA Compliance
- 6/11 SWAN: EBSCO Database Package Update
- 6/13 Department Head Meeting
- 6/19 Board of Trustees Meeting

In May, I had 37 one-on-ones (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

Events:

- 5/23 Midway Park Grand Opening and Ribbon-Cutting, Village of Willowbrook

Continuing Education:

Webinar: *Working in the "Gray Area": Boundaries for Library Staff* (1hour)

Submitted by:



Laura Birmingham
Executive Director

Deputy Director's Report: May 2024

Building & Grounds:

On April 16, a RAILS delivery truck struck the awning covering the book drop and drive-up window. The third-party delivery company is paying for a replacement awning. It is currently being manufactured, and we expect installation to be done before the end of June.

Two bearings and a shaft on the library's air handler broke on May 6. These parts were part of the total blower wheel replacement project from November 2023, so they were luckily still under warranty (as well as the labor). Unfortunately, the replacement parts we needed were not immediately available and Hayes could not install them until May 22.

On May 22, the VFD that controls the fans on one side of the chiller failed. The replacement VFD was also not immediately available, and Hayes was not able to replace it until 6/4. The other side of the chiller worked, but not as efficiently as normal, and it had to be manually restarted each day until the VFD arrived. Between the two issues with the air handler and the chiller, we did not have fully functioning HVAC for nearly a month. I truly appreciate all the staff for their adaptability and positive attitudes during that time.

Further, on May 22, a representative from JULIE was marking our utility lines on the north side of the building ahead of some landscaping work Premier needed to complete for us. During his visit, he accidentally pierced our private natural gas line (that runs between the meter and our generator) with a sensor rod. We had to evacuate the library and call Nicor to get the line turned off and the building checked and cleared for occupancy again. Stephen's Plumbing fixed the puncture on June 7 and JULIE agreed to pay the repair bill.

On May 31, there was a serious accident at the intersection of Clarendon Hills Road and Plainfield Road where a vehicle struck a traffic light. This disrupted power in the library building overall and negatively affected our boiler's motor. Joe can get the motor going for a while, but it has been periodically going into overload ever since, which shuts the boiler down. We plan to have this issue addressed during Hayes's next quarterly maintenance visit on June 25.

Additionally, Joe closed 49 building tickets in May. Highlights include: 1) Fixing the urinal in the first-floor men's public restroom, 2) Refreshed soil and prepared rain barrels for the planter beds in Keshav's Garden, and 3) Replaced shelving in the Library of Things storage closet.

Meetings:

Library Board meeting: 5/15

Department Head meetings: 5/9 and 5/23

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

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

Staff Training:

I had the DuPage County Health Department come and do refresher Narcan training for all PICs in May.

Technology Highlights:

We were finally able to get our Meraki access points configured and mounted in May for our WiFi upgrade. Unfortunately, when we switched over to the new WiFi network on May 28, we encountered several unexpected issues that will take significant time to troubleshoot. Because of the anticipated spike in summer guest traffic, especially for the summer kickoff event, we switched everything back to the original WiFi network on May 29 and will do some additional preparation over the next several weeks, then try again in late summer to bring the new access points online.

In addition to closing 24 technology tickets in May, Tony completed a lot of back-end IT work for us. Highlights include: 1) Wrote documentation on how to complete everyday tasks with our new tools Check Point and Veeam, 2) Disabled autoplay and autorun from USB drives on our public computers, per security recommendations, and 3) Fully enabled all the new security features in Check Point, including click point protection, smart banners, and attachment scanning.

The WorkNet DuPage Kiosk stats for May showed 44 navigations.

Report Submitted by: Kristen Lawson

**Jill Yott, Communications Coordinator, Report for Board of Trustees
May 2024**

In the Gallery—May

1st Floor Gallery: People's Resource Center (PRC) Art Program

2nd Floor Gallery: The Greek Women's University Club

Display Cases: The Greek Women's University Club

Notable Projects/Meetings/Workshops

- Paul & I attended a half day marketing workshop that was presented by Illinois Library Association.
- I attended the strategic agenda planning meeting.
- Did a presentation for Maker Studio staff about copyrights, trademarks, and intellectual property.
- Did various signs for the library including display signs for Resource Services.
- Met with Gail regarding upcoming projects.
- Met with Amy regarding programming.
- Met with Mark for our regular check-in.
- Created signs for Juneteenth Storyteller
- Created signs for Maker Studio
- Had regular 1-1 with Paul.
- Had regular 1-1 with Laura.

Summer Reading 2024

- Signs done for June 8 Summer Kick-Off Party.
- Signs for the Summer Reading program distributed around the library.
- Ordered more fliers for P&O staff to bring to schools.
- Logs delivered for the Summer Reading Program.
- Banner hung for Summer Reading Program.
- Creative content done for June 8 and June 10.

Note: The video that I created for Amy to use at the schools, that couldn't accommodate a visit for the Summer Reading Program, had 91 unique views; most got through 72 percent of the video, or about 1 minute and 50 seconds. Based on that, I would next summer the video is about 1 minute and 30 seconds.

June/July/August 2024 Newsletter

- Arrived in households around May 22; posted on the website the same day. During the summer we order another 1,500 compared to our regular run. The last two years we've flown through them at the Summer Kick-Off Party and other outreach events.

Website

Paul and I did various updates on the site. This ranged from updating databases and doing text updates:

In addition . . .

- I created a new library card form for Business Cards—it's still in process
- I created a new programming form for Programming & Outreach

Yelp & Google

People are using Yelp and Google to access the library.

In the month of May through Yelp, 29 people used us to find out more information about the library.

In the month May through Google . . .

- 585 called us
- 796 asked for directions to get to us
- 5,554 Googled our name

General Enews Subscribers

We gained subscribers this month.

April 30	21,841
May 31	21,903
Loss/Gain in subscribers	+62

Enews Open Rate

Both the regular enews and regular campaigns had steady opening rates.

Date	Open Rate
May 2	34 percent
May 9	37 percent
May 16	36 percent
May 23	36 percent
May 30	33 percent
Emergency Alert May 17	40 percent
Emergency Alert May 19	37 percent
Emergency Alert May 21	39 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails Welcome one	73 percent

Welcome two	64 percent
Welcome three	58 percent

Social Media

Facebook, Instagram, and LinkedIn continue to grow.

Social Channel	Likes/Followers	+/- (April)
Facebook (likes)	2,501	+7
Facebook (follows)	2,760	+9
Instagram	1,161	+14
Twitter	1,159	+1
LinkedIn	241	No change
YouTube	220	No change

Our best post reach on Facebook were the following posts . . .



In preparation for National Garden Week in June, the Darien Garden Club has a selection of garden and environment-related items in the second-floor display case nearest the stairs. The ite...

Wed, May 8



🚨 SERVICE ALERT 🚨 Our air conditioning is not working; we are waiting for a part to repair it. During your visit, it may be warm and stuffy.

Thu, May 9



Help us get Keshav's Garden ready to grow for summer at the Keshav's Garden Planting Party on Tuesday, May 21, from 4-5 p.m. In this hands-on experience, complete with gardening expertise...

Tue, May 14



Looking to surround yourself with blooming flowers and blossoming trees? Head out of the library and enjoy the Gardens at IPPL, which include the Reading Garden and Keshav's Garden....

Wed, May 22



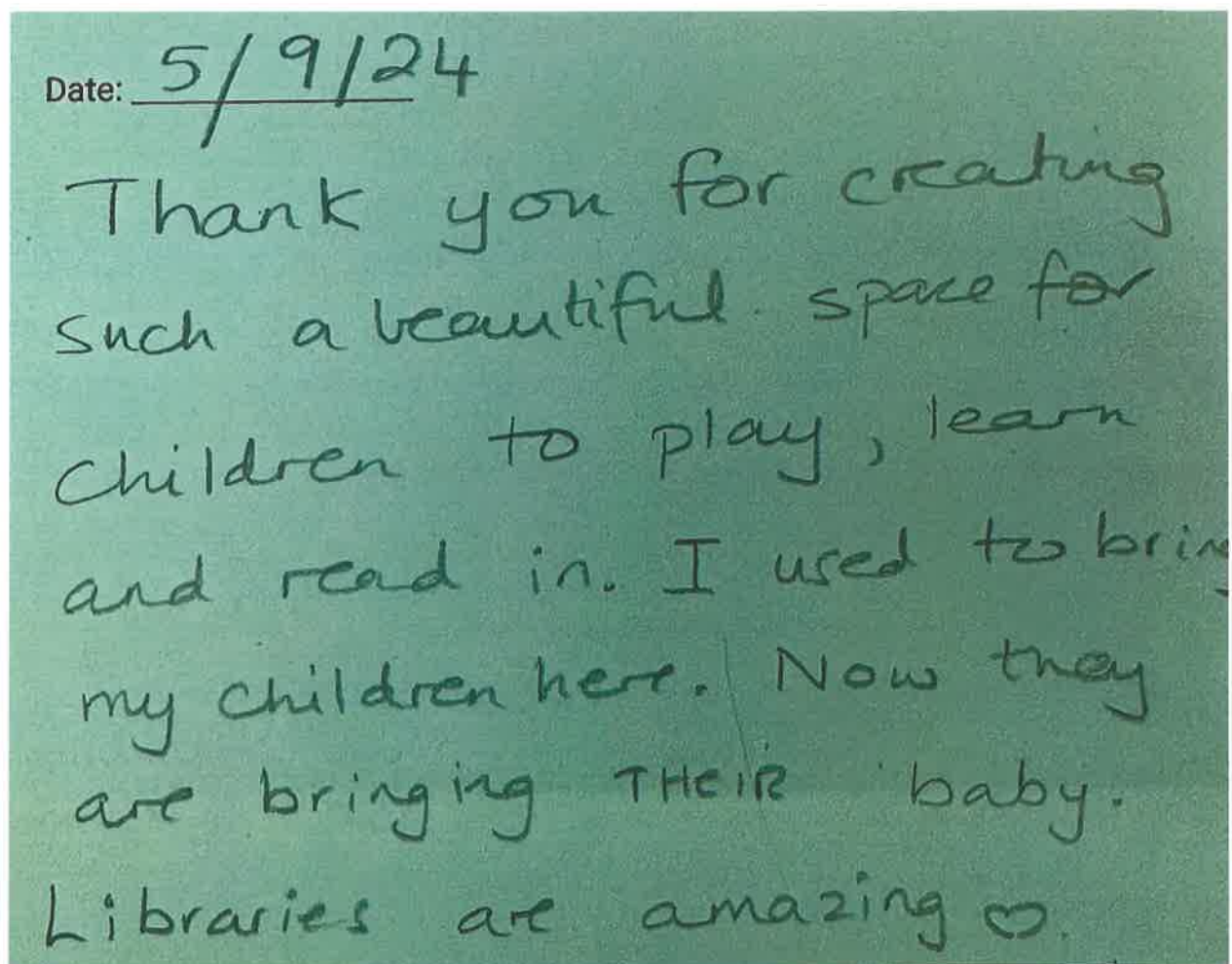
SERVICE ALERT The library is closing early today, Tuesday, May 21, at 11 a.m. As we've reported, our HVAC system is out of service. That combined with the temperatures, it's too warm...

Tue, May 21

Our best post reach on Instagram during the month were the following posts . . .

A nice thank you note from a guest, three of our posts about the air conditioning service alerts, and the summer reading program. The photo that did well from a guest is posted below.

Overall, our engagement was better during the month of May compared to the month of April; it was nearly 46 percent higher. It looks like the service alerts that we had about the air conditioning, plus posts about summer reading and Keshav's garden contributed to the high engagement.



Guest Services

May 2024

Circulation

The total checkouts and renewals for May was 49,626

69% of our checkouts and renewals were done by self-service. 28% of our checkouts and renewals were done at the desk and 3% were done at the drive up.

The library had 30,098 in-person visitors and 26 guests used the drive-up.

Staff checked out or renewed 1,472 items and placed 916 holds at the drive-up.

Community

Passports: 73

License plate sticker renewals: 37

Library Cards: Staff issued a total of 190 library cards: 132 resident and 58 non-resident. 43 cards were initiated remotely.

Total number of IPPL Library cards: 27,276

Birthday gift: Staff handed out 27 birthday gifts in May.

Meetings

June 25	SWAN updates	Zoom
June 26	SWAN Circ Users	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Circulation Statistics													
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
July	87,602	80,022	75,425	67,595	59,767	65,323	64,326	# 38,174	# 48,269	50,710	58,718		
Aug.	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	50,259	61,685		
Sept.	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926	42,524	53,672		
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085	42,952	56,408		
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654	43,005	51,651		
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669	41,917	52,438		
Jan.	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860	44,846	57,406		
Feb.	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102	42,325	53,832		
Mar.	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000	48,922	57,801		
Apr.	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	# 29,586	# 44,598	43,707	54,511		
May	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473	# 42,153	43,553	49,626		
June	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565	47,887	51,985			
Yearly													
Total	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	607,748	0	
& Ill sent added ^Missing data--used an average number to get a total *Parking lot construction #Covid 19 \$-closed 2 weeks													

Programming and Outreach Department – May 2024

Community

On May 1, Jean Carroll, Adult Librarian, met with the LADSE WIOA summer program work coordinator. IPPL is a partner work site for this program.

Jean Carroll met with Jason Norton, Darien Police Deputy Chief, to plan future partnership programs on May 3.

On May 6, Jean Carroll attended the monthly Senior Advisory Committee meeting held at the Downers Grove Township center.

Erin Fergus, Senior Librarian, facilitated two in-library field trips with Quran Blossoms Preschool on May 6 and May 7, connecting with a total of 120 preschoolers.

Amy Merda, Dept. Head, facilitated an all-school assembly Summer Reading Program promotional visit at Gower School on May 13, connecting with 450 students.

On May 13, Beth Skolba, Specialist, facilitated an engaging activity with 29 after-school program participants at Anne M. Jeans School.

Kristen Lawson, Deputy Director, and Amy Merda facilitated an SRP promotional visit at Elizabeth Ide School, connecting with 220 students on May 14.

In partnership with the Darien Dragons 4H Club, over a dozen chicks hatched in May during the annual egg incubation project, now in its 8th year. Guests enjoyed viewing the chicks in their brooding box and learning about the chicken life cycle until they took a comfortable trip to their new home at a local small farm in mid-May.



On May 17, Kate Kresek, Specialist, represented IPPL at the Burr Ridge Armed Forces Day event, held at the Burr Ridge Village Center. She interacted with 83 guests and shared information on IPPL's Veteran's History Project and the upcoming Wreaths Across America Mobile Exhibit.

Also on May 17, Chrissy Wesolowski, Specialist, represented IPPL at the evening Art, Books, and Beyond Fair hosted at Maercker School. She connected with 100 students and adults at this event.

Jean Carroll visited Burr Ridge Senior Living on May 17 to offer a Mini-Library and information on library services. She interacted with 19 residents, checking out materials and offering readers' advisory.

Amy Merda represented IPPL at the LADSE Employer Appreciation Luncheon held on May 17. Student and staff speakers shared their positive program experiences during the event.

On May 21, Jean Carroll and Jack Schultz, Senior Technology Librarian, presented information on the Maker Studio and library programming, materials, and services to residents of the Carriage Way West Homeowners' Association at their clubhouse.

Also on May 21, Kristen Lawson facilitated an SRP promotional visit at Kingswood Academy and interacted with 100 students.

Amy Merda facilitated an SRP promotional visit at Gower Middle School on May 22 and interacted with 115 students.

On May 29, Jean Carroll represented IPPL at the District 86 Partner Appreciation Breakfast. Information was shared about the impact of the various partnerships during the event.

Programs – May 2024

In May, we had 57 programs attended by 1,827 guests.

Early Literacy/Families

5/11	Little Builders Drop-In	Erin	30
5/17	Color Changing Flowers	Erin	16

Mid-Kids

5/2	Eggs to Chicks Workshop	Chrissy	31
5/4	Mid-Kids Pokémon Meet-Up	Chrissy	16
5/6	Mid-Kids Art Club	Chrissy	12
5/8	Read to a Pet	Chrissy	12
5/22	Homeschooling SMART: Geography Wonders	Amy	17
5/22	STEAM Station	Chrissy	16

On the last STEAM Station for the school year, we discussed the emerging cicadas. Attendees first enjoyed the informational and popular video from the DuPage County Forest Preserve. Attendees then enjoyed a game of cicada trivia in which the winner was able to choose a prize. They then created their own cicada crafts using clothespins and construction paper. The craft was so popular, the kids made several cicada crafts to pin to their clothes as "cicada fashion." The kids were also able to look at a live cicada up close. Most of the attendees had never held a cicada before so that was an especially thrilling part of the program. The kids had a good time, and they also learned a lot about this unique insect.

Teens

5/9	Teen Dungeons and Dragons	Sarah	5
5/21	Middle School Quest	Sarah	
	--canceled due to library closure		
5/28	Volunteer Orientation	Sarah	6
5/29	Volunteer Orientation	Amy	6

5/30	Volunteer Orientation	Sarah	9
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Adults

5/1	Online: Chair Yoga	Kate	18
5/2	Thursday Afternoon Movie: A Haunting in Venice	T.J.	12
5/8	Online: Chair Yoga	Kate	18
5/10	After Hours: Mia Manansala --canceled due to low registration	Kate	
5/15	Online: Chair Yoga	Kate	19
5/16	Adult Button Art: Watermelon	Kate	12
5/16	Thursday Afternoon Movie: Wonka	T.J.	11
5/17	Genealogy After Hours	Joe	10
5/22	Online: Chair Yoga	Kate	19
5/29	Online: Chair Yoga	Kate	19
5/30	The Men of Omaha Beach	Kate	58

On May 30, just one week prior to the 80th anniversary of D-day, Robert Mueller gave a presentation about The Men of Omaha Beach to almost 60 guests. He not only discussed the invasion of Normandy but talked about specific soldiers who fought on Omaha Beach on D-day, their backgrounds and what happened to them. Guests also learned about what Normandy is like today and about visiting the American cemetery there.



On May 21, staff and multiple members of the IPPL community, including members of the Darien Garden Club, planted seeds and small plants into the raised beds in Keshav's Garden.

Groups

5/2	Nonfiction at Night Book Discussion	Joe	7
5/4	In-Person ESL Conversation Group	Joe	6
5/6	Adult Chess Group	Jean	6
5/8	Online: ESL Conversation Group	Joe	4
5/9	Crime Readers	Tori	10
5/13	Adult Chess Group	Jean	8
5/18	TASC Meeting	Sarah	11
5/20	Adult Chess Group-canceled due to 2 nd floor closure	Jean	
5/20	Novel Idea Book Discussion-canceled due to 2 nd floor closure	Jen	
5/21	Keshav's Garden Planting Party	Amy	9
5/22	Online: ESL Conversation Group	Joe	2
5/23	Genealogy Group Meeting: History and Evolution of American Funeral	Joe	11

Practices

Passive and Pop-Up Programs

5/1-31	Adult Puzzles (3)	Kate	32
5/7-5/31	Teen Post: What animal would you like to be for a day?	Sarah	46
5/1	Teen Question of the Day: Favorite Food	Sarah	19
5/8	Question of the Day: Favorite Food	Sarah	46
5/15	Question of the Day: Fav Current Song	Sarah	28
5/15	VR Teen Drop-In	Sarah	8
5/22	Question of the Day: Dream Vacation Destination	Sarah	20
5/29	Question of the Day	Sarah	14
5/1-5/31	Baby Book Bees registrations	Jordan	1
5/1-5/31	1,000 Books Before Kindergarten completions	Jordan	1
5/1-5/31	100 Books Before Graduation Registrations	Jordan	1
5/1-5/31	Mid-Kid Book Bag requests	Jordan	3
5/1-5/7	Tree Scavenger Hunt	Beth	24
5/8-5/31	Animal Scavenger Hunt	Beth	148
5/1-5/14	Chick Craft	Chrissy	100
5/1-5/11	Chick Coloring Page	Erin	170
5/12-5/31	Flower Coloring Page	Erin	310
5/12-5/31	Nature Scavenger Hunt	Erin	100
5/15-5/21	Unicorn Coloring	Chrissy	130
5/22-5/23	Cicada Worksheets and Craft	Chrissy	100
5/28-5/31	Shark Craft	Chrissy	80

The Question of the Day is a new and already successful program held on early release school days for Hinsdale South High School students. For this program, teens approach the K & T Desk and 1. tell us their names, 2. answer the "question of the day"- in order to get a snack (a small bag of chips or fruit snacks). The short term goals of the program are for staff to learn teen regulars' names, and to encourage positive interactions with them. The long term goals are to build relationships with our teen patrons, and to reduce behavioral incidents on the floor through changing the culture of interacting with teens- and make behavioral incidents easier to resolve when they occur due to those relationships.

Submitted by:

Amy Merda, P & O Dept. Head

6/13/24

Resource Services May 2024 Report
Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- T.J. Szafranski, Senior Resource Services Librarian, moved the Great Courses collection next to the Playaways and audiobooks to increase visibility.
- Anna Hinkley, Resource Services Specialist and Diane Nickolaou, Resource Services Associate II, worked together to reduce the newspaper archive holdings.
- Jen Ripka, Adult Services Librarian, added new Lucky Day titles to OverDrive.
- Jeanine Clinton, Resource Services Librarian, and Anna Hinkley, Resource Services Specialist, finished updating the Gardening pull-out section, including adding new spine labels to reflect revamped subcategories.
- Jordan Calabrese, Youth and Teen Resources Librarian, worked with Jill Yott, Communications Coordinator, to replace the endcap signs in the Kids & Teens department.

May Collection Totals

Print Books	101,332
A/V Materials	35,269
Other Physical Materials (Kits, Games, Puzzles)	1,582
eBooks (OverDrive & Hoopla)	967,061
eAudio & eMusic (Overdrive & Hoopla)	706,170
Digital Video (Hoopla & Kanopy)	65,727

Library Displays

1st Floor

- AAPI Mysteries (May 1 – May 10)
- May is Mystery Month (May 11 – May 31)
- Spotlight: Manga
- Ani-May (Anime)
- Birds: Field Guides

2nd Floor

- National Pet Month (May 15-May 31)
- Celebrating AAPI Heritage Month (April 29-May 15)
- Celebrating Mental Health Awareness Month (May 15-May 31)
- Check Out the Chicks (May 1-May 7)
- Celebrating Mothers (May 7-May 15)
- Mindfulness

Monthly Highlights

- Joe Popowitch, Resource Services Librarian, facilitated a donation of Chicago Tribune microfilm and a metal microfilm cabinet to the Wilmette Family Search Center. Joe received assistance from Anna Hinkley, Resource Services Specialist, Joe Eskew, Building Services Coordinator, and Kristen Lawson, Deputy Director.

- Jordan Calabrese, Youth and Teen Resources Librarian, updated the following book lists on the website, *I Love My Library*, *Historical Fiction for Mid-Kids*, *Historical Fiction for Teens*, *Science Fiction for Mid-Kids*, *Science Fiction for Teens*, *Graphic Novels for Mid-Kids*.
- T.J. Szafranski, Senior Resource Services Librarian, attended the Strategic Planning Retreat held at the library with IPPL Board members, community members, and other staff.
- Jen Ripka, Resource Services Librarian, updated the following book list on the website, "*Local Interest – Set in Chicago*."
- Jeanine Clinton, Resource Services Librarian, moved the Library of Things items, adult Kindles, and audiobook iPods into the storage area and organized the space to improve findability for staff.
- Tori Castro, Readers' Advisory Specialist II, made improvements to the Book Club to Go kits, including numbering the books in each kit and creating a procedure for staff to notate damage.
- Anna Hinkley, Resource Services Specialist, used a SWAN report to locate items in the catalog that did not have cover photos and with Hannah Frost, Resource Services Associate, uploaded the missing images to the catalog.

On-Call Librarian Interactions

Assistance	215	102 phone / 82 in-person / 26 chat / 5 email
Reference	66	14 phone / 45 in-person / 6 chat / 1 email
One-to-One Training	2	2 in-person
Readers' Advisory	3	2 in-person / 1 phone
Directional	7	7 phone

Community

- Tori Castro checked out 105 items for Homebound delivery in May.
- Joe Popowitch coordinated six volunteer hours, three for the Veterans History Project and three for general projects.

Programs

Date	Name	Program	Attendance
5/02/24	T.J.	Thursday Movie: <i>A Haunting in Venice</i>	20
5/02/24	Joe	NonFiction at Night Book Group	7
5/04/24	Joe	In-Person ESL Conversation Group	6
5/08/24	Joe	Online ESL Conversation Group	4
5/09/24	Tori	Crime Readers Book Group	10
5/16/24	T.J.	Thursday Move: <i>Wonka</i>	24
5/17/24	Joe	Genealogy After-Hours Event	16
5/18/24	Joe	In-Person ESL Conversation Group	5
5/20/24	Jen	Novel Idea Book Group	Canceled
5/22/24	Joe	Online ESL Conversation Group	2
5/23/24	Joe	Genealogy Meeting	11

May Passive Youth Programs

Program	Engagement
Monarch Challenge	n/a
Bluestem Challenge	n/a
Caudill Challenge	n/a
1,000 Books Before Kindergarten	1 completion
Baby Book Bees	1 sign up
100 Books Before Graduation	1 sign up
Mid-Kid Book Bags	3 requests received

Continuing Education & Contributing to the Profession

- Tori Castro attended the following webinars/meetings:
 - Manga Spotlight (Booklist)
 - ARRT Book Club Study
- Jordan Calabrese attended the following webinars/meetings:
 - Person in Charge Training
 - Teen or Youth Selectors Networking Meeting (RAILS)
 - School Library Journal Day of Dialog (webinar)
 - Virtual Summer 2024 Children's Teacher & Librarian Preview (Simon & Schuster)
 - Summer 2024 Preview (Harper Collins Children's Books)
 - Children's Book Summer 2024 (Random House)
 - Young Readers Summer 2024 Preview (Penguin Books)
- Jeanine Clinton attended the following meetings:
 - Person in Charge Training
 - LendingKey (OCLC)
 - Acquisitions and Cataloging User Group (SWAN)
 - Cataloging Non-English Materials (SWAN)
 - Using Digitized Historical Newspaper Collections (RAILS)
- Joe Popowitch attended the following meeting:
 - Person in Charge Training
- Jen Ripka attended the following webinars/meetings:
 - Person in Charge Training
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Sustainability Resources Committee Meeting (ALA)
 - OverDrive Refresh (eMediaLibrary)
 - Best Book Club Picks (Booklist)
- T.J. Szafranski attended the following webinars/meetings:
 - Person in Charge Training
 - Kanopy Town Hall webinar

Technology & Maker Services Board Report

May 2024

Classes/Programs

Number of Classes: 12, Total Attendance: 94

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
5/7	4-5p	Mid-Kids Drop In	Kids	Jack, Beth	8
5/8	630-730p	Intro Vinyl Cutter	All	Luke	7
5/9	530-7P	Sublimation Pens	Kids	Mark	10
5/13	630-730	Intro to Laser	All	Kate	11
5/21	4-5p	Mid-Kids Drop In	Kids	Jack, Beth	6
5/22	630-730p	Laser Cut Acrylic Earrings	All	Luke	11
5/23	630-730p	Intro to Wood Carving	All	Jack	8

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
5/6	7-9p	Android Basics	Adult	Ann	4
5/14	4-5p	LEGO Robotics	Kids	Jack	7
5/15	2-3p	Mac/OS Basics	Adult	Luke	7
5/21	5-7p	Maintain & Speed up comp.	Adult	Ann	6
5/23	4-430p	Lil Coders Scratch Jr.	Preschool	Jack	9

Statistics

- Computer Usage
 - Adult Users: 1555 Hours: 1246
 - Adult laptop: 5 Hours: 8
 - K&T Users: 628 Hours: 286
 - K&T Laptops: 0 Hours: 0
- Technology Desk Assistance- 642
- 1-on-1 Training- 1
- Wireless Usage- Total Unique Access: 7279

Maker Services/Maker Studio

- Jack created templates for the button makers that help patrons to size images and have easy and precise cuts to allow the use of the most space on a sheet of paper.
- Jack researched and set up free Canva Pro accounts for staff. Canva is a newer online software that allows users to create flyers, posters, documents, and even original A.I. art. The accounts will allow staff to train on the software and help staff to assist the many patrons who are already using the software. Jack also arranged for upcoming classes to teach Canva to patrons.
- Incorporated Monday.com software to track 3D print jobs and removed the paper tickets.
- Worked on improved volunteer greeter and helper job descriptions and tracking via software
- Worked on establishing a “by reservation only” maker studio plan (continued)
- Cleared the maker studio of copyrighted material and worked with staff to understand what is and isn't allowed related to copyright and assisting patrons

Classes/Programs

- Passive program- 1-1. Total attendance: 20

Made in a class

Acrylic earrings – Sublimated, laser-cut earring (w/o hardware attached)



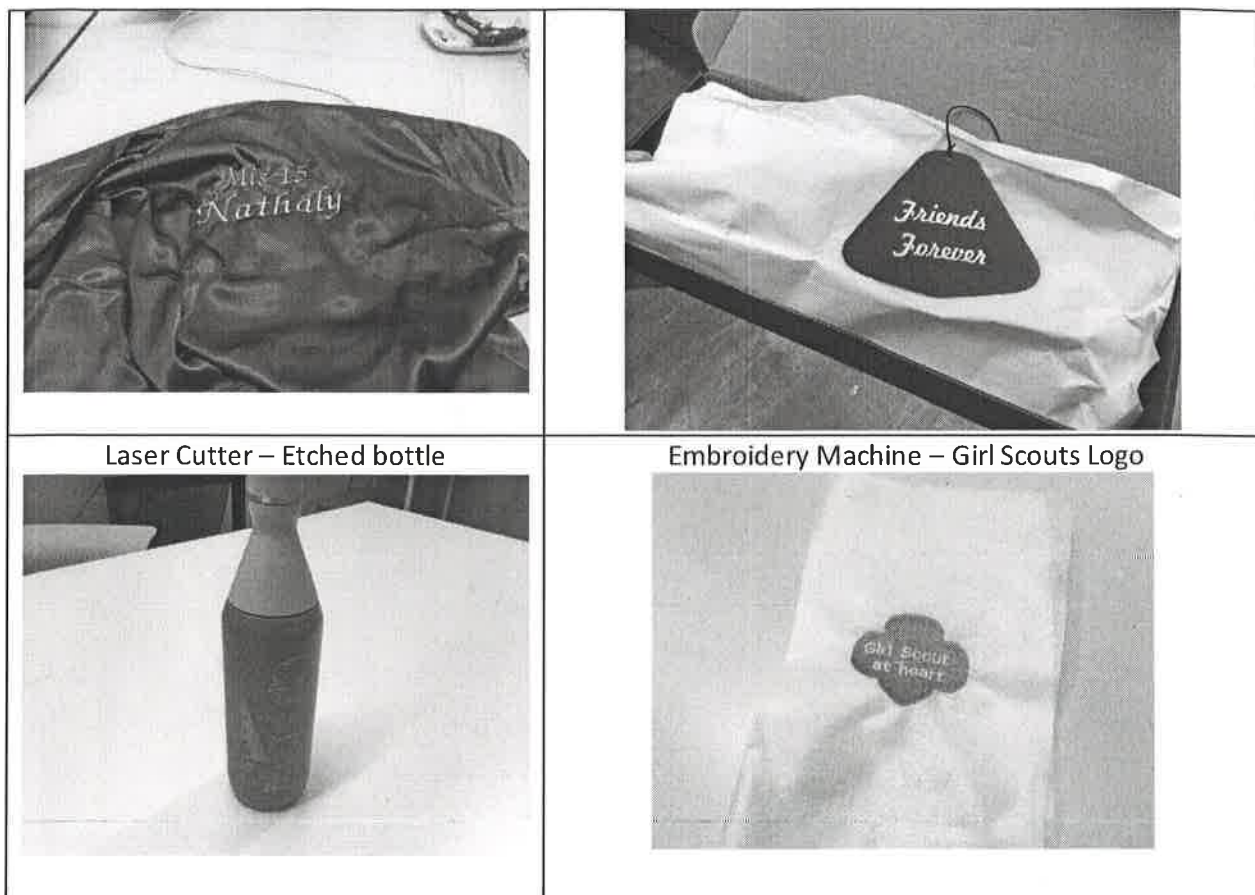
Sublimation Pens – Sublimated Pen



Made Using Equipment

Embroidery Machine – Embroidered satin fabric

Laser Cutter – Etched wind chime



Statistics

- Maker Assistance- 941
- Maker 1-on-1 Training- 66

Equipment Usage

- 3D Printers- 6
- Button Maker- 10
- Candle Maker- 5
- Carving Machine - 1
- Cricut (Vinyl)- 10
- Digital Editing (iMac)- 5
- Embroidery Machine- 25
- Hat/ Mug Press - 30
- Knitting Machine- 4
- Laminator - 6
- Laser Cutter- 30

- Poster Printer- 30
- Sewing Machine- 6
- Silhouette (Vinyl)- 10
- Sizzix (die cut/embossing)- 8
- Sublimation Printer- 45
- White Toner Printer - 15

Outreach & Projects

- Kate created the Beginner Wall which now has five easy 30 minutes or less projects that any patron who is completely new to the Maker Studio can complete. The projects include pre-designed embroidery earrings, sublimated aluminum prints, a laser cut 3D Bee Puzzle, a 3D print of a flexible dragon, and a knitted newborn-sized hat. Patrons will be able to donate the baby hats if they wish through Kate's contact at Mad Hatter Knits, a charity that coordinates newborn knitted hat donations to local hospitals.
- Kate also created two new examples that are now living in the Maker Studio. She made an adult-sized knitted hat pattern and an embroidered pillow of a fuzzy bee.
- Luke has been preparing for his Pride White Toner Printed T-shirts program and Photo Prints on Aluminum program for this summer season. He is also working out the kinks for and preparing the Make Your Own Laser-Cut Clock program (final program name TBD) to take place this autumn.
- Luke updated the sublimation display shelf above the dye sub printer and the shelf above the mug presses with some of his own photographs on aluminum – and added the acrylic, laser-cut frogs he created for display/demo purposes.

Mark Sloan, Head of Technology & Maker Services, May, 2024

STATISTICS FOR	May-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	22,605	18,961	264,580	212,769	24.35%
Teen	983	1,336	28,044	14,947	87.62%
Kids	14,500	10,574	165,029	134,563	22.64%
ILLS Sent	2,544	2,740	30,865	31,143	-0.89%
TOTAL	40,632	33,611	488,518	393,422	24.17%
Electronic Circulation	11,538	9,942	121,774	101,368	20.13%
GRAND TOTAL CIRC.	52,170	43,553	610,292	494,790	23.34%
% Reciprocal Borrowing	11%	10%	10%	10%	
Patron Visits	30,824	29,339	328,988	315,275	4.35%
<u>Current Cards</u>					
Resident	132	152	24,997	23,908	4.55%
Non-Resident	58	48	2,279	2,147	6.15%
TOTAL	190	200	27,276	26,055	4.69%
<u>Patron Assistance</u>					
Adult - Reference	2,380	2,458	27,488	26,894	2.21%
Kids - Reference	752	772	9,999	8,449	18.35%
Technology - Reference	1,483	812	14,324	11,439	25.22%
TOTAL REFERENCE	4,615	4,042	51,811	46,782	10.75%
Adult - Other	67	100	998	1,731	-42.35%
Kids - Other	22	22	493	891	-44.67%
Technology - Other	8	35	147	408	-63.97%
TOTAL OTHER	97	157	1,638	3,030	-45.94%
GRAND TOTAL ASST.	4,712	4,199	53,449	49,812	7.30%
<u>ILL/Reserves</u>					
Holds	7,284	7,889	89,974	78,045	15.28%
ILLs Sent	2,544	2,740	30,865	30,177	2.28%
ILLs Checked Out	3,012	3,495	42,483	42,027	1.09%
ILLs Received	3,941	4,606	50,280	54,257	-7.33%
<u>Programs - Adult</u>					
# Programs	11	22	146	240	-39.17%
Attendance	196	477	3,098	3,424	-9.52%
<u>Programs - Tech & Maker</u>					
# Programs	12	21	151	208	-27.40%
Attendance	94	109	1,235	2,591	-52.34%
<u>Individual Technology Training</u>					
# of Patrons	71	255	1,708	3,509	-51.33%
<u>Groups</u>					
# Programs	12	11	118	135	-12.59%
Attendance	74	73	1,048	913	14.79%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	5	6	75	66	13.64%
Attendance	26	42	579	369	56.91%
<u>Programs - Kids</u>					
# Programs	8	199		268	-100.00%
Attendance	150	320	4,745	5,445	-12.86%
GRAND TOTAL ATT.	611	1,276	12,413	16,251	-23.62%

STATISTICS FOR	May-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	2	2	31	26	19.23%
Attendance	34	11	723	557	29.80%
Passive Programs - Teen					
# Programs	9	2	32	24	33.33%
Attendance	182	17	386	465	-16.99%
Passive Programs - Kids					
# Programs	13	12	167	119	40.34%
Attendance	1,185	1,395	16,691	11,880	40.50%
Computers - Patron Use					
Adult Computers	1,555	1,604	15,897	17,929	-11.33%
Kids Computers	628	521	7,911	4,898	61.51%
Teen Laptop	0	8	651	104	525.96%
Adult Laptop	5	14	136	200	-32.00%
TOTAL PATRON USE	2,188	2,147	24,595	23,131	6.33%
Hours Used					
Adult Computers	1,246	1,325	12,584	14,254	-11.72%
Kids Computers	286	234	4,241	2,302	84.23%
Teen Laptop	0	5	315	123	156.10%
Adult Laptop	8	14	156	240	-35.00%
TOTAL HOURS USED	1,540	1,578	17,296	16,919	2.23%
Wireless Total Connections	7,279	7,337	79,333	73,285	8.25%
IPPL Total Web Site Access	13,413	10,832	143,855	128,730	11.75%
IPPL Total Page Views	54,892	38,916	541,864	435,506	24.42%
Subscription Database Logins	2,053	2,197	27,943	29,689	-5.88%
Outreach-Homebound					
Items Delivered	105	165	1,711	1,629	5.03%
Volunteers					
Number Active	23	6			
Hours Worked	52	31	1,117	527	111.95%
Staff Training Hours	100	491	860	1,147	-25.02%
Room Use					
Conference Rooms	860	635	8,952	6,534	37.01%
Meeting Rooms					
Library	49	55	591	675	-12.44%
Non-Library	22	19	210	199	5.53%
Board Room					
Library	18	28	216	224	-3.57%
Non-Library	30	20	270	222	21.62%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2024

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	322	0	105	217
Non-Fiction	31,654	344	462	31,536
Fiction	28,890	313	388	28,815
ADULT TOTALS	60,866	657	955	60,568
KIDS				
Non-Fiction	11,139	138	16	11,261
Fiction	24,453	394	200	24,647
Books + Audio (Vox, WonderBooks)	203	0	2	201
KIDS TOTALS	35,795	532	218	36,109
TEEN				
Non-Fiction	667	14	0	681
Fiction	4,008	50	84	3,974
TEEN TOTALS	4,675	64	84	4,655
BOOK TOTALS	101,336	1,253	1,257	101,332

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	5,972	20	73	5,919
Music CDs	4,390	17	9	4,398
Playaway	350	0	53	297
ADULT TOTALS	10,712	37	135	10,614
KIDS				
Audiobooks on CD	610	1	2	609
Music CDs	235	0	4	231
Playaway	141	0	0	141
KIDS TOTALS	986	1	6	981
TEEN				
Audiobooks on CD	141	0	0	141
Playaway	19	0	0	19
TEEN TOTALS	160	0	0	160
AUDIO TOTALS	11,858	38	141	11,755

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	20,185	60	601	19,644
ADULT TOTALS	20,185	60	601	19,644
KIDS				
DVD & Blu-ray	3,972	24	126	3,870
KIDS TOTALS	3,972	24	126	3,870
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	24,157	84	727	23,514

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	12	0	0	12
Library of Things	143	1	2	142
Devices (Rokus, iPods, Kindles)	51	0	1	50
Console Games	586	17	0	603
CD-ROMs	12	0	0	12
ADULT TOTALS	804	18	3	819
KIDS				
Kits (STEM, Book bundles, etc.)	218	0	1	217
Puzzles	25	0	0	25
Tablets (Fire HD, Launchpads)	25	3	0	28
Console Games	331	2	0	333
Board Games - Juvenile	31	1	0	32
KIDS TOTALS	630	6	1	635
TEEN				
Equipment (CD Players, etc.)	21	0	0	21
Console Games	4	0	0	4
Board Games	103	0	0	103
TEEN TOTALS	128	0	0	128
OTHER TOTALS	1,562	24	4	1,582
COLLECTION TOTALS	138,913	1,399	2,129	138,183

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - May 2024

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	915,161	24,056	939,217
eMedia (OverDrive Consortium)	20,106	-51	20,055
eMedia (OverDrive Advantage)	7,580	10	7,590
Preloaded Adult eReaders	199	0	199
eBook Totals	943,046	24,015	967,061
AUDIO	Previous Month Totals	Added Items	Current Totals
Audiobooks			
Hoopla	236,419	3,851	240,270
eMedia (Overdrive Consortium)	7,030	-18	7,012
eMedia (OverDrive Advantage)	2,340	21	2,361
Preloaded Adult iPods	172	0	172
Music			
Hoopla	431,683	24,672	456,355
Audio Total	677,644	24,675	706,170
VISUAL	Previous Month Totals	Added Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	30,451	521	30,972
Kanopy	32,705	249	32,954
Preloaded Adult Roku Titles	1,559	7	1,566
Preloaded Family Roku Titles	234	1	235
Visual Totals	64,949	778	65,727
Total Audio/Visual	742,593	25,453	771,897
Collection Totals	1,685,639	49,468	1,738,958

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2024

Balance on hand as of April 30, 2024.....	2,538,060.23
Cash Receipts for May.....	461,234.20
Cash Disbursements for May.....	400,771.20
Cash on hand as of May 31, 2024.....	2,598,523.23

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.422%	
General.....	823,934.58
MPI Investment (Corporate Fund).....	1,422,792.05
Republic Bank - Savings - Rate 3.83%.....	297,735.74
Republic Bank - Checking General.....	18,259.70
Republic Bank - Payroll Account.....	29,866.18
Republic Bank - License Sticker Account.....	5,330.98
Petty Cash/Circulation.....	604.00
Balances as of May 31, 2024.....	2,598,523.23

FUND BALANCES AS OF 5/31/2024

Corporate Fund.....	1,750,086.62
Building & Maintenance Fund.....	(30,687.04)
I.M.R.F. Fund.....	(9,080.62)
Liability Fund.....	(4,940.82)
Social Security Fund.....	(11,986.10)
Special Reserve Fund.....	-
Deferred.....	555,738.56
Current Liabilites.....	905,131.19
Grand Total All Funds.....	2,598,523.23

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Indian Prairie Public Library District Consolidated Revenue Report for May 2024

Percent of Year: 91.67

	RECEIVED 2024	May	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST						
41100 · Property Taxes		772.77	4,132,078.16	100.06%	4,129,698.00	-2,380.16
41150 · Non-current Property Taxes		0.00	922.47	0.00%	0.00	-922.47
43100 · Interest-Tax Levy		0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST		772.77	4,133,000.63	100.08%	4,129,698.00	-3,302.63
INTERGOVERNMENTAL						
42200 · Per Capita Grant		0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC		0.00	3,648.67	0.00%	0.00	-3,648.67
TOTAL INTERGOVERNMENTAL		0.00	68,389.37	105.64%	64,740.70	-3,648.67
INTEREST						
43500 · Interest - Investment		4,376.88	73,258.19	366.29%	20,000.00	-53,258.19
TOTAL INTEREST		4,376.88	73,258.19	0.00%	20,000.00	-53,258.19
DESK MONIES						
45100 · Copier		146.55	2,406.60	120.33%	2,000.00	-406.60
45120 · Computer Copies		1,184.27	13,386.73	111.56%	12,000.00	-1,386.73
45130 · Fax		337.81	5,873.82	167.82%	3,500.00	-2,373.82
45200 · Fines/Fees		195.15	4,328.09	86.56%	5,000.00	671.91
45250 · Gifts/Donations		0.00	5.20	5.20%	100.00	94.80
45300 · Lost Materials		295.13	5,797.89	105.42%	5,500.00	-297.89
45350 · Non-Resident Fees		6,352.86	104,089.83	115.66%	90,000.00	-14,089.83
45550 · Meeting Room Rental		725.00	2,350.00	235.00%	1,000.00	-1,350.00
45600 · ILL Fees		20.00	259.78	74.22%	350.00	90.22
45650 · Maker Studio		982.95	9,595.30	319.84%	3,000.00	-6,595.30
45700 · Passport Fees		2,590.00	35,770.00	143.08%	25,000.00	-10,770.00
45800 · License Stickers		281.20	2,830.55	188.70%	1,500.00	-1,330.55
TOTAL DESK MONIES		13,110.92	186,693.79	125.34%	148,950.00	-37,743.79
OTHER INCOME						
46500 · OCLC Refund		0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous		310.00	2,955.06	295.51%	1,000.00	-1,955.06
46800 · Collection Agency Fee		10.00	210.00	210.00%	100.00	-110.00
TOTAL OTHER INCOME		320.00	3,704.81	231.55%	1,600.00	-2,104.81
TOTAL		18,580.57	4,465,046.79	102.29%	4,364,988.70	-100,058.09
49000 · Operating Transfer In		0.00	40,865.20			
GRAND TOTAL		18,580.57	4,505,911.99	103.23%	4,364,988.70	-140,923.29

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

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

CG Professional Services for Generator \$18,808.95

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Indian Prairie Public Library District Consolidated Expenditures Report for May 2024

Percent of Year: 91.67

	May 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	192,826.38	2,188,437.46	93.34%	2,344,628.00	156,190.54		
61310 · Benefits - Medical / Life Ins.	18,536.43	197,915.17	83.28%	237,660.00	39,744.83		
61330 · Benefits - IMRF	20,532.43	211,942.17	94.14%	225,134.00	13,191.83		
61340 · Benefits - FICA	14,443.06	152,506.62	87.93%	173,445.00	20,938.38		
61400 · Staff Development	4,224.73	17,576.70	80.26%	21,900.00	4,323.30		
61600 · Board Development	548.18	1,430.83	143.08%	1,000.00	-430.83		
61710 · Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 · Unemployment Insurance	0.00	5,028.25	143.66%	3,500.00	-1,528.25		
TOTAL PERSONNEL	251,111.21	2,778,529.20	92.27%	3,011,350.00	232,820.80	3,250,000.00	85.49%
MATERIALS							
62100 · Books	13,919.89	121,932.49	77.03%	158,300.00	36,367.51		
62200 · Periodicals	789.17	16,681.85	91.16%	18,300.00	1,618.15		
62300 · Audio	1,279.46	18,940.55	69.38%	27,300.00	8,359.45		
62400 · Video	2,426.01	27,713.88	74.00%	37,450.00	9,736.12		
62500 · Multi-Media	1,010.45	2,035.38	101.77%	2,000.00	-35.38		
62600 · eMaterials	20,947.61	209,751.63	95.30%	220,100.00	10,348.37		
62700 · Console Games	287.86	4,336.34	57.82%	7,500.00	3,163.66		
62800 · Damaged Item Replacement	360.63	4,048.59	67.48%	6,000.00	1,951.41		
62900 · Materials Supplies	1,745.96	20,668.04	98.42%	21,000.00	331.96		
TOTAL MATERIALS	42,767.04	426,108.75	85.57%	497,950.00	71,841.25	525,000.00	81.16%
BUILDING							
63200 · Cleaning Service	6,510.81	71,141.24	85.71%	83,000.00	11,858.76		
63300 · Utilities (1-8-11 · Gas)	1,619.32	12,798.56	52.87%	24,210.00	11,411.44		
63300 · Utilities (1-8-12 · Electric)	11,848.23	68,529.61	124.60%	55,000.00	-13,529.61		
63300 · Utilities (1-8-13 · Telephone)	241.20	2,392.14	95.69%	2,500.00	107.86		
63300 · Utilities (1-8-14 · Water/Sewer)	728.24	6,903.56	57.53%	12,000.00	5,096.44		
63300 · Utilities (1-8-15 · Garbage Disposal)	570.00	5,361.62	82.49%	6,500.00	1,138.38		
63350 · Building Supplies	2,757.21	13,766.61	98.33%	14,000.00	233.39		
63400 · Maintenance Supplies	1,950.62	8,702.38	79.11%	11,000.00	2,297.62		
63500 · Security System Monitoring	112.50	1,050.00	105.00%	1,000.00	-50.00		
63600 · Property Maintenance	10,189.85	33,478.60	66.96%	50,000.00	16,521.40		
63800 · Building Maintenance/Repair	784.00	77,340.42	128.90%	60,000.00	-17,340.42		
TOTAL BUILDING	37,311.98	301,464.74	94.44%	319,210.00	17,745.26	350,000.00	86.13%
OPERATIONS							
64100 · Payroll Service	1,350.00	7,320.00	91.50%	8,000.00	680.00		
64200 · Supplies - Office	135.12	4,792.23	79.87%	6,000.00	1,207.77		
64300 · Photocopy Supplies	431.20	2,940.83	117.63%	2,500.00	-440.83		
64400 · Guest Services Supplies	1,714.79	1,779.61	118.64%	1,500.00	-279.61		
64500 · Postage	-300.65	5,076.02	63.45%	8,000.00	2,923.98		
64550 · Passport Postage	305.35	3,931.28	87.36%	4,500.00	568.72		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	79.58	1,735.16	173.52%	1,000.00	-735.16		
64800 · Organizational Memberships	0.00	2,715.00	90.50%	3,000.00	285.00		
64900 · Bank Fees	215.76	3,093.51	154.68%	2,000.00	-1,093.51		
TOTAL OPERATION	3,931.15	33,383.64	90.23%	37,000.00	3,616.36	45,000.00	74.19%
TECHNOLOGY							
65100 · Supplies-Toner	3,542.81	18,897.76	125.99%	15,000.00	-3,897.76		
65160 · Supplies-Technology Services	0.00	53.93	26.97%	200.00	146.07		
65170 · Supplies-Maker Studio	1,206.32	7,855.02	175.34%	4,480.00	-3,375.02		
65200 · Technology-Prof Services	701.25	8,212.50	136.88%	6,000.00	-2,212.50		
65300 · Purchase of Equipment	99.28	43,062.57	95.67%	45,010.00	1,947.43		
65350 · Library of Things	734.20	3,834.61	95.87%	4,000.00	165.39		

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**Indian Prairie Public Library District
Consolidated Expenditures Report for May 2024**

Percent of Year: 91.67

	May 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	7,852.43	28,048.29	128.05%	21,905.00	-6,143.29		
65500 · Software	1,316.60	11,172.09	81.99%	13,626.00	2,453.91		
65600 · SWAN	12,675.25	52,127.13	102.81%	50,701.00	-1,426.13		
65700 · Telecommunications	1,485.05	10,745.40	88.65%	12,121.00	1,375.60		
TOTAL TECHNOLOGY	29,613.19	184,009.30	106.34%	173,043.00	-10,966.30	200,000.00	92.00%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,665.00	27,222.50	78.91%	34,500.00	7,277.50		
66200 · Credit Bureau	49.25	768.30	76.83%	1,000.00	231.70		
66300 · Copier	188.20	2,432.02	81.07%	3,000.00	567.98		
66400 · Copier Maintenance Contract	65.45	1,395.79	69.79%	2,000.00	604.21		
66500 · Background Screenings	0.00	940.67		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	1,967.90	32,759.28	78.56%	41,700.00	8,881.39	45,000.00	72.80%
INSURANCE							
67100 · Multi Poril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 · Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 · Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 · Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
TOTAL INSURANCE	0.00	20,918.33	100.04%	20,911.00	-7.33	25,000.00	83.67%
COMMUNICATIONS							
68110 · Marketing Newsletter	11,776.19	46,125.30	96.90%	47,600.00	1,474.70		
68111 · eNewsletter	9.00	9,081.30	99.25%	9,150.00	68.70		
68210 · Marketing Advertising	0.00	459.99	61.33%	750.00	290.01		
68310 · Marketing Supplies	0.00	412.10	31.70%	1,300.00	887.90		
68410 · Marketing-Information Printing	911.70	2,172.21	43.44%	5,000.00	2,827.79		
68500 · Legal Notices	0.00	841.24	56.08%	1,500.00	658.76		
TOTAL COMMUNICATIONS	12,696.89	59,092.14	90.49%	65,300.00	6,207.86	75,000.00	78.79%
PROGRAMMING							
68600 · Programming	1,904.03	26,045.49	67.13%	38,800.00	12,754.51		
TOTAL PROGRAMMING	1,904.03	26,045.49	67.13%	38,800.00	12,754.51	45,000.00	57.88%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	40,865.20	0.00%		-40,865.20		
69900 · Contingency	8,831.47	29,314.68	83.76%	35,000.00	5,665.32		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	390,134.86	3,973,355.95	93.71%	4,240,264.00	266,908.05		
70000 · Operating Transfer Purchases	0.00	40,865.20	0.00%				
GRAND TOTAL	390,134.86	4,014,221.15	94.67%	4,240,264.00	226,042.85	4,560,000.00	88.03%

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

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

CG Professional Services for Generator \$18,808.95

Indian Prairie Public Library District
Finance Committee Minutes
June 4, 2024 – 6:30 p.m.

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

Raftis called the meeting to order at 6:31 p.m.

The committee reviewed the Financial Policy. Raftis asked if the investment strategy could be expanded. Birmingham explained that the library is limited to investments as laid out in statutory law. Birmingham will look into additional investment possibilities for the IPPL Foundation and Friends monies.

The committee reviewed the Financial Forecast. Krupicka pointed out that the roof was still in the forecast and should be removed as we will be getting it done this year. Birmingham reported that the library is still negotiating with the insurance company and we don't have the final cost to the library yet.

Birmingham reviewed the draft of the 24-25 budget. Rodriguez asked about the telecommunications line and if there should be more money set aside for any rising costs. Birmingham reviewed the budget notes and confirmed that costs should stay stable in this line. Birmingham reviewed the salary and cost of living figures. Raftis asked about the higher amount budgeted in contractual services and Birmingham pointed out the need for additional hours for web design due to new ADA requirements for websites.

The committee reviewed the proposed Salary Schedule.

The meeting adjourned at 7:19 p.m.

Indian Prairie Public Library District
 Consolidated Revenue & Expenditure Report for
 FY 2024- 2025

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	FY 2022 - 2023	FY 2023-2024	FY 2024-2025
Income			
41000 · Property Tax & Levy Interest			
41100 · Property Taxes	3,930,322.00	4,129,698.00	4,343,827.00
41150 · Non-current Property Taxes		0.00	800.00
43100 · Interest-Tax Levy			
Total 41000 · Property Tax & Levy Interest	3,930,322.00	4,129,698.00	4,344,627.00
42000 · Grants			
42200 · Per Capita Grant	53,161.00	64,470.70	65,180.00
Total 42000 · Grants	53,161.00	64,470.70	65,180.00
43000 · Interest			
43500 · Interest - Investment	4,000.00	20,000.00	60,000.00
Total 43000 · Interest	4,000.00	20,000.00	60,000.00
45000 · Desk Monies			
45100 · Copier	2,000.00	2,000.00	2,100.00
45120 · Computer Copies	12,000.00	12,000.00	12,000.00
45130 - Fax	5,000.00	3,500.00	5,000.00
45200 · Fines/Fees	5,000.00	5,000.00	4,000.00
45250 · Gifts/Donations	100.00	100.00	100.00
45300 · Lost Materials	5,500.00	5,500.00	5,500.00
45350 · Non-Resident Fees	90,000.00	90,000.00	92,000.00
45550 · Meeting Room Rental	500.00	1,000.00	1,500.00
45600 · ILL Fees	500.00	350.00	350.00
45650 - Maker Studio	2,000.00	3,000.00	7,500.00
45800-License Stickers	-	1,500.00	2,500.00
45700 - Passport Fees	25,000.00	25,000.00	30,000.00
Total 45000 · Desk Monies	147,600.00	148,950.00	162,550.00
46000 · Other Income			
OCLC Refund		500.00	500.00
46700 · Miscellaneous	2,000.00	1,000.00	1,500.00
46800 · Collection Agency Fee	200.00	100.00	100.00
Total 46000 · Other Income	2,200.00	1,600.00	2,100.00
Total Income	4,137,283.00	4,364,718.70	4,634,457.00

Indian Prairie Public Library District
 Consolidated Revenue & Expenditure Report for
 FY 2024- 2025

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		FY 2022 - 2023	FY 2023-2024	FY 2024-2025	
Expense					
61000 · Personnel					
	61100 · Salaries	2,375,154.00	2,344,628.00	2,583,941.00	
	61310 · Benefits - Medical / Life Ins.	212,360.00	237,660.00	257,063.00	Projected 20% increase; will most likely go down
	61330 · Benefits - IMRF	203,246.00	225,134.00	283,555.00	
	61340 · Benefits - FICA	172,400.00	173,445.00	197,671.00	
61400 · Staff Development					
	1-18-09 · Staff Development - General	6,000.00	6,000.00	5,000.00	Includes Bullfish, CPR Training
	1-18-10 · Staff Development - Admin	1,500.00	1,500.00	1,500.00	
	1-18-11 · Staff Development-Natl/State Co	8,000.00	10,000.00	8,000.00	
	2-18-10 · Staff Development - P&O	3,000.00	2,000.00	1,500.00	
	3-18-10 · Staff Development - GS	400.00	400.00	400.00	
	5-18-10 · Staff Development - RS	1,500.00	1,000.00	1,500.00	
	6-18-10 · Staff Development - Tech & Mak	2,000.00	1,000.00	500.00	
	Total 61400 · Staff Development	22,400.00	21,900.00	18,400.00	
	61600 · Board Development	1,000.00	1,000.00	1,000.00	
	61710 · Workers Compensation	6,424.00	4,083.00	4,213.00	
	61720 · Unemployment Insurance	3,500.00	3,500.00	3,000.00	
	Total 61000 · Personnel	2,996,484.00	3,011,350.00	3,348,843.00	
62000 · Materials					
62100 · Books					
	2-1-10 · Books - Youth Fiction	23,850.00	23,850.00	24,804.00	
	2-1-11 · Books - Youth Graphic Novel	2,850.00	2,850.00	3,350.00	
	2-1-12 · Books - Youth Non-Fiction	13,500.00	13,500.00	14,040.00	
	2-1-20 · Books - Teen Fiction	5,300.00	5,300.00	5,512.00	
	2-1-21 · Books - Teen Non-Fiction	1,500.00	1,500.00	1,560.00	
	2-1-22 * Books - Popular Titles	2,000.00	2,000.00	2,080.00	
	2-1-23 * Books - Graphic Novel/Manga	1,400.00	1,000.00	1,500.00	
	5-1-10 · Books - Adult Fiction	44,000.00	41,000.00	42,640.00	
	5-1-11 · Books - General Reference	2,200.00	2,200.00	2,000.00	
	5-1-12 · Books - Non-Fiction	40,000.00	41,600.00	43,264.00	
	5-1-14 · Books - Professional Collection	1,000.00	1,000.00	800.00	
	5-1-16 · Books - Large Print	13,100.00	13,500.00	14,040.00	
	5-1-17 · Trending	5,500.00	6,000.00	6,500.00	
	5-1-18 · Adult Fiction in Foreign Languag	2,000.00	2,000.00	2,000.00	
	5 - 1 - 19 - ESL	1,000.00	1,000.00	500.00	
	Total 62100 · Books	159,200.00	158,300.00	164,590.00	
62200 · Periodicals					
	2-2-10 · Periodicals - K&T	1,200.00	1,200.00	1,200.00	
	5-2-10 · Periodicals - Adult	17,100.00	17,100.00	17,100.00	
	Total 62200 · Periodicals	18,300.00	18,300.00	18,300.00	
62300 · Audio					
	2-3-10 · Audiobooks - K&T	3,350.00	2,800.00	3,050.00	
	5-3-10 · Audiobooks - Adult	23,000.00	21,000.00	18,500.00	
	5-3-11 · Audio Music - Adult	3,500.00	3,500.00	2,000.00	
	Total 62300 · Audio	29,850.00	27,300.00	23,550.00	

Indian Prairie Public Library District
 Consolidated Revenue & Expenditure Report for
 FY 2024- 2025

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		FY 2022 - 2023	FY 2023-2024	FY 2024-2025						
	62400 · Video									
	2-4-10 · DVD - Kids Fiction	4,950.00	4,950.00	4,500.00						
	2-4-11 · DVD- Kids NF	500.00	500.00	500.00						
	5-4-10 · DVD - Adult	35,000.00	32,000.00	28,000.00						
	Total 62400 · Video	40,450.00	37,450.00	33,000.00						
	62500 · Multi-Media									
	Library of Things (MOVE)			3,000.00						
	2-5-10 · Kits	2,000.00	2,000.00	1,500.00						
	Total 62500 · Multi-Media	2,000.00	2,000.00	4,500.00						
	62600 · eMaterials									
	2-6-10 - eBooks - Youth	8,475.00	6,500.00	6,500.00						
	5-6-10 - Online Databases	60,700.00	66,500.00	68,040.00	split up budget lines adult and youth			5850 youth, 62190 adult		
	5-6-20 - eBooks- Adult	44,000.00	46,000.00	46,000.00						
	5-6-30 - eBooks Subscription	5,000.00	5,000.00	5,000.00						
	5-6-40 - eMagazines	12,900.00	9,000.00	7,000.00						
	5-6-50 - eAudio Books - Adult	16,250.00	26,000.00	27,800.00						
	5-6-55 - eAudio Books - Youth	750.00	2,500.00	3,250.00						
	5-6-60 - Streaming	48,000.00	58,600.00	76,000.00	increased Hoopla costs -- add item line for Hoopla Flex 62600 \$4,300; going down to ill					
	Total 62600 · eMaterials	196,075.00	220,100.00	239,590.00						
	62700 Console Games	7,000.00	7,500.00	6,000.00						
	62800 · Damaged Item Replacement	8,000.00	6,000.00	6,000.00						
	62900 - Materials Supplies									
	6-9-10 -	20,000.00	20,000.00	21,000.00	combine 6-9-10 & 11 with \$1000 to repair supplies					
	6-9-11	1,000.00	1,000.00	500.00	New line for Collection supplies					
	Total 62900 Materials Supplies	21,000.00	21,000.00	21,500.00						
	Total 62000 · Materials	481,875.00	497,950.00	517,030.00						

Indian Prairie Public Library District
Consolidated Revenue & Expenditure Report for
FY 2024- 2025

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	FY 2022 - 2023	FY 2023-2024	FY 2024-2025							
63000 · Building										
63200 · Cleaning Service	87,000.00	83,000.00	83,000.00							
63300 · Utilities										
1-8-11 · Gas	15,000.00	24,210.00	28,000.00							
1-8-12 · Electric	48,500.00	55,000.00	71,000.00							
1-8-13 · Telephone	5,000.00	2,500.00	2,500.00							
1-8-14 · Water/Sewer	8,000.00	12,000.00	10,000.00							
1-8-15 · Garbage Disposal	5,000.00	6,500.00	5,000.00							
Total 63300 · Utilities	81,500.00	100,210.00	116,500.00							
63350 · Building Supplies	5,500.00	14,000.00	15,000.00							
63400 · Maintenance Supplies	11,000.00	11,000.00	12,000.00							
63500 · Security System Monitoring	700.00	1,000.00	1,000.00							
63600 · Property Maintenance	50,000.00	50,000.00	30,600.00							
63800 · Building Maintenance/Repairs	35,000.00	60,000.00	65,600.00							
Total 63000 · Building	270,700.00	319,210.00	323,700.00							
64000 · Operations										
64100- Payroll		8,000.00	8,000.00							
64200 · Supplies - Office	11,000.00	8,000.00	5,000.00							
64300 · Photocopy Supplies	3,500.00	2,500.00	3,000.00							
64400 · Guest Services Supplies	3,700.00	1,500.00	800.00							
64500 · Postage	5,000.00	8,000.00	5,000.00							
64550 - Postage - Passports	3,000.00	4,500.00	5,000.00							
64600 · Non-Payment Reimbursement	1,000.00	500.00	500.00							
64700 · Travel	1,000.00	1,000.00	1,500.00							
64800 · Organizational Memberships	3,700.00	3,000.00	3,000.00							
64900 · Bank Fees	2,500.00	2,000.00	3,500.00							
Total 64000 · Operations	34,400.00	39,000.00	35,300.00							
65000 · Technology and Maker										
65100 · Supplies public toner	8,000.00	6,000.00	18,000.00							
65150 - Supplies staff toner	5,000.00	8,000.00								
65160 - Supplies Technology Services	300.00	200.00	200.00							
65170 - Supplies Maker Studio	2,800.00	4,480.00	7,000.00							
65200 · Technology-Prof Services	3,000.00	6,000.00	22,000.00							
65300 · Purchase of Equipment	20,672.00	45,010.00	10,750.00							
65350 - STEM Kits	8,250.00	5,000.00	2,000.00							
65400 · Technology Equip Mnt/Repair	19,564.00	17,425.00	15,800.00							
65500 · Software	17,000.00	21,905.00	38,235.00							
65600 · SWAN	49,335.00	50,701.00	45,584.00							
65700 · Telecommunications	14,995.00	12,121.00	13,056.00							
Total 65000 · Technology	148,916.00	176,842.00	172,625.00							
66000 · Contractual Services										
66100 · General Professional Services										
1-10-10 · General Professional Svcs			20,000.00							
1-10-11 · Legal	4,000.00	1,500.00	10,000.00							
1-10-12 · Audit	4,500.00	6,500.00	6,500.00							
Background Checks			1,000.00							

Combine these two lines

1

Includes 15K web design

Indian Prairie Public Library District
 Consolidated Revenue & Expenditure Report for
 FY 2024- 2025

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		FY 2022 - 2023	FY 2023-2024	FY 2024-2025									
	1-10-13 - Graphic Artist	10,000.00	13,000.00	14,000.00									
	Total 66100 · General Professional Services	18,500.00	21,000.00	51,500.00									
	66200 · Credit Bureau	1,200.00	1,000.00	1,000.00									
	66300 · Copier	3,000.00		3,000.00									
	66400 - Copier Maintenance Contract	3,000.00	2,000.00	2,000.00									
	66900 · Fees - Bond Registrar	220.00	200.00	200.00									
	Total 66000 · Contractual Services	25,920.00	24,200.00	57,700.00									

Indian Prairie Public Library District
 Consolidated Revenue & Expenditure Report for
 FY 2024- 2025

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	FY 2022 - 2023	FY 2023-2024	FY 2024-2025
67000 · Insurance			
67100 · Multi Peril-Physical Assets	13,068.00	14,440.00	16,924.00
67200 · Bonding	1,356.00	1,360.00	1,367.00
67300 · Officers & Directors Liability	2,009.00	2,153.00	2,358.00
67400 · Umbrella Liability	2,525.00	2,775.00	3,025.00
Total 67000 · Insurance	18,958.00	20,728.00	23,674.00
68000 · Public Information			
68100 · Marketing			
68110 · Marketing Newsletter	38,400.00	47,600.00	49,680.00
68111 · eNewsletter	9,670.00	9,150.00	9,260.00
68210 · Marketing Advertising	1,000.00	750.00	1,000.00
68310 · Marketing Supplies	1,000.00	1,300.00	2,400.00
68410 · Marketing-Information Printing	13,000.00	5,000.00	9,500.00
Total 68100 · Marketing	63,070.00	63,800.00	71,840.00
68500 · Legal Notices	1,500.00	1,500.00	1,000.00
68600 · Programming			
1-21-10 · Outreach & Gen	1,000.00	2,000.00	2,000.00
1-21-20.Passive	1,500.00	1,500.00	1,500.00
2-21-10 Early Literacy	2,500.00	2,500.00	2,500.00
2-21-20.Mid Kids	2,500.00	2,500.00	2,500.00
2-21-30 · Teen	2,000.00	2,000.00	2,000.00
2-21-40 · Summer Reading	3,000.00	3,000.00	3,000.00
2-21-50. Special Events/Outreach	3,000.00	3,000.00	3,000.00
5-21-10 · Adult	15,000.00	17,000.00	17,000.00
5-21-40.Groups	600.00	800.00	500.00
5-21-50 Technology & Maker	6,000.00	4,500.00	4,000.00
Total 68600 · Programming	37,100.00	38,800.00	38,000.00
Total 68000 · Public Information	101,670.00	104,100.00	110,840.00
69000 · Capital Outlay & Contingency			
69900 · Contingency	30,000.00	35,000.00	9,000.00
Total 69000 · Capital Outlay & Contingency	30,000.00	35,000.00	9,000.00
	4,108,923.00	4,228,380.00	4,598,712.00
	28,360.00	136,338.70	35,745.00

Operating Budget 2024/2025 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$3,348,843.00	72.82%	Property Taxes	\$4,344,627.00	93.75%
Materials	\$517,030.00	11.24%	State Grant	\$65,180.00	1.41%
Building	\$323,700.00	7.04%	Interest	\$60,000.00	1.29%
Operations	\$35,300.00	0.77%	Desk Monies	\$162,550.00	3.51%
Technology	\$172,625.00	3.75%	Other Income	\$2,100.00	0.05%
Contractual	\$57,700.00	1.25%			
Insurance	\$23,674.00	0.51%			
Communications/Programs	\$110,840.00	2.41%	Total	4,634,457.00	
Contingency	\$9,000.00	0.20%			
Total operating budget	\$4,598,712.00				
Capital Reserves	\$35,745.00				

LAST FISCAL YEAR

Operating Budget 2023/2024 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$3,011,274.55	71.06%	Property Taxes	\$4,129,698.00	94.62%
Materials	\$496,458.00	11.72%	State Grant	\$64,740.70	1.48%
Building	\$319,210.00	7.53%	Interest	\$20,000.00	0.46%
Operations	\$36,000.00	0.85%	Desk Monies	\$148,950.00	3.41%
Technology	\$173,043.00	4.08%	Other Income	\$1,100.00	0.03%
Contractual	\$41,700.00	0.98%			
Insurance	\$20,728.00	0.49%			
Communications/Programs	\$104,100.00	2.46%	Total	4,364,488.70	
Contingency	\$35,000.00	0.83%			
Total operating budget	\$4,237,513.55				
Capital Reserves	\$126,975.15				

PROPOSED

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2024-2025

Grade Level and Position	Minimum	Maximum
Grade I NOT USED		
Grade II Guest Services Page Resource Services Associate I Programming & Outreach Support Associate Maker Studio Support Associate	13.93	20.71
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology Services Associate Maker Studio Associate Substitute Associate	17.86	26.80
Grade IV Guest Services Supervisor I	19.07	28.62
Grade V Administration Specialist Programming and Outreach Specialist Resource Services Specialist I Guest Services Supervisor II Substitute Librarian Technology and Maker Services Specialist	20.28	30.37
Grade VI Communications and Brand Strategy Specialist Resource Services Specialist II	23.44 45,708	35.15 68,542.50
Grade VII Librarian Assistant Head of Guest Services Programming and Outreach Strategist	26.59 51,850.50	39.88 77,766
Grade VIII Senior Librarian Administration Office Coordinator Communications Coordinator Building Services Coordinator	30.05 58,597.50	45.08 87,906
Grade IX Department Head	34.62 67,509	51.93 101,263.50
Grade X Assistant Director	41.83 81,568.50	62.78 122,421
Grade XI Library Director	To be set by Board	

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2023-2024

Grade Level and Position	Minimum	Maximum
Grade I NOT USED		
Grade II Guest Services Page Resource Services Associate I Programming & Outreach Support Associate Maker Studio Support Associate	13.52	20.11
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology Services Associate Maker Studio Associate Substitute Associate	17.34	26.02
Grade IV Guest Services Supervisor I	18.51	27.79
Grade V Administration Specialist Programming and Outreach Specialist Resource Services Specialist I Guest Services Supervisor II Substitute Librarian Technology and Maker Services Specialist	19.69	29.49
Grade VI Communications and Brand Strategy Specialist Resource Services Specialist II	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	



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.