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Indian Prairie Public Library Board Agenda
March 15, 2023

**Board of Trustees Regular Meeting
March 15, 2023 – 6:30 p.m.**

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

- A. Roll Call
Donald Damon, Marian Krupicka, Crystal Megaridis,
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

- B. Mission Statement: We enrich people’s lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.

- C. Public Comment

- D. Communications and Announcements
 - 1. LACONI Trustee Breakfast, May 19 Page 3
 - 2. Darien Direct Connect E-Newsletter Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, February 15, 2023 Page 8
 - 2. Action on Bills/Additional Bills Page 11

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director’s Report Page 15 Information

- H. Department Reports Information
 - 1. Deputy Director’s Report Page 18
 - 2. Marketing Page 20
 - 3. Guest Services Page 26
 - 4. Programming & Outreach Page 27
 - 5. Resource Services Page 32
 - 6. Technology & Maker Services Page 34

- I. Staff Report Information
Marquitta Harris, Programming & Outreach Strategist;
Rachel Hofstetter, Assistant Head of Guest Services;
Tori Castro, Resource Services Specialist - Services to
the Homebound

- J. Reports
 - 1. Treasurer’s Report Page 42 Information
 - 2. RAILS Page 46 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee
 - 6. Policy Committee

- K. Unfinished Business
 - None

- L. New Business
 - 1. Request to Hire New Auditing Firm Page 53 Action
 - 2. Committee on Local Government Efficiency Act Page 54 Information
 - 3. Recommendation for Landscaping and Lawn Maintenance Page 56 Action
Services

- M. Meetings
 - 1. Schedule Building & Grounds Committee (May) - Krupicka,
Raftis, Rao

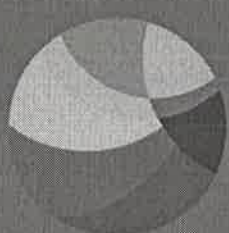
- N. Adjournment

Join us for a evening of networking and conversation with Illinois Library Trustees.
Featuring a conversation between
Cyndi Robinson & Joe Filapek

LACONI Trustee Banquet

Friday, May 19th 6-11pm
The Nineteenth Century Club
Oak Park, IL

To purchase tickets and more information visit www.laconi.net



LACONI

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Darien Direct Connect E-Newsletter: February 23, 2023

City of Darien <darienupdate@muniweb.com>

Thu 2/23/2023 3:05 PM

To: Laura Birmingham <laurab@ippl.info>

City of Darien | 630-852-5000 | www.darien.il.us | [Facebook](#) | [Twitter](#) | [Nextdoor](#)

The following email provides timely information on news and services from the City of Darien.

City of Darien Website

View City Council [agendas and minutes](#). | Read past issues of [Direct Connect](#).
[Community Calendar](#)

Weekly eNews - February 23, 2023



Black History Month Events at Indian Prairie Public Library

Join community members in honoring Black History Month with special events at the Library. The next event is coming up on Friday, February 24, at 3:30 pm with Bill Brickey, from Old Town School of Folk Music. This event will be an "interactive musical celebration of Black History Month, Chicago, soul music's rhythm and melodies, and the freedom of mind, body, and soul." Learn more and register [here](#).

Mayor's Message

"Your children are your rainbows and your grandchildren are your pot of gold." - Unknown

We received the call around 1:00 in the afternoon from our son with the comment, "well, you have a grandson." While we knew that our daughter-in-law was having a baby boy, the news that we could now share in his life was truly overwhelming. Following the call, we headed to the hospital to meet him for the first time, and our anticipation level was truly off the charts. When my son placed him in my arms for the first time, I had tears in my eyes, and he asked, "Why are you crying dad?" I answered him by saying, someday when this little man is grown and he places his newborn son in your arms, you will have tears in your eyes, and you will have your answer.

It will be sixteen years on March 1, that we welcomed our grandson into our lives, and it will be thirteen years on April 7 that our granddaughter became part of our world. Our grandson will be taking his driving test that day, and our granddaughter will enter the crazy world of a teenager a month later. Despite how much they have grown and changed, we still find time to be with them, and we never say goodbye without getting a big hug from each of them. In many respects, they have a stronger hold on my heart today than at their birth. During my day, I always find thoughts of them creeping into my mind, asking how they are doing academically, with their sporting teams and just whether or not they are happy and healthy. I worry about the world they will encounter, and I think to myself that "I wouldn't change my grandchildren for the world. But I wish I could change the world for my grandchildren."

I often tell my wife that life is all about creating great memories, and the two of us seek opportunities to participate in their lives through family events or simply by attending the critical events in their lives. I would like them to know who their great grandparents were, and hear stories about our family so that they will have some sense of our traditions and our values. I don't want to wait until I am in my rocking chair to share my life story with them: I want them to experience by witnessing who I am and how I live my life. Just as I have great memories of my childhood and of my grandparents, I want my grandchildren to share stories of their childhood, their growing up experiences with their children, and hopefully, some of those stories will be filled with memories of grandma and papa.

Happy Birthday Jake and Ella, may you always know the love we have for both of you now, and throughout the road ahead.

Citizen of the Year Recognition Ceremony

2023 Citizen of the Year recipient Deborah Coulman was recognized at this week's City Council Meeting and was presented with a resolution in her honor by Mayor Marchese. Learn more about Deborah [here](#).

Darien Police Department - Now Hiring Police Officers!

The Darien Police Department is accepting applications for police officers. Check out the details [here](#) and apply by Wednesday, March 29 at 4:00 p.m. Testing will be held on Saturday, April 29.

Planning and Zoning Commission Hearing - March 15

The Planning and Zoning Commission of the City of Darien will hold a public hearing on March 15 at 7:00 p.m. in the Council Chambers at City Hall, 1702 Plainfield Road.

Community News & Events

Queen of Hearts

This past week, the 6 of Hearts was revealed at position 12. The new pot will grow to approximately \$22,850 for next week's drawing. Get your tickets for only \$1 at Q Bar in Darien and join us for next week's drawing, on 2/27 at 8:00pm!!

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Darien Woman's Club Creative Youth Art Fair - February 26

The 2023 Creative Youth Art Fair will be held Sunday, February 26, at Cass Junior High School. This free event exhibits various types of art media created by young people in the Darien area.

In recognition of National Youth Art Month, we will be exhibiting many of the Art Fair's artists' works along with the Division Winners' art pieces at the Indian Prairie Public Library on both the 1st and 2nd floors for the month of March. Join us for a fun activity as we marvel at the talent of our area youth!

Darien Park District - Movie Night: March 3

Join the Darien Park District at their Community Center on March 3 for an indoor movie night. Bring your favorite blanket or a low-raised chair to enjoy the movie "The Bad Guys" with us. You can even dress up as your favorite BAD GUY or Superhero for a special prize.

A craft will be available for kids at 5:30 p.m. and the movie will begin at 6 p.m. Concessions will also be available for purchase. Register [here](#).

Indian Prairie Public Library/Darien Garden Club Seed & Houseplant Exchange



Join us on Saturday, March 4, 10:30 a.m. - 12:30 p.m. for a Seed & Houseplant Exchange! Darien Garden Club members will offer their expertise on seed starting and explain how to harvest them at the end of the season. Our members will show you the ins and outs of houseplant propagation as well. While you are there, check out seeds from the IPPL Seed Library. Check [here](#) for more information.

Also, see more info at IPPL Calendar [link](#).

Darien Garden Club Meeting – March 6

Please join us at our next general meeting on March 6, 6:30 pm – 8:30 pm at St. John Lutheran Church, 7214 South Cass Avenue. U of I Extension Master Gardener Gail Sanders will present her ideas for creating an edible landscape. She'll discuss combining fruit and nut trees, vegetables, herbs, edible flowers, and even berry bushes in aesthetically pleasing ways in your home garden. Edible landscapes can be just as attractive as ornamental ones. We'll learn how to eat from our yards by creating a tasteful home landscape using edible plants. All are welcome. Register [here](#).

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Darien School District 61 - Blood Drive: March 13

Darien School District 61 is hosting a Blood Drive on Monday, March 13 from 3:30 p.m. - 7:30 p.m. at Eisenhower Junior High School Commons, 1410 75th St. [Click here](#) to sign up. Donors can also call/text Camille from Versiti at 847-305-9998. Appointments encouraged; walk-ins welcome! Photo ID required.

Darien Swim Club and Recreation Center Pool Membership Registration Now Open

Summer in Darien is around the corner! The DSRC has opened pool membership registration [online](#). Early Bird Pricing is available through March 1, 2023. DSRC is looking forward to another safe, exciting, and enjoyable summer.

Join them for the following events:

- Sunday, February 26 - Open House. 10:30 a.m. – 12:00 p.m.
- Friday, March 3 – Darien's Wine & Design Paint Party - \$30 per person – BYOB. 6:30 p.m. to 9:30 p.m.
- Friday, March 17 – St. Patrick's Day Party - \$30 per person. Doors open at 6:30 pm.

[Click here](#) for more information.

Hinsdale South Athletic Club - Bowl-O-Rama March 19

The Hinsdale South Athletic Club, which is dedicated to raising funds for the boys and girls athletic teams associated with Hinsdale South, is putting together the March Madness Bowl-O-Rama fundraiser. It will be held on Sunday, March 19, from 4:30 to 6:30 p.m. at the Tivoli Bowl, 938 Warren Ave., Downers Grove. FAQs and the registration form can be found on their [website](#). All registration forms and checks must be received no later than March 15th.

Darien Woman's Club/Historical Society Plant Sale Order by April 10

The Darien Woman's Club and the Darien Historical Society are holding a plant sale. All proceeds will go towards the efforts of both organizations to benefit the community. Plants must be pre-ordered by April 10 and paid for when the order is placed. Plants must be picked up on Saturday, May 6 between the hours of 10 a.m. – 12 p.m. on the grounds of Old Lace Schoolhouse and Museum (7422 Cass Ave, Darien). This is a drive-thru plant pick-up.

See the attached [Plant Order Form](#) to choose the plants you wish to purchase and complete the attached [Plant Payment Form](#). Both forms should be mailed to the Darien Historical Society – 7422 Cass Ave., Darien, IL 60561.

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 15, 2023

**Board of Trustees Regular Meeting
February 15, 2023 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Acting-Secretary Krupicka called the roll. Present: Marian Krupicka, Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano
Absent: Don Damon, Crystal Megaridis,
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Ann Stovall
Others: Stacy Palmisano, candidate for IPPL trustee, in attendance to observe the meeting

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

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

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

Values Statement: Acting-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 - none

D. Communications and Announcements

- 1. Passport Agency Director to Maiello re: Thank You
- 2. Darien Woman’s Club to Birmingham re: Thank You

E. Omnibus Consent Agenda

- 1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 16, 2022
- 2. Action on Bills/Additional Bills – November and December
- 3. Review of Policies
 - 200 By Laws
 - 420 Library Cards
 - 430 Circulation
 - 431 Fines & Charges
 - 432 Homebound Services
 - 433 Suspension/Limitation of Privileges
 - 440 Information Services
 - 450 Library Sponsored Programming
 - 455 Group Tours/Programs
 - 456 Proctoring
 - 471 Social Media

- 474 Maker Studio
- 475 Miscellaneous Equipment
- 490 Patron Grievance
- 500 Materials Selection
- 613 Restore Illinois
- 650 Conference Rooms
- 660 Meeting Rooms
- 680 Video Surveillance
- 690 Photography & Video
- 700 Identity Protection
- 800 Personnel
- 1000 Emergency Closing

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

F. Items Deleted from Omnibus Consent Agenda - none

At this point Stovall gave her staff report. She left at 7:10 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham spoke to the Board about the library's current staffing needs/challenges. Prior to the pandemic we had 92 employees and currently we have 69. Prior to the pandemic we were open 72 hours (the state standard for our population) and currently we are open 64 hours. We are almost back to pre-pandemic in-person visits of 30,000 a month. In addition we answer about 2225 calls a month. We are short 4 associates and 3 pages in Guest Services as well as 1 associate in Programming and Outreach – this equates to 157 ½ hours per week. To fill the needs, librarians are working desk shifts. Repercussions affecting user experience include - incoming phone calls going to voice mail when staff is not available to answer, returned items not getting back onto shelves as quickly, and we don't have enough staff to offer roaming service. Staffing issues also prevent growth – filling in at the desk prevents staff from focusing on larger projects as well as participating in advisory committees and continuing education. The situation is also preventing us from increasing our hours of operation. Birmingham noted that the pay we offer is comparable to, and in some cases higher, than our neighboring libraries. They are experiencing the same problem. In spite of this challenging situation, our service has not waived – our staff is amazing! So what are the solutions? Two current Guest Services Associates were available to increase their weekly hours from 18 to 25. Birmingham looked into a phone service but the cost was extremely high. The Board suggested offering current staff a flat or scaled referral fee or referral gift card – staff would receive the incentive provided the referred candidate completes a 3 month probation period. The Trustees were also in agreement that we should offer two of the current GS job openings at 25 hours (instead of 18) for which an employee would earn PTO and IMRF.

H. Department Reports

I. Staff Report – Ann Stovall, Head of Technology & Maker Services, gave a presentation to the Board highlighting the past, present, and future of public technology at the library. Ann is

retiring in April after working at the library for over 23 years. She thanked the Board for their support throughout the years and expressed how proud she was to be a part of IPPL. The Board commended Ann for her many accomplishments and expressed their gratitude.

J. Reports

- 1. Treasurer’s Report - backup in packet.
 - 2. RAILS – backup in packet.
 - 3. Building and Grounds Committee – no report
 - 4. Finance Committee – no report
 - 5. Planning/Outreach Committee – no report
- Policy Committee Minutes, January 17, 2023 – Rodriguez moved, Rao seconded to approve policy committee minutes, January 17, 2023. Ayes: Krupicka, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Megaridis. Motion carried unanimously.

K. Unfinished Business

- 1. Our Advocacy Presentation at the Darien Council Meeting is on March 20 at 7:30 p.m. Marketing staff will prepare talking points for the Trustees. Darien doesn’t have the technology for a PowerPoint so we will give them a copy to include in their meeting packet.

L. New Business

- 1. Strategic Plan – The plan was developed before the pandemic. We've accomplished a lot and many activities are ongoing. Some of the outstanding activities such as roaming can't be completed due to being short-staffed. Birmingham noted that we are continuing to study statistics and work on programming/outreach but it's difficult to finish the plan or develop a new one until we're completely staffed. The Board saw no reason why the plan could not be extended while we work to complete our staffing issues.

M. Meetings

N. Adjournment

At 7:55 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Krupicka, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: Damon, Megaridis. Motion carried unanimously.

Marian Krupicka, Acting-Secretary

ACTION ON BILLS FEBRUARY, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2082 -2147	\$ 84,558.37
Republic Paper Pay Checks	2068 - 2071	\$ 1,361.21
Republic Direct Deposits		\$ 124,007.72
MONTH'S TOTAL:		\$ 209,927.30

Indian Prairie Public Library District
Bill Payment List
February 2023

	Date	Num	Vendor	Amount
10127 Republic Bank Operating Account				
	02/03/2023	2082	AEP Energy, Inc.	6,111.05
	02/03/2023	2083	Bullseye Cleaning Services, Inc.	6,000.00
	02/07/2023	2084	Alphagraphics	130.09
	02/07/2023	2085	AT&T	365.15
	02/07/2023	2086	Baker & Taylor	4,651.16
	02/07/2023	2087	Blackstone Publishing, Inc.	155.54
	02/07/2023	2088	BookPage	1,080.00
	02/07/2023	2089	Case Lots Inc.	805.70
	02/07/2023	2090	Cengage Learning, Inc.	24.79
	02/07/2023	2091	Children's Plus Inc.	966.80
	02/07/2023	2092	Colonial Life & Accident Insurance Co.	82.53
	02/07/2023	2093	Current Technologies Corporation	247.50
	02/07/2023	2094	Dell Marketing L.P.	80.39
	02/07/2023	2095	DEMCO	73.04
	02/07/2023	2096	Fox Valley Fire & Safety	604.00
	02/07/2023	2097	Groot Industries, Inc.	505.98
	02/07/2023	2098	Hagg Press, Inc.	2,434.66
	02/07/2023	2099	Harris, Marquitta	39.66
	02/07/2023	2100	Hazelgrove, William	300.00
	02/07/2023	2101	Ingram Library Services	462.32
	02/07/2023	2102	Kanopy	297.35
	02/07/2023	2103	Linda Painter	215.00
	02/07/2023	2104	Merda, Amy E	6.50
	02/07/2023	2105	Midwest Tape	1,740.61
	02/07/2023	2106	OverDrive, Inc.	2,488.51
	02/07/2023	2107	Quill LLC	1,634.21
	02/07/2023	2108	Schultz, Jack	30.34
	02/07/2023	2109	Specialty Mat Service	133.70
	02/07/2023	2110	SWAN	267.85
	02/07/2023	2111	Today's Business Solutions, Inc.	185.28
	02/07/2023	2112	Very Smart People LLC	200.00
	02/07/2023	2113	Weiss Snow Removal, Inc.	3,021.63
	02/07/2023	2114	Wlosinski, Maria	13.10
	02/08/2023	2115	Comcast	405.70
	02/20/2023	2116	Alphagraphics	166.02
	02/20/2023	2117	Kate Kresek	14.41
	02/20/2023	2118	kristinZkreations	2,290.00
	02/20/2023	2119	Laura LeinSvencner	650.00
	02/20/2023	2120	Lauterbach & Amen, LLP	635.00
	02/20/2023	2121	LIMRiCC	586.41

**Indian Prairie Public Library District
Bill Payment List
February 2023**

Date	Num	Vendor	Amount
02/20/2023	2122	Pointon, Scott E.	160.00
02/21/2023	2123	Age of Learning, Inc.	2,201.16
02/21/2023	2124	Blue Cross Blue Shield of Illinois	21,409.88
02/21/2023	2125	Dearborn Life Insurance Company	797.60
02/21/2023	2126	Merda, Amy E	8.75
02/21/2023	2127	Principal Life Insurance Company	1,471.26
02/24/2023	2128	Baker & Taylor	3,309.65
02/24/2023	2129	Canon Financial Services, Inc.	221.00
02/24/2023	2130	Canon Solutions America Inc.	59.50
02/24/2023	2131	Cengage Learning, Inc.	515.83
02/24/2023	2132	Center Point Large Print	30.71
02/24/2023	2133	Dancing Cranes Yoga Inc.	540.00
02/24/2023	2134	DEMCO	275.19
02/24/2023	2135	FSS Technologies	112.50
02/24/2023	2136	Ingram Library Services	174.66
02/24/2023	2137	Kate Kresek	6.68
02/24/2023	2138	NCPERS Group Life Insurance	48.00
02/24/2023	2139	OverDrive, Inc.	3,453.98
02/24/2023	2140	Polonia Bookstore	729.63
02/24/2023	2141	Quill LLC	780.54
02/24/2023	2142	Thomson Reuters West	94.66
02/24/2023	2143	Unique Management	118.20
02/24/2023	2144	Aurora Public Library District	69.54
02/24/2023	2145	Scharping, Ronald A.	160.00
02/24/2023	2146	Weiss Snow Removal, Inc.	1,314.47
02/28/2023	2147	Bank of America	6,393.00
Total for 10127 Republic Bank Operating Account			\$ 84,558.37

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	2/02/2023	22,803.56
Federal & IL	Payroll taxes	2/16/2023	22,717.86
IMRF	Payroll Pension	2/28/2023	22,001.10
IMRF(Bukovac)	Payroll Pension	2/10/2023	10,129.36
ExpertPay	Garnishments	2/02/2023	730.68
ExpertPay	Garnishments	2/16/2023	715.50
Mission Square	457 Plan	2/02/2023	200.00
Mission Square	457 Plan	2/16/2023	200.00
Nationwide	457 Plan	2/02/2023	50.00
Nationwide	457 Plan	2/16/2023	50.00
DAC	Deposit to HRA	2/07/2023	2,309.59
DAC	Deposit to HRA	2/13/2023	227.04
DAC	Deposit to HRA	2/14/2023	1,478.97
DAC	Deposit to HRA	2/22/2023	2,393.11
DAC	Deposit to HRA	2/28/2023	693.05
Nicor	Gas	2/14/2023	1,303.68
ELS	License Stickers		5,542.00
ELS	ELS Fee (January)	2/03/2023	84.15
INB	Credit Card Fee	2/13/2023	197.29

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Executive Director's Report March 2023

Advocacy:

The Darien Council has cancelled their March 20th meeting. We will reschedule the library presentation for May or later.

Senator John Curran's office has scheduled hours in the lobby on Thursday, March 23 from 12-3 p.m. (Please note: This will be office staff and not Senator Curran himself.)

Statements of Economic Interest:

All trustees should have received an email from the County to file your Statement of Economic Interest. They must be filed no later than May 1st. Please send Maria (mariaw@ippl.info) your filing confirmation. (Please note: if you recently filed one for the April election, it doesn't count - all trustees must submit again before May 1st.)

Staff Institute Day:

I had reported last month that we may need to change the date for Staff Institute Day. We do not need to change the date after all so it will be held on Friday, May 5th.

Keshav Sanghani Meeting Room:

Former Meeting Room 1 is now officially the "Keshav Sanghani Meeting Room". The lettering is in place above the doorway and the website and event calendar have been updated to reflect the new name.

License Plate Stickers:

Mary Dames has been studying the revenue difference between using EPay (through the Illinois State Treasurer's Office) and Square (a commercial app) for credit card transactions for license plate sticker purchases. We currently use Square. EPay fees are .03% plus \$.03 per transaction, plus a \$15 monthly fee. Square fees are 2.6% plus \$.10 per transaction. When we started selling stickers, we chose to use Square for transactions as we had no idea how many stickers would be purchased and we were concerned about the \$15 monthly fee with EPay. Guest Services is selling an average of 48 stickers per month, so it makes financial sense to use EPay for future credit card transactions.

For instance, In February, 40 stickers were sold. 5 were purchased in cash and 7 with a credit card. The library paid \$30.86 in Square credit card fees with a total revenue of \$34.79. If we had used EPay, the library would have paid \$15.56 in credit card fees with a revenue of \$50.09.

Land Acknowledgement:

I have reached out to the Midwest SOARRING Foundation (www.midwestsoaring.org) as far as costs and availability for them to work with us, but have not received a response yet. Once I know their timeline, I suggest we form a committee to work with them on creating a land acknowledgement for Indian Prairie.

New Auditor:

At the end of 2022, we were advised that our long-time auditing firm, Brian Zabel & Associates informed us that they could no longer serve their government clients. Therefore, you will find Mary's recommendation for a new auditing firm under New Business.

Local Government Efficiency Act:

Also listed under New Business is the Local Government Efficiency Act (Public Act 102-1088) which went into effect in June 2022. Our Board must form a committee by June 9, 2023. In addition to the trustees, the committee must include at least two residents of the district as well as Kristen or myself.

The committee is charged to study Indian Prairie's policies, rules, procedures, powers, jurisdiction, services, intergovernmental agreements and relationships with other governmental units and the state and then make any recommendations as to how to increase accountability and efficiency. Once formed, the committee must meet at least three times in 18 months. The committee must write a written report for the County with any recommendations. I would like to discuss how we recruit community members at the meeting.

Personnel:

Alex Tobalin has resigned from being a substitute Guest Services Associate.

Christian Mietus started as a Guest Services Page on March 7th.

Phyllis Davani has resigned as a Guest Services Page on March 8th.

Evan Stoner will start as a 25-hour Guest Services Associate on March 26th.

IPPL Foundation & Friends:

The Book Sale brought in \$290.19 in February.

Meetings:

- 2/21 Department Head Meeting
- 2/24 Resource Services Selectors Meeting
- 3/1 WBBR Chamber Luncheon Meeting (Featuring the Burr Ridge & Willowbrook Police)
- 3/2 Summer Reading Planning Meeting
- 3/2 Overview of library accounts with Amanda Sloan of Republic Bank
- 3/2 Programming and Outreach Department Meeting
- 3/6 Meeting with Darien PD about active shooter training
- 3/7 SWAN Committee of the Whole Meeting
- 3/7 Guest Services Associate Interview
- 3/7 Department Head Meeting
- 3/15 Library Board Meeting

In February, I had 16 one on ones with 6 staff. (Kristen, Cindy, Ann, Amy, Gail & Jill)

Continuing Education

- 2/22 Webinar: Growing a Healthy Library Culture (1 hour)
- 2/23 Webinar: Challenging Employee Conversations Without Fear (1 hour)
- 3/6 Webinar: Creating Success on Your Own Terms (1 hour)
- 3/7 Webinar: Building a Culture of Evaluation and Learning (2 hours)

Submitted by:

Laura Birmingham
Executive Director

Deputy Director's Report: February 2023

Building & Grounds:

Our fire panel sent repeated trouble signals to the monitoring center starting the week of February 6. FSS and Fox Valley Fire and Safety both had to come out to try and troubleshoot the problem, which turned out to be a matter of faulty wiring in the panel. The issue was finally resolved on February 17 by FSS.

Six additional internal security cameras were installed by Joe and configured by Tony. We now have views of the Kids & Teens desk, Littletown, and all first-floor study rooms.

Additionally, Joe closed 25 building tickets in February. Highlights include: 1) Install wall hooks in the Kids & Teens department, 2) Build shelving in café area for newspapers, and 3) Install soft close hinges for LittleTown furniture.

Continuing Education:

Fast Forward Libraries: Strategic Planning: February 7

Meetings:

Summer Reading Planning Meeting: February 9

Department Heads meetings: February 14 & 21

Library Board meeting: February 15

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

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

Safety:

The fire & safety maps are finished and installed throughout the library.

Staff Training:

19 staff members received Narcan training on February 21 and 28. Narcan nasal spray doses have been distributed to three service desks and Administration, to be used in case of emergency.

Technology Highlights:

WorkNet DuPage contact us about installing an informational kiosk in our library as part of a grant project they are working on enacting. I worked with them to get the kiosk installed in our café area on Tuesday Feb. 21. The kiosk gives our guests some general information about the free services WorkNet DuPage offers, and allows them to send their contact information to WorkNet DuPage staff if they'd like to learn more or get signed up for a service. Next month I will have usage statistics to share in my report.

I revisited our Zoom contract, and after consulting with staff and department heads, I reduced our number of licenses. As a result, annual pricing for Zoom went from \$600 down to \$300.

I also signed a contract with ICN, our main Internet service provider. It's for 5 years at a reduced price of \$475/month (as opposed to current pricing without the contract, which is \$500/month).

The library's website went down several times between 6 and 9 a.m. on February 23. Rochen, our web host, determined the problem originated with the firewall on their end and had it fixed within the first 30 minutes after being notified of the issue.

In addition to closing 19 technology tickets in February, Tony completed a lot of back-end IT work for us. Highlights include: 1) Learned, enacted, and documented the process for updating computers that use DeepFreeze, 2) Created a procedure to map data access points throughout the library, and 3) Investigated current and future needs and advised me on a plan for Microsoft Office product upgrades for staff and guest computers.

Report Submitted by: Kristen Lawson

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

In the Gallery—February

Display cases: **Suzanne Larson**

1st floor gallery: **Emily Verdoom**

2nd floor gallery: **African American Museum of Art Posters**

Outreach Efforts

Schools & Community

-Virtual Backpack for March

-The Stinger Newspaper at Hinsdale South for March

-Darien Park District Ad for Summer

-Flier for Art Reception at Cass Junior High

Website

While no major updates were done to the website, Paul and I have made minor updates to the website. I was able to update the Meeting Spaces page to reflect the Keshav Sanghani Meeting Room as well as LibCal.

The following are how people clicked on the homepage, with the special links that we had set up. The February links stayed up a little longer since they were changed mid-month to align with Dave training Paul and me.

Press Reader	180 (457 all time)
Newsletter (changed mid-month)	10
Libby app Apple	0
Libby app Android	0
hoopla Binge Pass 3 (changed mid-month)	5
hoopla Binge Pass 4 (changed mid-month)	3
hoopla Binge Pass 5 (changed mid-month)	7
hoopla ebooks	28
Tax Information (changed mid-month)	40
LibCal Programs	20
LOTE	2
Kanopy	5

Yelp & Google

People are using Yelp and Google to access the library.

In the month of February, 23 people called us by searching for us through Yelp.

In the month February, through Google . . .

- 512 called us
- 994 asked for directions to get to us
- 5,968 Googled our name
- 3,336 visited our website after visiting Google

Summer Reading Survey

After a summer reading meeting with Laura, Kristen, Amy, Jordan, and Jen, I worked with TJ to get a survey set up for our guests to take regarding summer reading. We sent the survey to our enews list. While we had a 42 percent open rate (8,500 opens), 447 people ended up taking the survey. We will use these results to help us make decisions regarding our summer reading program.

Enews

General Enews Subscribers

January 31	20,357
February 28	20,418
Loss/Gain in subscribers	+61

Enews Open Rate

I included the open rates on the anniversary, birthday, and welcome emails. Overall, people are opening our emails consistently. For catchalls, it's nice to see that people open our weekly messaging and specialty messaging.

On that note, Amy shared a cute story with me. Ruth, the wife of the Chess Club organizer, was "tickled pink" to receive a birthday email from the library. I'm so happy she shared with Amy how happy the birthday email made her. It's just a simple thing, but I love the impact.

Date	Open Rate
February 2	35 percent
February 9	36 percent
February 16	39 percent
Survey email	42 percent
February 23	39 percent
Recommends	48 percent

Birthday Campaign Open Rate	51 percent
Anniversary Campaign Open Rate	46 percent
Library Welcome Emails	
Welcome one	73
Welcome two	61
Welcome three	58

Social Media

We continue to see organic growth with Facebook and Instagram.

Social Media Channel	Likes/Followers	+/- (Jan. 31)
Facebook (likes)	2,288	+15
Instagram	1,033	+11
Twitter	1,146	-2
LinkedIn	222	+1
YouTube	219	No change

The post with the most engagement was about the Keshav Sanghani Meeting Room. We reposted the story from the print newsletter for everyone to see on social. A couple of the comments on the story included . . .

Sondra Green LaPointe

What a beautiful tribute to a very special young man; it makes my heart to happy to know he will continue to inspire others through the garden and meeting room. 🌻🌻💙

HCPTO and Hinsdale South - Parent Network Group

Keshav was a wonderful young man, with a beautiful smile and heart. I love this tribute to him, and will think of him every time I am at the library ❤️

Other posts that performed well was the collage of photos that I put together for joining the library team; photos that Kate shared with Marketing about her after-hours night; and the photo of Marquitta doing outreach at Cass Junior High.





Teen
JOB FAIR

Saturday, April 15, 2-4 p.m.
For ages 16-19.

Meet employers in one place to
land a summer or year-round job.

RSVP and learn more: teenjobfair.ippl.info



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

BEST SUMMER EVER!



Summer Reading Program: June 3-Aug. 1
Summer Kick-Off Party: Saturday, June 3

Details coming in May.


**Indian Prairie
Public Library**
630/887-8760 | ippl.info

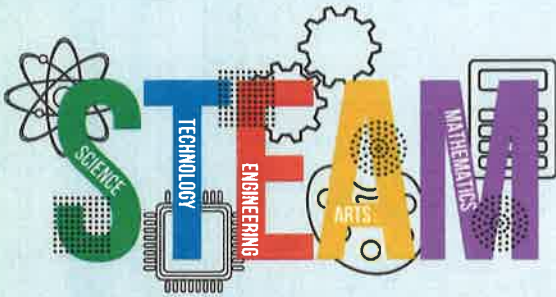


This is the ad for
The park district +
the flier we distributed
at Cass.

Here's what's happening

AT YOUR LIBRARY

For more programs visit calendar.ippl.info



STEAM WEEK

Enjoy STEAM—Science, Technology, Engineering, Art, Math—programs during Mar. 12–18. From little kids through adults, we have something for all ages. View programs online and register at calendar.ippl.info for more.

Adler Planetarium: 'Scopes in the City Drop-In

Sunday, Mar. 12, 1–3 p.m. All ages.

Paper Circuits & Robots

Monday, Mar. 13, 4–5 p.m. Grades 1–3.

Balloon Fun: Learning About Force & Motion

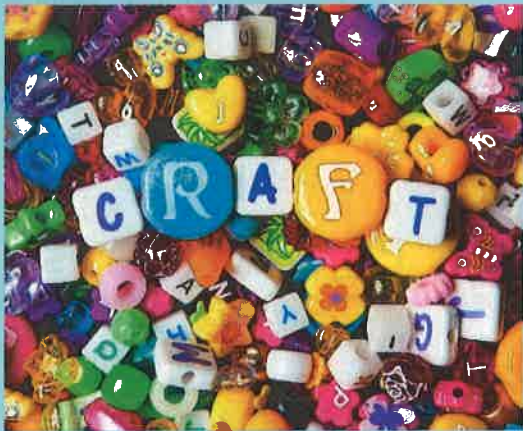
Tuesday, Mar. 14, 4–5 p.m. Grades 1–3.

Nature & Technology Art for Kids

Wednesday, Mar. 15, 4–5 p.m. Grades 2–6.

Spring Science Experiments

Friday, Mar. 17, 3:30–4:30 p.m. Families with kids ages 7 & under.



SPRING BREAK

Registration is required for all programs. Visit calendar.ippl.info.

Cat Cafe with Hinsdale Humane Society,

Monday, Mar. 27, 4-6 p.m., Everyone,

Mid-Kids Bead Crafts,

Wednesday, Mar. 29, 1:30-2:30 p.m., Grades 1-6

Mid-Kids Magic Workshop with Gary Kantor,

Thursday, Mar. 30, 11-11:45 a.m., Grades 1-6

Middle School Dungeons & Dragons Character Workshop,

Thursday, Mar. 30, 3-4 p.m., Grades 6-8



Indian Prairie
Public Library

630/887-8760 | ippl.info



Guest Services
February 2023

Circulation

The total checkouts and renewals for February was 42,325

71% of our checkouts and renewals were done by self-service. 22% of our checkouts and renewals were done at the desk and 7% were done at the drive up.

We had 754 patrons use the drive up in February.

We checked out or renewed 1,663 items at the drive up. 1,021 holds were placed in February for pickup at the drive-up.

There were 165 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 118 passports in February.

License plate sticker renewals: We sold 40 License plate stickers in February.

Library Cards: We issued 157 resident library cards. 30 were initiated remotely.

Birthday gift: We handed out 15 birthday gifts in February.

Staff

With the expanded hours of the Guest Services Associate position we are hopeful we will get qualified applicants. Alexandra Tobalin has resigned from being a substitute for the Guest Services department effective February 28, 2023. Sky Stopen, Brianna Kushta, and Anne DellaMaria are still completing training for the WorldShare Non-SWAN Interlibrary Lending and borrowing procedures.

Meetings

March 15	SWAN Circulation Advisory group	Zoom
March 28	SWAN Updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – February 2023

Community

On Feb. 1, Amy Merda, Dept. Head, visited Anne M. Jeans School to present a Sphero coding badge program to Girl Scouts.

Erin Fergus, Early Literacy Librarian, visited Kiddie Academy on Feb. 3 to present engaging storytimes to many classrooms.

Amy Merda presented a candle-making workshop to a Girl Scout group at IPPL on Feb. 6.

On Feb. 7, Marquitta Harris and Kate Kresek, Specialist, traveled to Sunrise of Willowbrook resident facility for a first visit to residents. Residents appreciated materials checkout along with library information and assistance provided with AARP tax filing appointments. A lovely welcome from the facility (see right) was given that included book-themed cupcakes!



Erin Fergus, Amy Merda, and Chrissy Wesolowski completed three visits (Feb. 7, Feb. 21, and Feb. 28) to Elizabeth Ide Primary School to facilitate the “Library Lions” Lunch Club with each visit presenting an engaging mentor text and connected STEM building activity. The picture to the left displays the “wolf” hair dryer testing the integrity of the student-created structures.

Marquitta Harris and Kate Kresek returned this month to Burr Ridge Senior Living facility on Feb. 9 to provide materials checkout and connections to library services, including one question on Libby. Checkouts by residents continue to increase.

Sarah Zagotta, Teen Librarian, visited students at the after-school program at Anne M. Jeans School to provide an engaging code-breaking activity on Feb. 16.

On Feb. 21, Marquitta Harris attended the virtual Willowbrook Coalition Meeting.

Jack Schultz, Tech/Maker Studio Senior Librarian, visited students at Lakeview Junior High during their Spartan Hour to provide an activity with robots.

Marquitta Harris represented IPPL at a table (see right) during the lively Darien Women’s Club Creative Youth Art Fair held at Cass Junior High on Feb. 26. She connected with over 100 attendees to provide information on the library and hand out branded giveaways as well as spring newsletters and a general Summer Reading Program flyer.



For the month of February in the 2nd floor art gallery, Erin Fergus and Kate Kresek collaborated to present a free poster exhibit from the Smithsonian Institution Traveling Exhibition Service. S.I.T.E.S is the Smithsonian’s "ambassador and emissary through traveling and virtual exhibitions that bring knowledge, discovery, and experiences to people across America and beyond." The exhibit, *A Place for All People*, is a limited-edition poster exhibition celebrating the newest Smithsonian museum, the National Museum of African American History and Culture. Staff saw multiple guests stopping to admire and review the art throughout the month.

The Homebound program, coordinated by Marquitta Harris, Strategist, and additional staff across departments, saw a circulation of 136 items.

In February, 52 packets of a variety of seeds were taken by guests from the 2nd floor Seed Library.

Staff were given a warm welcome at their first monthly scheduled visit at Sunrise of Willowbrook, including the lovely addition of book-themed cupcakes!

Programs – February 2023

In February, we had 70 programs attended by 2,272 guests.

Early Literacy

2/1	Parachute Storytime	Erin	25
2/6	Preschool Play	Erin	22
2/7	Talented Toddlers	Chrissy	40
2/8	Painting with Penguins	Erin	30
2/11	Hot Chocolate Storytime	Erin	27
2/13	Preschool Play	Erin	26
2/14	Talented Toddlers	Chrissy	30
2/14	Love Storytime	Jordan	6
2/15	Baby Playdate (canceled—low registration/staff illness)	Erin	

Families

2/3	Family Craft Hour	Erin	35
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2/16	Nature Storytime with Morton Arboretum	Chrissy	10
2/20	J.G.'s Reptile Road Show	Chrissy	120
2/23	Soul Singalong with Bill Brickey	Amy	27

Mid-Kids

2/1	Book Scouts	Jordan	3
2/11	Online and In-Person Viewing: Shannon Hale & LeUyen Pham Author/Illustrator Visit	Jordan	6
2/15	Mid-Kids Graphic Novel Party	Jordan	1
2/15	Read to a Pet	Chrissy	7
2/17	STEAM Station (canceled—staff illness)	Chrissy	
2/22	Homeschooling SMART: Art of Animation	Amy	17
2/27	Mid-Kids Art Club	Chrissy	13

Teens

2/8	Teen D & D Character Creation Workshop	Sarah	1
2/8	Teen Dungeons & Dragons	Sarah	2
2/9	Cake Truffle Workshop	Sarah	12
2/14	Middle School Craft Hour	Sarah	1
2/21	Middle School D & D	Sarah	6

Adults

2/1	Online-Chair Yoga	Cindy	19
2/1	Intuitive Eating	Kate	12
2/2	Thursday Afternoon Movie: Brian and Charles	T.J.	19
2/3	Vibrant Adults: Puzzle Mystery Investigation	Marquitta	5
2/4	Teen Tech Tutors Drop-In	Sarah	2
2/6	Can You Hear Me?	Marquitta	17
2/6	African-American Soldiers in WWII (canceled—low registration)	Kate	
2/7	All That She Carried Book Discussion (canceled—low registration)	Marquitta	
2/7	Greed and the Gilded Age	Cindy	9
2/7	Why Am I Not Getting the Job?	Joe	3
2/8	Online-Chair Yoga	Cindy	20
2/8	Online-Saying Yes to Your Story: Conversation with Kwame Alexander (IL Libraries Present)	Jen	2
2/9	What 25 Years of Living with Mental Illness Taught Me (canceled—low registration)	Marquitta	
2/10	After Hours: Wine, Cheese & Coloring	Kate	25
2/11	Teen Tech Tutors Drop-In	Sarah	0
2/13	Iberian Voyage	Cindy	14
2/15	Online-Chair Yoga	Cindy	22

2/15	Pre-Civil War Quilts	Kate	27
2/16	Thursday Afternoon Movie: Valentine's Day	T.J.	24
2/18	Teen Tech Tutors Drop-In	Sarah	2
2/20	Age in Place: In-Home Personal Care & Companion	Marquitta	15
2/21	Swing Your Winter Blues Away	Cindy	28
2/21	Adult D & D Character Creation Workshop	Sarah	4
2/22	Adult Dungeons & Dragons	Sarah	8
2/23	Online-Chair Yoga	Cindy	23
2/23	You Can Brew It	Kate	10
2/23	Paper Treasures Collage Workshop	Marquitta	11
2/25	West Suburban Paranormal Investigations	Kate	33
2/25	Teen Tech Tutors Drop-In	Sarah	0

Paranormal adventures are not just popular in October! On February 25, members of the West Suburban Paranormal Investigations donated their time to give an engaging presentation. Over 30 guests heard stories, watched videos and listened to recordings from WSPI investigations. They also discussed the different tools and equipment they used. Afterwards, guests were able to get a closer look and even handle some of the tools and equipment.

Groups

2/2	Nonfiction at Night Book Discussion	Joe	6
2/3	Genealogy After-Hours	Joe	8
2/4	In-Person ESL Conversation Group	Joe	10
2/6	Adult Chess	Amy	4
2/9	Online ESL Conversation Group	Joe	5
2/9	Crime Readers	Tori	8
2/14	Adult Chess	Amy	8
2/16	Novel Idea Book Club	Jen	9
2/18	In-Person ESL Conversation Group	Joe	9
2/20	Adult Chess	Amy	5
2/22	Online ESL Conversation Group	Joe	4
2/23	Genealogy Group	Joe	4
2/27	Adult Chess	Amy	7

Passive Programs

2/1-2/28	Adult Tell Us Poster—Books and Movies	Kate	21
2/1-2/28	Adult Puzzle	Marquitta	4
2/1-2/28	Teen Post: What Music Are You Listening To?	Sarah	81
2/1-2/5	Love Monster Coloring	Erin	120
2/1-2/3	Groundhog Day Activities	Chrissy	56
2/4-2/10	Amazing Black Women—Black History Month	Chrissy	90
2/6-2/14	Hello Kitty Coloring	Erin	200
2/11-2/15	Valentine's Day Cards	Chrissy	140
2/15-2-27	Winter Bunny	Erin	130

2/16-2/28 Mardi Gras Masks

Chrissy

240

Submitted by:
Amy Merda, P & O Dept. Head
3/9/23

Resource Services Monthly Report
February 2023
Submitted by Gail Graziani, Head of Resource Services

Collections

- The Hot Picks display was rebranded as “Trending” to match the displays in K&T. Trending items have no holds, renewals, or fines and have longer checkout periods: 3 weeks for books, 2 weeks for CDs and audiobooks, and one week for DVDs.
- Newspapers have been moved into shelves installed in the café, and are housed in acrylic display boxes.
- All discs in the music CD collection have been cleaned.
- Jen finished weeding Novels and Gen Lit. Gen Lit will be incorporated into Novels in the next month.
- T.J. completed weeding the audiobooks in preparation for shifting them to make additional space for DVDs.
- Hooks were installed in a corner of the K&T space in order to better display the Book Bundle backpacks.

Library Materials Displays for February**1st Floor**

- Valentine’s Day
- Spotlight On: Graphic Novels
- Summer Stories to Escape the Cold
- Celebrating Black History and Voices

2nd Floor

- Celebrating Women’s History Month
- Celebrating Spring
- Celebrating Spring Holidays

Monthly Highlights

- T.J. facilitated the Thursday Afternoon Movies for February, including *Brian and Charles* with 19 guests in attendance and *Valentine’s Day* with 24.
- T.J. provided Cindy with a report showing the busiest hours at the Guest Services Desk and worked with Jill to create the digital Summer Reading survey for staff and guests.
- Jordan applied for the Scholastic Literacy Partnership program that provides nonprofit organizations with discounted children’s giveaway books which will be used for Summer Reading prizes.
- Jordan researched and tested the online resource, ABCmouse, which will be available to IPPL cardholders on March 1st. ABCmouse offers thousands of interactive, engaging learning activities for children ages 2–8, including reading and language arts, math, beginning science, social studies, art, and music.
- Joe facilitated the Genealogy Group meeting with 18 members attending.
- Joe facilitated the interview of a local veteran for the Veteran’s History Project.

- Anna coordinated the various labeling and cataloging changes required for the Trending display.
- Jen drafted procedures for selectors to use when purchasing for the Trending display.
- Jeanine concluded extensive research into replacement label printers, made a model recommendation which was approved, and then placed an order for five machines to be received in March.
- Tori began collecting the monthly database usage statistics after being trained by Joe.

Community

- Tori prepared book club discussion materials for 12 area book clubs, ten on new titles never before requested and two on titles that another club had previously requested.

Continuing Education & Contributing to the Profession

- Jordan, Joe, T.J., Jen, and Jeanine attended DuPage County Health Department's Narcan Training
- T.J. attended the webinar: The First Amendment and Illinois Libraries (RAILS)
- Jen attended the following webinars/meetings:
 - SustainRT Resource ALA Committee Meeting
 - SustainRT Membership Meeting/ALA Steering Committee Meeting
 - Collection Development Meeting (L2)
 - World Languages Networking Group Meeting
- Jordan attended the following meeting:
 - TOYS (Teen or Youth Selectors) RAILS
- Tori attended the following webinars:
 - The First Amendment and Illinois Libraries (RAILS)
 - Adult Faves (Booklist)
- Jeanine attended the following webinars/meetings:
 - RAILS Technical Services Networking Group
 - SWAN Acquisitions & Cataloging Users Meeting
 - Managing Escalated Patron Situations Face to Face (CARLI)

Technology & Maker Services Board Report February 2023

Technology Services

Classes/Programs

Number of Classes: 9 - Total attendance: 58

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Wed. 2/1	10:00am- Noon	PowerPoint Basics	Adult	Ann	6
Thu. 2/2	10am- 11:30am	Introduction to the Windows Computer session 4	Adult	PRC	6
Sat. 2/4	Noon-2pm	LEGO Robotics Coding & Sumo Challenge	Kids	Jack	14
Tue. 2/7	2pm-2:30pm	iPhone/iPad Basics Session 2	Adult	Beth/Ann	8
Thu. 2/9	10am- 11:30am	Introduction to the Windows Computer session 5	Adult	PRC	5
Mon. 2/20	6pm-8pm	Microsoft Excel Basics Part 1	Adult	Ron	6
Wed. 2/22	10am-noon	Microsoft Word Basics	Adult	Ann	4
Thu. 2/23	10am- 11:30am	Introduction to the Windows Computer session 6	Adult	PRC	4
Mon. 2/27	6pm-8pm	Microsoft Excel Basics Part 2	Adult	Ron	5

Statistics

- Computer Usage
 - Adult Users: 1663 Hours: 1347
 - Adult laptop: 21 Hours: 21
 - K&T Users: 411 Hours: 191
 - K&T Laptops: 6 Hours: 6

- Drive-thru Printing- 1

- Technology Desk Assistance- 663

- 1-on-1 Training- 142

- Wireless Usage- Total Unique Access: 6557




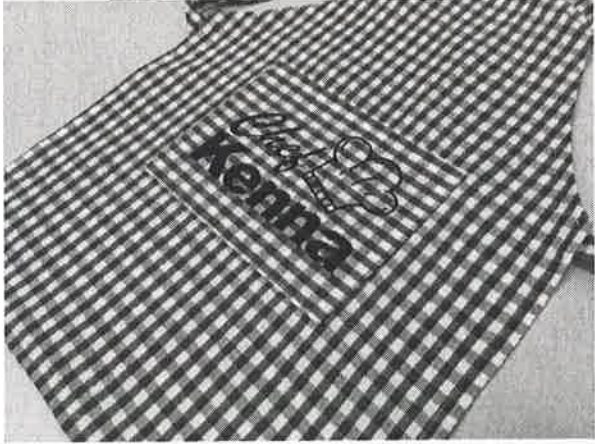
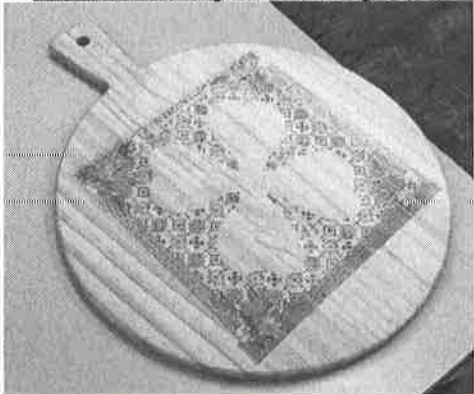

Maker Services/Maker Studio

Classes/Programs

- Classes: 12 - Total attendance: 102
- Passive program- 1- Making & Decorating Envelopes: 41

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Thu, 2/2	12-2pm	Intro To Carvey	Kids	Jack	9
Tue., 2/7	10-11am	Introduction to Embroidery	All	Jack	8
Tue. 2/7	4-5:30pm	Mid-Kid Time	Kids	Jack, Beth	11
Wed., 2/8	6:30-7:30pm	Mug Press Designs	All	Beth	9
Thu., 2/9	6-7:30pm	Family Studio Time	All	Jack, Beth	4
Mon., 2/13	10-11am	Introduction to Sublimation Printing	All	Luke, Beth	6
Tue., 2/14	4-5:30pm	Mid-Kid Time	Kids	Jack, Beth	14
Sat. 2/18	10-11am	Introduction to Laser Engraving	All	Ann, Luke	9
Sun. 2/19	1-2pm	Introduction to Vinyl Cutting	All	Ann, Luke	8
Tue. 2/21	4-5:30pm	Mid-Kid Time	Kids	Jack, Beth	6
Thu. 2/23	6:30-7:30pm	Intermediate Sewing: Hemming Pants	Adults	Jack	7
Tue., 2/28	4-5:30pm	Mid-Kid Time	Kids	Jack, Beth	11

Class & Independent Projects

<p><u>Intro to Laser Cutter Class: Keychain</u></p> 	<p><u>3D Printer : Lamb Cutter for Cheese</u></p> 
<p><u>Lasered Cutter: Engraved Photo</u></p> 	<p><u>Embroidery Machine : Apron</u></p> 
<p><u>Laser Cutter: Engraved Cutting Board</u></p> 	<p><u>Cutting Machine: Vinyl Blankets</u></p> 

Statistics

- Maker Assistance- 281
- Maker 1-on-1 Training- 145

Equipment Usage

- 3D Printers- 23
- Button Maker – 24
- Candle Maker- 0
- Carving Machine- 1
- Cricut (Vinyl)- 22
- Embroidery Machine- 6
- Knitting Machine- 1
- Laser Cutter- 61
- Poster Printer – 18
- Sewing Machine- 12
- Silhouette (Vinyl)- 19
- Sizzix (die cut/embossing) – 7
- Sublimation Printer- 34

Networking

- Hosted Makerspace Network Group on February 17.

Outreach

- 2/10--Jack attended the Lace Elementary School STEM Night promoting the library's maker and technology services including STEM. Jack brought the button making machine and Ozobots. Kids and adults enjoyed making STEM and book themed buttons. Kids also enjoyed coding with the Ozobot robots which use colored markers and paper to code such things as turbo speed, spins, and line jumping moves.

Ann M. Stovall, Head of Technology & Maker Services, March 9, 2023

STATISTICS FOR	Feb-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	18,224	18,088	154,756	152,660	1.37%
Teen	1,171	1,071	10,786	10,421	3.50%
Kids	11,538	12,114	100,070	99,830	0.24%
ILLS Sent	3,943	2,841	22,113	21,587	2.44%
TOTAL	34,876	34,114	287,725	284,498	1.13%
Electronic Circulation	7,449	7,988	70,813	68,016	4.11%
GRAND TOTAL CIRC.	42,325	42,102	358,538	352,514	1.71%
% Reciprocal Borrowing	9%	9%	10%	8%	
Patron Visits	27,668	22,307	226,289	182,073	24.28%
<u>Current Cards</u>					
Resident	157	124	22,419	23,931	-6.32%
Non-Resident	91	72	1,013	795	27.42%
TOTAL	248	196	23,432	24,726	-5.23%
<u>Patron Assistance</u>					
Adult - Reference	2,900	1,858	18,869	12,338	52.93%
Kids - Reference	811	712	5,914	5,259	12.45%
Technology - Reference	944	1,091	8,701	8,213	5.94%
TOTAL REFERENCE	4,655	3,661	33,484	25,810	29.73%
Adult - Other	184	129	1,283	1,543	-16.85%
Kids - Other	65	160	742	1,193	-37.80%
Technology - Other	40	72	264	524	-49.62%
TOTAL OTHER	289	361	2,289	3,260	-29.79%
GRAND TOTAL ASST.	4,944	4,022	35,773	29,070	23.06%
<u>ILL/Reserves</u>					
Holds	7,206	6,837	54,913	57,713	-4.85%
ILLS Sent	2,977	2,841	21,147	21,587	-2.04%
ILLS Checked Out	3,541	3,884	31,408	27,864	12.72%
ILLS Received	4,937	4,236	39,127	31,093	25.84%
<u>Programs - Adult</u>					
# Programs	29	26	170	101	68.32%
Attendance	354	442	2,207	1,608	37.25%
<u>Programs - Tech & Maker</u>					
# Programs	21	26	140	115	21.74%
Attendance	160	177	1,033	700	47.57%
<u>Individual Technology Training</u>					
# of Patrons	325	284	2,672	2,383	12.13%
<u>Groups</u>					
# Programs	13	15	101	68	48.53%
Attendance	87	64	640	409	56.48%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	5	9	42	51	-17.65%
Attendance	22	11	177	210	-15.71%
<u>Programs - Kids</u>					
# Programs	13	42	199	237	-16.03%
Attendance	398	457	3,864	2,260	70.97%
GRAND TOTAL ATT.	1,346	1,435	10,593	7,570	39.93%

STATISTICS FOR	Feb-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	3	3	17	15	13.33%
Attendance	370	271	465	746	-37.67%
<u>Passive Programs - Teen</u>					
# Programs	2	3	18	21	-14.29%
Attendance	86	52	413	367	12.53%
<u>Passive Programs - Kids</u>					
# Programs	8	13	85	52	63.46%
Attendance	996	971	7,624	2,991	154.90%
<u>Computers - Patron Use</u>					
Adult Computers	1,663	1,308	12,906	11,115	16.11%
Kids Computers	411	232	3,337	1,278	161.11%
Teen Laptop	6	25	81	69	17.39%
Adult Laptop	19	28	148	145	2.07%
TOTAL PATRON USE	2,099	1,593	16,472	12,607	30.66%
<u>Hours Used</u>					
Adult Computers	1,347	1,034	10,105	8,673	16.51%
Kids Computers	191	107	1,583	662	139.12%
Teen Laptop	6	25	95	67	41.79%
Adult Laptop	21	49	189	199	-5.03%
TOTAL HOURS USED	1,565	1,215	11,972	9,601	24.70%
Wireless Total Connections	6,557	6,638	51,598	47,160	9.41%
IPPL Total Web Site Access	11,753	14,208	94,549	115,154	-17.89%
IPPL Total Page Views	42,543	44,040	321,109	324,208	-0.96%
Subscription Database Logins	2,830	2,815	22,124	23,803	-7.05%
<u>Outreach-Homebound</u>					
Items Delivered	136	135	1,181	999	18.22%
<u>Volunteers</u>					
Number Active	15	16			
Hours Worked	40	108	442	409	8.07%
Staff Training Hours	89	40	529	612	-13.56%
<u>Room Use</u>					
Conference Rooms	766	403	4,499	2,381	88.95%
Meeting Rooms					
Library	64	69	479	251	90.84%
Non-Library	24	9	130	43	202.33%
Board Room					
Library	25	8	149	85	75.29%
Non-Library	21	10	142	63	125.40%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	483	0	0	483	488	494	488	494
Non-Fiction	37654	112	633	37133	6352	9058	6464	9691
Fiction	31894	335	565	31664	9546	12550	9881	13115
ADULT TOTALS	70031	447	1198	69280	16386	22102	16833	23300
KIDS								
Non-Fiction	10970	32	16	10986	2064	2430	2096	2446
Fiction	24024	131	120	24035	6323	5123	6454	5243
KIDS TOTALS	34994	163	136	35021	8387	7553	8550	7689
TEEN								
Non-Fiction	596	3	0	599	273	117	276	117
Fiction	4048	33	0	4081	1385	1146	1418	1146
TEEN TOTALS	4644	36	0	4680	1658	1263	1694	1263
BOOK TOTALS	109669	646	1334	108981	26431	30918	27077	32252

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6562	46	240	6368	1387	1124	1433	1364
Music CDs	4387	19	5	4401	698	2135	717	2140
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20533	83	14	20602	3380	3652	3463	3666
ADULT TOTALS	31850	148	259	31739	5471	6919	5619	7178
KIDS								
Audiobooks on CD	579	2	0	581	134	93	136	93
Music CDs	280	1	0	281	35	24	36	24
Playaway	114	0	0	114	12	5	12	5
DVDs (DVD & Blu-ray)	3921	30	2	3949	533	910	563	912
KIDS TOTALS	4894	33	2	4925	714	1032	747	1034
TEEN								
Audiobooks on CD	170	2	0	172	87	123	89	123
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	186	2	0	188	89	565	91	565
AUDIOVISUAL TOTALS	36930	183	261	36852	6274	8516	6457	8777

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	220	10	0	230	77	16	87	16
Tech Takeout (except digital content devices)	158	4	3	159	61	19	65	22
CD-ROMs	-1	0	1	-2	0	36	0	37
ADULT TOTALS	377	14	4	387	138	71	152	75
KIDS								
Kits (STEM, Book bundles, etc.)	217	1	1	217	88	28	89	29
Puzzles (New Aug. 2018)	22	0	1	21	10	4	10	5
Playaway Launch Pads	18	0	0	18	0	4	0	4
KIDS TOTALS	257	1	2	256	98	36	99	38
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	809	8	1	816	205	62	213	63
Board Games	119	0	2	117	41	19	41	21
TEEN TOTALS	933	8	3	938	246	82	254	85
OTHER TOTALS	1567	23	9	1581	482	189	505	198
COLLECTION TOTALS	148166	852	1604	147414	33187	39623	34039	41227

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Feb 2023

eBOOKS	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	Adds	Add
Hoopla- Year (ebooks & comics)	683,054	0	683,054	N/A	0
eMedia (Overdrive Consortium)	24,313	177	24,490	970	1147
eMedia (Overdrive Advantage)	7,224	48	7,272	1185	1233
Preloaded eReaders	166	0	166	174	174
eBook Totals	714,757	225	714,982	2329	2,554
AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD	YTD
	Month Totals	Items	Totals	A	Add
Audiobooks					
Hoopla- Year	320,052	0	320,052	N/A	0
eMedia (Overdrive Consortium)	6,589	68	6,657	732	800
eMedia Advantage (Overdrive)	1,906	39	1,945	560	599
Preloaded Adult Audiobook iPods	157	1	158	84	85
Audiobook Total	328,704	108	328,812	1376	1484
Music					
Hoopla- Year	241,704	78673	320,377	N/A	78673
Videos					
Hoopla- Year (includes TV Episodes)	43,288	0	43,288	N/A	0
Kanopy	29,836	562	30,398	60056	60618
Preloaded Adult Roku Titles	1,369	9	1,378	2747	2756
Preloaded Family Roku Titles	209	4	213	418	422
Video Totals	74,702	575	75,277	63221	63796
Total Audiovisual	645,110	79,356	724,466	64,597	143,953
Collection Totals	1,359,867	79,581	1,439,448	66,926	146,507

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2023

Balance on hand as of January 31, 2022.....	2,959,439.66
Cash Receipts for February.....	31,796.50
Cash Disbursements for February.....	303,754.24
Cash on hand as of February 28, 2023.....	2,687,481.92

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.481%	
General.....	532,485.37
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 2.59%.....	634,283.70
Republic Bank - Checking General.....	10,891.56
Republic Bank - Payroll Account.....	85,798.24
Republic Bank - License Sticker Account.....	2,044.45
Petty Cash/Circulation.....	604.00
Balances as of February 28, 2023.....	2,687,481.92

FUND BALANCES AS OF 2/28/2023

Corporate Fund.....	2,439,803.86
Building & Maintenance Fund.....	47,867.14
I.M.R.F. Fund.....	(5,599.89)
Liability Fund.....	805.99
Social Security Fund.....	(3,909.33)
Special Reserve Fund.....	(15,742.05)
Current Liabilites.....	224,256.20
Grand Total All Funds.....	2,687,481.92

Indian Prairie Public Library District Consolidated Revenue Report for February 2023

Percent of Year: 66.67

	RECEIVED February 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,103.61	3,884,825.92	98.84%	3,930,322.00	45,496.08
41150 · Non-current Property Taxes	0.00	498.62	0.00%	0.00	-498.62
43100 · Interest-Tax Levy	0.00	333.15	0.00%	0.00	-333.15
TOTAL PROPERTY TAX & LEVY INTEREST	1,103.61	3,885,657.69	98.86%	3,930,322.00	44,664.31
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	121.78%	53,161.00	-11,579.70
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	121.78%	53,161.00	-11,579.70
INTEREST					
43500 · Interest - Investment	3,384.20	25,062.16	0.00%	4,000.00	-21,062.16
TOTAL INTEREST	3,384.20	25,062.16	0.00%	4,000.00	-21,062.16
DESK MONIES					
45100 · Copier	225.65	1,943.17	97.16%	2,000.00	56.83
45120 · Computer Copies	977.62	9,329.49	77.75%	12,000.00	2,670.51
45130 · Fax	362.54	2,725.53	54.51%	5,000.00	2,274.47
45200 · Fines/Fees	869.79	4,657.10	93.14%	5,000.00	342.90
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	629.65	4,873.83	88.62%	5,500.00	626.17
45350 · Non-Resident Fees	9,742.06	78,360.26	87.07%	90,000.00	11,639.74
45450 · Hot Picks	10.00	265.00	0.00%	0.00	-265.00
45550 · Meeting Room Rental	325.00	2,318.75	463.75%	500.00	-1,818.75
45600 · ILL Fees	29.30	292.62	58.52%	500.00	207.38
45650 · Maker Studio	480.50	3,903.53	195.18%	2,000.00	-1,903.53
45700 · Passport Fees	4,375.00	24,790.00	99.16%	25,000.00	210.00
45750 · Notary Fees	0.00	8.00	0.00%	0.00	-8.00
45800 · License Stickers	140.95	518.65	0.00%	0.00	-518.65
TOTAL DESK MONIES	18,168.06	133,985.93	90.78%	147,600.00	14,132.72
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	948.00	47.40%	2,000.00	1,052.00
46800 · Collection Agency Fee	19.16	39.16	19.58%	200.00	160.84
TOTAL OTHER INCOME	19.16	987.16	44.87%	2,200.00	1,212.84
TOTAL	22,675.03	4,110,433.64	99.35%	4,137,283.00	27,368.01
49000 · Operating Transfer In	0.00	15,742.05			
GRAND TOTAL	22,675.03	4,126,175.69	99.73%	4,137,283.00	11,107.31

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

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

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Indian Prairie Public Library District Consolidated Expenditures Report for February 2023

Percent of Year: 66.67

	February 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	171,232.74	1,484,743.41	62.51%	2,375,154.00	890,410.59		
61310 · Benefits - Medical / Life Ins.	23,844.89	140,190.34	66.02%	212,360.00	72,169.66		
61330 · Benefits - IMRF	26,438.35	148,350.57	72.99%	203,246.00	54,895.43		
61340 · Benefits - FICA	10,725.04	97,211.10	56.39%	172,400.00	75,188.90		
61400 · Staff Development	618.20	9,248.01	41.29%	22,400.00	13,151.99		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	7,095.00	110.45%	6,424.00	-671.00		
61720 · Unemployment Insurance	0.00	0.00	0.00%	3,500.00	3,500.00		
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00		
TOTAL PERSONNEL	232,859.22	1,886,838.43	62.97%	2,996,484.00	1,109,645.57	3,250,000.00	58.06%
MATERIALS							
62100 · Books	10,061.33	79,286.35	49.80%	159,200.00	79,913.65		
62200 · Periodicals	1,388.50	9,117.48	49.82%	18,300.00	9,182.52		
62300 · Audio	256.83	9,867.02	33.06%	29,850.00	19,982.98		
62400 · Video	1,297.59	15,622.39	38.62%	40,450.00	24,827.61		
62500 · Multi-Media	134.69	294.46	14.72%	2,000.00	1,705.54		
62600 · eMaterials	8,634.85	146,896.33	72.43%	202,825.00	55,928.67		
62700 · Console Games	728.69	3,447.43	49.25%	7,000.00	3,552.57		
62800 · Damaged Item Replacement	469.79	3,849.00	48.11%	8,000.00	4,151.00		
62900 · Materials Supplies	1,299.42	11,601.55	55.25%	21,000.00	9,398.45		
TOTAL MATERIALS	24,271.69	279,982.01	57.30%	488,625.00	208,642.99	525,000.00	53.33%
BUILDING							
63200 · Cleaning Service	6,133.70	49,297.60	56.66%	87,000.00	37,702.40		
63300 · Utilities (1-8-11 · Gas)	1,303.68	12,677.64	84.52%	15,000.00	2,322.36		
63300 · Utilities (1-8-12 · Electric)	6,111.05	29,222.52	60.25%	48,500.00	19,277.48		
63300 · Utilities (1-8-13 · Telephone)	236.97	1,585.54	31.71%	5,000.00	3,414.46		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	7,500.53	93.76%	8,000.00	499.47		
63300 · Utilities (1-8-15 · Garbage Disposal)	505.98	4,079.58	81.59%	5,000.00	920.42		
63350 · Building Supplies	928.08	8,596.96	156.31%	5,500.00	-3,096.96		
63400 · Maintenance Supplies	795.85	6,602.16	60.02%	11,000.00	4,397.84		
63500 · Security System Monitoring	112.50	490.50	70.07%	700.00	209.50		
63600 · Property Maintenance	4,336.10	24,132.72	48.27%	50,000.00	25,867.28		
63800 · Building Maintenance/Repair	604.00	26,598.90	76.00%	35,000.00	8,401.10		
TOTAL BUILDING	21,067.91	170,784.65	63.09%	270,700.00	99,915.35	350,000.00	48.80%
OPERATIONS							
64100 · Payroll Service	635.00	6,110.00	179.76%	3,399.00	-2,711.00		
64200 · Supplies - Office	262.61	2,334.75	30.72%	7,601.00	5,266.25		
64300 · Photocopy Supplies	481.15	1,726.44	49.33%	3,500.00	1,773.56		
64400 · Guest Services Supplies	0.00	763.03	20.62%	3,700.00	2,936.97		
64500 · Postage	-797.80	2,067.72	41.35%	5,000.00	2,932.28		
64550 · Passport Postage	797.80	2,827.14	94.24%	3,000.00	172.86		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	70.69	403.60	40.36%	1,000.00	596.40		
64800 · Organizational Memberships	139.00	1,889.50	51.07%	3,700.00	1,810.50		
64900 · Bank Fees	197.29	1,566.43	62.66%	2,500.00	933.57		
TOTAL OPERATION	1,785.74	19,688.61	57.23%	34,400.00	14,711.39	42,000.00	46.88%
TECHNOLOGY							
65100 · Supplies-Public Toner	721.16	3,409.65	42.62%	8,000.00	4,590.35		
65150 · Supplies-Staff Toner	1,400.14	6,054.61	121.09%	5,000.00	-1,054.61		
65160 · Supplies-Technology Services	0.00	138.49	46.16%	300.00	161.51		
65170 · Supplies-Maker Studio	139.61	4,792.43	171.16%	2,800.00	-1,992.43		
65200 · Technology-Prof Services	247.50	1,304.38	43.48%	3,000.00	1,695.62		

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

Percent of Year: 66.67

	February 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	168.99	14,859.36	71.88%	20,672.00	5,812.64		
65350 · Library of Things	144.17	2,455.96	29.77%	8,250.00	5,794.04		
65400 · Technology Equip Mnt/Repair	80.39	5,662.90	28.95%	19,564.00	13,901.10		
65500 · Software	185.28	8,864.18	52.14%	17,000.00	8,135.82		
65600 · SWAN	267.85	37,789.36	76.60%	49,335.00	11,545.64		
65700 · Telecommunications	1,370.85	9,457.67	63.07%	14,995.00	5,537.33		
TOTAL TECHNOLOGY	4,725.94	94,788.99	63.65%	148,916.00	54,127.01	200,000.00	47.39%
CONTRACTUAL SERVICES							
66100 · General Professional Services	2,290.00	13,475.00	72.84%	18,500.00	5,025.00		
66200 · Credit Bureau	118.20	541.75	45.15%	1,200.00	658.25		
66300 · Copier	221.00	1,768.00	58.93%	3,000.00	1,232.00		
66400 · Copier Maintenance Contract	59.50	421.82	14.06%	3,000.00	2,578.18		
66500 · Background Screenings	0.00	500.78					
66900 · Fees - Bond Registrar	0.00	15.00	6.82%	220.00	205.00		
TOTAL CONTRACTUAL SERVICES	2,688.70	16,722.35	64.52%	25,920.00	9,698.43	35,000.00	47.78%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	13,068.00	100.00%	13,068.00	0.00		
67200 · Bonding	0.00	1,386.00	102.21%	1,356.00	-30.00		
67300 · Officers & Directors Liability	0.00	2,153.00	107.17%	2,009.00	-144.00		
67400 · Umbrella Liability	0.00	2,524.00	99.96%	2,525.00	1.00		
TOTAL INSURANCE	0.00	19,131.00	100.91%	18,958.00	-173.00	25,000.00	76.52%
COMMUNICATIONS							
68110 · Marketing Newsletter	2,434.66	24,707.91	64.34%	38,400.00	13,692.09		
68111 · eNewsletter	9.00	526.52	5.45%	9,670.00	9,143.48		
68210 · Marketing Advertising	0.00	183.00	18.30%	1,000.00	817.00		
68310 · Marketing Supplies	0.00	217.62	21.76%	1,000.00	782.38		
68410 · Marketing-Information Printing	296.11	656.29	5.05%	13,000.00	12,343.71		
68500 · Legal Notices	0.00	858.09	57.21%	1,500.00	641.91		
TOTAL COMMUNICATIONS	2,739.77	27,149.43	42.05%	64,570.00	37,420.57	70,000.00	38.78%
PROGRAMMING							
68600 · Programming	3,074.08	23,408.40	58.38%	40,100.00	16,691.60		
TOTAL PROGRAMMING	3,074.08	23,408.40	58.38%	40,100.00	16,691.60	50,000.00	46.82%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	25,360.00	0.00%	25,360.00	0.00		
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	15,742.05	0.00%		-15,742.05		
69900 · Contingency	453.65	8,681.76	37.34%	23,250.00	14,568.24		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	293,666.70	2,604,019.73	62.94%	4,137,283.00	1,533,263.27		
70000 · Operating Transfer Purchases	0.00	15,742.05	0.00%				
GRAND TOTAL	293,666.70	2,619,761.78	63.32%	4,137,283.00	1,517,521.22	4,547,000.00	57.62%

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

RAILS News

March 8, 2023



New RAILS Website Launches March 13
The new RAILS website will go live on Monday, March 13! The new URL will be railibraries.org. There may be a brief downtime on Sunday, March 12.

Monica Harris Meet & Greets: Bourbonnais and Burr Ridge

We are in the middle of scheduling several meet-and-greet opportunities with Monica Harris, RAILS' new Executive Director. We have two scheduled so far and all staff from all types of RAILS libraries are welcome! Please register so we know how many people to expect:

- Burr Ridge Service Center, Monday, March 20, 10:00 - 11:30 a.m.
- Bourbonnais Public Library District, Tuesday, March 14, 1:00 - 2:30 p.m.

If you can't join us at Burr Ridge or Bourbonnais, watch the *RAILS E-News* for more meet-and-greet dates.

School Library Training Event Naming Contest

As previously mentioned, RAILS and our statewide partners will co-host an online School Library Training event this fall. Thanks to everyone who submitted suggestions in our event naming contest. We received more than 75 suggestions! We randomly drew a name from all who made suggestions. Congratulations to **Tracey Nielsen of Grayslake North High School**, who will receive a \$25

Barnes & Noble gift certificate. We'll announce the final name of the event and further details this spring.

Find More Illinois Waives Setup Fees through 2023!

Now is a great time to join Find More Illinois. The one-time setup (or implementation) fees are waived for libraries that join before the end of 2023! Patrons of participating Find More Illinois libraries can locate and request materials from libraries across Illinois to be delivered directly to their home library. [Visit Find More Illinois for more details on joining.](#)

Continuing Education

"Benchmarking Fundamentals" Online Workshop, March 22

Having market-based pay ranges is essential to appropriately compensate employees and ensure equity across your library. Join Kathryn O'Connor, Director of Compensation Services for HR Source, as she provides guidance in this online training event on Wednesday, March 22 from 9:30 a.m. to noon. Registration is limited to one staff member per organization. [Learn more and register on L2.](#)

Directors University 2.0

Directors University 2.0 is in Springfield, April 11-13. Fifty attendees will dive into topics such as budgeting, capital improvements, grant writing, succession planning, and leadership. The cost is \$150. Materials, lodging, and meals will be covered by support from the Illinois State Library. Visit [ILA's website for the application and more information.](#)

March Online with the Cataloging Maintenance Center (link fixed)

["Global Journey: Cataloging World Languages,"](#) Thursday, March 9, 10 - 11 a.m.

Networking

Next Illinois Solo Librarians Network Meeting, March 24

The next meeting of the Illinois Solo Librarians Network (ISLN) is Friday, March 24 from noon to 1 p.m. [You can register via L2.](#) This group is open to anyone who identifies as a solo library worker (some may have a library assistant or interns). For more information, [visit the ISLN page on the RAILS website.](#)

SLA IL: Kane County Law Library & Self Help Legal Center Tour, March 21

Join Special Libraries Association (SLA) Illinois for an in-person tour of the Kane County Law Library & Self Help Legal Center on Tuesday, March 21, 3 - 4 p.m. This is an in-person-only event. Contact [Dan Bostrom](#) for more information. [Register.](#)

E-Resources

New Libraries Can Join Explore More Illinois Until April 15

If you've been thinking about joining Explore More Illinois, now's the time! Registration for new public libraries joining RAILS' online cultural and recreational pass program is open until April 15. The next registration period for libraries to join will start on November 1.

When your library registers, your patrons can enjoy fun summer outings with discounts to the Abraham Lincoln Presidential Library and Museum in Springfield, Anderson Japanese Gardens in Rockford, the Museum of Science and Industry in Chicago, and so much more!

Over the next several months, we will focus on recruiting new attractions to the program. [Apply now](#) or contact [Jessica Barnes](#), RAILS Special Projects Librarian, 630.734.5181, with questions.

Deals, Discounts, Grants

EBSCO Resource Overview Webinar

Register for an informational webinar to learn more about the features of the variety of public library and K-12 EBSCO resources available through RAILS, including research databases; learning resources; reader's advisory options; collection development and library promotional tools; Consumer Reports information; a learn-to-code resource for teens and young adults; and new this year, a resource designed to help people with financial literacy. [Visit the Deals & Discounts page for pricing and more information.](#)

- Demo for K-12 Libraries - [Wednesday, March 22 at 8 a.m.](#)
- Demo for Public Libraries - [Wednesday, April 5 at noon](#)

Sign up for the July 1 PressReader Group Purchase

PressReader for Libraries, available on iOS and Android, provides remote access to over 7,000 newspapers and magazines from 120 countries and 60 different languages servicing a diverse range of patron communities. All RAILS public libraries are eligible to join the [PressReader Group Purchase](#) for discounted pricing for either PressReader Newspapers & Magazines OR PressReader Newspapers Only, and also have the option of adding *The Economist* to their subscription at a discounted rate.

RAILS public libraries **must renew/sign up for the group purchase by May 31**. RAILS staff will reach out to the renewing libraries with details. Libraries interested in joining the group purchase can [visit the RAILS Deals & Discounts page](#) and log in with their L2 email and password to view details and get a price quote. The subscription is valid from July 1, 2023 - June 30, 2024. Early subscribers will be prorated to align with the group purchase dates.

New Link for OER Campus Kickstart

The Illinois Association of College & Research Libraries (IACRL) Awards Committee opened applications for the Open Educational Resource (OER) Campus Kickstart: Award for Growing Illinois OER Programs.

This award provides funding for financial incentives to smaller college campuses and campuses with little or no support for OER programming. The intended outcome is a collaboration between academic faculty and librarians to implement

OER in their courses and help establish OER programs on their campus. Applications are due March 31. [Additional information about the OER award.](#)

Conference News

Submit a Program Proposal for the 2023 ILA Annual Conference

The ILA 2023 Annual Conference Program Committee is seeking program proposals for this year's conference in Springfield. The theme of the conference is Connect, Cultivate, Collaborate.

Visit the ILA website for [guidance on submitting proposals](#), including program tracks, formats, learning outcomes, collaborating with ILA forums and committees, [and submitting a proposal](#).

\$40 ALA Exhibit Hall Passes Are Now Available!

We are pleased to announce that the [\\$40 exhibit-only guest passes](#) are now available through RAILS' exhibitor portal for ALA Annual! RAILS member libraries can purchase exhibit passes for library staff members to visit the exhibit hall at the ALA Annual Conference, June 22–27, in Chicago.

Make sure to visit RAILS at our booth (#3414)! General registration is open for the ALA conference and [early bird rates](#) go through March 31.

Join RAILS at Youth Services Institute

Visit RAILS at our table at this year's [Illinois Youth Services Institute](#). RAILS is a Diamond Sponsor of this event. The conference is March 16-17 at the Marriott Bloomington-Normal Hotel and Conference Center.

Join RAILS at Reaching Forward South

Registration is now open for the [Reaching Forward South \(RFS\) Conference](#) on Friday, April 14, at The Regency O'Fallon in O'Fallon, Illinois. RAILS is a sponsor of RFS and will have a table at the event. We hope you stop by and visit us!

Illinois State Library News

Support Illinois Anti-Book Banning Legislation – Deadline: March 8, 2 p.m.

The Illinois Secretary of State's office and the Illinois State Library are encouraging individuals to submit a witness slip in favor of HB 2789. This bill requires public and school libraries to adopt policies against censorship and book banning to receive grants from the Illinois State Library.

HB 2789 is scheduled for a committee hearing on Wednesday, March 8 at 2 p.m. Those wishing to support the bill can submit a witness slip prior to the hearing by following these steps:

- Visit the [Illinois 103rd General Assembly House Hearing Details page](#).
- Go to HB 2789 and click on the Create Witness Slip icon.
- Fill out and submit the electronic form.

FirstSearch/WorldCat Discovery Subscription Paid by the Illinois State Library

On March 28 from 1 to 2 p.m., the Illinois State Library will offer a program on how the FirstSearch/WorldCat Discovery subscription can help your users find and get resources in your library and beyond. The program will include information about recent enhancements to OCLC's web visibility initiatives. [Registration is required](#).

Other Library News

Illinois Public Library Trustee Survey, Deadline Extended

Illinois Heartland Library System (IHLS) received a grant from the Illinois State Library to create an online portal to help trustees across Illinois grow their knowledge. The project team created a survey to collect input from Illinois public library trustees.

If you're a trustee, please complete this survey by Friday, March 31. If you're a director or board president at a public library belonging to RAILS or IHLS, please tell your board members about this survey. Everyone completing the survey will

be entered into a drawing. Two people will receive a \$25 gift card from either Amazon, Target, or Walmart. If you have any questions or comments, please contact [Anna Yackle](#), or [Leanne Furby](#).

Voting Open for IACRL 2023 People's Choice Award in Scholarly Publishing

This award gives academic and research librarians throughout Illinois the opportunity to read and evaluate scholarly works by their peers and then vote on a favorite. Voting is open to all staff members at Illinois academic and research libraries, consortia, and related organizations. [Vote once for **ONE** of the entries.](#) The deadline is Friday, March 31.

Now Open: RFP for the Next REFORMA National Conference

The REFORMA National Conference Coordinating Committee announced that the request for proposals (RFP) for both REFORMA National Conference (RNC) VIII and RNC IX is open. REFORMA members can submit RFPs for the next two conference cycles.

Have questions about the RFP process or about what hosting the conference entails? Make sure to sign up for one of the informational sessions. [The RFP form and session signup.](#)

LACONI Trustee Banquet

The Annual LACONI Trustee Banquet is on Friday, May 19, at the Nineteenth Century Club in Oak Park. This event is an opportunity for library trustees to network and connect with one another. This year, the program includes a conversation between Cyndi Robinson, ILA Executive Director, and Joe Filapek, ILA Trustee of the Year 2022. [More information and to purchase tickets.](#)

Introducing the Randall Albers Young Writers Award

Here's a [new writing contest through the Chicago Literary Hall of Fame for students in grades 9 - 12](#). The award is open to all Chicago-area students currently enrolled in grades 9–12, living in Cook, DuPage, Kane, Lake, McHenry, or Will counties. The deadline is April 3.

Request to Hire New Auditing Firm

At the end of 2022 we were advised that our long-time auditing firm, Brian Zabel & Associates, PC, reluctantly concluded that they could no longer serve their government auditing clients. They recommended that we immediately engage another CPA firm to provide our auditing services. The cost for our 2022 audit with Brian Zabel & Associates was \$4,500.

Area libraries gave me recommendations to research.

The following is a summary of prices for each firm. As you will see, there is quite a range:

ILLINOIS NFP AUDIT & TAX, LLP

3 Year Proposal: \$6,500 each year

LAUTERBACH & AMEN, LLP

3 Year Proposal:	2023	2024	2025
	\$9,840	\$10,100	10,400

MACCHIETTO ROTH & COMPANY, P.C.

3 Year Proposal:	2023	2024	2025
	\$14,000	\$15,100	\$16,200

O'NEILL & GASPARDO, LLC

3 Year Proposal:	2023	2024	2025
	\$12,000	\$12,600	\$13,200

Based on the quotes received from each of the firms along with conversations I had with all of the reference libraries, I feel comfortable recommending Illinois NFP Audit & Tax, LLP. Their fees are reasonable, and everyone seems very satisfied with their service. Alfredo Rodriguez was quick to send the proposal I requested, and he specifically was favorably mentioned by nearly every referral in emails and in phone conversations.

Submitted by: Mary Dames, Administration Office Coordinator



Compliance with the Decennial Committees on Local Government Efficiency Act

Tuesday, March 07, 2023 Julie Tappendorf

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and excepting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions impacted local governments must take to begin compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

- 1 Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties."

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as an executive director, administrator, or manager) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board

meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from existing funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings but a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey to those attendees who provided an email address.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board.

Post Authored by Keri-Lyn Krafthefer, Ancel Glink

Landscaping Service Recommendation

I received the following quotes for landscaping service. I also looked at reviews and/or checked references for each company, as well as compared the varying services they are offering for the cost in the quotes. I have assigned a letter grade based on the reviews/references and highlighted differences in the services offered in the chart below.

Company	Annual Cost	Letter Grade	Proposal Differences
1st Impressions	\$13,200	A+	No leaf removal except during fall clean-up, mulch bed weeding included.
Nick's Lawncare	\$9,995	A	Weekly leaf removal in the fall included, mulch bed weeding costs extra (\$90/hr in separate visit(s))
Premier Landscape	\$9,944	B	No leaf removal except during fall clean-up, mulch bed weeding included

The Google reviews for Premier Landscape were not as universally good as the ones for 1st Impressions. The negative reviews for Premier are 2 years old or older and mostly focused on the drivers of the trucks, and a couple of disgruntled employees posted about paycheck issues. I did not see any negative reviews that focused on the value/quality of the work or the dependability of the service. On our end, Mary Dames primarily dealt with them last year and didn't have any qualms about re-hiring them.

Premier Landscape installed a lot of new plantings on our property last year, and they do guarantee it up to one year from the invoice date. Further, the scope of the services they offer is comparable to the more expensive quote from 1st Impressions at a significantly lower price. For all these reasons, and also because we have an established relationship with them from last year's landscaping installations, I recommend we move forward with Premier for the 2023 growing season.



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.