

Indian Prairie Public Library Board Agenda
March 18, 2026

Board of Trustees Regular Meeting
March 18, 2026 – 6:45 p.m.

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

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

- B. Mission Statement: We enrich our community by providing opportunities to explore, connect, learn and create.

Vision Statement: People are inspired and empowered. Dreams are developed and 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 Banquet, April 17 Page 3
 - 2. Atlas Annual Trustee Day, May 16 Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, February 18, 2026 Page 5
 - 2. Action on Bills/Additional Bills Page 7
 - 3. Intergovernmental Agreement Between IPPL and Intergovernmental Personnel Benefit Cooperative Page 11

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 16 Information

- H. Department Reports Information
 - 1. Deputy Director's Report Page 18
 - 2. Marketing Page 19
 - 3. Guest Services Page 21
 - 4. Programming & Outreach Page 23
 - 5. Resource Services Page 25
 - 6. Technology & Maker Services Page 26

- I. Staff Report
None

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- J. Reports
 - 1. Treasurer’s Report Page 33 Information
 - 2. Building and Grounds Committee (no report)
 - 3. Finance Committee (no report)
 - 4. Planning/Outreach Committee (no report)
 - 5. Policy Committee (no report)

- K. Unfinished Business
 - None

- L. New Business
 - 1. Financial Projections Page 37 Information
 - 2. Elevator Modernization Bid–Scope of Work Page 40 Action
 - 3. Hours During Darien Fest Weekend, August 7, 8 & 9 Action

- M. Meetings to be Scheduled
 - 1. Building & Grounds Committee, May 13 or 27
(Krupicka, Palmisano, Rodriguez)
 - 2. Finance Committee, June 3, 8, 9 or 10
(Raftis, Damon, Rodriguez)

- N. Adjournment



LACONI

TRUSTEE BANQUET

Friday, April 17
6:00-9:00 pm

The Nineteenth Century Club
178 Forest Avenue
Oak Park, IL 60301

Join us for the Annual LACONI Trustee Banquet for an evening of networking and conversation with fellow Illinois Library Trustees.

The LACONI Trustee Banquet is an event that unites community leaders, donors, and supporters to celebrate our organization's achievements and further our mission of providing ongoing education for library professionals at all levels, as well as networking opportunities for library trustees.

This year, our keynote address will focus on strategic planning, with several speakers sharing their experiences using a consultant and doing it in-house. We recognize the crucial role that both elected and appointed public library trustees play in shaping our communities. In Illinois, libraries are vital hubs for information, education, and resources, promoting lifelong learning and fostering community connections. Our annual banquet provides an opportunity to acknowledge the advocates of these initiatives and their commitment to enhancing the lives of residents throughout Illinois.

Meal options are as follows:

- Panko herb-crusted salmon with creamy kale orzo, and lemon butter sauce
- Braised beef with saffron risotto roasted carrots
- Pasta pomodoro with asparagus oven oven-dried tomatoes, lemon, basil, penne pasta parmesan

Tickets must be purchased by Monday, April 13th, 2026. Refunds are available up to 7 days in advance of the event.

Questions? Contact LACONI SAAM, laconisaam@gmail.com

**ATLAS ANNUAL TRUSTEE DAY:
DIRECTOR EVALUATIONS & LIBRARY FINANCES
WITH DEITERS & TODD**



**SATURDAY, MAY 16, 2026
10:00 AM - 12:00 PM**

**Oak Lawn Public Library
9427 Raymond Ave
Oak Lawn, IL 60453**

Deiters & Todd LIBRARY CONSULTING experts Alex Todd and Jim Deiters are back by popular demand.

Get your HR performance reviews in order for staff at all levels. Then let's talk library budgets, levies and other critical concerns that can affect your library's financial future. Things change quickly, get up to speed with two Directors that know all about what to do next.

The cost is \$20 for ATLAS members. \$25 for non members.
Eventbrite Registration fees not included.

Payments can be made online, via EventBrite, or by check to the ATLAS Treasurer.

By mail:

ATLAS c/o Nikeda Webb
Matteson Area Public Library District
801 School Ave, Matteson, IL 60443

Pay Online:

[Click Here or QR Scan](#)



Library Name: _____

Library Address: _____

Attendee(s) Name: _____

Email: _____

Phone Number: _____

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 18, 2026

**Board of Trustees Regular Meeting
February 18, 2026 – 6:30 p.m.**

A. Roll Call

Vice-President Rodriguez called the meeting to order at 6:35 p.m. Secretary Palmisano called the roll. Present: Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Samia Wahab

Absent: Donald Damon, Victoria Suriano

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski

Others:

Vice-President Rodriguez asked for additions and/or corrections to the agenda. There were none.

- B. Mission Statement: Secretary Palmisano read the library mission statement. We enrich our community by providing opportunities to explore, connect, learn and create.

Vision Statement: Secretary Palmisano read the library vision statement. People are inspired and empowered. Dreams are developed and realized.

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

C. Public Comment

D. Communications and Announcements

1. City of Darien Memo re: Recognition of Volunteers

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 21, 2026
2. Action on Bills/Additional Bills

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

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Lawson was very happy to report that the server migration is complete. The mandatory walk-thru for the elevator project took place on February 10. Our current vendor and one other contractor attended. The bid opening will be held on March 10. We are hoping to be able to present the lowest responsible bid at the March Board meeting.

I. Staff Report – Head of Technology & Maker Services, Sharon Byerly, gave a tour of the Maker Studio. The Board was very impressed with the space, its equipment, and the range of creative possibilities it offers to our patrons.

J. Reports

- 1. Treasurer’s Report – backup in packet.
- 2. Building and Grounds Committee – no report
- 3. Finance Committee – no report
- 4. Planning/Outreach Committee – no report
- 5. Policy Committee – no report

K. Unfinished Business - none

L. New Business

- 1. Intergovernmental Personnel Benefit Cooperative (IPBC) – The IPBC is an intergovernmental agency created under Illinois statute. It allows units of local government to band together for the purposes of insurance. Established in 1979, it currently has over 180 members spread across Illinois. Birmingham explained that we currently work with a broker who presents us with insurance providers and plan options. We are a small group with only about 24 staff enrolled in the library’s insurance plan - this doesn’t give us much buying power. Before making the decision to switch carriers, we contacted the City of Darien to see if we could join their plan. We found out that they are part of the IPBC; Burr Ridge is as well. Darien has said that they would sponsor the library to join. The Board agreed that it was a good idea and directed Birmingham to have our attorney prepare an intergovernmental agreement to get the process started for 2027.

M. Scheduled Meetings - none

N. Adjournment

At 7:45 p.m. Wahab moved, Palmisano seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: Damon, Suriano. Motion carried unanimously.

Stacy Palmisano, Secretary

ACTION ON BILLS FEBRUARY, 2026

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	4417 - 4456 plus ACHs	84,963.78
Republic Paper Payroll Checks		
Republic Direct Deposits		147,856.84
MONTH'S TOTAL:		\$ 232,820.62

Indian Prairie Public Library District
Bill Payment List
February 2026

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
02/02/2026	4417	Kristin Carrera	1,615.00
02/02/2026	4418	LIMRiCC UCGA	258.12
02/02/2026	4419	Downey & Lenkov LLC	2,500.00
02/02/2026	4420	NCPERS Group Life Insurance	64.00
2/6/2026	4421	Void	0.00
02/18/2026	4422	Accurate	33.25
02/18/2026	4423	Void	0.00
02/18/2026	4424	Assurant Fire Protection LLC	2,750.00
02/18/2026	4425	AT&T	365.15
02/18/2026	4426	Beth Skolba	43.51
02/18/2026	4427	Bokeum Moon	400.00
02/18/2026	4428	Canon U.S.A. Inc.	79.19
02/18/2026	4429	Center Point Large Print	286.89
02/18/2026	4430	Children's Plus Inc.	93.70
02/18/2026	4431	City of Darien	25.00
02/18/2026	4432	Dames, Mary	17.45
02/18/2026	4433	Dell Marketing L.P.	5,590.00
02/18/2026	4434	DuPage County Public Works	842.43
02/18/2026	4435	Fox Valley Fire & Safety	1,258.99
02/18/2026	4436	FSS Technologies	112.50
02/18/2026	4437	Groot Industries, Inc.	345.04
02/18/2026	4438	Illinois Dept of Innovation & Technology	475.00
02/18/2026	4439	Ingram Library Services	10,467.21
02/18/2026	4440	Lorrisa Julianus	350.00
02/18/2026	4441	Lyngsoe Systems, Inc.	3,180.00
02/18/2026	4442	NCPERS Group Life Insurance	64.00
02/18/2026	4443	OverDrive, Inc.	7,809.35
02/18/2026	4444	Playaway Products LLC	76.95
02/18/2026	4445	Rhode Island College	60.00
02/18/2026	4446	Rivistas Subscription Services	1,684.44
02/18/2026	4447	Springshare LLC	9,480.00
02/18/2026	4448	Today's Business Solutions, Inc.	2,023.10
02/18/2026	4449	Unique Management Services, Inc.	118.20
02/18/2026	4450	Village of Willowbrook	2,000.00
02/18/2026	4451	Wlosinski, Maria	14.50
02/26/2026	4452	Canon Financial Services, Inc.	521.72
02/26/2026	4453	Cigna Health & Life Insurance Company	45.98
02/26/2026	4454	Dancing Cranes Yoga Inc.	520.00

Indian Prairie Public Library District
Bill Payment List
February 2026

Date	Num	Vendor	Amount
02/26/2026	4455	JANPRO Franchise Development of Northern Illinois	5,595.00
02/26/2026	4456	Laura E Chaplin	150.00
02/27/2026	ACH Amy 2/2026	Bank of America	197.30
02/27/2026	ACH Gail 2/2026	Bank of America	1,713.04
02/27/2026	ACH Joe 2/2026	Bank of America	484.36
02/27/2026	ACH Kristen 2/2026	Bank of America	527.39
02/27/2026	ACH Laura 2/2026	Bank of America	309.96
02/27/2026	ACH Maria 2/2026	Bank of America	4,225.95
02/27/2026	ACH Sharon 2/2026	Bank of America	1,039.34
02/19/2026	ACH1 2/26	Blackstone Publishing, Inc.	230.82
02/19/2026	ACH2 2/26	Case Lots Inc.	1,047.75
02/19/2026	ACH3 2/26	Cengage Learning, Inc.	70.37
02/19/2026	ACH4 2/26	Hagg Press, Inc.	2,893.77
02/19/2026	ACH5 2/26	Kanopy	478.55
02/19/2026	ACH6 2/26	Midwest Tape	10,048.83
02/19/2026	ACH7 2/26	Specialty Mat Service	137.48
02/19/2026	ACH8 2/26	SWAN	167.88
02/19/2026	ACH9 2/26	Thomas Klise/Crimson Multimedia	75.32
Total for 10127 Republic Bank Operating Account			\$ 84,963.78

Bills for approval – Electronic Payments & Automatic Withdrawals

FEBRUARY 2026

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	2/11/2026	26,103.62
Federal & IL	Payroll taxes	2/25/2025	25,931.08
IMRF	Payroll Pension (Jan)	2/18/2026	32,187.81
Mission Square	457 Plan	2/13/2026	50.00
Mission Square	457 Plan	2/27/2026	50.00
Nationwide	457 Plan	2/12/2026	50.00
Nationwide	457 Plan	2/26/2026	50.00
DAC	Deposit to HRA	2/04/2026	304.25
DAC	Deposit to HRA	2/11/2026	1,352.55
DAC	Deposit to HRA	2/19/2026	662.72
DAC	Deposit to HRA	2/19/2026	246.30
DAC	Deposit to HRA	2/25/2026	237.28
Lauterbach & Amen	Payroll Service	2/06/2026	716.00
Constellation	Electric	2/09/2026	6,879.39
Nicor	Gas	2/12/2026	2,323.31
United Healthcare	Group Health Premium	2/11/2026	56,928.80
FP Postage	Postage	2/09/2026	2,000.00
ELS	License Stickers		5,855.00
ELS	ELS Fee (January)	2/06/2026	87.40
INB & Republic	Cr Card & Bank Fees	2/13/2026	334.41

**INTERGOVERNMENTAL AGREEMENT BETWEEN
Indian Prairie Public Library District
AND
Intergovernmental Personnel Benefit Cooperative**

THIS AGREEMENT, made and entered into this 18th day of March, 2026, by and between Intergovernmental Personnel Benefit Cooperative or “IPBC” , an Illinois municipal corporation and (“Member”) and Indian Prairie Public Library District (“Listed Entity”), a unit of local government.

WITNESSETH:

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the “Intergovernmental Cooperation Act.” 5 ILCS 220/1 et. seq. authorizes units of local government to exercise any power or powers, privileges or authority which may be exercised by a unit of local government individually, to be exercised and enjoyed jointly with any other unit of local government in the State; and

WHEREAS, units of local government within Illinois have found it increasingly expensive to provide health and life insurance benefits to their officers and employees; and

WHEREAS, a large number of local government entities, having undertaken a series of studies to determine the feasibility of creating an intergovernmental entity known as Intergovernmental Personnel Benefit Cooperative (“IPBC” or “Cooperative”) for the purpose of administering some or all of the personnel benefits programs offered by its member units of local government to their respective officers and employees, created and have successfully operated such a Cooperative; and

WHEREAS, the Member and other local government entities have organized the Cooperative and have adopted a combined Contract and By-Laws for such agency (the “Cooperative BY-LAWS”); and

WHEREAS, the Cooperative BY-LAWS provide that a Member of the Cooperative may add listed entities to receive benefits as defined in the Cooperative BY-LAWS, provided, however, that the Member who lists other entities to its membership shall be the sole member of the Cooperative, and shall be responsible for all costs and duties of membership provided by the Cooperative BY-LAWS; and

WHEREAS, Listed Entity has requested that Member add it as a listed entity to Member’s participation in the Cooperative, provided the Listed Entity is responsible for and subject to all the costs, expenses, liabilities, obligations, and conditions arising out of such listing, as is more fully set forth in this Agreement; and

WHEREAS, the Cooperative has heretofore consented or is expected to consent to Member adding Listed Entity as a listed entity to Member's membership in the Cooperative.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and conditions hereinafter contained, the adequacy and sufficiency of which the parties hereto hereby stipulate, the parties agree as follows:

1. INCORPORATION OF RECITALS: The recitals contained hereinabove are incorporated herein by reference as substantive provisions of this Agreement.
2. AGREEMENT TO ACCEPT: Subject to all the terms, provisions, conditions and restrictions of the Cooperative BY-LAWS, Member agrees to add Listed Entity as a listed entity to its membership in the Cooperative. Listed Entity shall not be deemed to be a member of the Cooperative.
3. PLAN OF BENEFITS: The Plan of Benefits to be available to eligible employees of Listed Entity shall be the Plan of Benefits available to Member's employees and those of the Listed Entity approved by the Member and the Cooperative and subject to all the conditions and restrictions set forth in the Cooperative BY-LAWS. Changes to the Plan of Benefits, other than changes required by the Cooperative, shall be made by Listed Entity only after Member has been fully informed of the proposed changes, and Member and Cooperative have approved such changes.
4. ELIGIBLE EMPLOYEES: Only regular full-time employees of Listed Entity shall be eligible to participate in and receive benefits under the Plan of Benefits. For purposes of this Agreement, "full-time regular employees" shall be defined as set forth in the Personnel Manual adopted by Listed Entity, as amended from time to time or as otherwise defined by the Cooperative. Notwithstanding anything contained herein to the contrary, employees of Listed Entity shall not be deemed to be employees of Member for any purposes.
5. COSTS OF PARTICIPATION: Listed Entity shall promptly pay all costs attributable to Listed Entity being in that relationship to Member in the Cooperative and participating in the Plan of Benefits, at such terms, with such allowable coverage and in such amounts as shall be established from time to time by the Cooperative.
6. OBLIGATIONS OF LISTED ENTITY TO MEMBER: Listed Entity shall be obligated to Member to the same extent that it would be obligated in any manner to the Cooperative pursuant to the Cooperative BY-LAWS, as though it were a member of the Cooperative including the following:
 - a. The Listed Entity shall be responsible for the administration of its Plan of Benefits

b. The Listed Entity shall be responsible for making any payments due directly to the Cooperative.

7. EXPULSION OF LISTED ENTITY: By a majority vote of the corporate authorities of Member, Listed Entity may be expelled as a listed agency of the Member in the Cooperative. Such expulsion may be carried out for one or more of the following reasons:

- A. Failure to make any payments due to Member or the Cooperative under this Agreement.
- B. Failure to furnish full cooperation with the Cooperative or Member's attorneys, claims adjusters, benefits administrator, or any agent, employee, officer or independent contractor of the Cooperative or Member relating to the purpose and powers of the Cooperative or Member's participation therein, and/or,
- C. Failure to carry out any obligation which impairs the ability of Member to participate in the Cooperative or which impairs the ability of the Cooperative to carry out its purposes and powers.

Listed Entity may not be expelled except after written notice from Member of the alleged failure together with a reasonable opportunity, of not less than ten (10) days nor more than thirty (30) days, to cure the alleged failure. Expulsion may be made in accordance with these standards and timetable at any time during a fiscal year of the Cooperative.

8. WITHDRAWAL AS A LISTED AGENCY: With or without cause, Listed Entity may withdraw as a listed agency to Member's membership in the Cooperative by giving written notice of withdrawal to Member and the IPBC at least ninety (90) days prior to the commencement of any fiscal year of the Cooperative. At the present time, the fiscal year of the Cooperative commences on July 1st. Failure to give such notice shall obligate Listed Entity to continue as a listed agency for the next fiscal year, except where Member withdraws from the Cooperative, the Cooperative terminates, the Cooperative declines to permit Member to remain within the Cooperative, or the Cooperative declines to permit Listed Entity to remain as a listed entity. Withdrawal may only be made to take effect at the end of the then current fiscal year.

9. TERMINATION OF LISTED ENTITY AS A LISTED ENTITY: With or without cause, Member may terminate Listed Entity as a listed entity to Member's membership in the Cooperative by giving written notice of termination of Listed Entity at least ninety (90) days prior to the commencement of any fiscal year of the Cooperative. Failure to give such notice shall not obligate Member to continue Listed Entity as a listed entity to Member's membership in the Cooperative.

10. INDEMNIFICATION: To the fullest extent permitted by law, Listed Entity hereby agrees to defend, indemnify, and hold harmless Member and Cooperative, their officers, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against Member and Cooperative, their officers, agents and employees, arising out of in whole or in part, or in consequence of the performance of this Agreement and Member adding Listed

Entity as a listed entity to Member's membership to the Cooperative. Listed Entity shall, at its own expense, appear, defend, and pay all charges or attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and if any judgment shall be rendered against Listed Entity, its officers, agents and employees, in any such action, Listed Entity shall, at its own expense, satisfy and discharge the same.

11. LIMITATION OF REMEDIES TO MEMBER AND LISTED ENTITY: The sole remedies available to Member or Listed Entity, upon any breach of this Agreement by the other party, shall be specific performance of or the cancellation of this Agreement. It is of the essence of this Agreement that Member and Listed Entity shall not be liable in money damages for any breach of this Agreement except for any obligation of Listed Entity to pay unpaid amounts or any obligation of Member to return overpayments.

12. ENTIRE UNDERSTANDING: This Agreement sets forth the entire understanding of the parties and may only be amended by a written instrument signed by the parties hereto. Any amendment shall not conflict with the Contract and By-Laws of the Cooperative.

13. ASSIGNMENT: This Agreement shall not be assigned by any party hereto. The terms of this Agreement, however, may be enforced by the Cooperative.

14. COUNTERPARTS: This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original.

15. NOTICES: All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

- A. The Member.
- B. The Listed Entity.
- C. The IPBC.
- D. To any such person or place which any party hereto, by its prior written notice, shall designate for notice to it from the other parties hereto.

16. GOVERNING LAW: This Agreement shall be governed in accordance with the laws of the State of Illinois.

17. EFFECTIVE DATE: The provisions of this Agreement shall become effective and Listed Entity shall be deemed to be a listed entity of Member's membership in the Cooperative at 12:01a.m. on _____, _____ so long as the Listed Entity has also been so accepted and named by the Cooperative.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and duly attested in accordance with ordinances duly passed by their respective corporate authorities.

INDIAN PRAIRIE PUBLIC
LIBRARY DISTRICT

INTERGOVERNMENTAL
PERSONNEL BENEFIT
COOPERATIVE

Laura Birmingham, Executive Director

Date: _____, 2026

Date: _____, 2026

ATTEST:

Executive Director's Report: February 2026

Packet Highlights:

The Intergovernmental Agreement with the Illinois Personnel Benefit Cooperative is in the Omnibus as discussed last month.

The latest financial projections that include predicted costs for building projects up through 2036 is under New Business for discussion. There are three spreadsheets that include each possible scope of work for the elevator (base bid, base bid plus voluntary alternate, base bid plus voluntary alternate plus the replacement of hydraulic cylinder).

The bid award for our elevator modernization project is under New Business to be approved. The Board will be deciding the scope of work and whether or not to include any of the alternates. Kristen will explain the alternates at the meeting, but we recommend going with the base bid with the \$4,000 voluntary alternate.

This year's DarienFest (August 7, 8 and 9th) will be held at Hinsdale South High School, which will greatly affect our parking. When the Fest was held in the Community Park in years past, we reduced operating hours on Saturday and completely closed on the Sunday. This will be discussed under New Business.

Community Connections:

The Hinsdale South Astronomy Club is leading a program for us on Monday, April 6 teaching people how to use telescopes to learn about the night sky. (This program will be cancelled in the event of inclement weather.)

Chat Service:

We have decided to sunset our chat service. It is not used very frequently, and it is difficult for staff to monitor while on call helping people in-person and by telephone.

Upcoming Trustee Events:

Please let me know if you would like more information about or are interested in attending either of these events:

- Friday, April 17, 6-9pm: **LACONI Trustee Banquet** at the 19th Century Club, Oak Park
- Saturday May 16, 10am-12pm: **ATLAS Annual Trustee Day: Director Evaluations & Library Finances** at Oak Lawn Library

Also, save the date for IPPL's Volunteer Appreciation Luncheon on Friday, May 1st at 12pm.

Per a suggestion from Marian Krupicka, there will be a "Meet the IPPL Trustees" table at our Summer Reading Kickoff Party on Saturday, June 6th. More details to follow.

IPPL Foundation & Friends:

- Book Sale \$282

- Vehicle Stickers \$29
- Movie donations \$4.25

Continuing Education:

Workshop: **Leading Through Change** (1.5 hours)

Meetings:

2/24 SWAN Fireside
2/26 Department Head Meeting
2/26 Person-In-Charge Training
3/4 WBBR Chamber Lunch Meeting
3/5 SWAN Quarterly
3/12 Department Head Meeting
3/18 Foundation Meeting
3/18 Library Board Meeting

In February, I had 28 one-on-ones.

Submitted by: Laura Birmingham

Deputy Director's Report: February 2026

Building & Grounds:

The mandatory walkthrough for prospective bidders on the elevator replacement project took place on February 10. Representatives from two companies attended: Mid-American Elevator and our current contractor, Colley Elevator. The bid opening will take place on March 10.

Additionally, Joe closed 28 building tickets in February. Highlights include: 1) Fixed a vent in CR 203 so it would run more quietly, 2) Fixed the stall door in one of our family restrooms, and 3) Re-adjusted shelf heights for the kids' periodical collection.

Staff Training:

In February I conducted Person-in-Charge training on closing and evacuation procedures.

Meetings:

Department Head meetings, 2/12 & 2/26

Library Board meeting, 2/18

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

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

Technology Highlights:

The server migration is now complete. Hyper-V, our new VM management software, comes built-in to Windows Server 2025 and we will not need to pay any additional subscription costs, at least for the life of the server (projected to last at least 5 years).

Additionally, Tony closed 41 building tickets in February. Highlights include: 1) Changed settings on library card registration kiosk laptop for a better guest experience, 2) Updated training laptops in the Sanghani to last longer on battery power, and 3) Updated the firmware on the Admin printer.

Report submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Report for Board of Trustees, February 2026

February Gallery

1st Floor: Skin Tones, a photography project co-created by Sara Bibik and Miguel Morna Freitas
 2nd Floor: Skin Tones, a photography project co-created by Sara Bibik and Miguel Morna Freitas
 Display Cases: Lost Water Bottles

Notable Projects/Meetings/Workshops

- Met with Gail regarding upcoming projects.
- Met with Amy about programming.
- Met with Sharon about Maker Studio needs.
- Had regular 1-1 meetings with Laura.
- Met with Joe & Gail regarding signs; created signs
- Did all the Trades Fair, Librarian for a Day, and the upcoming exhibit on the second-floor promotions
- Did new tags with the Vinyl collection with Jeanine & TJ
- Had regular 1-1 meetings with Fernanda.
- Had bi-monthly call with PatronPoint.
- Jill attended online accessibility workshop.
- Fernanda and I attended several workshops on accessibility and an in-person marketing workshop.
- Fernanda and I activated the SMS on the programs for March, April, and May
- Created other signs as requested by the P & O team, Resource Services, and Kristen.

Print Newsletter

The March/April/May newsletter went to the printer about a half week later than normal due to the postage check never arriving at the printer.

Outreach

- Fernanda pulled together more promotional items for several community events.
- An ad was placed in the Hinsdale South *Stinger* for the Trades Fair.
- A virtual backpack flier about spring programming at IPPL was sent to Mid-Kid schools in our district.

Website

- Did minor updates to the site as requested by Laura, Kristen, Gail, Cindy, Jordan, Joe, and Sharon.
- Updated the home page to reflect on the current happenings in the library.
- Updated the Foundation & Friends website.
- Note: As we update pages, we continually make sure we meet accessibility standards.

Yelp & Google

People are using Yelp and Google to access the library.
 February Google directions: 1,136
 February Google phone calls: 554
 February Yelp calls: 26

Page 2: Jill Yott, Communications Coordinator, Report for Board of Trustees, February 2026

Enews

Open rates continue to stay steady. For the first time ever, Erin Fergus and I collaborated on an Early Literacy Newsletter. Erin provided the content; I did the design. We are going to test this for the year—the first issue had a 48 percent open rate. I'm thrilled! Erin is great to collaborate with.

Current Subscribers: 21,591

Date/Type of enews & Open rate

February 5: 35 percent
 February 12: 35 percent
 February 19: 36 percent
 February 26: 31 percent
 Recommends: 44 percent
 Early Literacy: 48 percent
 Birthday: 52 percent
 Anniversary: 47 percent
 Welcome 1: 73 percent
 Welcome 2: 60 percent
 Welcome 3: 56 percent

Social Media

Facebook had a surge of followers in February.

Followers January

Facebook: 3,132
 Instagram: 1,408
 X: 1,118
 LinkedIn: 280
 YouTube: 222
 Threads: 244
 BlueSky: 180

Social Media +/- Change from Previous Month

Facebook: +60
 Instagram: +18
 X: -2
 LinkedIn: No change
 YouTube: No change
 Threads: +3
 BlueSky: +13

Guest Services February 2026

Circulation

The total checkouts and renewals for February were 47,831.

76% were done by self-service, 20% were done at the desk, and 4% were done at the drive-up.

The library had 20,349 in-person visitors.

533 patrons used the drive-up and 1,579 items were checked-out or renewed 1,579 at the drive-up. 823 holds were placed for pickup at the drive-up.

Passports: Staff accepted 93 passports.

License plate sticker renewals: 36

Library Cards: 268 library cards: 151 resident and 117 non-resident. 39 cards were initiated remotely.

Total number of IPPL Library cards: 25,561

Birthday gift: Staff handed out 22 birthday gifts in February.

Cynthia Maiello Gluecklich
Guest Services Supervisor

Circulation Statistics														
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
July	87,602	80,022	75,425	67,595	59,767	65,323	64,326	38,174	48,269	50,710	58,718	62,630	64,484	
Aug.	77,621	72,824	67,971	63,720	56,603	61,591	60,815	44,438	44,949	50,259	61,685	60,057	56,957	
Sept.	65,873	64,241	57,006	53,375	48,001	43,966	55,401	44,419	40,926	42,524	53,672	46,430	51,923	
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	45,228	43,085	42,952	56,408	54,050	53,142	
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	43,386	42,654	43,005	51,651	51,652	50,614	
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	39,447	42,669	41,917	52,438	48,516	49,847	
Jan.	71,590	69,608	64,231	58,950	53,767	56,972	57,138	42,870	47,860	44,846	57,406	56,726	54,328	
Feb.	65,225	60,286	60,625	54,369	52,259	53,962	54,801	40,445	42,102	42,325	53,832	50,864	47,831	
Mar.	74,816	64,857	65,904	61,856	58,144	59,223	33,850	46,377	47,000	48,922	57,801	55,402		
Apr.	68,376	71,904	60,424	54,820	52,453	54,270	11,631	29,586	44,598	43,707	54,511	53,269		
May	61,687	62,018	58,528	54,893	51,329	54,751	15,670	45,473	42,153	43,553	49,626	52,470		
June	74,986	71,702	71,568	60,867	60,743	59,443	26,631	46,565	47,887	51,985	60,675	60,503		
Yearly														
Total	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	668,423	652,569	429,126	

Programming and Outreach Department – February 2026

Community

On Feb. 3, Laura Warner, Mid-Kids Liaison, and Margie Martinson, Specialist, facilitated a “junk journaling” in-library outreach program to 17 SEASPAR young adult group members.

On Feb. 6, Jean Carroll, Adult Librarian, and Margie Martinson repeated the “junk journaling” in-library outreach program to 14 different SEASPAR young adult group members.

Jean Carroll and Kate Kresek, Specialist, provided mobile library service at Harvester Place Senior Living on Feb. 10 to 9 residents, resulting in 7 checkouts.

On Feb. 11, Aron Ryan, Teen Librarian, and Amy Merda, P & O Dept. Head, facilitated a card-making activity with 22 students during Lakeview Junior High’s Spartan Hour. Many of the cards were collected to be given to local community members.

Laura Warner was scheduled to represent IPPL at the Feb. 12 Burr Ridge Middle School STEM Night, which was cancelled by the school on Feb. 12.

On Feb. 19, Beth Skolba, Specialist, and Lucas Koprowski, Technology and Maker Specialist, facilitated an interactive activity with 30 students at the Spark Youth after-school program located at Anne M. Jeans School.

Jean Carroll and Kate Kresek provided mobile library services to 7 residents at Eden Vista Burr Ridge on Feb. 17, which resulted in 19 checkouts.

On Feb. 20, Jean Carroll and Amy Merda provided mobile library service to 9 residents at Burr Ridge Senior Living, which resulted in 1 new library card issued and 20 checkouts.

Eighty seed packets were taken for use by guests from the 2nd floor Seed Library, which is sponsored by the Darien Garden Club and maintained by Betty Cornfield, Associate.

Programming Highlights

In February, we had **92 programs attended by 3,708 guests**. This programming number represents in-library programs (including passive programming) and outreach programming that includes an activity or presentation.

On Feb. 7, IPPL hosted PopCon: a celebration of all things pop culture that was generously sponsored by the IPPL Friends & Foundation. Many members of the IPPL community came out to enjoy the festivities of the day. In addition to the 10 vendors stationed throughout the library who guests could visit, multiple programs were offered throughout the day for a variety of ages. These programs included: a presentation by cartoonist Art Baltazar, cosplay craft-making at the activity table, face painting in the Teen Space provided by TASC volunteers, a variety of video games to experience with Chicago Loot Drop in Meeting Room 2, a Maker Studio Photo Booth Drop-In, a cosplay

parade, and a prize drawing available to those who received a "bingo" on a bingo card. Guests of all ages especially enjoyed interacting with the two cosplaying organizations present: Windy City Ghostbusters and Trash Goblins. Bookmarks decorated with art created by the winners of the Popcon Bookmark contest were also shared with attendees. Thank you to PopCon Committee members Tori Castro, Teuta Gorenca, Lucas Koprowski, Margie Martinson, Anthony Molinaro, Kate Kresek, Beth Skolba, and Amy Merda, along with Mary Lynn Sobun, and all other staff members, adult volunteers, and teen volunteers who helped create a successful and enjoyable community event.

Staff Trainings/Continuing Education

- 2/3: Erin Fergus attended a virtual Preschool Outreach Programmers meeting.
- 2/4: Kate Kresek attended a virtual ABOS Driven Discussion focused on Evaluating Outreach Stops.
- 2/5: Laura Warner attended a PIC training.
- 2/17: Aron Ryan attended a Spheros robot training facilitated by Laura Warner.
- 2/19: Kate Kresek attended a virtual ABOS B'LONG meeting (Bookmobile and Library Outreach Networking Group)
- 2/24: Aron Ryan and Jean Carroll attended a PIC training.
- 2/26: Kate Kresek attended a virtual Webjunction webinar titled: Programming & Engagement Across Ages
- 2/26: Erin Fergus, Amy Merda, and Laura Warner attended a PIC training.
- 2/27: Jean Carroll participated in a Rails Board Meeting.
- 2/27: Aron Ryan, Laura Warner, and Erin Fergus attended Inclusive Minds: A Neurodiversity Workshop for Library Professionals.

Submitted by Amy Merda, P & O Dept. Head
3/12/26

Resource Services Department - February 2026 Report
Submitted by Gail Graziani, Head of Resource Services

Monthly Highlights

- Jordan Calabrese, Youth and Teen Resource Services Librarian, updated Kids & Teens book lists available on the website, including Novels in Verse for Mid-Kids, Novels in Verse for Teens, Monarch Award 2027, Bluestem Award 2027, Caudill Award 2027, and Lincoln Award 2027.
- Tori Castro, Resource Services Librarian, updated procedures for library staff use when preparing items for Homebound delivery.
- Jeanine Clinton, Resource Services Librarian / Technical Services Supervisor, and Melanie Alcantara, Acquisitions Specialist, set up new accounts with several secondary vendors, including Barnes & Noble and Mackin.
- Hannah Frost, Resource Services Specialist, is converting documents saved in Microsoft Publisher to other formats to prevent any loss from the planned sunsetting of Publisher.
- Joe Popowitch, Resource Services Librarian, facilitated a two-week study of the in-house use of magazines to assist with identifying popular titles.
- Jen Ripka, Resource Services Librarian, received over one hundred responses to the Adult Fiction Reader Survey which will assist with improvements to browsing the Adult Fiction areas.
- T.J. Szafranski, Senior Resource Services Librarian, facilitated the creation of a tag system for checking out the vinyl record players.

Displays

- 1st Floor: Winter Olympics, Celebrating Black Voices, Picture Perfect Romance
- 2nd Floor: Valentine's Day, Lunar New Year, Black History Month, PopCon

Librarian Interactions

- Reference: 367
- Readers' Advisory: 4
- One-to-One Training: 7
- Assistance: 213
- Directional: 12

Community

- Tori Castro, Resource Services Librarian, checked out 100 items for Homebound delivery and prepared discussion questions for five outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated 11 general volunteer hours.

Programs

- Resource Services staff facilitated 13 programs with total attendance of 159, including three book groups, two movie showings, genealogy programs, and eBook & eAudio classes.

Continuing Education and Contributing to the Profession

- Resource Services staff participated in 23.5 hours of continuing education and/or contributing to the profession.

Technology and Maker

Board Report

February 2026

Maker Studio

The Maker Studio hosted 13 programs with 78 guests attending.

Summer program planning is complete. For summer, new technology presentations and additional sewing classes will occur.

The Maker Studio has seen an uptick in the sale and appointments for sublimation puzzles after being highlighted on social media.

Statistics

Maker Studio

One on one: 78

Equipment usage: 132

Maker Studio additional inquiries and assistance: 43

Technology

Technology Desk: 1085

Wireless use: 9725

Adult computer use: 1527

Adult computer use hours: 1263

Adult laptop use: 37

Adult laptop use hours: 42

Kids and teen computer use: 561

Kids and teen computer use hours: 275

Staff accomplishments

Anthony

Anthony assisted in entering evaluation data from Technology and Maker programs into a Google form.

Ayah

Ayah created and conducted their first Android phone technology program.

Linda

Linda began their training at the Technology Desk.

Lucas

Lucas provided photo opportunities in the Maker Studio for those attending PopCon 2026. Photos were printed on the poster printer and given to attendees.

Lucas worked with Beth from P&O on providing a STEM program using SnapCircuits with Mid-Kids.

Luke

Luke organized the items for sale in the cabinet and labeled its shelves in the Maker Studio.

Sharon

Sharon brought two embroidery machines in for maintenance.

Sharon worked with T.J. to complete a new guest evaluation handout for Technology and Maker programs.

Victor

Victor continued their training using the Maker Studio equipment. He has completed projects using sublimation, heat press, poster printing, and more.

Submitted by Sharon Byerly, March 12, 2026

STATISTICS FOR	Feb-26	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	18,029	21,223	169,750	185,029	-8.26%
Teen	955	911	9,019	9,302	-3.04%
Kids	13,267	14,671	123,028	128,463	-4.23%
ILLS Sent	3,532	2,709	26,059	21,779	19.65%
TOTAL	35,783	39,514	327,856	344,573	-4.85%
Electronic Circulation	12,048	11,350	101,270	86,352	17.28%
GRAND TOTAL CIRC.	47,831	50,864	429,126	430,925	-0.42%
% Reciprocal Borrowing	10%	10%	10%	10%	
Patron Visits	20,882	27,713	250,865	238,038	5.39%
<u>Current Cards</u>					
Resident	151	110	23,230	25,136	-7.58%
Non-Resident	117	100	2,331	2,399	-2.83%
TOTAL	268	210	25,561	27,535	-7.17%
<u>Patron Assistance</u>					
Adult - Reference	2,528	2,017	18,543	15,467	19.89%
Kids - Reference	868	888	8,115	7,164	13.27%
Technology - Reference	1,128	1,020	8,909	9,128	-2.40%
TOTAL REFERENCE	4,524	3,925	35,567	31,759	11.99%
Adult - Other	20	38	381	428	-10.98%
Kids - Other	24	52	247	229	7.86%
Technology - Other	7	36	139	771	-81.97%
TOTAL OTHER	51	126	767	1,428	-46.29%
GRAND TOTAL ASST.	4,575	4,051	36,334	33,187	9.48%
<u>ILL/Reserves</u>					
Holds	6,915	6,889	61,063	54,947	11.13%
ILLS Sent	3,532	2,709	26,059	21,779	19.65%
ILLS Checked Out	3,054	2,440	28,719	43,964	-34.68%
ILLS Received	3,555	919	32,689	32,656	0.10%
<u>Programs - Adult</u>					
# Programs	23	20	106	114	-7.02%
Attendance	418	570	2,270	2,775	-18.20%
<u>Programs - Tech & Maker</u>					
# Programs	13	15	85	106	-19.81%
Attendance	73	197	664	946	-29.81%
<u>Individual Technology Training</u>					
# of Patrons	9	23	234	343	-31.78%
<u>Groups</u>					
# Programs	10	12	76	83	-8.43%
Attendance	111	77	773	733	5.46%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	4	5	37	36	2.78%
Attendance	43	17	306	284	7.75%
<u>Programs - Kids</u>					
# Programs	31	25	167	152	9.87%
Attendance	1,522	1,059	5,669	4,041	40.29%
GRAND TOTAL ATT.	2,176	1,943	9,916	9,122	8.70%

STATISTICS FOR	Feb-26	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	4	17	20	-15.00%
Attendance	67	631	547	1,534	-64.34%
<u>Passive Programs - Teen</u>					
# Programs	2	1	27	16	68.75%
Attendance	90	1	685	865	-20.81%
<u>Passive Programs - Kids</u>					
# Programs	20	12	130	108	20.37%
Attendance	1,457	1,037	11,713	10,304	13.67%
<u>Computers - Patron Use</u>					
Adult Computers	1,527	1,528	12,539	12,958	-3.23%
Kids & Teens Computers	561	342	4,855	4,701	3.28%
Adult Laptop	37	7	166	58	186.21%
TOTAL PATRON USE	2,125	1,877	17,560	17,717	-0.89%
<u>Hours Used</u>					
Adult Computers	1,263	1,327	10,728	10,889	-1.48%
Kids & Teens Computers	275	164	2,106	2,514	-16.23%
Adult Laptop	42	10	182	68	167.65%
TOTAL HOURS USED	1,580	1,501	13,016	13,471	-3.38%
Wireless Total Connections	9,725	8,534	80,803	64,174	25.91%
IPPL Total Web Site Access	16,413	12,754	123,862	99,655	24.29%
IPPL Total Page Views	58,214	47,851	407,028	367,066	10.89%
Subscription Database Logins	10,806	4,062	72,800	38,488	89.15%
<u>Outreach-Homebound</u>					
Items Delivered	100	118	604	911	-33.70%
<u>Volunteers</u>					
Number Active	24	19			
Hours Worked	83	64	1,014	792	28.03%
Staff Training Hours	66	70	984	1,040	-5.38%
<u>Room Use</u>					
Conference Rooms	851	746	6,001	6,287	-4.55%
Meeting Rooms					
Library	66	67	383	441	-13.15%
Non-Library	21	21	134	141	-4.96%
Board Room					
Library	29	25	198	170	16.47%
Non-Library	17	16	123	151	-18.54%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - February 2026

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	117	0	1	116
Non-Fiction	29,051	161	95	29,117
Fiction	30,299	271	572	29,998
ADULT TOTALS	59,467	432	668	59,231
KIDS				
Non-Fiction	13,222	34	23	13,233
Fiction	24,384	168	376	24,176
Books + Audio (Vox, WonderBooks)	217	0	0	217
KIDS TOTALS	37,823	202	399	37,626
TEEN				
Non-Fiction	719	21	0	740
Fiction	3,741	54	79	3,716
TEEN TOTALS	4,460	75	79	4,456
BOOK TOTALS	101,750	709	1,146	101,313

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	5,703	12	1	5,714
Music CDs	4,312	24	0	4,336
Vinyl Records	37	0	0	37
Playaway's	351	4	1	354
ADULT TOTALS	10,403	40	2	10,441
KIDS				
Audiobooks on CD	347	0	0	347
Music CDs	162	0	0	162
Playaway's	174	0	0	174
KIDS TOTALS	683	0	0	683
TEEN				
Audiobooks on CD	78	0	0	78
Playaway's	20	0	0	20
TEEN TOTALS	98	0	0	98
AUDIO TOTALS	11,184	40	2	11,222

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,074	45	155	18,964
ADULT TOTALS	19,074	45	155	18,964
KIDS				
DVD & Blu-ray	3,777	0	5	3,772
KIDS TOTALS	3,777	0	5	3,772
VIDEO TOTALS	22,851	45	160	22,736

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Book Club to Go	17	0	0	17
Library of Things	92	1	0	93
Devices (Rokus, Tablets, eReaders, Record Players)	73	0	0	73
Console Games	617	0	0	617
ADULT TOTALS	799	1	0	800
KIDS				
Kits (STEM, Book Bundles, etc.)	187	0	0	187
Puzzles	25	0	0	25
Launchpads	19	0	0	19
eReaders	3	0	0	3
Console Games	355	2	0	357
Board Games - Juvenile	12	1	0	13
Equipment (CD Players, headphones, aux cords)	11	0	0	11
KIDS TOTALS	612	3	0	615
TEEN				
eReaders	2	0	0	2
Tablets	2	0	0	2
Board Games	69	1	0	70
TEEN TOTALS	73	1	0	74
OTHER TOTALS	1,484	5	0	1,489
COLLECTION TOTALS	137,269	799	1,308	136,760

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Feb 2026

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,166,654	9,438	1,176,092
eMedia (OverDrive Consortium)	19,682	23	19,705
eMedia (OverDrive Advantage)	8,363	-84	8,279
Preloaded eReader titles	227	0	227
eBook Totals	1,194,926	9,377	1,204,303
AUDIO	Previous Month Totals	+/- Items	Current Totals
Audiobooks			
Hoopla	384,589	-1,307	383,282
eMedia (Overdrive Consortium)	7,513	21	7,534
eMedia (OverDrive Advantage)	2,565	-6	2,559
Preloaded Audiobook titles	194	1	195
Music			
Hoopla	553,647	-5,063	548,584
Audio Total	948,508	-6,354	942,154
VISUAL	Previous Month Totals	+/- Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	36,598	344	36,942
Kanopy	36,674	202	36,876
Preloaded Adult Roku Titles	1,725	3	1,728
Preloaded Family Roku Titles	253	0	253
Visual Totals	75,250	549	75,799
Total Audio/Visual	1,023,758	-5,805	1,017,953
Collection Totals	2,218,684	3,572	2,222,256

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2026

Balance on hand as of January 31, 2026.....	3,586,002.72
Cash Receipts for February.....	34,843.36
Cash Disbursements for February.....	395,178.86
Cash on hand as of February 28, 2026.....	3,225,667.22

Investments

Illinois Funds (Money Market) - Average Monthly Rate 3.796%	
General.....	1,075,705.80
MPI Investment (Corporate Fund).....	1,422,792.05
Republic Bank - Savings - Rate 2.59%.....	691,084.75
Republic Bank - Checking General.....	22,694.44
Republic Bank - Payroll Account.....	1,316.30
Republic Bank - License Sticker Account.....	11,469.88
Petty Cash/Circulation.....	604.00
Balances as of February 28, 2026.....	3,225,667.22

FUND BALANCES AS OF 2/28/2026

Corporate Fund.....	3,073,994.08
Building & Maintenance Fund.....	22,897.60
I.M.R.F. Fund.....	597.11
Liability Fund.....	(5,016.72)
Social Security Fund.....	6,769.67
Special Reserve Fund.....	-
Current Liabilites.....	126,425.48
Grand Total All Funds.....	3,225,667.22

**Indian Prairie Public Library District
Consolidated Revenue Report for February 2026**

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Percent of Year: 66.67

	RECEIVED February 2026	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	4,479,627.41	99.45%	4,504,300.00	24,672.59
41150 · Non-current Property Taxes	0.00	0.00	0.00%	800.00	800.00
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	4,479,627.41	99.44%	4,505,100.00	25,472.59
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	99.60%	65,000.00	259.30
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	99.60%	65,000.00	259.30
INTEREST					
43500 · Interest - Investment	4,810.07	54,805.95	78.29%	70,000.00	15,194.05
TOTAL INTEREST	4,810.07	54,805.95	78.29%	70,000.00	15,194.05
DESK MONIES					
45100 · Copier	176.95	1,555.18	74.06%	2,100.00	544.82
45120 · Computer Copies	2,051.07	15,087.27	107.77%	14,000.00	-1,087.27
45130 · Fax	378.17	2,551.73	72.91%	3,500.00	948.27
45200 · Fines/Fees	340.84	2,805.61	70.14%	4,000.00	1,194.39
45250 · Gifts/Donations	0.00	0.00	0.00%	50.00	50.00
45300 · Lost Materials	451.98	3,586.09	71.72%	5,000.00	1,413.91
45350 · Non-Resident Fees	14,979.96	89,778.84	94.50%	95,000.00	5,221.16
45550 · Meeting Room Rental	0.00	800.00	53.33%	1,500.00	700.00
45600 · ILL Fees	9.36	68.71	27.48%	250.00	181.29
45650 · Maker Studio	787.31	8,210.63	102.63%	8,000.00	-210.63
45700 · Passport Fees	3,325.00	20,203.50	72.16%	28,000.00	7,796.50
45800 · License Stickers	296.40	2,483.15	82.77%	3,000.00	516.85
TOTAL DESK MONIES	22,797.04	147,130.71	89.50%	164,400.00	17,269.29
OTHER INCOME					
46500 · OCLC Refund	0.00	608.96	0.00%	500.00	-108.96
46700 · Miscellaneous	0.00	264.30	264.30%	100.00	-164.30
46800 · Collection Agency Fee	69.21	308.42	102.81%	300.00	-8.42
TOTAL OTHER INCOME	69.21	1,181.68	131.30%	900.00	-281.68
TOTAL	27,676.32	4,747,486.45	98.80%	4,805,400.00	57,913.55
49000 · Operating Transfer In					
GRAND TOTAL	27,676.32	4,747,486.45	98.80%	4,805,400.00	57,913.55

**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2026**

35

Percent of Year: 66.67

	February 26	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	202,579.24	1,804,930.76	69.21%	2,607,784.00	802,853.24		
61310 - Benefits - Medical / Life Ins.	41,917.71	148,294.58	50.17%	295,587.00	147,292.42		
61330 - Benefits - IMRF	23,058.41	204,990.20	69.89%	293,302.00	88,311.80		
61340 - Benefits - FICA	14,868.41	133,329.44	66.83%	199,495.00	66,165.56		
61400 - Staff Development	720.53	8,550.58	42.75%	20,000.00	11,449.42		
61600 - Board Development	0.00	464.16	92.83%	500.00	35.84		
61710 - Workers Compensation	0.00	4,637.00	105.60%	4,391.00	-246.00		
61720 - Unemployment Insurance	258.12	1,026.49	34.22%	3,000.00	1,973.51		
TOTAL PERSONNEL	283,402.42	2,306,223.21	67.35%	3,424,059.00	1,117,835.79	3,600,000.00	64.06%
RESOURCES							
62100 - Books	9,655.63	85,647.72	51.12%	167,542.00	81,894.28		
62200 - Periodicals	1,915.10	10,145.77	54.35%	18,668.00	8,522.23		
62300 - Audio	535.88	9,279.85	41.15%	22,550.00	13,270.15		
62400 - Video	2,425.38	14,055.56	42.59%	33,000.00	18,944.44		
62500 - Multi-Media	375.08	3,088.37	42.31%	7,300.00	4,211.63		
62600 - eResources	15,567.19	161,966.28	67.81%	238,850.00	76,883.72		
62700 - Console Games	75.32	3,440.47	57.34%	6,000.00	2,559.53		
62900 - Damaged Item Replacement	431.63	3,311.09	50.94%	6,500.00	3,188.91		
62900 - Resources Supplies	1,921.89	13,045.33	57.98%	22,500.00	9,454.67		
TOTAL RESOURCES	32,923.10	303,980.44	58.13%	522,910.00	218,929.56	530,000.00	57.35%
BUILDING							
63200 - Cleaning Services	5,732.48	54,817.13	62.65%	87,500.00	32,682.87		
63300 - Utilities (1-8-11 - Gas)	2,323.31	13,033.44	62.06%	21,000.00	7,966.56		
63300 - Utilities (1-8-12 - Electric)	6,879.39	54,000.74	54.27%	99,500.00	45,499.26		
63300 - Utilities (1-8-13 - Telephone)	270.27	1,748.58	58.29%	3,000.00	1,251.42		
63300 - Utilities (1-8-14 - Water/Sewer)	842.43	2,635.83	29.29%	9,000.00	6,364.17		
63300 - Utilities (1-8-15 - Garbage Disposal)	345.04	2,475.32	52.11%	4,750.00	2,274.68		
63350 - Building Supplies	1,047.75	7,233.11	60.28%	12,000.00	4,766.89		
63400 - Maintenance Supplies	484.36	3,665.12	33.32%	11,000.00	7,334.88		
63500 - Security System Monitoring	137.50	812.50	67.71%	1,200.00	387.50		
63600 - Property Maintenance	2,000.00	19,563.33	39.13%	50,000.00	30,436.67		
63000 - Building Maintenance/Repair	4,008.99	52,582.69	70.11%	75,000.00	22,417.31		
TOTAL BUILDING	24,071.52	212,567.79	58.84%	373,950.00	161,382.21	325,000.00	65.41%
OPERATIONS							
64100 - Payroll Service	716.00	5,581.00	65.66%	8,500.00	2,919.00		
64200 - Supplies - Office	1,113.47	2,846.71	47.45%	6,000.00	3,153.29		
64300 - Photocopy Supplies	0.00	1,112.77	33.72%	3,300.00	2,187.23		
64500 - Postage	1,627.90	3,338.22	55.64%	6,000.00	2,661.78		
64550 - Passport Postage	490.69	2,943.03	58.86%	5,000.00	2,056.97		
64700 - Travel	14.50	417.25	27.82%	1,500.00	1,082.75		
64800 - Organizational Memberships	414.00	1,485.70	42.45%	3,500.00	2,014.30		
64900 - Bank Fees	334.41	2,604.11	74.40%	3,500.00	895.89		
TOTAL OPERATION	4,710.97	20,328.79	54.50%	37,300.00	16,971.21	40,000.00	50.82%
TECHNOLOGY							
65100 - Supplies-Toner	0.00	9,169.90	50.94%	18,000.00	8,830.10		
65160 - Supplies-Technology Services	0.00	0.00	0.00%	200.00	200.00		
65170 - Supplies-Maker Studio	750.21	3,448.61	42.06%	8,200.00	4,751.39		
65200 - Technology-Prof Services	0.00	8,470.00	29.41%	28,800.00	20,330.00		
65300 - Purchase of Equipment	5,641.29	28,601.21	71.50%	40,000.00	11,398.79		
65400 - Technology Equip Mnt/Repair	2,471.16	10,899.43	42.25%	25,800.00	14,900.57		
65500 - Software	3,201.89	12,102.11	27.34%	44,260.00	32,157.89		
65600 - SWAN	167.88	35,576.33	72.64%	48,979.00	13,402.67		

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**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2026**

Percent of Year: 66.67

	February 26	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	1,259.95	8,065.27	59.50%	13,556.00	5,490.73		
TOTAL TECHNOLOGY	13,492.38	116,332.86	51.07%	227,795.00	111,462.14	230,000.00	50.58%
CONTRACTUAL SERVICES							
66100 · General Professional Services	4,148.25	21,218.13	45.15%	47,000.00	25,781.87		
66200 · Credit Bureau	118.20	738.75	73.88%	1,000.00	261.25		
66300 · Copier	493.43	2,131.95	71.07%	3,000.00	868.05		
66400 · Copier Maintenance Contract	79.19	836.63	41.83%	2,000.00	1,163.37		
TOTAL CONTRACTUAL SERVICES	4,839.07	24,925.46	47.03%	53,000.00	28,074.54	62,000.00	40.20%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	19,340.00	100.00%	19,340.00	0.00		
67200 · Bonding	0.00	1,381.00	100.00%	1,381.00	0.00		
67300 · Officers & Directors Liability	0.00	2,358.00	100.00%	2,358.00	0.00		
67400 · Umbrella Liability	0.00	3,025.00	100.00%	3,025.00	0.00		
TOTAL INSURANCE	0.00	26,104.00	100.00%	26,104.00	0.00	27,000.00	96.68%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	24,526.48	47.17%	52,000.00	27,473.52		
68111 · eNewsletter	9,480.00	9,510.00	101.93%	9,330.00	-180.00		
68210 · Marketing Advertising	15.00	465.00	46.50%	1,000.00	535.00		
68310 · Marketing Supplies	0.00	439.71	109.93%	400.00	-39.71		
68410 · Marketing-Information Printing	2,949.71	6,174.67	41.16%	15,000.00	8,825.33		
68500 · Legal Notices	0.00	622.43	62.24%	1,000.00	377.57		
TOTAL COMMUNICATIONS	12,444.71	41,738.29	53.01%	78,730.00	36,991.71	80,000.00	52.17%
PROGRAMMING							
68600 · Programming	2,238.52	14,918.86	38.35%	38,900.00	23,981.14		
TOTAL PROGRAMMING	2,238.52	14,918.86	38.35%	38,900.00	23,981.14	40,000.00	37.30%
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	0.00	0.00%		0.00		
69900 · Contingency	0.00	5,022.72	33.49%	15,000.00	9,977.28		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL CAPITAL OUTLAY & CONTINGENCY	0.00	5,022.72	33.49%	15,000.00	9,977.28		
70000 · Operating Transfer Purchases	0.00	34,476.29	0.00%				
TOTAL	378,122.69	3,106,618.71	64.75%	4,797,748.00	1,691,129.29	0.00	

Bid Scope of Work – Elevator Modernization

Indian Prairie Public Library

Village of Darien, Illinois

1. Project Description

The Work consists of a full modernization of the existing hydraulic elevator system, including but not limited to replacement of the control system, leveling system, hydraulic power unit and cylinder, door operators and door equipment, fixtures, and related components as described herein.

All Work shall be complete, turnkey, and compliant with all applicable federal, State of Illinois, and local codes, ordinances, and regulations, including ASME A17.1–2019 Safety Code for Elevators and Escalators.

2. General Requirements

1. Indian Prairie Public Library is a tax-exempt organization. No sales, use, or excise taxes shall be included in the bid. The successful bidder will be furnished a Tax Exempt Certificate.
2. By submitting a bid, the bidder confirms review and acceptance of all requirements contained in the Invitation to Bid dated February 10, 2026 including all Exhibits.
3. Bidder must be properly licensed to perform work in the Village of Darien.
4. Attendance at the mandatory pre-bid walk-through is required to submit a bid unless prior written approval is granted by the Construction Manager.
5. All items listed in this scope are required to be included in the Base Bid. No exclusions will be allowed or considered and may be grounds for disqualification.
6. Bidder shall comply with all OSHA regulations applicable to their Work and shall provide all required personal protective equipment (PPE). Bidder shall be responsible for all fines, penalties, or costs incurred by the Owner or Construction Manager due to bidder negligence.
7. Final building electrical service and disconnects will be provided by others. The Elevator Contractor shall furnish and install all labor, materials, and equipment

required to connect from the disconnects to the elevator equipment and comply with the Authority Having Jurisdiction (AHJ) and NEC requirements.

8. Existing cab interiors shall remain. The Base Bid shall include all design, fabrication, and installation necessary to protect or modify existing finishes as required to accommodate new equipment.
9. Remove all demolished materials, waste, and debris from the site daily.
10. Provide and install all equipment in compliance with current State of Illinois codes and ASME A17.1-2019.
11. Include in the Base Bid a twelve (12) month warranty period commencing at Substantial Completion and turnover:
 - Routine maintenance visits shall not be billed to the Owner during the warranty period.
 - Normal business hour service calls are included, except for vandalism, abuse, or utility power irregularities.
 - After-hours, weekend, and holiday calls may be billed at standard rates.

3. Machine Room Equipment

Provide all labor, materials, and equipment necessary to furnish and install:

1. **Control System**
New ALPHA Elevator Control non-proprietary microprocessor-based control system providing all elevator, motion, and door functions.
2. **Drive System**
New solid-state motor starter.
3. **Hydraulic Power Unit**
New submersible hydraulic power unit complete with pump, motor, valve assembly, and new hydraulic oil.
4. **Hydraulic Control Valve**
New valve assembly.
5. **Hydraulic Piping and Silencing Equipment**
Replace existing shut-off valve and modify oil piping to accommodate new power unit.

Provide and install a Vertical Express Silencer Assembly to reduce noise and vibration transmission.

6. Emergency Battery Lowering

Provide battery-powered emergency lowering to automatically deliver the car to the next landing and open doors during a power failure. Upon restoration of power, the elevator shall automatically return to service.

4. Car and Hoistway Door Equipment

Provide all labor, materials, and equipment necessary to furnish and install:

1. GAL MOVFR II (or equal) door operators and associated equipment.
 2. New car door clutches, rollers, and gibs.
 3. New hoistway door locks, contacts, rollers, and gibs.
 4. New 3D code-compliant door re-opening protection system.
 5. Existing hoistway entrances shall remain.
-

5. Hoistway Equipment

Provide all labor, materials, and equipment necessary to furnish and install:

1. Remove and replace existing hydraulic cylinder and piston with new code-compliant dual (“double”) bulkhead cylinder.
 2. Provide rigid PVC protection for the in-ground portion of the cylinder.
 3. New terminal stopping devices and landing systems.
 4. Retain existing car guides and replace guide inserts.
 5. New code-compliant pit stop switch.
 6. New code-compliant pit ladder.
 7. New leveling system.
 8. Existing car frame, enclosure, platform, and rails shall remain.
-

6. Fixtures

Provide all labor, materials, and equipment necessary to furnish and install:

1. Car Operating Panel (COP)

New stainless-steel COP including:

- Illuminated mechanical push buttons for all served landings
- Braille markings
- Emergency phone with “Push for Help” button
- Emergency alarm button connected to emergency signaling system
- Fan and light key switches
- Stop switch
- Fireman’s service cabinet

All devices shall comply with ASME A17.1–2019 and State of Illinois requirements.

2. Emergency car lighting integral with the new COP.
3. Car position indicators integral with the new COP.
4. In-car directional arrow indicator.
5. ADA-compliant hall push-button stations with Fireman’s service and access at terminal landings.
6. Hall position indicators at each hall station.

7. Permits, Inspections, and Turnover

1. Provide all permits, testing, certifications, and inspections required for approval by the AHJ.
2. Coordinate final testing and acceptance inspections.
3. Provide training to Owner’s staff on system operation.
4. Deliver close-out documentation including:
 - Record drawings

- Equipment manuals
 - Warranty certificates
 - Maintenance instructions
-

8. Coordination

1. Coordinate Work with the Construction Manager and other trades.
2. Provide protection of adjacent finishes and occupied areas.
3. Maintain safe access to the facility throughout construction. Bidder shall acknowledge this project will be open to the public for the duration of construction and Owner has a preference for contractors experienced in open-building modernizations.
4. Project to begin in Late November 2026 and be complete in 7 weeks. Time is of the essence. Additionally, if the elevator were to fail before November the library would prefer to begin as soon as feasible.

BID PROPOSAL FORM

Bid Proposal for: Indian Prairie Public Library
401 Plainfield Rd.
Darien, IL 60561

For: Select for ONE (1) of the following trade items:

Elevator Modernization: Colley Elevator Co.

By submitting this bid the undersigned acknowledges;

- a) They have received the contract documents including; Instructions to Bidders (including all riders) and Elevator Modernization Scope Sheet.
- b) That the Form of Contract to be used for the project is the American Institute of Architects A132 -2019, Standard Form of Agreement between Owner and contractor, Construction Manager as Advisor, as amended by Owner, and that the General Conditions to be used for the project are American Institute of Architects A232-2019, General Conditions of the Contract for Construction, Construction Manager as Advisor Edition and the Supplemental General Conditions found in the Instructions to Bidders.
- c) They have sole responsibility for labor, materials and equipment for their selected trade item as dictated by the Contract Documents and Invitation to bid.
- d) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of sixty (60) calendar days.
- e) That Indian Prairie Public Library is a tax-exempt organization, no sales, excise or use tax to be included in your bid. All other taxes are included in your bid.
- f) They will pay applicable Prevailing Wage and benefits to their employees and submit proof all required documentation to the county department of labor.
- g) That you have read and agree to all the information contained in the Instructions to Bidders dated February 10th, 2026 (including all riders A-E).
- h) That they are responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- i) That their proposal is considered accepted only when the Owner (Indian Prairie Public Library) executes the contract.
- j) That REthink Owner Solutions, LLC (located in Lincolnshire, IL) is the owners' advisor (Construction Manager) on this project. All correspondence (beyond your bid submittal) is to be directed to through them, though your contract is with Indian Prairie Public Library.

- k) They have attended the mandatory pre-bid walk-thru or an alternate time as established by the Construction Manager.
- l) They are aware that the comparison of proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.
- m) That the Owner reserves the right to waive irregularities, technicalities and formalities and to reject any or all proposals.
- n) That time is of the essence and that they will complete their work in a timely manner. The expected start date for this project is late November 2026 (unless the elevator should fail before then) and we complete 7 weeks later. Time is of the essence.
- o) All bids over \$50,000 are to include the price for payment and performance bonds. The selected bidder must submit payment and performance bonds to the owner within 10 days of receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- p) All bids over \$100,000 are to include the price for a bid bond and be accompanied by a bid bond.
- q) They shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect and/or Construction Manager in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect and/or Construction Manager is made party as result of the conduct, acts, errors or omissions of the undersigned.

BASE BID

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site, including the Drawings and Addenda numbered 1, , , , the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

One Hundred + Twenty Two Thousand DOLLARS (\$ ~~122,164.00~~)
ONE hundred + Sixty Four Dollars ⁰⁰/₁₀₀

STATED ALTERNATES

ALT. 1 (add): ~~\$58,100.00~~ *Fifty Eight Thousand*
Add removal and replacement of hydraulic cylinder *ONE hundred Dollars ⁰⁰/₁₀₀*

VOLUNTARY ALTERNATES

X

VOLUNTARY ALTERNATE 1: Robert Mytler
\$4,000.00 / Four thousand Dollars

VOLUNTARY ALTERNATE 2: _____

Colley Elevator Co.
(Name of Bidder)

(Corporation, Partnership, Sole Proprietor)
(Circle One)

By: Alex Macias

Title: Account Manager

226 William St.
(Street Address)

Tomball, TX 77375
(City, State, Zip)

281.535.1742
(Telephone Number)

3/6/, 2026
(Date Signed)



Conforms with The American Institute of Architects,
A.I.A. Document A310 (2010 Edition)

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Colley Elevator Company
226 William Street
Bensenville, IL 60106

SURETY:
(Name, legal status and principal place of business)

Old Republic Surety Company
18500 W Corporate Drive, Suite 170
Brookfield, WI 53045

OWNER:
(Name, legal status and address)

Indian Prairie Public Library
401 Plainfield Road, Darien, IL 6059`

BOND AMOUNT: \$190,000

PROJECT:
(Name, location or address, and Project number, if any)

Elevator Modernization

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of February 2026

(Witness)

(Contractor as Principal)

(Seal)

(Title) Nicholas Hubbuch

(Surety) Nicholas Hubbuch - Attorney In Fact

(Title)





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.