

Indian Prairie Public Library Board Agenda  
May 17, 2023

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

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

- A. Trustee Oaths of Office (Administered by Board Secretary)  
Marian Krupicka, Vicki Suriano
  
- B. Call to Order / Roll Call  
Donald Damon, Marian Krupicka, Crystal Megaridis,  
Themis Raftis, Christina Rodriguez, Stacy Palmisano,  
Victoria Suriano
  
- C. Election of Officers
  - Report from Chairperson of Nominating Committee
  - Nominations from the Floor
  - Candidate Statements
  
- D. 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.
  
- E. Public Comment
  
- F. Communications and Announcements
  - 1. Secretary of State to IPPL re: Support of Libraries and Librarians Page 3
  - 2. Eisenhower Jr. High to IPPL re: STEAM Night Page 4
  
- G. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, April 19, 2023 Page 5
  - 2. Action on Bills/Additional Bills Page 7
  
- H. Items Deleted from Omnibus Consent Agenda Action
  
- I. Library Director’s Report Page 11 Information

Board Meeting – May 17, 2023 – page 2

J.	Department Reports		Information
	1. Deputy Director’s Report	Page 13	
	2. Marketing	Page 15	
	3. Guest Services	Page 22	
	4. Programming & Outreach	Page 23	
	5. Resource Services	Page 28	
	6. Technology & Maker Services	Page 31	
K.	Staff Report		Information
	Kristen Lawson, Deputy Director		
L.	Reports		
	1. Treasurer’s Report	Page 39	Information
	2. Building and Grounds – Krupicka		Information
	3. Building and Grounds Committee Minutes, 5/9/23	Page 50	Action
	4. Nominating Committee Minutes, 4/25/23	Page 51	Action
	5. Finance Committee (no report)		
	6. Planning/Outreach Committee (no report)		
	7. Policy Committee (no report)		
M.	Unfinished Business		
	None		
N.	New Business		
	1. Committee Appointments		Action
O.	Meetings		
	1. Finance Committee (Tuesday, June 6 at 6:30 p.m.)		
P.	Adjournment		

**Why I want to be IPPL Board President:**

- I have served this Board for 16 years with a 2-year hiatus ten years ago. I served as President for two years before my hiatus, but when a family illness struck – Family came first - I believed it was my duty and in the best interest of the Board for me to step down. It would not have been fair to the Board and Library, especially as the Board's president, to not be fully engaged while dealing with the family concerns. I was able to return after two years when a position on the Board opened up.
- I have no plans to run for re-election to the IPPL Board in two years when my current term is up. I will likely move out of state; but even if I do not move, 18 years serving on this Board is more than long enough and the seat should be made available to other taxpayers in our community. I would like to culminate my time on this Board leading as your president.
- Now is the ideal time to become president as we are not in the middle of any big projects, which might be better suited to maintaining the existing president. We are going to be starting on the next Strategic Plan, which I am well suited to lead, as I'll explain in a moment.
- I am a proponent of growth and improvement. I believe all officer positions should change often and not be held by anyone for long periods of time. **Everyone** should have opportunities for leadership. I believe we need diversity of ideas and thoughts for continuous growth and improvement. I especially believe that those Board members who are mid-career should have leadership positions, and I am very glad that Themis wants to step up to be the Board VP
- I am retired, I have the time to dedicate to attending all meetings, Committee Meetings, IPPL special events, plus participate in community events and village meetings, chamber meetings and the like.

**What I'd like to achieve as President:**

1. Build a stronger Board of Trustees. Building trust among us so we are all comfortable speaking our mind, sharing different points of view and voting "No" if this is how we feel. While there are times it's really important to show a united front – such as when hiring a new director, to provide that person 100% of our support – other issues require complex discussions and the comfort to disagree.
  - Having get-togethers for bonding outside of the Boardroom - the one I am currently thinking about is having Amy and her team do a get-together "Virtual Reality" for us. This would provide us with exactly what our Mission states: Explore, Connect and Be Inspired! We would all come away from the event with having the experience together – board bonding – as well as better understand this amazing new technology we are offering – and we would be inspired to share our new knowledge about it with everyone we know!
  - While ILA, RAILS, and Atlas offer great opportunities for Trustees Training (and in fact Marian and I will be attending training with Saturday) I know that it is very hard for Board members who are working full time to attend half day or full day training. Therefore, I would ask Laura to add into our Monthly packets each month a quick item to read to help us learn or all stay on top of what we need to be doing as Board members.
2. Lead us through the Strategic Planning Process! This should have already begun this year, but we will be getting started soon. I have extensive experience with the strategic planning process and love it.
  - I have been involved with creating the strategic plan for IPPL 3 times, as well as twice for the Metropolitan Library System (MLS) and once with one of my professional associations, ITIMG
3. In these next couple of years, we have a real possibility for potential book bans or attempts to oppress segments of our community populations.

- I am well equipped to lead us through this kind of situation as Board President. The President gets no more say than anyone else - just one vote as any other Board member - and I believe any significant attack or potential attack, should be addressed by the full board. All thoughts and ideas from Board members must be heard before decisions are made.

#### **My Leadership Qualifications:**

- Synergy – The Illinois State Library Leadership program - I was selected by the Illinois State Library and attend their year-long Library Leadership program.
- “Leading in Praxair” leadership program that is provided to those who move into corporate leadership roles. I was selected and attended this 6 months long training with multiple weeks-long group meetings and exercises in between sessions.
- I am a certified Scrum Master (<https://www.scrum.org/resources/what-is-a-scrum-master>)

#### **My Leadership Applied:**

1. I Have served as President before so know what I am getting into
2. Degreed librarian from Dominican University; Retired from 27-year career as a Library Director and Knowledge Manager from a Fortune 500 company, Linde (former known as Praxair) – the largest industrial gas company in the world. In my career I started the library from scratch and with my team, grew it to serve a population of over 65,000 employees located in 100 countries.
3. I am a leader in my field and I give back to my professions, therefore,
  - a. For the last 10 years and continuing, I am a part-time professor in the master’s degree program for Library and Information Science at San Jose University
  - b. In the last 5 years I’ve written chapters for 3 different textbooks in Library & Information Science field
  - c. I coach and mentor library science students and early career professionals.
  - d. I will be presenting on a panel discussion about librarianship in July this summer at Cal State.
4. I’ve researched, written and published many journal articles over the years; I have presented several presentations about librarianship **and in particular library leadership** at professional organization: The ALA (American Libraries Assoc.), the SLA (Special Libraries Association), the ILA (Illinois Library Association, and the ITIMG.
5. MLS – Simultaneously to being an IPPL Trustee, I was elected to the Metropolitan Library System’s Board of Directors for 4 years and served as Vice President.
6. RAILS – Additionally, I was selected to represent MLS on the 17 members RAILS Transition Team, a yearlong, work-intensive committee that merged 5 library systems located the northern part of Illinois into one system, RAILS. This was a major undertaking necessary as the Illinois budget was suffering and the state decided to decrease from 11 library systems down to two.
7. ILA Committees -member of ad hoc committees over the years.
8. Advisory Board member for two different major information vendors (ProQuest Dialog and Spring Nature)
9. All of these experiences – from leading a corporate department and corporate-wide interdepartmental teams, to leading and working on a variety of volunteer boards - have taught me a great deal in leadership.



# OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

April 27, 2023

Dear Librarian:

It is my honor and privilege to serve you as Illinois Secretary of State and State Librarian. I believe that access to libraries should be as equitable as possible. Libraries are the cornerstones of our communities, and Illinois residents from all backgrounds depend on these critical institutions for the vital daily services they provide.

In honor of National Library Week, I want to reiterate my staunch support for our libraries and librarians. You deserve our appreciation and our gratitude, as well as a safe environment in which to work. Librarians should not feel as though they are on the front lines of a culture war when the doors open each day. Yet, certain groups are targeting libraries over collection content. That is why I drafted House Bill 2789, which protects an individual’s fundamental right to read and recognizes that we must honor the decisions made by our state’s public, school, academic and special librarians as they curate library collections that serve the entire community.

To help libraries across the state serve their patrons as effectively as possible, my office makes grants available each year. These grants assist libraries by providing additional resources to continue existing programs or to launch new ones as a community’s needs change. Millions of Illinois residents benefit from the programs made possible by these grants. My budget request for fiscal year 2024 includes funding to purchase databases and online educational resources for the benefit of all libraries in Illinois. I will provide additional information about upcoming opportunities as it becomes available.

I will continue to do everything I can to protect and support libraries and librarians across our great state.

Thank you for all that you do.

Sincerely,

Alexi Giannoulis  
Secretary of State and State Librarian

AG:isl



Scan to see a video from  
STEAM Night at  
Eisenhower Jr. High 4/19/23

Indian Prairie Library

Thank you for attending our  
first ever STEAM night. We appreciate  
the time and effort you put in  
to help make the evening a  
success. We look forward to  
working with you again in the  
future.

Kind regards -

EJH STEAM Team

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 19, 2023

**Board of Trustees Regular Meeting  
April 19, 2023 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll. Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis (arrived at 6:34), Sri Rao, Christina Rodriguez (arrived at 6:34), Victoria Suriano  
Absent: none  
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Amy Merda  
Others: Stacy Palmisano, newly elected trustee, in attendance to observe the meeting.  
Darien residents Jim Mayka and Luanne Spiros regarding serving on the Decennial Local Government Efficiency Committee (L1).

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

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

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

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

C. Public Comment

At this point the Board discussed item L1 of New Business. Then Merda gave her staff report and the Board continued with the rest of the agenda.

D. Communications and Announcements

- 1. Birmingham to Sloan re: Summer Reading
- 2. Birmingham to Comstock re: Saving Stories
- 3. Trustee Day 2023

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, March 15, 2023
- 2. Action on Bills/Additional Bills
- 3. Ordinance #2023-1 Authorizing Non-Resident Cards  
Damon moved, Raftis seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Birmingham doesn't have an update on HR2789 as it is still in committee. Trustees can support the Attorney General's efforts by contacting their legislators or by signing a witness slip.

H. Department Reports

I. Staff Report – Amy Merda, Head of Programming and Outreach – Amy spoke to the Board about our services to schools and homeschooling families. We provide teacher support, outreach programming, virtual backpack flyers, material support, and space usage.

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
- 6. Policy Committee – no report

K. Unfinished Business - none

L. New Business

- 1. Form Decennial Local Government Efficiency Committee – Birmingham attended a workshop given by an attorney who said there isn't a lot of guidance on this law and the emphasis is on the report. Birmingham will begin filling out the draft form that the attorney handed out. She will also gather any current intergovernmental agreements we have and compile a list of our community relationships. Residents participating in the committee have to complete online open meeting act training. Rao moved, Damon seconded to form the Decennial Local Government Efficiency Committee and to appoint residents Mayka and Spiros to the committee. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 2. Resolution #2023-A Honoring Sri Rao – Suriano read the resolution aloud. Krupicka moved, Damon seconded to approve Resolution #2023-A Honoring Sri Rao. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 3. Appointment of Nominating Committee – Krupicka, Megaridis, Rodriguez and Raftis will be on the committee. They will meet on April 25 at 6:30 p.m.

M. Meetings

- 1. The Building & Grounds Committee will meet on May 9 at 6:30 p.m.
- 2. A Finance Committee meeting was scheduled for June 6 at 6:30 p.m.

N. Adjournment

At 7:36 p.m. Rao moved, Rodriguez seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez, Suriano. Nays: none. Absent: none. Motion carried unanimously.

\_\_\_\_\_  
Crystal Megaridis, Secretary



ACTION ON BILLS APRIL, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2228 - 2308	\$ 124,798.49
Republic Paper Pay Checks	2078 - 2081	\$ 1,273.08
Republic Direct Deposits		\$ 123,285.34
MONTH'S TOTAL:		\$ 249,356.91

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

Date	Num	Vendor	Amount
<b>10127 Republic Bank Operating Account</b>			
04/05/2023	2228	Accurate	134.62
04/05/2023	2229	AEP Energy, Inc.	3,321.65
04/05/2023	2230	Birmingham, Laura	11.79
04/05/2023	2231	Leslie Goddard	400.00
04/05/2023	2232	Lucarelli, Anthony	235.78
04/05/2023	2233	Shadi Latta	11.50
04/05/2023	2234	Kate Kresek	20.31
04/07/2023	2235	Alarm Financial SVC	76.50
04/07/2023	2236	Allard, Jamie	18.34
04/07/2023	2237	AT&T	365.15
04/07/2023	2238	Bullseye Cleaning Services, Inc.	6,300.00
04/07/2023	2239	Canon Solutions America Inc.	1,383.01
04/07/2023	2240	Children's Plus Inc.	623.81
04/07/2023	2241	Colley Elevator Co.	307.00
04/07/2023	2242	Colonial Life & Accident Insurance Co.	82.53
04/07/2023	2243	DEMCO	513.28
04/07/2023	2244	DuPage Children's Museum	40.00
04/07/2023	2245	ELM USA, Inc.	296.94
04/07/2023	2246	Eskew, Joe	40.61
04/07/2023	2247	Fox Valley Fire & Safety	315.00
04/07/2023	2248	Goodman, Clarence	231.00
04/07/2023	2249	Groot Industries, Inc.	573.84
04/07/2023	2250	Hinsdale South High School Stinger	100.00
04/07/2023	2251	Illinois Dept of Innovation & Technology	475.00
04/07/2023	2252	Kanopy	199.50
04/07/2023	2253	Kim Cosentino	125.00
04/07/2023	2254	Kimberly McElheny	200.00
04/07/2023	2255	Michael J. Duffy Co. Inc.	250.00
04/07/2023	2256	OverDrive, Inc.	1,146.45
04/07/2023	2257	Premier Landscape Contractors	1,243.00
04/07/2023	2258	ProQuest LLC	1,166.25
04/07/2023	2259	Quill LLC	782.68
04/07/2023	2260	Runco Office Supply	61.99
04/07/2023	2261	Specialty Mat Service	200.55
04/07/2023	2262	Steve Darnell	275.00
04/07/2023	2263	Stovall, Ann	256.41
04/07/2023	2264	SWAN	12,333.50
04/07/2023	2265	Very Smart People LLC	200.00
04/07/2023	2266	Weiss Snow Removal, Inc.	1,040.10
04/07/2023	2267	Wlosinski, Maria	9.83
04/17/2023	2268	Downers Grove Public Library	150.00
04/18/2023	2269	AEP Energy, Inc.	977.49
04/18/2023	2270	Baker & Taylor	9,811.41

# Indian Prairie Public Library District Bill Payment List April 2023

Date	Num	Vendor	Amount
04/18/2023	2271	Blackstone Publishing, Inc.	2,430.99
04/18/2023	2272	Canon Financial Services, Inc.	467.00
04/18/2023	2273	Case Lots Inc.	683.50
04/18/2023	2274	Cengage Learning, Inc.	1,558.90
04/18/2023	2275	Center Point Large Print	152.05
04/18/2023	2276	Children's Plus Inc.	1,382.22
04/18/2023	2277	Colley Elevator Co.	939.00
04/18/2023	2278	ComEd	3,338.09
04/18/2023	2279	Current Technologies Corporation	10,505.97
04/18/2023	2280	Darien Garden Club	50.00
04/18/2023	2281	Dell Marketing L.P.	641.28
04/18/2023	2282	DEMCO	299.45
04/18/2023	2283	Garvey's Office Products	16.95
04/18/2023	2284	Ingram Library Services	2,123.95
04/18/2023	2285	JanWay Company USA, Inc.	158.85
04/18/2023	2286	Midwest Tape	9,749.67
04/18/2023	2287	NCPERS Group Life Insurance	48.00
04/18/2023	2288	Pioneer Press	29.50
04/18/2023	2289	Playaway Products LLC	26.93
04/18/2023	2290	Principal Life Insurance Company	1,390.33
04/18/2023	2291	Specialty Mat Service	133.70
04/18/2023	2292	Stephen Szabados	150.00
04/18/2023	2293	Today's Business Solutions, Inc.	895.00
04/18/2023	2294	Unique	29.55
04/18/2023	2295	Xiao Jun Tina Lee	14.50
04/28/2023	2296	Bank of America	12,347.19
04/28/2023	2297	Blue Cross Blue Shield of Illinois	20,149.05
04/28/2023	2298	Body & Brain Yoga and Health Centers, Inc.	100.00
04/28/2023	2299	Dearborn Life Insurance Company	361.33
04/28/2023	2300	Hayes Mechanical LLC	4,973.76
04/28/2023	2301	Jordan Calabrese	50.00
04/28/2023	2302	kristinZkreations	1,400.00
04/28/2023	2303	Lauterbach & Amen, LLP	635.00
04/28/2023	2304	Leslie Goddard	400.00
04/28/2023	2305	Merda, Amy E	24.96
04/28/2023	2306	Paul Barile	100.00
04/28/2023	2307	Scharping, Ronald A.	160.00
04/28/2023	2308	Ancel, Glink P.C.	575.00
<b>Total for 10127 Republic Bank Operating Account</b>			<b>\$ 124,798.49</b>

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

**APRIL 2023**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	4/12/2023	23,024.38
Federal & IL	Payroll taxes	4/26/2023	22,993.30
IMRF	Payroll Pension	4/28/2023	22,485.86
ExpertPay	Garnishments	4/12/2023	623.12
ExpertPay	Garnishments	4/26/2023	647.46
Mission Square	457 Plan	4/12/2023	200.00
Mission Square	457 Plan	4/26/2023	50.00
Nationwide	457 Plan	4/12/2023	50.00
Nationwide	457 Plan	4/26/2023	50.00
DAC	Deposit to HRA	4/04/2023	1,080.94
DAC	Deposit to HRA	4/11/2023	263.12
DAC	Deposit to HRA	4/17/2023	228.28
DAC	Deposit to HRA	4/18/2023	115.66
DAC	Deposit to HRA	4/25/2023	396.34
Nicor	Gas	4/11/2023	1,586.32
ELS	License Stickers		6,307.00
ELS	ELS Fee (March)	4/04/2023	77.55
INB	Credit Card Fee	4/14/2023	237.84

## Executive Director's Report May 2023

### **Order of the May Board Meeting:**

The very first thing we have to do at the May meeting is the Oath of Office for the recently elected trustees. As current Secretary, Crystal will do this. Next, Vicki as the current President will call the meeting to order and then Crystal will take roll call. After the Call to Order, Themis as the nominating committee chairperson will report on the committee. (After his report, the nominating committee, per Robert's Rules, is dissolved.) Then, nominations for any position will be taken from the floor. Those interested in an officer position will be given a chance to speak. Once all nominations have been heard, any trustee can make a motion for either an individual or a slate of officers. If seconded, all trustees shall vote on the motion. This process is repeated until a motion passes. Once a complete slate passes by majority, officers then assume their new positions and the meeting goes on as usual starting with the new secretary reading the Mission/Vision/Values.

Please note: Regarding voting, Trustees may determine whether it is a voice or signed paper ballot. The vote must be recorded as the public is entitled to know how trustees voted for the officers.

### **Local Government Efficiency Act Committee:**

The Decennial Local Government Efficiency Committee meeting has been cancelled for May.

### **Keshav Sanghani Meeting Room:**

The tribute to Keshav has been installed in the room. It includes information about Keshav, his photo and information about suicide awareness.

### **Update on House Bill 2789:**

House Bill 2789 passed the Senate in early May and has been sent to the Governor. The legislation sets forth that Illinois libraries would only be eligible for state-funded grants if they adhere to the American Library Association's Library Bill of Rights or comply with the policies of the State Library, which includes prohibiting the practice of banning essential books and resources, which of course, we do.

### **1<sup>st</sup> Floor Magazine Section:**

Thanks to a lot of hustle from Jamie Allard, we now have all of our adult magazines in acrylic boxes. Jamie got all of the boxes for free from various area libraries who were giving them away. Jamie saved us thousands of dollars as these boxes are quite expensive. Resource Services staff worked to unload and load magazines as Joe switched out the shelves. It was a massive project that was well worth it as the area looks much more sleek and modern than the old shelving.

### **Personnel:**

Kelli Park, new Programming and Outreach Specialist started on Tuesday, April 25.

Mark Sloan, new Head of Technology and Maker Services started on Wednesday, April 26.

**Staff Institute Day:**

Staff Institute Day took place on Friday, May 5. 69 staff attended, which was a great turnout!

Topics and activities included:

- Using Inclusive Language, given by Kristen
- Active Shooter Overview and Scenarios, given by the Darien Police
- First Amendment Audits, given by attorney Julie Tappendorf
- Intellectual Freedom, presentation by Resource Services Librarians

We also did some icebreaker activities and a team scavenger hunt. I kicked this jam-packed day off with a welcome and some library highlights.

**IPPL Foundation & Friends:**

The Book Sale brought in \$227 in April.

The quarterly check from Better World Books was \$294.61 – higher than normal as donations (and the need to recycle a lot of them) are steadily going up.

On “Library Giving Day”, which is the Friday of National Library Week, Jill did a social media push for contributions and we received a total of \$562. Not bad for one day!

**Meetings:**

- 4/27 Summer Reading Planning Meeting
- 5/1 New Trustee Orientation with Stacy Palmisano
- 5/2 Department Head Meeting
- 5/9 Building and Grounds Committee
- 5/17 Library Board Meeting

In April, I had 15 one on ones with 6 staff. (Mary, Kristen, Cindy, Ann, Amy, Gail & Jill)

**Continuing Education**

- 4/14 Webinar: *An Overview of the Decennial Committee on Local Government Efficiency Act* with attorney Julie Tappendorf
- 4/21 Webinar: *How to Recognize, Address and Adjust Your Biases (LACONI)*

Submitted by:

Laura Birmingham  
Executive Director

## **Deputy Director's Report: April 2023**

### **Building & Grounds:**

Charles Equipment came on April 4, and then again a week later, to perform maintenance and testing on our generator. Oil and coolant were drained and replaced, spark plugs were replaced, and they also installed a new throttle actuator to replace our broken one.

Additionally, Joe closed 32 building tickets in April. Highlights include: 1) Gradually moving and replacing shelving in the magazine area to accommodate acrylic boxes, 2) Hung pictures and information in the Sanghani Meeting Room, and 3) Created a new workspace and built a new desk in the P&O workroom for new P&O Specialist Kelli.

### **Continuing Education:**

Webinar: Overview of the Decennial Committee: April 14

### **Meetings:**

Department Heads meeting: April 4

Summer Reading Planning Meeting: April 27

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

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

### **Programs:**

I created a Programming Guidelines draft document for staff members who are planning and running programs for the public and shared the draft with the department heads and Laura. When it's finished, the document will be used to guide staff through planning, execution, setup, and takedown for programs.

### **Staff Training:**

I trained Mark on WhentoWork, our file sharing systems, the staff blog, and Gimlet.

**Technology Highlights:**

Between closing time on Monday April 24 and opening time Tuesday April 25, our MyPC server partition was hit by ransomware. We discovered the problem just before opening time on Tuesday the 25<sup>th</sup>. Because MyPC governs our public computer sign-in and printing systems, we were not able to offer any public computer use to our guests while the server was down.

With assistance from Current Technologies, after about 4 hours we were able to restore a backup version of the MyPC server that was recorded on Sunday evening April 23. This allowed us to immediately resume public computer service for our guests. We did not pay the ransom, thanks to our robust backup processes.

The ransomware that hit us had only been in circulation for about a month and exploited an open port vulnerability in TBS's MyPC system. Tony discovered the details of the vulnerability and communicated them to TBS, who immediately alerted their other customers and got to work implementing a patch. Our system is now patched and protected from that specific threat. I also asked Current Technologies to run a scan on our other servers, and no other ransomware or malware was detected. However, they recommended that we purchase special virus and ransomware protection for our servers, since Windows Defender (our protection for our staff and public PCs) is not designed for servers. We are currently investigating various options in that area.

In addition to closing 25 technology tickets in April, Tony completed a lot of back-end IT work for us. Highlights include: 1) Worked with Dell to get Ann's former laptop repaired, 2) Deployed new hardware, phones, and network logins for new staff members, and 3) Tested and evaluated a trial version of DeepFreeze Cloud. Tony also completed a one-hour webinar on how to combat email spoofing/phishing attempts.

In April, the WorkNet DuPage Kiosk in the café area recorded 35 sessions, 39 navigations, and 1 request for additional information.

Report Submitted by: Kristen Lawson



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

**In the Gallery—April**

Display cases: **ClaySpace Ceramic Arts Center in Lisle**

1st floor gallery: **Adam and Jonnette Maslowski**

2nd floor gallery: **Adam and Jonnette Maslowski**

**Outreach Efforts: Schools & Community**

-The Stinger Newspaper at Hinsdale South for May. Once again, we are calling for Volunteers to help with our summer reading program.

-Virtual backpack for Summer Reading (I also mention this below. Also, attached.)

**VOLUNTEEN**

**Volunteer at the Indian Prairie Public Library!**

Earn service hours. Have fun. Make a difference.

Learn more: [calendar.ippl.info](https://calendar.ippl.info).

Under category choose: Volunteers Summer 2023  
and sign up for one of those information sessions.



**Print Newsletter**

- We worked on the print newsletter throughout the month of April. The focus of it is the Summer Reading program, but we also have stories about the Maker Studio and Ann's retirement. The post office drop is scheduled for May 22.

**Other Notable Projects/Meetings/Workshops**

- Note: I was on vacation the first 10 days in April.
- Attended an online workshop on TikTok.
- Attended an online workshop on creative fundraising.
- Created slides for the monitors in the building.
- Ordered signage for the upcoming shift in materials downstairs.
- Updated the floor plans to include Keshav Sanghani Meeting Room, ordered those since they are an oversized piece.

**Summer Reading 2023**

- Met with Laura, Kristen, Amy, Jordan, and Jen about summer reading and the app we are going to use to give our guests an electronic options.
- Completed the reading logs with the graphic designer, Amy, and Laura.

- Completed the design of the summer reading tote bag design with the designer and Laura.
- Worked with the designer on banners to promote the summer reading program.
- Updated the summer reading web page for 2023. Created a new page for Mission Math. Created a new page for sign up.
- Completed and ordered the summer reading flier for the school's virtual backpack with Amy and the designer. (Attached.) Note: Amy and Erin plan to do outreach to about 3,500 students.
- Started working on the creative for the summer reading emails. I'm very excited about the registration in Patron Point. This will give us more data on making better decisions for 2024's program and the ability to communicate with our guests about the program.

### **Foundation & Friends**

April 27 was Library Giving Day. I sent out an email, which shared one of our stories about a family that uses the library, and asked our subscribers to consider donating to the Foundation & Friends. We received \$675 in donations. While not a large amount, it was nice to be thought of by our community. Those donations will continue to support the library, and I am grateful.

### **National Library Week**

Back in March, Amy approached Starbucks about doing outreach, and they gave us some bags of coffee to give to our guests. We held a contest during National Library Week, asking those who wanted to win what they loved about IPPL. I hoped that we would get some potential leads to tell IPPL's story. We did. And, so much more.

The overwhelming answer of what people loved about IPPL was the staff. Many cited the spaces or the programs and services. I attached a few of the handwritten comments—as you can see, someone drew us a book worm and another drew us a heart.

Here are a few of the other ones . . .

I love Indian Prairie Library because it opened the world of reading to my children, allowed us to borrow movies for car trips and endless memories, taught us to grow a vegetable garden, enriched my children's lives with interesting new programs and summer contests that made them want to become avid readers who want to learn more about the world around them.

I love our library because it has something for everyone! It offers classes for children, teenagers and adults. Maker studio is just fantastic and I can't get enough of it. I also love the fact that it offers books in my native language (Polish).

IPPL is an incredible community treasure. We're there weekly -my son loves the robotic coding classes, I borrow books galore (no more money spent on books I read one time) and my husband recently borrowed an electric garden tiller—yes a tiller! Yes from the library! Insane and awesome. We ❤️ IPPL!

We love IPPL for all the great family and children centered classes available! The makers studio is always there when we feel the need to create, and the staff is wonderful!

Love the summer programs always but the staff is amazing (I can't ever find anything I need) they are a tremendous help. My kids love the crafts and summer reading program as well

The library has been progressive in their offerings, and not sticking to just books and movies. The programs offered are wide-ranging and there is change in those programs. Most importantly, the staff is always friendly and ready to help, no matter the request.

I love the Indian Prairie Public Library because of the multiple accommodations that it offers. It has events such as job fairs, read alouds for kids, and chess groups. Aside from the events, Indian Prairie also offers multiple seating options with beautiful views for when you are studying or reading. The overall atmosphere of the library is wonderful which is why I love Indian Prairie.

**Website**

While no major updates were done to the website, Paul and I have made minor updates to the website including updating the home page, getting the new Fold3 and Newspapers.com databases added to the A to Z databases and genealogy pages, made changes to ebooks and eaudiobooks pages, updated the Foundation website blog, updated the Veterans History Project page, and made updates to the teen page.

**Yelp & Google**

People are using Yelp and Google to access the library.

In the month of April, 62 people called us by searching for us through Yelp.

In the month April, through Google . . .

- 438 called us
- 784 asked for directions to get to us
- 3,212 Googled our name
- 10,094 viewed out Google profile.

**Enews**

**General Enews Subscribers**

March 31	20,540
April 30	20,575
Loss/Gain in subscribers	+35

### Enews Open Rate

Overall, people are opening our emails consistently. In fact, we hit a 40 percent open rate on April 27, which is fantastic for a catchall email. I love the engagement on our special campaigns—birthday, anniversary, and welcome series.

Date	Open Rate
April 6	39 percent
April 13	36 percent
April 20	35 percent
April 27	40 percent
Library Giving Day	36 percent
Recommends	49 percent
Birthday Campaign Open Rate	53 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74
Welcome two	65
Welcome three	60

### Social Media

We continue to see organic growth on all of our channels but Twitter. Overall, our engagement was higher on Facebook in April compared to March, but it engagement was lower on Instagram during the same time period. YouTube grew by a few followers because of the addition of the live egg cam for the chicken project held in partnership with the Darien 4H.

Social Channel	Likes/Followers	+/- (March 31)
Facebook (likes)	2,306	+6
Facebook (follows)	2,520	+20
Instagram	1,054	+4
Twitter	1,143	-3
LinkedIn	223	+1
YouTube	220	+2

The top posts for the month included wishing our community a Happy Eid on April 21; a collage of staff for National Library Workers Day; the Teen Job Fair; and Explore More Illinois services.

# SUMMER

## Reading 2023

Indian Prairie Public Library

June 3–Aug. 1

Summer reading is for everyone!

Adults • Kids • Teens

It's easy to participate! All you have to do is read or listen to books.

### Easy to participate

Register online **today** at [summer.ippl.info](http://summer.ippl.info) or scan the QR code.



Note: If you register prior to Saturday, June 3, you'll receive a confirmation email. Then, on June 3, you'll be sent the link to download the app and details about getting the paper log. If registering on or after June 3, you immediately receive the information on getting started.

### Paper log

You can either download the paper log from the email or pick up a copy in the library. Show the paper log when claiming prizes.

### App

You can download the app from the email. Show the app screen when claiming prizes.



WIN GREAT PRIZES!

Prize pick-up begins **Monday, June 19**. Turn in logs/show the app early for the best selection.

The more books you read and listen to, the more chances you have to earn prizes such as Portillo's chocolate cake slices and other surprises.

**Birth–Kindergarten:** For every 30 books read, spin the wheel for fun prizes like passes to Brookfield Zoo. For the first 30 books read, you also get to choose a free book!

**Grades 1–6:** For every 8 books read, spin the prize wheel for fun prizes such as Brookfield Zoo passes and other fun toys. For the first 8 books, you also get to choose a free book!

**Teens & Adults:** Read 4 books and earn a tote bag (while supplies last) and an entry into the grand prize drawing. **This exclusive tote bag is generously sponsored by Republic Bank.**



# SUM

# MER



## KICK-OFF PARTY

**Saturday, June 3, 10 a.m.–4 p.m.**

**For All Ages**

The summer kick-off party is an IPPL cardholder exclusive.



**Chalk the Walk:** 10 a.m.–2 p.m.



**Face Painting:** 10 a.m.–2 p.m.  
Generously sponsored by Republic Bank.



**Games for the Family:** 10 a.m.–4 p.m.  
Drop in Meeting Room 2 to race ramps and rollers from the DuPage Children's Museum.



**Live Animals Around the World with the Natural Naturalist**  
**Session one:** 10 a.m.–11 a.m.  
**Session two:** 11:30–12:30 p.m.  
Registration required at [calendar.ippl.info](http://calendar.ippl.info).



**Ice Cream Cart:** noon  
While supplies last.  
Generously sponsored by Republic Bank.



**Elvis Impersonator Visit:** 2–4 p.m.  
Stop by to take a picture and interact with Elvis impersonator Hunter Jellema as he swings by his favorite library in his sweet ride to help us celebrate summer reading.



**Maker Studio Activity:** 2–4 p.m.  
Drop in to enjoy a hands-on activity.  
For ages 8+.

Attend the Summer Kick-Off Party, and enter to win four box seats, one parking pass, and four entry passes for the Stadium Club for . . .



Sunday, June 11, 1:10 p.m.  
Winner will be notified on Monday, June 13.

Generously sponsored by



**Republic Bank**

Thank you to Republic Bank for their generous sponsorship of the IPPL Summer Reading Program.

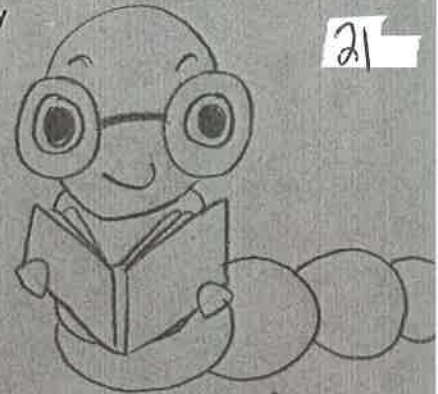


Indian Prairie  
Public Library

# National Library Week comments-

e Giveaway  
May 1.

21



Name:

Phone:

Email:

Tell us your favorite thing about Indian Prairie Library.

Consistency. I spent a lot of time here growing up, but had quite a few years afterwards devoted to being a bad teen. Now that I'm 24, and my love for reading has been reignited, I see the true value this library brings to the community. You don't ask for anything in return. Despite COVID, this crazy inflation, and the general worries of life we all encounter, this library only wants us to learn. I appreciate all the classes, activities, and groups that meet here. Between all the negativity I encounter in my day to day life, this library feels like a beacon of hope. I love hanging out here & enjoying my books, and I appreciate all the staff that works here! You've always been here!

Name:

Phone:

Email:

Tell us your favorite thing about Indian Prairie Library.

IPPL is possibly my favorite place in town. The staff is welcoming and knowledgeable, the building is clean and well-organized, and the kids' section is second to none. But my favorite thing about my favorite place is the sense that so much potential sits, writing for me, on the shelves. I have learned so much from the books of IPPL, on topics from baking to parenting to yoga, to home organization, and I know there's so much more.

**Guest Services**

**April 2023**

**Circulation**

The total checkouts and renewals for April was 43,707

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

We had 28,280 in-person visitors in April

We had 722 patrons use the drive up in April.

We checked out or renewed 1,725 items at the drive up. 1,041 holds were placed in April for pickup at the drive-up.

There were 202 checkouts done by patrons on the mobile app.

**Community**

**Passports:** We accepted 103 passports in April.

**License plate sticker renewals:** We sold 37 License plate stickers in April.

**Library Cards:** We issued a total of 169 library cards. 32 were non-resident; 137 were resident library cards. 29 were initiated remotely.

**Total number of IPPL Library cards:** 25,899

**Birthday gift:** We handed out 9 birthday gifts in April.

**Staff**

As you know, we have had to have staff members from other departments help cover the Guest Services desk because we did not have enough people. Now that several Guest Services employees have extended hours, we will be able to have additional desk coverage and this will allow staff from other departments to resume their usual work.

**Meetings**

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

Cindy Maiello Gluecklich  
Head of Guest Services



## Programming and Outreach Department – April 2023

### Community

On April 4, Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 7 residents of Sunrise of Willowbrook to share information on library services, answer questions, and enjoy an accessible giant Connect-4 game.



Marquitta Harris attended a virtual Community Connections program on April 20, which included presentations on disability & mental health resources.

On April 13, Amy Merda, Dept. Head, represented IPPL at Lace School's "Preparing for Summer" Fair with 56 interactions.

Marquitta Harris and Kate Kresek represented IPPL at Burr Ridge Senior Living on April 13 and interacted with 9 guests to provide 17 checkouts and answer 9 questions.

On April 20, Amy Merda presented a tiny art activity to the two older groups (total of 18 students) in the after-school program at Anne M. Jeans School. IPPL promotional materials were also updated and are displayed inside the school.

Marquitta Harris attended a virtual Community Connections meeting that included information on disabilities and mental health resources on April 20.

Ten Gower West School preschoolers were treated to a special storytime visit by Erin Fergus on April 25.

Thirty-four students at Lakeview Junior High enjoyed a pirate-themed escape room activity with Sarah Zagotta, Teen Librarian, during their monthly Spartan Hour.

On April 28, Amy Merda and Kelli Parke, Specialist, represented IPPL at the Darien Arbor Day Festival in Ridgewood Park with giveaways and information on upcoming library programs and services. Fifty-seven interactions were recorded.



The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 145 items.

You can tell that spring is in the air, especially in the Seed Library, as 177 packets were taken for use by guests in the month of April.

### National Library Week

National Library Week took place between April 23 and 29, and IPPL took the opportunity to create additional ways to connect and interact with served residents. Multiple lobby drop-in events were held: Jen Ripka, Resource Librarian, highlighted the Libby app, Gail Graziani, Resource Head, highlighted the PressReader resource, Joe Popowich, Resource Librarian, shared information on the Veterans History Project, and Jordan Calabrese, Resource Librarian, shared the ABCmouse resource. A total of 92 guest interactions occurred during these lobby setting events.



The “Librarian for a Day” contest had many entries with one winner. 2<sup>nd</sup> grader Leah and her parents went behind the scenes of IPPL on April 27. Some of her activities with multiple staff across departments included: checking in books, trapping holds, 3d-printing a robot, testing new P & O programming equipment like the MetaQuest 2 and a giant Connect 4 game, creating a bookmark, checking on the egg incubator, and assisting guests at the desk.

Kate Kresek hosted a drop-in table event in the lobby of the Darien Park District building on April 24 to share information on IPPL materials and answer questions on library services as well as share some branded giveaways. She interacted with 23 residents there.

Two additional activities available for the entire week in the Kids & Teens area included a paper Reading Buddy craft activity at the Kids & Teens Activity Table, created by Chrissy Wesolowski, Specialist, and an “IPPL Library” corner in LittleTown, designed and created by Erin Fergus, Early Literacy Librarian. This corner included library cards to decorate and taken home, a register with a scanner to “scan book,” a perfect-sized book cart, themed signs on the wall, and other interactive elements.

**Programs – April 2023**

**In April, we had 77 programs attended by 2,367 guests.**

**Early Literacy**

3/1	Nature Storytime with the Morton Arboretum	Erin	27
4/3	Preschool Play	Erin	20
4/4	Super Speech Storytime	Erin	28
4/7	Baby Brilliance	Erin	4
4/10	Preschool Play	Erin	20
4/11	Talented Toddlers	Chrissy	20
4/12	Talented Toddlers	Erin	10
4/14	Baby Brilliance	Erin	10
4/14	Unicorn Storycraft	Erin	36
4/17	Preschool Play	Erin	20

4/18	Talented Toddlers	Chrissy	22
4/19	Talented Toddlers	Erin	21
4/21	Baby Brilliance	Erin	6
4/25	Egg-cellent Stories	Erin	40

### Families

4/4	Fantastic Families	Jordan	15
4/29	Lucha Legends with Author Paul Barile	Jordan	16

### Mid-Kids

4/1	Mid-Kids Pokemon Meet-Up	Amy	18
4/5	Read to a Pet	Chrissy	5
4/17	Mid-Kids Art Club	Chrissy	13
4/19	Homeschooling SMART: Children's Day Celebration	Amy	18
4/21	Parents' Night Out	Amy	16
4/24	Reading Buddies	Sarah	4
4/26	Eggs to Chicks Workshop	Amy, Kelli	22
4/27	STEAM Station	Chrissy	11

### Teens

4/4	Middle School Writing Club	Sarah	2
4/5	Teen VR and Crafts	Sarah	5
4/15	Teen Job Fair	Sarah	78
4/16	Dungeons & Dragons Character Creation Workshop	Sarah	4
4/18	Teen Dungeons & Dragons	Sarah	7
4/19	Teen VR Drop-In Games	Sarah	5
4/20	Middle School Dungeons & Dragons	Sarah	7

Use of the newly purchased MetaQuest 2 virtual reality headset for P & O has been a popular addition, especially with teens. During the April 5<sup>th</sup> Teen VR and Crafts program, participants could enjoy a hands-on craft before or after time with the headset. Multiple games and viewing opportunities can be uploaded to the headset, which allows for a variety of programming options.

### Adults

4/1	Declutter Your Home	Marquitta	25
4/4	Illinois Libraries Present: Danny Trejo	Jen	5
4/5	Online: Chair Yoga	Cindy	14
4/5	Food Fads	Cindy	70
4/6	Thursday Afternoon Movie: Easter Parade	T.J.	10
4/7	Walking Book Club	Marquitta	8
4/11	Managing Money: A Caregivers' Guide to Finances	Marquitta	6
4/12	Online: Chair Yoga	Cindy	20
4/14	Walking Book Club	Marquitta	8

4/18	Getting in Touch with Your Creativity	Marquitta	2
4/18	From Chicago to Vietnam	Cindy	15
4/19	Online: Chair Yoga	Cindy	21
4/19	Adventures in the National Parks	Kate	34
4/20	Thursday Afternoon Movie: Fisherman's Friends	T.J.	23
4/20	Chicago Sports: Part 1	Kate	17
4/24	The Windy City on the Air	Cindy	20
4/25	Managing Money: A Caregivers' Guide to Finances (repeat)	Marquitta	3
4/26	Online: Chair Yoga	Cindy	17
4/24	Soft Job Skills-canceled	Joe	
4/28	Golden Girls Night	Kate	13
4/28	Walking Book Club	Marquitta	8

One of our most highly attended adult programs was the Food Fads from the 40's, 50's & 60's program with Leslie Goddard. 87 people were registered for it and 70 attended. Leslie is a member of the library and is very popular with our guests. The illustrated lecture looked at the food innovations and marketing approaches that transformed how we ate in the midcentury. Both food and nostalgia themed programs are always popular with our adult audience, and this hit the mark on both counts! Leslie will be returning in both May and July.

### Groups

4/1	In-Person ESL Conversation Group	Joe	6
4/3	Adult Chess	Amy	8
4/6	Nonfiction at Night Book Discussion	Joe	8
4/10	Adult Chess	Amy	3
4/12	Online: ESL Conversation Group	Joe	3
4/13	Crime Readers Book Discussion	Tori	10
4/15	In-Person ESL Conversation Group	Joe	7
4/17	Adult Chess	Amy	6
4/20	Novel Idea Book Discussion	Jen	17
4/26	Online: ESL Conversation Group	Joe	4
4/27	Genealogy Group Meeting	Joe	21

### Passive Programs

4/1-4/30	Adult Puzzles	Marquitta	3
4/1-4/30	Adult Post: Book Character You'd Like to Meet	Kate	20
4/1-4/30	Teen Post	Sarah	12
4/1	Spring Color by Number	Chrissy	30
4/2-4/10	Easter Activities	Chrissy	200
4/3-4/6	Easter Bunny Coloring	Erin	100
4/6	Spring Trace and Count	Erin	30
4/10-4/21	Lily Dot to Dot	Erin	230
4/10-4/17	Pixel by Number	Chrissy	103
4/13	Little Makers at Home: Spring Scavenger Hunt	Erin	50

4/18-4/22	Ramadan Lantern	Chrissy	157
4/22-4/24	Library Reading Buddies	Chrissy	200
4/24-4/27	Pete the Cat Reading Coloring	Erin	150
4/27-4/28	LittleTown Library "Library Cards"	Erin	120

Submitted by:

Amy Merda, P & O Dept. Head

5/10/23

## Resource Services Monthly Report

April 2023

Submitted by Gail Graziàni, Head of Resource Services

### Collections

- GenLit items have been incorporated into the collection, opening space for the moving of console games, manga, and graphic novels in the next phase of the project
- Two computers have been added to the teen space
- The book bundles now have signage including the targeted age group and a description
- Magazines were shifted into acrylic boxes with many staff members assisting

### Library Materials Displays for April

#### 1<sup>st</sup> Floor

- Celebrating Earth Day
- National Poetry Month
- Blast From the Past (Historical Fiction)
- Get Ready To Garden

#### 2<sup>nd</sup> Floor

- Snag a Silly Story
- National Poetry Month
- Novels in Verse
- Celebrating Spring Holidays
- The Chicks Are Coming!

### Monthly Highlights

- 405 interactions were logged by on-call librarians in April
- Joe coordinated and attended the spring LEARN (Libraries English and Reading Network) meeting held at the Oak Park Public Library on April 26<sup>th</sup>.
- Jen held a drop in during National Library Week on the Libby app and spoke to 12 people
- Joe held a drop in during National Library Week on the Veterans History Project and spoke to 21 people
- Jordan held a drop in during National Library Week on the new resource ABCmouse and spoke to 11 people
- Gail held a drop in during National Library Week on PressReader and spoke to 25 people
- Anna worked on a checklist for the Library of Things to track necessary tasks from purchase to circulation, including artwork, cataloging, and marketing
- Jordan created a video to facilitate staff training on readers' advisory for kids & teens
- Jen and Jordan set up a trial of software, ReaderZone, for the Summer Read program
- Jen created a video to facilitate staff training on readers' advisory for adults
- Tori worked on updating and creating new book lists for the website
- T.J. trained the new P&O Associate on library software

- T.J. compiled program feedback forms into a report for the P&O Department
- Jeanine organized the shelving on the back wall of the work room using clear, labeled boxes containing various AV cases – each box also contains an AV supply sheet with details for ordering additional supply
- Jen updated the Staff Picks display with new shelf-talkers

### Community

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

### Groups / Programs

Date	Name	Program	Attendance
4/1/23	Joe	In-Person ESL Conversation Group	6
4/4/23	Jen	Illinois Libraries Present: Danny Trejo	5
4/4/23	Jordan	Fantastic Families	15
4/6/23	T.J.	Thursday Move: Easter Parad	10
4/6/23	Joe	Non-Fiction at Night Book Group	8
4/12/23	Joe	Online ESL Conversation Group	3
4/13/23	Tori	Crime Readers Book Group	10
4/15/23	Joe	In-Person ESL Conversation Group	7
4/20/23	T.J.	Thursday Movie: Fisherman's Friends	22
4/20/23	Jen	Novel Idea Book Club	17
4/24/23	Jen	National Library Week Drop In: Libby App	12
4/25/23	Gail	National Library Week Drop In: PressReader	25
4/25/23	Jen	Illinois Libraries Present: Will Shortz	10
4/26/23	Joe	National Library Week Drop In: Veterans History Project	21
4/26/23	Joe	Online ESL Conversation Group	4
4/27/23	Jordan	National Library Week Drop In: ABCmouse	11
4/27/23	Joe	Genealogy Group: Polish Genealogy speaker	21
4/29/23	Jordan	Author Program: Lucha Legends with Paul Barile	16
<b>TOTAL</b>			<b>223</b>

### Continuing Education & Contributing to the Profession

- Jen attended the following webinars/meetings:
  - SustainRT Resource Committee Meeting
  - SustainRT Steering Committee Meeting
- Jordan attended the following meeting:

- ILA Youth Forum Services meeting
- Tori attended the following webinar:
  - Library Love for LibraryReads (BookList)
- Jeanine attended the following webinars:
  - BIBFRAME Training Series on April 18, 20 & 24 (RAILS)



## Technology & Maker Services Board Report April 2023

### Classes/Programs

Number of Classes: 21 - Total Attendance: 241

<u>Date</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Saturday, April 1, 2023	Beeswax candle and lip balm	All ages	Jack, Beth	12
Saturday, April 1, 2023	Beeswax candle and lip balm	All ages	Jack, Beth	11
Monday, April 3, 2023	Introduction to vinyl cutting	All ages	Luke	4
Tuesday, April 4, 2023	Mid-kid time	Kids	Jack, Beth	6
Wednesday, April 5, 2023	LEGO Robotics	Kids	Jack	8
Tuesday, April 11, 2023	Mid-kid time	Kids	Jack, Beth	6
Wednesday, April 19, 2023	Digital Circuits with Tinkercad	Kids	Jack	7
Friday, April 21, 2023	Parents Night Out	All ages	Jack	32
Saturday, April 22, 2023	Intermediate sublimation car coasters	All ages	Luke	7
Tuesday, April 25, 2023	Mid-kid time	Kids	Jack, Beth	2
Tuesday, April 25, 2023	Intro to sublimation printing	All ages	Beth	8
Thursday, April 27, 2023	Sublimation Among Us Hats	Kids	Jack	4
Sunday, April 30, 2023	Sublimation Puzzles	All ages	Beth	10
Tuesday, April 4, 2023	Getting started with Graphics	All ages	Ann	4
Thursday, April 6, 2023	Cutting the Cable Cord	Adult	Ann	31
Saturday, April 8, 2023	Selling Your Stuff Online	Adult	Ann	40
Monday, April 10, 2023	Excel Basics Session 1	Adult	Ann	8
Tuesday, April 17, 2023	Excel Basics Session 2	Adult	Ann	8

## Statistics

- Computer Usage
  - Adult Users: 1,549    Hours: 1,284
  - Adult laptop: 20    Hours: 12
  - K&T Users: 484    Hours: 218
  - K&T Laptops: 9    Hours: 12
- Technology Desk Assistance- 501
- 1-on-1 Training- 113
- Wireless Usage- Total Unique Access: 6,971

## Maker Services/Maker Studio

- Mark has been attending staff makerspace programs, specifically sublimation, and embroidery, to understand better how they run and learn more about the equipment.

## Classes/Programs

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

## Made in a class:

Mid Kids – Scented Candles



Mid Kids – Sublimation Shirts



Sublimation – Among Us themed hats

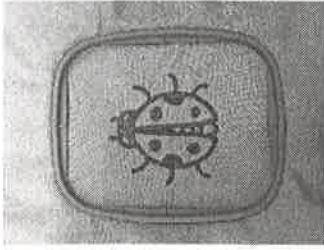


Parents' Night Out Making



## Made Using Equipment

Embroidery – Ladybug



Candle Maker – Scented Candles



Laser – Rubber Stamps



Vinyl Cut and Print - Gift



## Statistics

- Maker Assistance- 501
- Maker 1-on-1 Training- 113

## Equipment Usage

- 3D Printers- 25
- Button Maker – 11
- Candle Maker- 2
- Carving Machine- 4
- Cricut (Vinyl)- 2
- Digital Editing (iMac)- 0
- Embroidery Machine- 23
- Knitting Machine- 2
- Laser Cutter- 37
- Poster Printer – 23
- Sewing Machine- 5
- Silhouette (Vinyl)- 5
- Sizzix (die cut/embossing) – 7
- Sublimation Printer- 33

**Outreach & Projects**

- Jack met with Holmes School Teachers to show them how to use 3D printers and slicer software.
- Jack worked the Eisenhower Middle School STEM Night event
- Jack Assisted with the baby chick livestream
- National Library Week drop-ins using maker studio equipment were done
- Beth created grab-and-go projects for kids to replace Mid Kid Studio Time once the school year ends.
- Beth met with her BIPOC mentor Angelica Bibbs from Geneva Public Library. She compared procedures, equipment, and usage.

**Mark Sloan, Head of Technology & Maker Services, May 8, 2023**

STATISTICS FOR	Apr-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	18,858	19,329	193,808	191,607	1.15%
Teen	1,346	1,123	13,611	12,800	6.34%
Kids	11,007	12,454	123,989	126,388	-1.90%
ILLS Sent	2,908	3,064	28,403	27,731	2.42%
TOTAL	34,119	35,970	359,811	358,526	0.36%
Electronic Circulation	9,588	8,628	91,426	85,586	6.82%
GRAND TOTAL CIRC.	43,707	44,598	451,237	444,112	1.60%
% Reciprocal Borrowing	9%	9%	10%	9%	
Patron Visits	28,280	27,372	285,936	237,902	20.19%
<b><u>Current Cards</u></b>					
Resident	137	121	23,794	23,931	-0.57%
Non-Resident	32	21	2,128	803	165.01%
TOTAL	169	142	25,922	24,734	4.80%
<b><u>Patron Assistance</u></b>					
Adult - Reference	2,547	2,709	24,436	16,942	44.23%
Kids - Reference	802	907	7,677	7,175	7.00%
Technology - Reference	845	1,074	10,627	10,586	0.39%
TOTAL REFERENCE	4,194	4,690	42,740	34,703	23.16%
Adult - Other	154	258	1,631	1,922	-15.14%
Kids - Other	58	240	869	1,633	-46.79%
Technology - Other	62	60	373	635	-41.26%
TOTAL OTHER	274	558	2,873	4,190	-31.43%
GRAND TOTAL ASST.	4,468	5,248	45,613	38,893	17.28%
<b><u>ILL/Reserves</u></b>					
Holds	7,443	6,768	70,156	71,982	-2.54%
ILLS Sent	2,908	3,064	27,437	27,731	-1.06%
ILLS Checked Out	3,693	3,653	38,532	35,492	8.57%
ILLS Received	5,038	4,031	49,651	39,482	25.76%
<b><u>Programs - Adult</u></b>					
# Programs	21	21	218	144	51.39%
Attendance	339	244	2,947	2,253	30.80%
<b><u>Programs - Tech &amp; Maker</u></b>					
# Programs	21	28	187	170	10.00%
Attendance	241	154	2,482	1,082	129.39%
<b><u>Individual Technology Training</u></b>					
# of Patrons	274	373	3,254	3,105	4.80%
<b><u>Groups</u></b>					
# Programs	11	17	124	106	16.98%
Attendance	93	90	840	597	40.70%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	7	2	60	61	-1.64%
Attendance	108	40	327	267	22.47%
<b><u>Programs - Kids</u></b>					
# Programs	24	42	255	329	-22.49%
Attendance	422	699	5,125	3,688	38.96%
GRAND TOTAL ATT.	1,477	1,600	14,975	10,992	36.24%

STATISTICS FOR	Apr-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Passive Programs - Adult</u></b>					
#Programs	3	3	24	20	20.00%
Attendance	31	14	546	775	-29.55%
<b><u>Passive Programs - Teen</u></b>					
# Programs	2	2	22	26	-15.38%
Attendance	14	138	448	575	-22.09%
<b><u>Passive Programs - Kids</u></b>					
# Programs	12	12	107	72	48.61%
Attendance	1,390	1,073	10,485	5,127	104.51%
<b><u>Computers -</u></b>					
<b><u>Patron Use</u></b>					
Adult Computers	1,549	1,620	16,325	14,434	13.10%
Kids Computers	484	16	4,377	1,608	172.20%
Teen Laptop	9	20	96	109	-11.93%
Adult Laptop	20	16	186	180	3.33%
TOTAL PATRON USE	2,062	1,672	20,984	16,331	28.49%
<b><u>Hours Used</u></b>					
Adult Computers	1,284	1,188	12,929	11,176	15.69%
Kids Computers	218	22	2,068	840	146.19%
Teen Laptop	12	24	118	115	2.61%
Adult Laptop	14	19	226	249	-9.24%
TOTAL HOURS USED	1,528	1,253	15,341	12,380	23.92%
<b>Wireless Total Connections</b>	6,971	7,182	65,948	61,952	6.45%
<b>IPPL Total Web Site Access</b>	10,418	12,448	117,898	142,536	-17.29%
<b>IPPL Total Page Views</b>	32,222	35,744	396,590	404,675	-2.00%
<b>Subscription Database Logins</b>	2,099	3,100	27,492	30,040	-8.48%
<b><u>Outreach-Homebound</u></b>					
Items Delivered	145	163	1,464	1,301	12.53%
<b><u>Volunteers</u></b>					
Number Active	8	25			
Hours Worked	25	100	496	585	-15.21%
<b>Staff Training Hours</b>	54	90	656	757	-13.34%
<b><u>Room Use</u></b>					
Conference Rooms	656	441	5,899	3,368	75.15%
Meeting Rooms					
Library	67	79	620	423	46.57%
Non-Library	21	15	180	70	157.14%
Board Room					
Library	20	20	196	121	61.98%
Non-Library	30	16	202	86	134.88%

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	485	0	166	319	490	494	490	660
Non-Fiction	36950	252	849	36353	6632	10042	6884	10891
Fiction	31316	219	498	31037	10218	13800	10437	14298
<b>ADULT TOTALS</b>	68751	471	1513	67709	17340	24336	17811	25849
<b>KIDS</b>								
Non-Fiction	11148	131	8	11271	2283	2471	2414	2479
Fiction	24280	189	34	24435	6905	5449	7094	5483
<b>KIDS TOTALS</b>	35428	320	42	35706	9188	7920	9508	7962
<b>TEEN</b>								
Non-Fiction	615	7	0	622	292	117	299	117
Fiction	4139	48	6	4181	1543	1213	1591	1219
<b>TEEN TOTALS</b>	4754	55	6	4803	1835	1330	1890	1336
<b>BOOK TOTALS</b>	108933	846	1561	108218	28363	33586	29209	35147

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6406	61	22	6445	1473	1366	1534	1388
Music CDs	4422	33	0	4455	741	2143	774	2143
Playaway	370	3	0	373	8	8	11	8
DVDs (DVD & Blu-ray)	20330	164	78	20416	3598	4073	3762	4151
<b>ADULT TOTALS</b>	31528	261	100	31689	5820	7590	6081	7690
<b>KIDS</b>								
Audiobooks on CD	582	4	1	585	147	103	151	104
Music CDs	281	0	0	281	36	24	36	24
Playaway	115	0	1	114	14	6	14	7
DVDs (DVD & Blu-ray)	3972	7	1	3978	588	914	595	915
<b>KIDS TOTALS</b>	4950	11	3	4958	785	1047	796	1050
<b>TEEN</b>								
Audiobooks on CD	174	2	0	176	97	129	99	129
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
<b>TEEN TOTALS</b>	190	2	0	192	99	571	101	571
<b>AUDIOVISUAL TOTALS</b>	36668	274	103	36839	6704	9208	6978	9311

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Console Games	207	6	0	213	87	39	93	39
Tech Takeout (except digital content devices)	160	9	0	169	66	22	75	22
CD-ROMs	-2	0	4	-6	0	37	0	41
<b>ADULT TOTALS</b>	365	15	4	376	153	98	168	102
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	216	0	0	216	89	30	89	30
Puzzles (New Aug. 2018)	19	0	0	19	10	7	10	7
Playaway Launch Pads	18	0	0	18	0	4	0	4
<b>KIDS TOTALS</b>	253	0	0	253	99	41	99	41
<b>TEEN</b>								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	784	9	5	788	215	97	224	102
Board Games	115	0	2	113	41	23	41	25
<b>TEEN TOTALS</b>	904	9	7	906	256	121	265	128
<b>OTHER TOTALS</b>	1522	24	11	1535	508	260	532	271
<b>COLLECTION TOTALS</b>	147123	1144	1675	146592	35575	43054	36719	44729

## MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Apr 2023

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	683,054	0	683,054	N/A	0
eMedia (Overdrive Consortium)	24,523	-82	24,441	1180	1098
eMedia (Overdrive Advantage)	7,270	5	7,275	1231	1236
Preloaded eReaders	166	9	175	174	183
<b>eBook Totals</b>	<b>715,013</b>	<b>-68</b>	<b>714,945</b>	<b>2585</b>	<b>2,517</b>
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
<b>Audiobooks</b>					
Hoopla- Year	320,052	0	320,052	N/A	0
eMedia (Overdrive Consortium)	6,688	32	6,720	831	863
eMedia Advantage (Overdrive)	1,976	15	1,991	630	645
Preloaded Adult Audiobook iPods	158	2	160	85	87
<b>Audiobook Total</b>	<b>328,874</b>	<b>49</b>	<b>328,923</b>	<b>1546</b>	<b>1595</b>
<b>Music</b>					
Hoopla- Year	241,704	78673	320,377	N/A	78673
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	43,288	0	43,288	N/A	0
Kanopy	30,368	329	30,697	60588	60917
Preloaded Adult Roku Titles	1,399	10	1,409	2777	2787
Preloaded Family Roku Titles	214	0	214	423	423
<b>Video Totals</b>	<b>75,269</b>	<b>339</b>	<b>75,608</b>	<b>63788</b>	<b>64127</b>
<b>Total Audiovisual</b>	<b>645,847</b>	<b>79,061</b>	<b>724,908</b>	<b>65,334</b>	<b>144,395</b>
<b>Collection Totals</b>	<b>1,360,860</b>	<b>78,993</b>	<b>1,439,853</b>	<b>67,919</b>	<b>146,912</b>



INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2023

Balance on hand as of March 31, 2022.....	2,381,413.23
Cash Receipts for April.....	74,489.23
Cash Disbursements for April.....	329,687.69
Cash on hand as of April 30, 2023.....	2,126,214.77

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.871%

General.....	390,231.20
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking .....	(1,417.45)
Republic Bank - Savings - Rate 3.34%.....	286,113.92
Republic Bank - Checking General.....	25,475.41
Republic Bank - Payroll Account.....	406.41
Republic Bank - License Sticker Account.....	2,009.23
Petty Cash/Circulation.....	604.00
Balances as of April 30, 2023.....	2,126,214.77

FUND BALANCES AS OF 4/30/2023

Corporate Fund.....	1,786,584.52
Building & Maintenance Fund.....	27,119.62
I.M.R.F. Fund.....	(5,599.61)
Liability Fund.....	806.08
Social Security Fund.....	(3,909.08)
Special Reserve Fund.....	(15,742.05)
Deferred Taxes.....	134,506.42
Current Liabilites.....	202,448.87
Grand Total All Funds.....	2,126,214.77

### Indian Prairie Public Library District Consolidated Revenue Report for April 2023

Percent of Year: 83.33

	RECEIVED April 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	171.86	3,885,545.07	98.86%	3,930,322.00	44,776.93
41150 · Non-current Property Taxes	0.00	599.42	0.00%	0.00	-599.42
43100 · Interest-Tax Levy	0.00	339.47	0.00%	0.00	-339.47
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>171.86</b>	<b>3,886,483.96</b>	<b>98.89%</b>	<b>3,930,322.00</b>	<b>43,838.04</b>
<b>INTERGOVERNMENTAL</b>					
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
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>64,740.70</b>	<b>121.78%</b>	<b>53,161.00</b>	<b>-11,579.70</b>
<b>INTEREST</b>					
43500 · Interest - Investment	3,087.94	31,577.30	0.00%	4,000.00	-27,577.30
<b>TOTAL INTEREST</b>	<b>3,087.94</b>	<b>31,577.30</b>	<b>0.00%</b>	<b>4,000.00</b>	<b>-27,577.30</b>
<b>DESK MONIES</b>					
45100 · Copier	237.85	2,467.07	123.35%	2,000.00	-467.07
45120 · Computer Copies	836.13	11,471.35	95.60%	12,000.00	528.65
45130 · Fax	828.22	4,760.44	95.21%	5,000.00	239.56
45200 · Fines/Fees	504.55	5,703.53	114.07%	5,000.00	-703.53
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	356.57	6,015.33	109.37%	5,500.00	-515.33
45350 · Non-Resident Fees	4,277.01	93,339.33	103.71%	90,000.00	-3,339.33
45450 · Hot Picks	0.00	271.00	0.00%	0.00	-271.00
45550 · Meeting Room Rental	112.50	2,681.25	536.25%	500.00	-2,181.25
45600 · ILL Fees	10.00	317.62	63.52%	500.00	182.38
45650 · Maker Studio	518.36	4,855.54	242.78%	2,000.00	-2,855.54
45700 · Passport Fees	3,185.00	31,965.00	127.86%	25,000.00	-6,965.00
45750 · Notary Fees	0.00	8.00	0.00%	0.00	-8.00
45800 · License Stickers	286.65	949.98	0.00%	0.00	-949.98
<b>TOTAL DESK MONIES</b>	<b>11,152.84</b>	<b>164,805.44</b>	<b>111.66%</b>	<b>147,600.00</b>	<b>-16,255.46</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	100.00	1,048.00	52.40%	2,000.00	952.00
46800 · Collection Agency Fee	10.00	79.16	39.58%	200.00	120.84
<b>TOTAL OTHER INCOME</b>	<b>110.00</b>	<b>1,127.16</b>	<b>51.24%</b>	<b>2,200.00</b>	<b>1,072.84</b>
<b>TOTAL</b>	<b>14,522.64</b>	<b>4,148,734.56</b>	<b>100.28%</b>	<b>4,137,283.00</b>	<b>-10,501.58</b>
49000 · Operating Transfer In	0.00	15,742.05			
<b>GRAND TOTAL</b>	<b>14,522.64</b>	<b>4,164,476.61</b>	<b>100.66%</b>	<b>4,137,283.00</b>	<b>-27,193.61</b>

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

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

91

## Indian Prairie Public Library District Consolidated Expenditures Report for April 2023

Percent of Year: 83.33

	April 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	170,469.65	1,905,843.83	80.24%	2,375,154.00	469,310.17		
61310 · Benefits - Medical / Life Ins.	20,161.35	175,388.68	82.59%	212,360.00	36,971.32		
61330 · Benefits - IMRF	15,157.86	187,637.21	92.32%	203,246.00	15,608.79		
61340 · Benefits - FICA	10,398.12	123,172.19	71.45%	172,400.00	49,227.81		
61400 · Staff Development	5,152.06	16,079.77	71.79%	22,400.00	6,320.23		
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	2,491.63	71.19%	3,500.00	1,008.37		
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00		
<b>TOTAL PERSONNEL</b>	<b>221,339.04</b>	<b>2,417,708.31</b>	<b>80.69%</b>	<b>2,996,484.00</b>	<b>578,775.69</b>	<b>3,250,000.00</b>	<b>74.39%</b>
<b>MATERIALS</b>							
62100 · Books	14,130.09	106,279.05	66.76%	159,200.00	52,920.95		
62200 · Periodicals	29.50	14,965.10	81.78%	18,300.00	3,334.90		
62300 · Audio	3,410.13	16,954.36	56.80%	29,850.00	12,895.64		
62400 · Video	3,302.98	21,637.16	53.49%	40,450.00	18,812.84		
62600 · Multi-Media	54.28	779.80	38.99%	2,000.00	1,220.20		
62600 · eMaterials	6,406.40	169,924.51	83.78%	202,825.00	32,900.49		
62700 · Console Games	694.28	4,461.44	63.74%	7,000.00	2,538.56		
62800 · Damaged Item Replacement	298.80	4,575.12	57.19%	8,000.00	3,424.88		
62900 · Materials Supplies	3,250.35	16,679.85	79.43%	21,000.00	4,320.15		
<b>TOTAL MATERIALS</b>	<b>31,576.81</b>	<b>356,256.39</b>	<b>72.91%</b>	<b>488,625.00</b>	<b>132,368.61</b>	<b>525,000.00</b>	<b>67.86%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,634.25	61,931.85	71.19%	87,000.00	25,068.15		
63300 · Utilities (1-8-11 · Gas)	1,586.32	16,888.62	112.59%	15,000.00	-1,888.62		
63300 · Utilities (1-8-12 · Electric)	7,637.23	43,455.39	89.60%	48,500.00	5,044.61		
63300 · Utilities (1-8-13 · Telephone)	236.97	2,059.48	41.19%	5,000.00	2,940.52		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	8,189.74	102.37%	8,000.00	-189.74		
63300 · Utilities (1-8-15 · Garbage Disposal)	699.84	5,313.21	106.26%	5,000.00	-313.21		
63350 · Building Supplies	747.42	10,741.59	195.30%	5,500.00	-5,241.59		
63400 · Maintenance Supplies	490.67	7,890.18	71.73%	11,000.00	3,109.82		
63500 · Security System Monitoring	76.50	592.00	84.57%	700.00	108.00		
63600 · Property Maintenance	2,283.10	30,309.04	60.62%	50,000.00	19,690.96		
63800 · Building Maintenance/Repair	6,227.76	34,192.71	97.69%	35,000.00	807.29		
<b>TOTAL BUILDING</b>	<b>26,620.06</b>	<b>221,563.81</b>	<b>81.85%</b>	<b>270,700.00</b>	<b>49,136.19</b>	<b>350,000.00</b>	<b>63.30%</b>
<b>OPERATIONS</b>							
64100 · Payroll Service	635.00	7,405.00	217.86%	3,399.00	-4,006.00		
64200 · Supplies - Office	284.22	3,951.25	51.98%	7,601.00	3,649.75		
64300 · Photocopy Supplies	14.98	2,217.39	63.35%	3,500.00	1,282.61		
64400 · Guest Services Supplies	0.00	763.03	20.62%	3,700.00	2,936.97		
64500 · Postage	-432.05	5,367.75	107.36%	5,000.00	-367.75		
64550 · Passport Postage	434.25	3,705.29	123.51%	3,000.00	-705.29		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	114.05	770.39	77.04%	1,000.00	229.61		
64800 · Organizational Memberships	50.00	1,939.50	52.42%	3,700.00	1,760.50		
64900 · Bank Fees	237.84	2,015.11	80.60%	2,500.00	484.89		
<b>TOTAL OPERATION</b>	<b>1,338.29</b>	<b>28,134.71</b>	<b>81.79%</b>	<b>34,400.00</b>	<b>6,265.29</b>	<b>42,000.00</b>	<b>66.99%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	0.00	4,561.09	57.01%	8,000.00	3,438.91		
65150 · Supplies-Staff Toner	104.07	6,584.07	131.68%	5,000.00	-1,584.07		
65160 · Supplies-Technology Services	79.99	218.48	72.83%	300.00	81.52		
65170 · Supplies-Maker Studio	64.50	5,324.53	190.16%	2,800.00	-2,524.53		
65200 · Technology-Prof Services	82.50	1,726.88	57.56%	3,000.00	1,273.12		

42

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

Percent of Year: 83.33

	April 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	778.84	19,297.61	93.35%	20,672.00	1,374.39		
65350 · Library of Things	2,067.49	4,681.40	56.74%	8,250.00	3,568.60		
65400 · Technology Equip Mnt/Repair	10,492.02	16,235.30	82.99%	19,564.00	3,328.70		
65500 · Software	1,542.80	10,406.98	61.22%	17,000.00	6,593.02		
65600 · SWAN	12,333.50	50,122.86	101.60%	49,335.00	-787.86		
65700 · Telecommunications	840.15	11,365.82	75.80%	14,995.00	3,629.18		
<b>TOTAL TECHNOLOGY</b>	<b>28,385.86</b>	<b>130,525.02</b>	<b>87.65%</b>	<b>148,916.00</b>	<b>18,390.98</b>	<b>200,000.00</b>	<b>65.26%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	1,400.00	15,650.00	84.60%	18,500.00	2,850.00		
66200 · Credit Bureau	29.55	620.55	51.71%	1,200.00	579.45		
66300 · Copier	467.00	2,235.00	74.50%	3,000.00	765.00		
66400 · Copier Maintenance Contract	1,383.01	1,864.33	62.14%	3,000.00	1,135.67		
66500 · Background Screenings	134.62	635.40					
66900 · Fees - Bond Registrar	0.00	15.00	6.82%	220.00	205.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,414.18</b>	<b>21,020.28</b>	<b>81.10%</b>	<b>25,920.00</b>	<b>5,535.12</b>	<b>35,000.00</b>	<b>60.06%</b>
<b>INSURANCE</b>							
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		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>19,131.00</b>	<b>100.91%</b>	<b>18,958.00</b>	<b>-173.00</b>	<b>25,000.00</b>	<b>76.52%</b>
<b>COMMUNICATIONS</b>							
68110 · Marketing Newsletter	0.00	33,379.91	86.93%	38,400.00	5,020.09		
68111 · eNewsletter	9.00	9,394.52	97.15%	9,670.00	275.48		
68210 · Marketing Advertising	0.00	883.22	88.32%	1,000.00	116.78		
68310 · Marketing Supplies	0.00	217.62	21.76%	1,000.00	782.38		
68410 · Marketing-Information Printing	0.00	656.29	5.05%	13,000.00	12,343.71		
68500 · Legal Notices	0.00	858.09	57.21%	1,500.00	641.91		
<b>TOTAL COMMUNICATIONS</b>	<b>9.00</b>	<b>45,389.65</b>	<b>70.30%</b>	<b>64,570.00</b>	<b>19,180.35</b>	<b>70,000.00</b>	<b>64.84%</b>
<b>PROGRAMMING</b>							
68600 · Programming	4,440.66	30,361.15	75.71%	40,100.00	9,738.85		
<b>TOTAL PROGRAMMING</b>	<b>4,440.66</b>	<b>30,361.15</b>	<b>75.71%</b>	<b>40,100.00</b>	<b>9,738.85</b>	<b>50,000.00</b>	<b>60.72%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
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	1,515.33	13,229.34	56.90%	23,250.00	10,020.66		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
<b>TOTAL</b>	<b>318,639.23</b>	<b>3,340,163.76</b>	<b>80.73%</b>	<b>4,137,283.00</b>	<b>797,119.24</b>		
70000 · Operating Transfer Purchases	0.00	15,742.05	0.00%				
<b>GRAND TOTAL</b>	<b>318,639.23</b>	<b>3,355,905.81</b>	<b>81.11%</b>	<b>4,137,283.00</b>	<b>781,377.19</b>	<b>4,547,000.00</b>	<b>73.80%</b>

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



**MPI Wealth Management, LLC.**

**15 Salt Creek Lane, Suite 404**

**Hinsdale, IL 60521**

## **Client Update Report**

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### **Account**

Indian Prairie Public Library District

Corporate Account

Schwab Account #6415-7790

**3/31/2023**

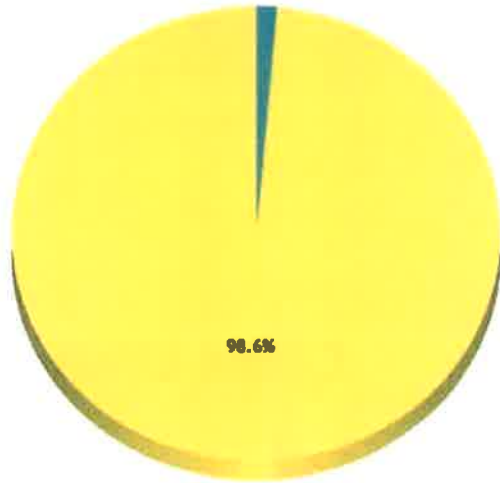


Indian Prairie Public Library District  
Corporate Account  
Schwab Account #6415-7790

# Holdings Overview

US Dollar  
3/31/2023

## Portfolio Allocation as of 3/31/2023

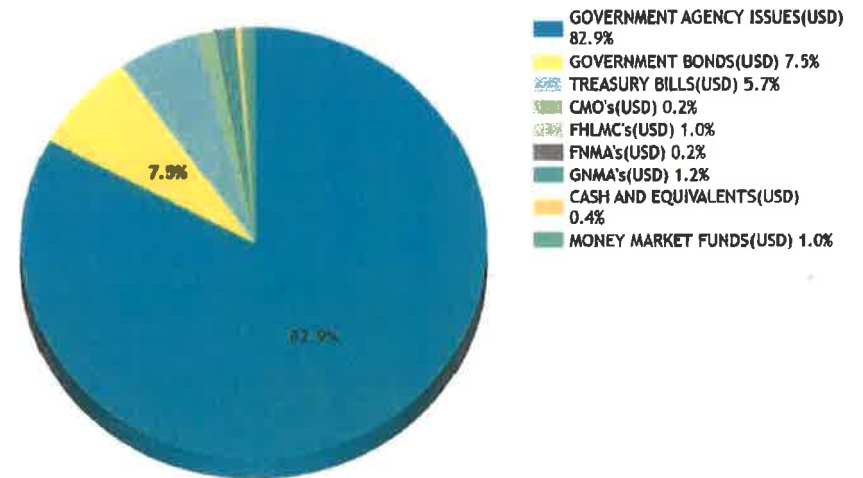


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	17,649.26	1.4	1.4
Fixed Income	1,289,180.29	98.6	98.6
<b>Equity Total</b>	<b>1,306,829.55</b>	<b>100.0</b>	<b>100.0</b>

## Top 10 Holdings

Symbol	Security	Market Value	% Assets
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	142,061.89	10.9
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	132,531.59	10.1
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	130,640.29	10.0
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	127,721.64	9.8
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	126,279.99	9.7
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	124,287.68	9.5
3137eaeq8	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	99,946.47	7.6
3137eaer6	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	99,788.40	7.6
3133emyx4	Federal Farm Credit Banks 0.125% Due 5/10/2023	99,551.56	7.6
91282cdm0	United States Treas Nts 0.500% Due 11/30/2023	97,408.87	7.5
<b>Top 10 Holdings Total</b>		<b>1,180,218.38</b>	<b>90.3</b>

## Equity Allocation by Security Type





Indian Prairie Public Library District  
Corporate Account  
Schwab Account #6415-7790

## Performance by Asset Class

Net of Fees | US Dollar  
12/31/2022 - 3/31/2023

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2022	181,154.40	0.00	1,102,478.09	0.00	1,283,632.49
Accrued Interest	0.00	0.00	2,850.38	0.00	2,850.38
Purchases/Contributions	8,003.65	0.00	170,628.35	0.00	0.00
Sales/Withdrawals	-170,628.35	0.00	-8,003.65	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	41.84	0.00	41.84
Unrealized Gains	0.00	0.00	17,900.11	0.00	17,900.11
Interest Income	84.42	0.00	3,759.24	0.00	3,843.66
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-474.06	0.00	-474.06
Management Fees	-964.86	0.00	0.00	0.00	-964.86
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 3/31/2023</b>	<b>17,649.26</b>	<b>0.00</b>	<b>1,286,803.97</b>	<b>0.00</b>	<b>1,304,453.23</b>
Accrued Interest	0.00	0.00	2,376.32	0.00	2,376.32
Average Capital Base	66,591.82	0.00	1,219,891.05	0.00	1,286,482.87
Total Fees	-964.86	0.00	0.00	0.00	-964.86
Total Gain after Fees	-880.44	0.00	21,227.13	0.00	20,346.69
IRR for 0.25 Years	-1.32%	0.00%	1.74%	0.00%	1.58%



Indian Prairie Public Library District  
Corporate Account  
Schwab Account #6415-7790

# Portfolio Appraisal

US Dollar  
3/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
100,000	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	99.97	99,967.32	99.78	99,778.76	7.6	4.3
100,000	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	99.94	99,937.48	99.64	99,636.32	7.6	4.1
100,000	Federal Farm Credit Banks 0.125% Due 5/10/2023	99.90	99,904.67	99.50	99,502.60	7.6	4.6
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.98	149,972.75	88.35	132,531.59	10.1	4.1
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	105.93	158,897.67	93.75	140,618.14	10.8	3.9
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.96	149,946.54	87.08	130,612.92	10.0	3.9
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.68	149,519.67	85.05	127,579.14	9.8	4.4
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	84.14	126,209.16	9.7	4.3
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.96	149,939.57	82.85	124,273.68	9.5	4.2
	Accrued Interest				2,067.21	0.2	
			<b>1,208,085.68</b>		<b>1,082,809.51</b>	<b>82.9</b>	<b>4.2</b>
<b>GOVERNMENT BONDS(USD)</b>							
100,000	United States Treas Nts 0.500% Due 11/30/2023	97.29	97,287.56	97.24	97,242.20	7.4	4.8
	Accrued Interest				166.67	0.0	
			<b>97,287.56</b>		<b>97,408.87</b>	<b>7.5</b>	<b>4.8</b>
<b>TREASURY BILLS(USD)</b>							
75,000	United States Treas Bills 0.000% Due 5/25/2023	99.31	74,485.15	99.33	74,498.40	5.7	4.4
	Accrued Interest				0.00	0.0	
			<b>74,485.15</b>		<b>74,498.40</b>	<b>5.7</b>	<b>4.4</b>
<b>CMO's(USD)</b>							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	2,473.49	98.15	2,247.95	0.2	2.2





Indian Prairie Public Library District  
 Corporate Account  
 Schwab Account #6415-7790

# Portfolio Appraisal

US Dollar  
 3/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	777.24	103.99	747.63	0.1	3.0
	Accrued Interest				10.93	0.0	
			<b>3,250.73</b>		<b>3,006.51</b>	<b>0.2</b>	<b>2.4</b>
<b>FHLMC's(USD)</b>							
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	91.19	100.73	85.10	0.0	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	1,416.27	101.01	1,306.49	0.1	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	1,996.68	98.35	1,878.54	0.1	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	8,832.37	99.48	8,187.89	0.6	4.0
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	1,805.33	100.26	1,688.70	0.1	1.7
	Accrued Interest				45.60	0.0	
			<b>14,141.83</b>		<b>13,192.32</b>	<b>1.0</b>	<b>3.0</b>
<b>FNMA's(USD)</b>							
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	2,421.39	99.49	2,259.36	0.2	4.1
	Accrued Interest				7.57	0.0	
			<b>2,421.39</b>		<b>2,266.93</b>	<b>0.2</b>	<b>4.1</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	700.75	99.96	631.22	0.0	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	1,803.94	98.25	1,641.10	0.1	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	5,771.73	100.61	5,187.78	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	2,872.37	101.88	2,685.03	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,728.84	103.00	1,633.85	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,288.59	101.92	2,139.82	0.2	2.2



Indian Prairie Public Library District  
 Corporate Account  
 Schwab Account #6415-7790

# Portfolio Appraisal

US Dollar  
 3/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	892.52	101.93	833.56	0.1	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	805.38	104.16	782.27	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	400.56	104.64	384.79	0.0	2.5
	Accrued Interest				78.34	0.0	
			17,264.69		15,997.76	1.2	2.5
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		5,149.26		5,149.26	0.4	0.0
			5,149.26		5,149.26	0.4	0.0
<b>MONEY MARKET FUNDS(USD)</b>							
12,500.00	Schwab Charles Family Fund Treas Oblig Inv	1.00	12,500.00	1.00	12,500.00	1.0	3.9
			12,500.00		12,500.00	1.0	3.9
<b>Total Portfolio</b>			1,434,586.29		1,306,829.55	100.0	4.2



# Disclaimer & Terms

3/31/2023

## A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

## Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

## Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at (630)325-6900. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

## ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
May 9, 2023 – 6:30 p.m.

Present: Krupicka, Palmisano, Raftis, Suriano, Birmingham, Lawson

Walkthrough outside - areas noted that need attention. Discussed berms in parking lot and will work with landscaper on enhancements.

Inside – noted areas for painting touchups. Add painting to annual budget.

Food issues discussed. To be discussed further.

Adjourn 8:20 p.m.

Indian Prairie Public Library  
Nominating Committee Minutes  
April 25, 2023 – 6:30 p.m.

Present: Raftis, Megaridis, Krupicka, Rodriguez

Raftis called the meeting to order at 6:34 p.m.

Discussed nominations for the slate of officers. The committee was unable to set a complete slate of officers. Raftis will get guidance from Director Birmingham on how to proceed.

Adjourn: 7:26 p.m.



### 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.