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Indian Prairie Public Library Board Agenda  
May 15, 2024

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

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

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

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements

- |   |        |
|---|--------|
| 1. Burr Ridge CCSD180 to IPPL re: Thank You for Solar Eclipse Glasses | Page 3 |
| 2. Darien Woman’s Club to IPPL re: Donation                           | Page 4 |
| 3. Foster to Popowitch re: AARP Tax Aide                              | Page 5 |
| 4. King-Bruwaert House and IPPL Non-Resident Card Agreement           | Page 7 |
| 5. Ritzman Memo re: New Rules on Web Content/ADA Accessibility        | Page 9 |

- E. Omnibus Consent Agenda

- |   |         |
|---|---------|
| 1. Minutes of Regular Board Meeting, April 17, 2024 | Page 10 |
| 2. Minutes of Special Board Meeting, May 3, 2024    | Page 13 |
| 3. Action on Bills/Additional Bills                 | Page 14 |
| 4. Determination to Dispose of Property             | Page 18 |

Action

- F. Items Deleted from Omnibus Consent Agenda

Action

- G. Library Director’s Report

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Information

- H. Department Reports

Information

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|--------------------------------|---------|
| 1. Deputy Director’s Report    | Page 21 |
| 2. Marketing                   | Page 23 |
| 3. Guest Services              | Page 32 |
| 4. Programming & Outreach      | Page 34 |
| 5. Resource Services           | Page 39 |
| 6. Technology & Maker Services | Page 42 |

Board Meeting – May 15, 2024 – page 2

- I. Staff Report – Information  
*Person-Centered Teen Services: Sarah Zagotta, Teen & Young Adult Librarian*
  
- J. Reports
  - 1. Treasurer’s Report Page 52 Information
  - 2. Building and Grounds Committee (Krupicka) Information
  - 3. Building and Grounds Committee Minutes May 6, 2024 Page 56 Action
  - 4. Finance Committee (no report)
  - 5. Planning/Outreach Committee (no report)
  - 6. Policy Committee (no report)
  
- K. Unfinished Business  
 None
  
- L. New Business
  - 1. Motion to Close the Library September 20 for Staff Institute Day Action
  - 2. Maker Studio Policy Page 57 Action
  
- M. Scheduled Meetings
  - 1. Finance Committee, June 4 at 6:30 p.m.
  
- N. Adjournment



# Burr Ridge CCSD 180

Where education and diversity meet to create real world success.

Burr Ridge C.C.S.D. 180  
Charlie Kyle, Ed.D.  
Superintendent  
15W451 91<sup>st</sup> Street  
Burr Ridge, IL 60527  
(630) 734-6600  
Fax (630) 325-6450  
ckyle@ccsd180.org

April 8, 2024

Dear Indian Prairie Public Library,

The Board of Education wanted to take the time to thank the Indian Prairie Public Library for the donation of the solar eclipse glasses for our students at CCSD 180. We had our Pre-Kindergarten, Kindergarten, 1st and 2nd graders view the total eclipse through watching the live video of the total eclipse. We had all of our 3rd, 4th, 5th, 6th, 7th, and 8th graders use the donated glasses to watch the total eclipse today at both schools, Anne M. Jeans and Burr Ridge Middle School.

The donation of the solar glasses made the viewing of the 2024 Total eclipse possible. We are always looking for ways to make science and learning engaging and today was one of the best examples. The teachers at both Anne. M. Jeans and Burr Ridge Middle School created lesson plans that gave the details of the eclipse, the last time we had an eclipse in the USA and the history of eclipses. Today marked the first day of the Illinois Assessment of Readiness (IAR) and the staff, students, and administration benefited from your donation.

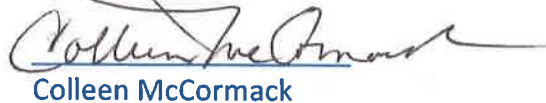
The eclipse was an incredible experience for our students and staff. We believe it was an excellent break from the IAR tests. You never know what exposing over 500 students to a solar eclipse could spark in a child. We may have sparked interest in science, learning and future academic success thanks to your contribution of the solar eclipse glasses. The Board of Education thanks you for this generous donation.

Sincerely,

\_\_\_\_\_  
Amanda Frankel, President

  
Antoinette Treadway

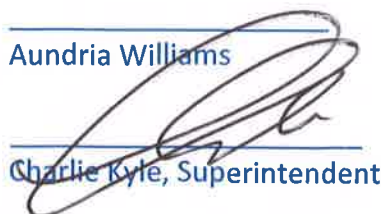
  
Jennifer Greiss

  
Colleen McCormack

\_\_\_\_\_  
Toshiba Turner

  
Nader Najjar

\_\_\_\_\_  
Aundria Williams

  
Charlie Kyle, Superintendent



April 23, 2024

Indian Prairie Library Foundation  
401 Plainfield Road  
Darien, IL 60561

Indian Prairie Library Foundation

On behalf of our members, please accept this donation of \$1650.00.. We are pleased to support your organization and congratulate you on the contribution you make to our community.

Sincerely,

A handwritten signature in black ink that reads "Colleen Delph". The signature is fluid and cursive.

Colleen Delph  
Philanthropy Chairperson

Enclosure

## Re: Appreciation of Facilities and Services

Joe Popowitch <joep@ippl.info>

Thu 5/2/2024 8:31 PM

To: Dean Foster <aarpdist25il@gmail.com>

Cc: Aarp William Chromiky <billchrom55@gmail.com>

Mr. Foster:

Thank you for your email. It's good to know how much this tax preparation service helps the community.

We greatly appreciate the hard work and expertise of the AARP volunteers. We are especially thankful for the tireless dedication of Bill Chromizky, who is willing to answer any tax-related questions promptly. He makes sure everything runs smoothly.

We look forward to many more years of this partnership.

Have a great day!

Joe Popowitch  
Resources Librarian  
Indian Prairie Library  
401 Plainfield Road  
Darien, IL 60561  
630-884-8032

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**From:** Dean Foster <aarpdist25il@gmail.com>

**Sent:** Thursday, May 2, 2024 6:39 PM

**To:** Joe Popowitch <joep@ippl.info>

**Cc:** Aarp William Chromiky <billchrom55@gmail.com>

**Subject:** Appreciation of Facilities and Services

May 3, 2024

Joe Popowitch  
Indian Prairie Library  
400 Plainfield Road  
Darien, IL 60561

Thank you so much for providing facilities and scheduling services for the Tax-Aide volunteers who performed free tax filing services at the Indian Prairie Library during February, March, and April. It may interest you to note that the IRS has confirmed that your volunteers e-filed 469 (369 Senior) federal returns under the supervision of site coordinator Bill Chromizky.

According to the IRS metrics, the tax returns prepared at Indian Prairie Library generated more than \$428,484 in refunds averaging over \$1,278. Some 138 of the Tax-Aide return computations totaled \$213,265 in taxes due to the IRS at an average of \$1,545.

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

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

Sincerely,  
**Dean Foster**

CC: Bill Chromizky

401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760 F 630/887-1018 [ippl.info](http://ippl.info)



April 30, 2024

King-Bruwaert House  
6101 S. County Line Road  
Burr Ridge, IL 60527

Dear Shawn:

This letter confirms the terms of a proposed agreement between the Indian Prairie Public Library District and King-Bruwaert House whereby King Bruwaert will pay to the Library, on behalf of King-Bruwaert residents, a portion of the non-resident card fee equaling \$50 per household to allow residents to use the Library.

Non-Resident Card Fees:

1. Kind-Bruwaert residents do not reside within the Library's boundaries.
2. Non-residents of the Library District may obtain library services at Indian Prairie library with payment of a non-resident fee (75 ILCS 16/30-55.60).
3. The Library's current non-resident fee is \$226 per household through June 30, 2024. The fee is adjusted every July 1<sup>st</sup>. As of July 1, 2024, the fee will be \$238. Each member of the household will receive a card.

King-Bruwaert Intent to Assist Residents:

1. To assist the King-Bruwaert residents in obtaining Library services, King Bruwaert House will pay to the library a portion of the non-resident fee equaling \$50 per household.
2. The maximum number of non-resident cards issued by the Library to King-Bruwaert residents is set at 100 households (Maximum set at \$5,000 (\$50 x 100 households).
3. Residents get the reduced rate one time only. At renewal of the nonresident card after one-year, residents will pay the full non-resident rate.

Procedures for Payment:

1. The Library will issue an invoice to King-Bruwaert House each month for the payment under this program.
2. The Library's invoice shall state the total number of non-resident cards issued to King-Bruwaert residents under this program and the total amount due to the Library.
3. King-Bruwaert will process the Library's invoice in accordance with King-Bruwaert's payment procedures.

Board of Trustees

Victoria Surlano /President	Donald Damon /Vice President	Themis Raftis/Treasurer	Marlan Krupicka /Secretary
Stacy Palmisano/Trustee	Sri Rao /Trustee	Christina Rodriguez /Trustee	Laura Birmingham /Library Executive Director

Procedures for Issuing Non-Resident Cards:

1. King-Bruwaert residents may apply at the Library for a card by showing their King-Bruwaert badge and a state-issued form of identification.
2. Residents will pay the reduced per household cost of a non-resident card. The current rate is \$176 (\$226 - \$50 = \$176) at the time of application. As of July 1, 2024 residents will pay the rate of \$188 (\$238- \$50 = \$188) at time of application.
3. The non-resident card is good for one-year form date of issuance.
4. After King-Bruwaert's maximum contribution under this program has been reached, King-Bruwaert residents seeking a non-resident card will pay the full amount of the applicable non-resident card fee.

Termination:

This agreement may be terminated by either King-Bruwaert or the Library at any time upon 30 days notice.

Please confirm the foregoing by signing a copy of this letter. The Library is looking forward to working with King-Bruwaert!

Very truly yours,

Laura Birmingham  
Executive Director

AGREED  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

By: Laura Birmingham  
Laura Birmingham  
Executive Director

By: Shawn O'Connor  
Shawn O'Connor  
Chief Executive Officer, King-Bruwaert

Date: 4/30/24

Date: 4-30-2024



*Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET  
P.O. BOX 564  
WHEATON, ILLINOIS 60187-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**MEMO RE: NEW RULES ON WEB CONTENT/ADA ACCESSIBILITY**

TO: Public Library Clients  
  
FROM: Roger Ritzman  
Mark Ritzman  
  
DATE: May 2, 2024

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The Memo provides notice of new rules issued by the U.S. Department of Justice requiring units of local government to assure website accessibility to people with disabilities.

Of significance is the timetable for compliance with the new rules, i.e.:

*Compliance dates:* A public entity, other than a special district government, with a total population of 50,000 or more shall begin complying with this new rule April 24, 2026. A public entity with a total population of less than 50,000 or any public entity that is a special district government shall begin complying with this rule April 26, 2027.

These new ADA rules were announced in the last 10 days.

As noted, we have time to comply as compliance deadlines are in 2026 or 2027.

Please stay tuned for more information in the coming months.

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 17, 2024

**Board of Trustees Regular Meeting  
April 17, 2024 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:33 p.m. Secretary Krupicka called the roll.

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

Absent: none

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Amy Pearson

Others: Annie Tsai, a Darien resident

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

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

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

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

- C. Public Comment – Darien resident, Annie Tsai, spoke to the Board about computer settings at the library.

D. Communications and Announcements

1. Note to IPPL from a Young Guest
2. Darien Woman's Club to IPPL re: Thank You
3. Early Literacy Rotary Project
4. Birmingham to Republic Bank re: Summer Reading
5. Trustee Training, April 26
6. Trustee Training, May 7
7. Trustee Training, May 18

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 20, 2024
2. Minutes of Special Board Meeting, March 20, 2024
3. Action on Bills/Additional Bills
4. Ordinance #2024-1 Authorizing Non-Resident Cards

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

F. Items Deleted from Omnibus Consent Agenda - none

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

G. Library Director's Report

Birmingham noted that we received an additional \$150 for Library Giving Day bringing the total to \$1855. We received the tax distribution numbers from the county and it looks like the library will be getting \$300,000 more than last year. In addition to Republic Bank's sponsorship for our Summer Reading Program, Wintrust Bank has donated \$375 for one of the Animal Quest programs at our kick-off party. Birmingham met with the CEO of King-Bruwaert Senior Residence in Burr Ridge. The facility is not contiguous with the library and has always purchased a business card for homebound deliveries. They are starting a program for their residents in which the facility will pay \$50 per household library card.

H. Department Reports

Lawson reported that the Darien City Council meeting was cancelled due to lack of a quorum so the variance hearing for our electronic sign is delayed. Premier Landscaping sent an estimate for an extended French drainage system to mitigate the drainage and erosion. We are getting a second quote.

I. Staff Report – Amy Pearson, Guest Services Supervisor II, spoke to the Board about passport services at IPPL. We have been accepting applications for new passports since 2017. We received a perfect score on the Review Report issued by the Department of State in 2023 and have been recognized as one of the best out of the 700 facilities in the Chicago Passport Agency's Region. We currently have 16 agents and all go through a rigorous training and yearly recertification. We offer appointments 7 days a week and average 6 or more a day. We process 100 or more applications per month. A \$35 fee goes to the library and so far this year we've collected \$29,000. The only cost that the library incurs is for mailing – we can fit seven applications in one envelope which costs about \$10 to mail. The Department of State and the Chicago office keep us up to date and offer great customer service. Recently, staff from the Oak Park Public Library came to observe our passport process.

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 - none

1. Emergency Roof Repairs – As reported at the March meeting, we had hail damage to our roof from a storm in February. We submitted a claim to our insurance company and

received a check for \$127,000. We are in the process of getting quotes from roofers and will be negotiating with the insurance company if the quotes come in higher than \$127,000. We have a \$2,500 deductible. Our attorney drafted a motion to circumvent the public bid process in this emergency situation. Damon moved, Palmisano seconded to proceed with the repairs to the library's roof on an emergency basis via selection of a contractor after obtaining at least two proposals for roof repairs. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

- 2. Workroom Furniture Purchase – The current Resource Services/Guest Services workroom was pulled out of the last renovation budget in order to save money. Birmingham noted that the room is a mismatch of furniture, some of which is 30 years old, and the layout is not efficient. Lawson met with several space planners and one stood out from the rest. Birmingham said that the savings from the generator replacement can pay for the new furniture and new layout design. The cost is approximately \$22,000. The company will take away all of the old furniture. Palmisano moved, Damon seconded that the leftover capital expense that was set aside for the generator replacement be used to purchase new workroom furniture and new configuration for the shared Guest Services/Resource Services workroom. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

M. Meetings Scheduled

- 1. Building and Grounds Committee Meeting, May 6 at 5:30 p.m.
- 2. Finance Committee Meeting, June 4 at 6:30 p.m.

N. Adjournment

At 7:44 p.m. Rodriguez moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

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Marian Krupicka, Secretary

Indian Prairie Public Library  
Special Board of Trustees Meeting Minutes  
Strategic Plan Retreat  
May 3, 2024 – 9:15 a.m.

Call to Order at 9:15 a.m.

Present:

Trustees: Vicki Suriano, Marian Krupicka, Stacy Palmisano, Christina Rodriguez,  
Samia Wahab

Staff: Laura Birmingham, Kristen Lawson, Jill Yott, Tony Lucarelli, Anne DellaMaria,  
Bree Kushta, Amy Pearson, T.J. Szafranski, Erin Fergus

Community Members: Pooja Sardesai, Kathy Lyons, Urzula Tanouye, Mary Sullivan,  
Allyson Renell, Helen Mares, Megan Lawrence

Facilitators Rob Cullin and Janet Nelson from ReThinking Libraries led the group in  
exercises to develop strategic priorities and key initiatives for the strategic plan.

The meeting adjourned at 3:45 p.m.

## ACTION ON BILLS APRIL, 2024

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3035 - 3087	\$ 115,647.12
Republic Paper Pay Checks	2133 - 2136	\$ 1,428.45
Republic Direct Deposits		\$ 134,723.80
MONTH'S TOTAL:		\$ 251,799.37

## Indian Prairie Public Library District Bill Payment List April 2024

Date	Num	Vendor	Amount
<b>10127 Republic Bank Operating Account</b>			
04/05/2024	3035	Cigna Health & Life Insurance Company	3,068.42
04/09/2024	3036	Accurate	205.41
04/09/2024	3037	Bullseye Cleaning Services, Inc.	6,570.00
04/09/2024	3038	Cengage Learning, Inc.	43.99
04/09/2024	3039	Center Point Large Print	119.84
04/09/2024	3040	Colley Elevator Co.	673.00
04/09/2024	3041	DEMCO	852.71
04/09/2024	3042	Fox Valley Fire & Safety	1,181.00
04/09/2024	3043	Hayes Mechanical LLC	5,859.00
04/09/2024	3044	Ingram Library Services	13,290.98
04/09/2024	3045	Jennifer Ripka	536.76
04/09/2024	3046	Jordan Calabrese	50.00
04/09/2024	3047	kristinZkreations	845.00
04/09/2024	3048	Latitude Signage & Design	969.00
04/09/2024	3049	Lauren Erickson	500.00
04/09/2024	3050	Leslie Goddard	400.00
04/09/2024	3051	Midwest Tape	24,130.98
04/09/2024	3052	OverDrive, Inc.	7,977.36
04/09/2024	3053	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	900.00
04/09/2024	3054	Pioneer Press	32.99
04/26/2024	3055	Ann Stovall	360.00
04/26/2024	3056	AT&T	365.15
04/26/2024	3057	Baker & Taylor	178.32
04/26/2024	3058	Basecamp Web Solutions	650.00
04/26/2024	3059	Blackstone Publishing, Inc.	1,871.09
04/26/2024	3060	Blue Cross Blue Shield of Illinois	21,068.58
04/26/2024	3061	Canon Financial Services, Inc.	228.88
04/26/2024	3062	Canon Solutions America Inc.	128.22
04/26/2024	3063	Cengage Learning, Inc.	1,625.84
04/26/2024	3064	Center Point Large Print	89.13
04/26/2024	3065	Children's Plus inc.	206.70
04/26/2024	3066	Current Technologies Corporation	371.25
04/26/2024	3067	Cynthia Clamp	195.00
04/26/2024	3068	Dancing Cranes Yoga Inc.	1,040.00
04/26/2024	3069	Darien Garden Club	237.50
04/26/2024	3070	Dearborn Life Insurance Company	95.66
04/26/2024	3071	Erin Fergus	341.63
04/26/2024	3072	Groot Industries, Inc.	285.00
04/26/2024	3073	Latitude Signage & Design	250.00
04/26/2024	3074	Lucarelli, Anthony	150.08

**Indian Prairie Public Library District**  
**Bill Payment List**  
 April 2024

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Amount</b>
04/26/2024	3075	Merda, Amy E	15.35
04/26/2024	3076	NCPERS Group Life Insurance	48.00
04/26/2024	3077	Patricia Miller	200.00
04/26/2024	3078	The Davey Tree Expert Company	285.00
04/26/2024	3079	Zagotta, Sarah	313.70
04/30/2024	3080	Bank of America	1,428.66
04/30/2024	3081	Bank of America	1,217.46
04/30/2024	3082	Bank of America	3,929.14
04/30/2024	3083	Bank of America	1,721.04
04/30/2024	3084	Bank of America	2,141.19
04/30/2024	3085	Bank of America	1,028.28
04/30/2024	3086	Bank of America	2,380.79
04/30/2024	3087	LIMRICC	2,994.04
<b>Total for 10127 Republic Bank Operating Account</b>			<b>\$ 115,647.12</b>



Bills for approval – Electronic Payments & Automatic Withdrawals

**APRIL 2024**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	4/10/2024	25,271.65
Federal & IL	Payroll taxes	4/24/2024	25,385.91
ExpertPay	Garnishments	4/10/2024	439.90
ExpertPay	Garnishments	4/24/2024	471.56
IMRF	Payroll Pension	04/18/2024	28,062.63
Mission Square	457 Plan	4/12/2024	50.00
Mission Square	457 Plan	4/26/2024	50.00
Nationwide	457 Plan	4/11/2024	50.00
Nationwide	457 Plan	4/25/2024	50.00
DAC	Deposit to HRA	4/02/2024	364.65
DAC	Deposit to HRA	4/09/2024	248.51
DAC	Deposit to HRA	4/10/2024	218.73
DAC	Deposit to HRA	4/16/2024	1,097.56
DAC	Deposit to HRA	4/23/2024	290.63
DAC	Deposit to HRA	4/30/2024	197.00
Nicor	Gas		
ELS	License Stickers		6,302.00
ELS	ELS Fee (March)	4/03/2024	55.10
INB & Republic	Cr Card & Bank Fees	4/15/2024	329.77

### **DETERMINATION TO DISPOSE OF PROPERTY**

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

- 1 microfilm cabinet

The equipment will be either reused at a different library, recycled, or disposed of properly.

## Executive Director's Report May 2024

### **Agenda:**

I updated Maker Studio policy to add a statement that people cannot use the space or equipment for commercial purposes. I also adjusted the minimum age to 8 and up to match what we do in practice. It is under New Business.

Staff Institute is being planned for Friday, September 20<sup>th</sup>, so there is a Motion to Close also under New Business.

### **Strategic Plan:**

The Strategic Retreat was held on Friday, May 3<sup>rd</sup>. Five Trustees, nine staff, and seven members of the community participated in the all-day event. Rob and Janet from *ReThinking Libraries* lead the day. They will give us a draft of the plan in late June. Here is a peek at the list of priorities from the retreat,, in order of by most number of votes, were:

- Expand staff
- Expand and further innovate marketing and communication
- Improve signage and wayfinding in library
- Librarians out on the floor
- Improve and Update the Library's Technology
- Expand Maker Studio and Programs
- Revamp Library's Entrance
- Mobile library
- Rebranding Logo and Colors
- Jeans for staff rather than business casual
- Rethink and improve services to those with special needs
- Assess space needs and alignments
- Expand staff training and professional development

I have received two "Findings" books from *ReThinking Libraries*, which are compilations of data from the surveys and focus groups as well as current demographic information. Please let me know if you would like to borrow a copy or get a copy of your own.

### **Personnel:**

Sara Houska, who worked with us last summer, is coming back on June 4<sup>th</sup> as a Temporary P&O Associate. Sarah will help support the busy 2<sup>nd</sup> floor desk and programming. We are happy that she is able to work with us again.

### **IPPL Foundation & Friends:**

The Book Sale brought in \$243 and movie Donations were \$ 20.50 in April.

**Meetings:**

- 4/22 Conversation with Secretary of State Giannoulis & RAILS Members (Zoom)
- 4/23 Volunteer Luncheon
- 4/23 Person-In-Charge Training
- 4/25 Department Head Meeting
- 4/30 SWAN Fireside Chat
- 5/3 Strategic Planning Retreat
- 5/6 Building and Grounds Committee
- 5/9 Department Head Meeting
- 5/15 Board of Trustees Meeting

In April, I had 31 one-on-ones (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

**Continuing Education:**

- Webinar: *Why Emotional Intelligence Matters at Work* (1.5 hours)
- Webinar: *Managing Stress in the Library: Strategies for Library Workers* (2 hours)
- Webinar: *Adapting Your Library to Changing Community Needs* (2 hours)

Submitted by:

Laura Birmingham  
Executive Director



## **Deputy Director's Report: April 2024**

### **Building & Grounds:**

The City of Darien checked our storm drains on the east side of the library's property on 5/6 and determined that there is a partial blockage that is causing slow drainage. They did this with a visual inspection from the Plainfield Road drain, no cameras used, and their best guess is that the blockage was due to leaves, grass clippings, or other biomatter. They offered to come out and jet the drains for \$500-\$1500. I am getting an alternative quote from Nick's Lawn Care, since Premier does not offer that service.

Premier Landscaping added mulch to the grounds on Friday 5/3 and did extensive weeding and mowing on 5/6.

On 5/6, a bearing broke on our air handler. Hayes is scrambling to get us a replacement part but it's taking a while because it's backordered. They are also working on determining an exact cause for the malfunction, since the part that broke was only installed six months ago, and at that point it was brand new. Luckily, all the parts and labor for this repair work are under warranty and will not cost the library any money.

Additionally, Joe closed 39 building tickets in April. Highlights include: 1) Fixed a wall crack on the north side of the Sanghani meeting room, 2) Replaced the first-floor men's room faucet, and 3) Fixed an issue with the second-floor staff room elevator door.

### **Meetings:**

Meetings with RightSize about the GS/RS Workroom: 4/1, 4/15, 4/23

Library Board meeting: 4/17

Department Head meeting: 4/25

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

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

### **Staff Training:**

I conducted final Person-In-Charge general training for Jean Carroll, our new P&O librarian. She is now in our regular PIC schedule rotation. I also conducted Person-In-Charge training for all PICs on successfully navigating situations with guests who monopolize staff time, ask personal questions, or engage in odd or pushy behavior.

**Technology Highlights:**

After extensive study, we are nearing the point where we will be ready to change the phone menu options that guests hear when they call the library. We believe that the new menu options will be more intuitive for guests to navigate and will provide an overall better guest experience. The goal is to make the final changes to the phone system the night of May 20 after closing.

In addition to closing 22 technology tickets in April, Tony completed a lot of back-end IT work for us. Highlights include: 1) Managed an hours-long firmware update for our server, which fixed security vulnerabilities and had to be done outside of operating hours, 2) Manually restarted the MyPC server after the overall server firmware update, and 3) Did extensive work with TBS to get the new Maker Studio laptops into our public PC/printing systems so they'd be ready for testing by Tech and Maker department staff.

The WorkNet DuPage Kiosk stats for April showed 19 navigations.

Report Submitted by: Kristen Lawson

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

**In the Gallery—April**

1st & 2nd Floor Gallery: Hinsdale South AP Art Students and Kingswood Academy  
Display Cases: Nataliya Guchina and Homeschooling Smart

**Notable Projects/Meetings/Workshops**

- Note: I was on vacation the first few days of April.
- Paul & I attended a half day marketing workshop that was presented by Illinois Library Association.
- Did various signs for the library including display signs for Resource Services.
- Worked on a flier to upcoming outreach for Veteran's History Project and Mobile Bus.
- Did additional signs for Book Club to Go.
- Update sign for Jordan about new Kindles
- Created signs for National Library Week Promotions
- Updated Monthly Activity Table Signs
- Met with Beth to talk about Marketing.
- Met with Jean to talk about Marketing.
- Met with Gail regarding upcoming projects.
- Met with Amy regarding programming.
- Met with Mark for our regular check-in.
- Had regular 1-1 with Paul.
- Had regular 1-1 with Laura.

**Summer Reading 2024**

- Worked on the first email for summer reading; that's approved and going out as of May 1.
- Sent the Summer Reading flier for schools to the printer (As referenced below in community outreach.)
- Paul and I talked about the creative for the summer reading emails; he's starting those in May. Website complete for summer reading, minus Mission Math (to be done in May for June 8 launch.)
- Working with the designer and Laura on the adult/teen bag prize. Plan to order in early May.
- Created a video for summer reading promotion for the schools; Amy was the star of the show, and I edited it with graphics.

**June/July/August 2024 Newsletter**

- Sent the newsletter to the printer. April was a heavy production month. Thank you to Amy, Erin, Jordan, Paul, and of course, Laura and Kristen, for their eyes on it. It is due to households around May 20. We ordered about 1,200 extra to accommodate the summer kick-off party.

**Foundation & Friends**

- An email for Library Giving Day was sent on April 3; which was the Wednesday before National Library Week began. I found it odd that they scheduled it outside of National Library Week, but I'm always grateful for a way to promote the Foundation for a national giving event. From doing email and social posts, we collected \$1,855.
- Paul started putting the names in alphabetical order on the donors; part of a long-term project.

**Outreach/Community Promotions (attached)**

- Summer Reading Flier for Schools
- Teen Ad for Summer Volunteers

**Website**

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

**Yelp & Google**

People are using Yelp and Google to access the library.

In the month of April through Yelp, 26 people used us to find out more information about the library.

In the month April through Google . . .

- 968 called us—That is up 121 percent from March! The highest volume day was Monday, April 8, because of people looking for glasses for the solar eclipse.
- 889 asked for directions to get to us
- 3,554 Googled our name

David K. left us a review on Google . . .

Blessed to live next to an awesome library. IPPL is so much more than just a place to checkout books. I recommend looking at their website to see everything they offer.

**General Enews Subscribers**

We gained subscribers this month.

February 29	21,811
March 31	21,841
Loss/Gain in subscribers	+30

**Enews Open Rate**

Our enews had steady open rates; in fact, it was consistently opened at 36 percent all month! Our regular campaigns also stayed steady.

Date	Open Rate
April 4	36 percent
April 11	36 percent
Library Giving Day	36 percent
April 18	36 percent








April 25	46 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	73 percent
Welcome two	64 percent
Welcome three	58 percent

### Social Media

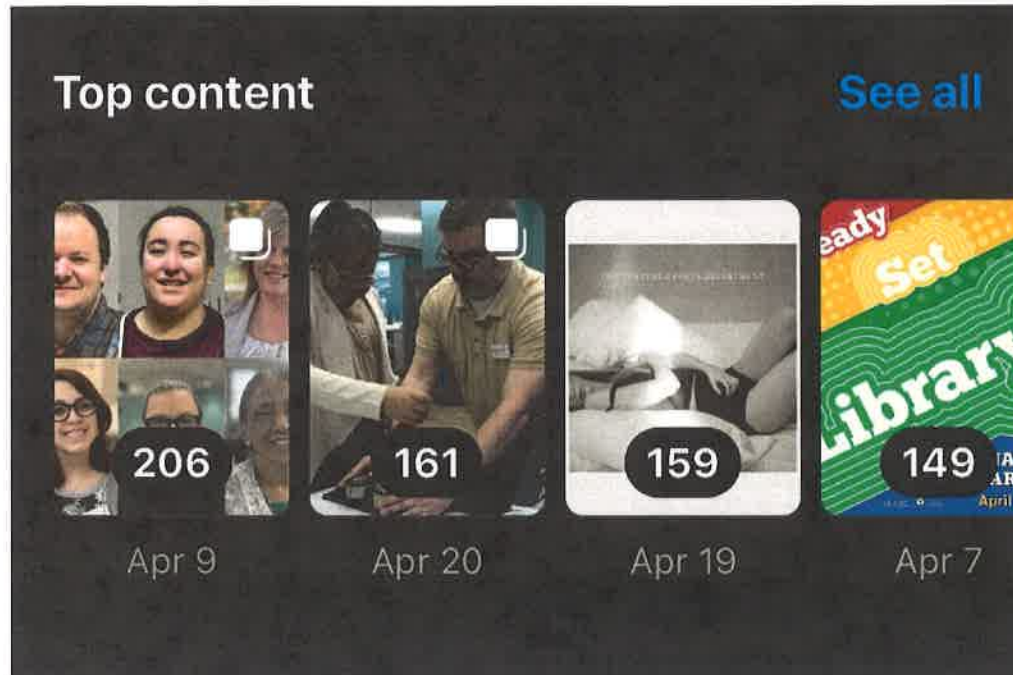
Facebook, Instagram, and LinkedIn continue to grow.

Social Channel	Likes/Followers	+/- (March 31)
Facebook (likes)	2,494	+19
Facebook (follows)	2,751	+29
Instagram	1,145	+9
Twitter	1,158	No change
LinkedIn	241	+4
YouTube	220	-1

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

	Teens: Bring your resume and your A-game to this year's Teen Job Fair on Saturday, Apr. 20 from 2-4 p.m. Register at <a href="https://buff.ly/3va6PYx">https://buff.ly/3va6PYx</a> . Local employers are ready to meet you,...	Post reach <b>1,193</b>
	It's National Library Outreach Day today, Apr. 10. As part of National Library Week, Outreach Day celebrates library outreach and the dedicated library professionals who are meeting their...	Post reach <b>958</b>
	Did you snag a lot of books while you were at the library, and then, realized that you forgot a bag? We have you covered. We have bags you can check out along with your materials. You'll fin...	Post reach <b>890</b>
	Eid Mubarak to our friends celebrating Eid al-Fitr, the "Festival of Breaking the Fast" for Muslims. Also known as the "Lesser Eid," Eid al-Fitr commemorates the end of the fasting month of Ramadan...	Post reach <b>860</b>
	Today, Apr. 9, is National Library Workers Day, an important part of the National Library Week celebrations. It's the perfect time to recognize and celebrate library professionals for their expertise...	Post reach <b>564</b>

Our best post reach on Instagram were the following posts . . .  
That included the National Library Week Staff Appreciate Post, National Library Week Librarian for a Day, the new Taylor Swift Album Drop, and the start of National Library Week.





# Summer

## READING

2024

at Indian Prairie Public Library  
Saturday, June 8—Sunday, Aug. 4

Summer reading is for everyone!

Kids • Teens • Adults

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

REGISTER

TODAY!

Register online today at [summer.ippl.info](http://summer.ippl.info) or scan the QR code. We will send you a confirmation email to let you know you're signed up!



### THIS SUMMER, YOU HAVE OPTIONS:

- log by app or paper
- record reading by books or minutes

You asked; we listened. This summer, choose how you want to participate in our program for a custom experience.

If you're signing up before **June 8**, the details on the program including more about the logs, app, and how the program works, will be sent on June 8, when Summer Reading officially kicks off. If you're signing up on or after June 8, you'll receive program details immediately.

The Summer Reading Program is an IPPL cardholder exclusive and open to kids attending schools in the library's district.



Indian Prairie  
Public Library

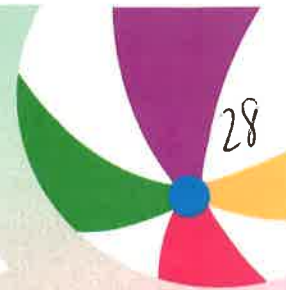
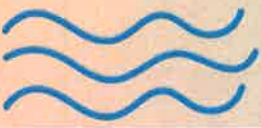
630/887-8760 • [ippl.info](http://ippl.info)

The Summer Reading Program is partially sponsored by the IPPL Foundation & Friends and Republic Bank.

This program is NOT a Mesquite School District 69 sponsored event.



# SUMMER READING PRIZES



Want to know what you're reading for? We have great prizes for everyone!  
 Summer reading prize pick-up begins Monday, June 17 and ends Sunday, Aug. 4.  
 Note: We reserve the right to substitute prizes; prizes are while supplies last.

	Birth-Grade 6	Teen & Adult
<b>Sign-up prize</b>	Sticker or bookmark	Sticker or bookmark
<b>1st log turn-in (begins Monday, June 17)</b>	<ul style="list-style-type: none"> <li>• Portillo's cake coupon</li> <li>• Joliet Slammers coupon</li> <li>• Chicago Dogs coupon</li> <li>• Kane County Cougars coupon</li> <li>• Book choice from cart</li> <li>• Entry into grand prize drawing</li> </ul>	<ul style="list-style-type: none"> <li>• Portillo's cake coupon</li> <li>• Joliet Slammers coupon (teens only)</li> <li>• Chicago Dogs coupon (teens only)</li> <li>• Tote bag sponsored by Republic Bank</li> <li>• Entry into grand prize drawing</li> </ul>
<b>Each additional log turned in</b>	Additional entry into grand prize drawing	Additional entry into grand prize drawing

Grand prize drawing prizes includes Morton Arboretum membership, a Nintendo Switch, or \$50 Anderson's gift card.



**Saturday, June 8  
10 a.m. - 3 p.m.**

**For all ages**

The Summer Kick-Off Party is an IPPL cardholder exclusive.  
 See [calendar.ippl.info](http://calendar.ippl.info) for details.



**Games for the Family Drop-In**  
10 a.m. - 3 p.m.



**Serna's Grill Food Truck**  
11 a.m. - 3 p.m.  
Cash/credit cards accepted.



**Chalk the Walk Drop-In**  
10 a.m. - 2 p.m.



**Animal Quest**  
Tickets required. See [calendar.ippl.info](http://calendar.ippl.info).  
**Session one: 11-11:45 a.m.**  
 Sponsored by Darien Community Bank, A Wintrust Community Bank.  
**Session two: 1-1:45 p.m.**



**Face Painting Drop-In**  
11 a.m. - 2 p.m.



**Joliet Slammers Mascot Drop-In**  
noon - 1 p.m.



**Maker Studio Activity Drop-In**  
11 a.m. - 3 p.m.



**Ice Cream Cart Drop-In**  
noon - 2 p.m.  
Sponsored by Republic Bank

# **VOLUNTEEN** Earn Service Hours and Be a Library Volunteer!

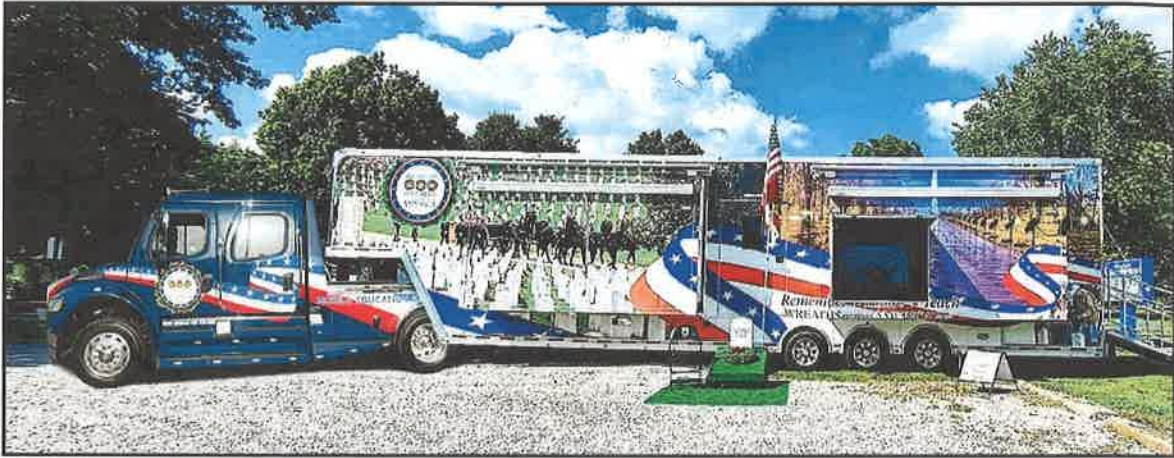
Attend a training session. Learn more and sign up here: [bit.ly/ipplteen24](http://bit.ly/ipplteen24)  
For more information, contact [youthservices@ippl.info](mailto:youthservices@ippl.info).



Indian Prairie  
Public Library

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# WREATHS ACROSS AMERICA MOBILE EXHIBIT



**Monday, July 8 and Tuesday, July 9  
10 a.m.–5 p.m.  
Indian Prairie Public Library Parking Lot**

The Wreaths Across America Mobile Education Exhibit is a rolling exhibition serves as a mobile museum, educating visitors about the service and sacrifice of our nation's heroes as well as serving as an official "welcome home" station for our nation's Vietnam Veterans. All veterans, active-duty military, their families, and local community members are invited and encouraged to visit, take a tour, and speak with WAA representatives and volunteers.





## VETERAN'S HISTORY PROJECT

The Veterans History Project at the Library of Congress collects, preserves and makes accessible the firsthand recollections of U.S. military veterans who served from World War I through more recent conflicts and peacekeeping missions, so that future generations may hear directly from veterans. If you or someone you know is a U.S. veteran, you can help the library collect and preserve war stories and experiences as a part of the Library of Congress Veterans History Project. Contact Joe Popowitch at 630/884-8032 or email [joep@ippl.info](mailto:joep@ippl.info) to learn more.



401 Plainfield Rd, Darien, IL 60561  
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**Guest Services**  
**April 2024**

**Circulation**

The total checkouts and renewals for April was 54,511.

1,612 items were checked out or renewed at the drive-up. 1,017 holds were placed for pickup at the drive-up. 74% of checkouts and renewals were done by self-service, 16% were done at the desk and 10% were done at the drive up.

The library had 31,868 in-person visitors and 770 patrons used the drive-up.

**Community**

**Passports:** Staff accepted 95 passports

**License plate sticker renewals:** Staff sold 40 License plate stickers

**Library Cards:** Staff issued a total of 175 library cards: 46 resident and 129 non-resident. 19 cards were initiated remotely.

**Total number of IPPL Library cards:** 27,241

**Birthday gift:** Staff handed out 44 birthday gifts in April.

**Meetings**

May 28	SWAN updates	Zoom
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Cindy Maiello Gluecklich  
Head of Guest Services



Circulation Statistics													
Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
July	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	# 38,174	# 48,269	50,710	58,718		
Aug.	77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	50,259	61,685		
Sept.	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926	42,524	53,672		
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085	42,952	56,408		
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654	43,005	51,651		
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669	41,917	52,438		
Jan.	71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860	44,846	57,406		
Feb.	65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102	42,325	53,832		
Mar.	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000	48,922	57,801		
Apr.	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	# 29,586	# 44,598	43,707	54,511		
May	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473	# 42,153	43,553			
June	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565	47,887	51,985			
Yearly													
Total	850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	558,122	0	
& Ill sent added ^Missing data--used an average number to get a total *Parking lot construction #Covid 19 \$-closed 2 weeks													

## Programming and Outreach Department – April 2024

### Community

On April 1, Jean Carroll, Adult Librarian, attended the monthly Senior Advisory Committee meeting held at the Downers Grove Township center.

Amy Merda, Dept. Head, facilitated the Classical Schoolhouse field trip at IPPL for 11 students.

On April 4, Amy Merda met with John Bruner of Wintrust Bank to discuss potential future partnerships.

On April 6, Kate Kresek, Specialist, coordinated the successful Volunteer Fair with 15 non-profit organizations in attendance. Mary Dames, Administration Office Coordinator, assisted and represented the library at the IPPL table. 123 engaged guests attended the fair this year, which was almost double the attendance seen from last year's fair.

Sarah Zagotta, Teen Librarian, and Beth Skolba, Specialist, facilitated an engaging activity for 15 students at Anne M. Jeans School during their after-school program on April 8.

On April 11, Erin Fergus represented IPPL at District. 66's Parent University to engage with 27 parents and caregivers of students with special needs. A custom flier and booklist was created for this event with the help of Jill Yott, Jordan Calabrese, and Amy Merda.

On April 16, Jean Carroll visited the Senior Resource Fair at Community House and connected with multiple organizations with the goal of exploring future partnerships.

Jack Schultz, Technology Senior Librarian, and Beth Skolba presented an engaging rocket activity for 100 attendees at the Eisenhower Junior High STEAM Night.

Jean Carroll, Kate Kresek, and Amy Merda presented to 20 members of the Senior Spirits Group at Lord of Life Church to highlight IPPL services, programs, and materials of particular interest to adults. Multiple attendees shared their favorite connections and opportunities that they enjoy at IPPL during our time there on April 18.

On April 19, Jean Carroll and Kate Kresek visited Burr Ridge Senior Living on Mar to offer a Mini-Library and information on library services. They interacted with 11 guests during this time.

The Teen Job Fair, facilitated by Sarah Zagotta with Kristen Lawson, Deputy Director, also assisting to secure business partners, took place on April 20. The fair enjoyed a new high in attendance since the pandemic with 154 guests attending and 7 businesses participating.

Chrissy Wesolowski, Specialist, and Beth Skolba presented an engaging bracelet-making activity to 20 middle schoolers at the Lakeview Junior High Spartan Hour on April 22.

On April 24, Amy Merda visited 60 students in 3 first grade classrooms at Anne M. Jeans School to present on the Summer Reading Program.



Chrissy Wesolowski represented IPPL at the annual Darien Arbor Day Event held at Hinsbrook Park and interacted with 150 attendees at the event. Giveaways included bubbles, pencils, and more. IPPL's portable sound system was shared with the coordinators of the event to present to the large group.

On April 26, Sarah Zagotta visited Cass Junior High to present to 200 5<sup>th</sup> and 6<sup>th</sup> graders on the upcoming Summer Reading Program and various summer programs at the library.

Beth Skolba represented IPPL at Holmes School's annual One Book, One Read evening event and interacted with 125 attendees.

Two hundred sixty-five seed packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Support Associate.

The annual egg incubation project, a partnership program with the local Darien Dragons 4H Club, began in late April with the installation of the incubating chicken eggs available for viewing in the public area on the 2<sup>nd</sup> floor.



### National Library Week

P & O staff, along with many staff members throughout the library, enjoyed connecting guests with extra fun and discovery during National Library Week, which took place between April 7<sup>th</sup> and 13<sup>th</sup>.



Two youth guests, whose adults had submitted entries, were each chosen to be "Librarian for a Day" on separate days this week. They each went behind-the-scenes in multiple departments to learn more about library operations and enjoy special activities.

Chrissy Wesolowski, Specialist, and Amy Merda facilitated a pop-up cookie giveaway to 88 guests on April 7. Pete's Fresh Market generously donated 3 cookie trays for this opportunity.



On April 9, Sarah Zagotta connected with 33 community members regarding IPPL services, programs, and materials in the lobby at the Darien Park District.

For this week, Erin Fergus, Senior Librarian, transformed LittleTown into a "little library" with fun props and signage.

Jen Ripka, Resource Librarian, and Jordan Calabrese, Resource Librarian, created two engaging scavenger hunts (one for each floor) during the week that a total of 36 guests enjoyed.

Guests at the activity table had the opportunity to create and decorate a book craft provided by Chrissy Wesolowski for the week.

### **Programs – April 2024**

**In April, we had 71 programs attended by 3,418 guests.**

#### **Early Literacy/Families**

4/1	Preschool Play	Erin	12
4/2	Talented Toddlers	Chrissy	41
4/3	Talented Toddlers	Beth	18
4/5	Baby Brilliance	Jordan, Erin	24
4/8	Preschool Play	Erin	12
4/9	Talented Toddlers	Chrissy	26
4/10	Talented Toddlers	Erin, Beth	19
4/12	Baby Brilliance	Jordan, Erin	18
4/13	Firefly Family Theater	Erin	91
4/15	Preschool Play	Erin	9
4/16	Talented Toddlers	Chrissy	37
4/17	Talented Toddlers	Erin	12
4/19	Baby Brilliance	Erin	22
4/19	Family Craft Hour	Erin	20
4/22	Preschool Play	Erin	15
4/23	Talented Toddlers	Chrissy	41
4/24	Talented Toddlers	Erin, Beth	17
4/26	Baby Brilliance	Erin	19
4/30	Egg-cellent Stories	Erin	44

The annual Egg-cellent Stories storytime in honor of our incubating eggs took place on April 30. There were 44 children and adults present who had a wonderful time reading books like *Chicken Story Time* by Sandy Asher, using egg shakers, and singing songs about baby chicks.

#### **Mid-Kids**

4/1	Mid-Kids Art Club	Chrissy	18
4/10	Read to a Pet	Chrissy	11
4/18	STEAM Station	Chrissy	12
4/24	Homeschooling SMART: Space Explorers	Amy, Beth	21
4/26	Parents' Night Out (youth portion)	Amy	10

#### **Teens**

4/11	Teen Testing Day Drop-In: Dog Edition	Sarah	7
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4/11	Teen Dungeons & Dragons	Sarah	2
4/16	Middle School Quest (canceled: presenter illness)	Sarah	
4/20	Teen Job Fair	Sarah	154

### **Adults**

4/3	Online: Chair Yoga	Kate	22
4/3	Safety Conversations—Scams	Jean	14
4/4	Thursday Afternoon Movie: Double Indemnity	T.J.	20
4/6	Volunteer Fair	Kate	123
4/9	Leslie Goddard presents Lilly Pulitzer	Jean	98
4/10	Online: Chair Yoga	Kate	18
4/18	Thursday Afternoon Movie: The Miracle Club	T.J.	26
4/18	Gardening Myths	Kate	23
4/19	After-Hours: Cupcakes, Chardonnay, and Coloring	Kate	30
4/24	Adult Dungeons and Dragons	Sarah	20
4/24	Online: Chair Yoga	Kate	17
4/29	Destination Heartland	Jean, Kate	22

30 guests attended the After Hours: Cupcakes, Chardonnay and Coloring program. Guests were able to mingle with new friends while coloring and trying a variety of Chardonnays and cupcakes.

### **Groups**

4/1	Adult Chess Group Drop-In	Jean	8
4/4	Nonfiction at Night Book Discussion	Joe	10
4/6	In-Person ESL Conversation Group	Joe	8
4/10	Online ESL Conversation Group	Joe	5
4/11	Crime Readers	Tori	13
4/15	Novel Idea	Jen	18
4/15	Adult Chess Group Drop-In	Jean	6
4/20	In-Person ESL Conversation Group	Joe	8
4/22	Adult Chess Group Drop-In	Jean	8
4/24	Online ESL Conversation Group	Joe	7
4/25	Genealogy Group	Joe	14

### **Passive Programs**

4/1-4/30	Adult Puzzles	Kate	36
4/1-4/30	AISLE Brochure Turn-Ins	Jordan	1
4/1-4/30	Mid-Kids Book Bag Requests	Jordan	5
4/1-4/30	1,000 Books Before Kindergarten Registrations	Jordan	3
4/1-4/16	Caterpillar coloring	Erin	350
4/2-4/6	Ramadan Lantern	Chrissy	180
4/2-4/9	Ramadan Color by Number	Erin	100
4/6-4/10	I Spy Spring	Chrissy	100

4/7	Pop-Up: National Library Week Pete's Cookie Giveaway	Chrissy, Amy	88
4/7-4/11	National Library Week Craft	Chrissy	180
4/8-4/14	National Library Week Scavenger Hunt - 1 <sup>st</sup> floor	Jen, Jordan	17
4/8-4/14	National Library Week Scavenger Hunt – 2 <sup>nd</sup> floor	Jen, Jordan	19
4/12-4/23	Mandala Color by Number	Chrissy	230
4/17	Teen Pop-Up: Question of the Day	Sarah	45
4/17-4/28	Giraffe Coloring	Erin	200
4/17-4/29	Little Makers @ Home: Spring Time Color and Count	Erin	160
4/18-4/30	Tree Scavenger Hunt	Beth	34
4/24	Unicorn Coloring	Chrissy	120
4/26	Teen Pop-Up: Question of the Day	Sarah	15
4/29-4/30	Chick Craft	Chrissy	200
4/30	Little Makers @ Home: All About Mom	Erin	50

Submitted by:

Amy Merda, P & O Dept. Head

5/8/24

**Resource Services April 2024 Report**  
Submitted by Gail Graziani, Head of Resource Services

**Collection Updates**

- The new award books (Caudill, Monarch, & Bluestem) are on the display shelving in the Kids & Teens area with updated brochures for reading challenges.
- The new Kindle collection for mid-kids is on the shelf in the Kids & Teens area and consists of four Kindle Paperwhite Kids eReaders preloaded with popular series and award books.
- Jen Ripka, Adult Services Librarian, submitted a proposal to replace the aging iPods used for Audible titles with new tablets for check out.
- A new Local Author shelf has been created for books donated by local authors.
- T.J. Szafranski, Senior Resource Services Librarian, is reconfiguring the audiobook area to include the Great Courses materials.

**April Collection Totals**

Print Books	101,336
A/V Materials	36,015
Other Physical Materials (Kits, Games, Puzzles)	1,562
eBooks (OverDrive & Hoopla)	943,046
eAudio & eMusic (Overdrive & Hoopla)	695,181
Digital Video (Hoopla & Kanopy)	64,949

**Library Displays**

**1<sup>st</sup> Floor**

- April Showers, Read For Hours
- National Library Week
- Books About Books
- Earth Day
- Poetry

**2<sup>nd</sup> Floor**

- Grins and Giggles
- Celebrating Passover
- Puzzles, Ciphers, Codes, & Clues
- Celebrating Ramadan
- National Library Week
- Check out the Chicks

**Monthly Highlights**

- Joe Popowitch, Resource Services Librarian, facilitated the annual AARP Tax-Aide program held at the library on Mondays and Fridays from February 12<sup>th</sup> through April 5<sup>th</sup>. At the conclusion of the program the following statistics were provided by AARP: Possible appointments: 487; Total 2023 tax returns: 423; 233 taxpayers will receive a total of \$354,000 in federal refunds, 125 other taxpayers owe a total of \$125,000, the rest owe nothing; The oldest taxpayer was 99 years old, the youngest 18. The average age of the taxpayers was 73.6 years; 108 taxpayers from

Darien were served, 87 from Willowbrook, 28 from Downers Grove, and 19 from Burr Ridge, with the remainder from Chicago and 38 other suburbs.

- Jordan Calabrese, Youth and Teen Resources Librarian, held a drop in program to promote the online resource ABCmouse on April 8<sup>th</sup> as part of National Library Week, with 6 participants.
- Jen Ripka, Resource Services Librarian, updated the book list “Best of Genres – Historical fiction” and created a new current events book list on gardening, for the library’s website.
- Jen Ripka travelled to the Public Library Association Conference in Columbus, Ohio and attended a variety of sessions, including: Providing Services to the Blind & Print Disabled; Digital Navigators/Digital Inclusion; and, Supporting Patron Learning about AI, among others.
- Jeanine Clinton, Resource Services Librarian, added new items to the Library of Things, including two portable DVD players, a TriField EMF Meter, and an Air Quality Detector.
- Tori Castro, Readers’ Advisory Specialist II, prepared the new Homebound tote bags for use and discussed the new procedures with the delivery volunteers.
- Anna Hinkley, Resource Services Specialist, processed the new Kindle Paperwhite Kids eReader collection, including creating labels and catalog records.

**On-Call Librarian Interactions**

Assistance	288	197 phone / 66 in-person / 18 chat / 7 email
Reference	81	14 phone / 60 in-person / 2 chat / 5 email
One-to-One Training	11	10 in-person / 1 phone
Readers’ Advisory	3	2 in-person / 1 phone
Directional	2	1 in-person / 1 phone

**Community**

- Tori Castro checked out 148 items for Homebound delivery in April. One new participant was added to the Homebound program.
- Joe Popowitch coordinated 13.75 volunteer hours, 8.5 for the Veterans History Project and 5.25 for general volunteers.

**Programs**

Date	Name	Program	Attendance
4/04/24	T.J.	Thursday Movie: <i>Double Indemnity</i>	20
4/04/24	Joe	NonFiction at Night Book Group	10
4/05/24	Jordan	Baby Brilliance Storytime	24
4/06/24	Joe	In-Person ESL Conversation Group	8
4/10/24	Joe	Online ESL Conversation Group	5
4/11/24	Tori	Crime Readers Book Group	13
4/12/24	Jordan	Baby Brilliance Story Time	18
4/15/24	Jen	Novel Idea Book Group	18
4/18/24	T.J.	Thursday Move: <i>The Miracle Club</i>	26
4/20/24	Joe	In-Person ESL Conversation Group	8
4/24/24	Joe	Online ESL Conversation Group	7
4/25/24	Joe	Genealogy Meeting	14



### April Passive Youth Programs

Program	Engagement
Monarch Challenge	1 completed brochure
Bluestem Challenge	n/a
Caudill Challenge	n/a
1,000 Books Before Kindergarten	3 sign ups
Baby Book Bees	n/a
100 Books Before Graduation	n/a
Mid-Kid Book Bags	5 requests received

### Continuing Education & Contributing to the Profession

- Tori Castro attended the following webinar:
  - Library Love for Library Reads (Booklist)
- Jordan Calabrese attended the following webinars/meetings:
  - Person in Charge Training
  - See the Difference with Excel Adult High School (RAILS)
- Jeanine Clinton attended the following meetings:
  - Person in Charge Training
  - AI and the Library Worlds (Cataloging Maintenance Center)
- Joe Popowitch attended the following meetings:
  - Person in Charge Training
  - Libraries' English and Reading Network Meeting
- Jen Ripka attended the following webinars/meetings:
  - Person in Charge Training
  - SustainRT Chairs Meeting (ALA)
  - SustainRT Sustainability Resources Committee Meeting (ALA)
  - Public Library Association Conference
  - eMedia Library Meeting
  - Digital and Print Trends (Hoopla)
- T.J. Szafranski attended the following meeting:
  - Person in Charge Training

## Technology & Maker Services Board Report

April 2024

### Classes/Programs

Number of Classes: 20 - Total Attendance: 207

### Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
4/2	4-5p	Mid-Kid Studio Time	Kids	Jack, Beth	12
4/10	630-730p	Intro Embroidery	All	Luke	6
4/16	4-5p	Mid-Kid Studio Time	Kids	Jack, Beth	7
4/18	5-6p	Sticker Making	Kids	Jack	12
4/18	630-8p	Laser Cut Wood Earrings	All	Jack	11
4/20	930-11a	Mixed Media	All	Luke	7
4/23	4-5p	3D printing Kids Edition	Kids	Jack	8
4/23	630-8p	Sublimation candle Jar	All	Mark	12
4/26	6-730p	After Hours Parents Night Out	Family	Jack, Amy	22
4/27	10-11a	Adobe Photoshop for Beginners	Adult	Kate	8
4/29	630-730p	Introduction Vinyl Cutting	All	Kate	8

### Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
4/1	7-9p	Excel basics	Adult	Ann	6
4/3	530-7p	Windows Computers Basics	Adult	PRC	6
4/8	7-9p	Windows 11	Adult	Ann	18
4/9	4-5p	LEGO Robotics	Kids	Jack	16
4/10	530-7p	Windows Computers Basics	Adult	PRC	6
4/17	530-7p	Windows Computers Basics	Adult	PRC	6
4/20	11-1p	Cutting the Cable Cord	Adult	Ann	22
4/22	2-330p	iPhone iPad Basics	Adult	Mark	8
4/24	530-7p	Windows Computers Basics	Adult	PRC	6

**Statistics**

- Computer Usage
  - Adult Users: 1744 Hours: 1342
  - Adult laptop: 10 Hours: 12
  - K&T Users: 661 Hours: 311
  - K&T Laptops: 2 Hours: 2
- Technology Desk Assistance- 1047
- 1-on-1 Training- 4
- Directional- 17
- Wireless Usage- Total Unique Access: 7217



**Maker Services/Maker Studio**

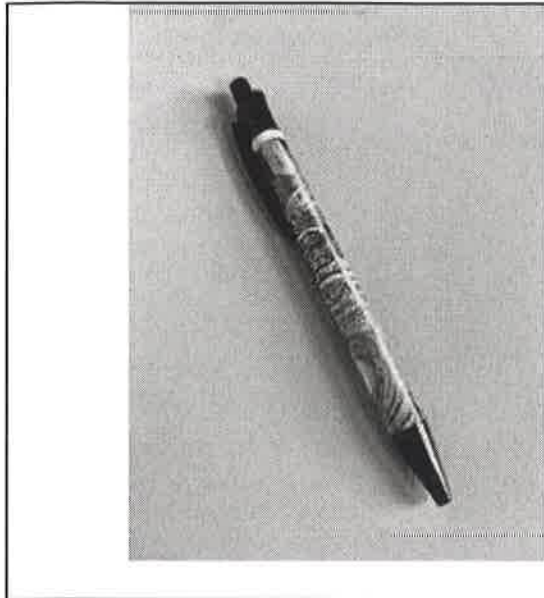
- Staff knitting machine training ongoing

**Classes/Programs**

- Passive program- 1-1.
- Total attendance: 22

**Made in a class**

<p>Mixed Media – Laser-cut, decoupage picture frames</p> 	<p>Laser-cut Wooden Earrings – Sublimated, laser-cut wooden earrings</p> 
<p>Sublimation Pens – Sublimated pen</p>	<p>Mixed Media – Magazine clippings on wood</p>



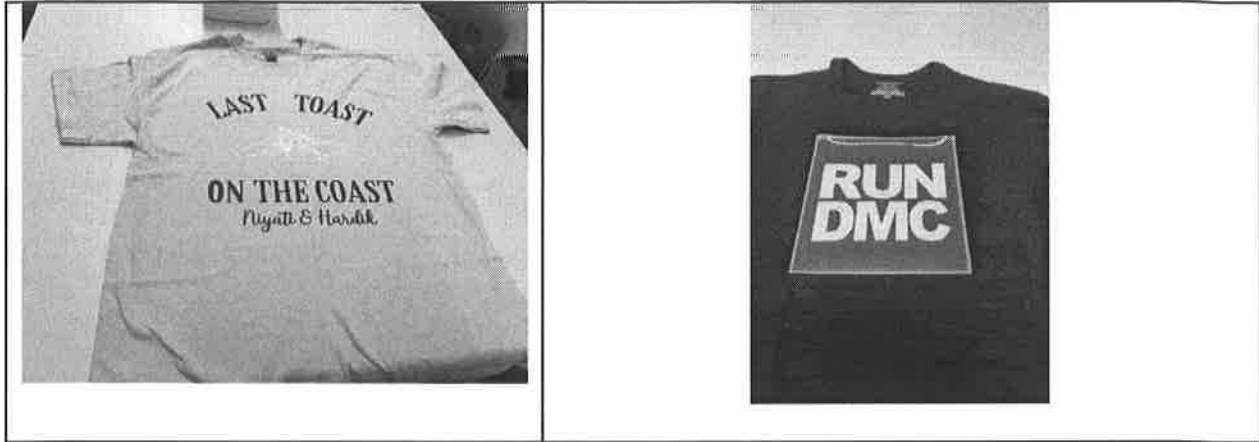
**Made Using Equipment**

Embroidery Machine – Pillow

Vinyl Cutter – Pressed shirt

White toner printer – Pressed shirt

White toner printer – Pressed shirt



### Statistics

- Maker Assistance- 1294
- Maker 1-on-1 Training- 156
- Tours- 40

### Equipment Usage

- 3D Printers- 10
- Button Maker- 13
- Candle Maker- 4
- Carving Machine - 1
- Cricut (Vinyl)- 4
- Digital Editing (iMac)- 3
- Embroidery Machine- 47
- Hat/ Mug Press - 59
- Knitting Machine- 3
- Laminator - 5
- Laser Cutter- 33
- Poster Printer- 30
- Sewing Machine- 8
- Silhouette (Vinyl)- 6
- Sizzix (die cut/embossing)- 13
- Sublimation Printer- 52
- White Toner Printer - 8

### Outreach & Projects

- Kate spent April spearheading learning how to use the new Silver Reed SK840 knitting machine. She learned and taught staff a few techniques including Stockinet, Ribbing, and Circular knitting as well as options for casting on and casting off. She created two scarves and a hat using the separate techniques.
- For Library Week, Kate set up contact with Madhatter Knits, a nonprofit that facilitates baby and preemie knit hat donations from people from around the country to hospitals and NICUs in need. Patrons were able to knit Preemie hats and donate them during Kate's event. She will continue to offer this project in the Maker Studio for patrons that would like to help.
- Kate also went in her off time to Yarn Con which was in the West Loop. She learned how to hand spin wool and silk yarn, made contacts with artists who are experts in knitting machines, and bought entirely too much yarn.
- Kate had her first ever Intro to Photoshop class this month. Patrons learned how to use Photoshop Elements which is now on 8 of the laptops and were given a tour of the basics of Photoshop. Patrons loved it. Given the expressed interest, she will be doing an Intro to Illustrator class this fall.
- Patrons were very interested in the Happy Birthday card which was created by Kate on the Sissix. Several patrons came in to make exact copies.
- Jack spoke with the Meta research group giving insight into how libraries were interested in using Meta VR headsets and the Meta Business suite to manage devices keeping patron information secure, loaning devices, and allowing for larger group events using the casting feature.
- Jack and Beth attended the Eisenhower Jr. High School Steam Night, presenting air-powered rockets to fit the theme of air powered flight. Both students and staff had positive and excited comments about our rockets, the library, and the Maker Studio offerings.
- Jack hosted a tour of the Maker Studio for staff from Elmhurst Public Library. A special focus of the tour was the white toner printer and instructions on its use. We are one of the first libraries to offer white toner printing which allows full-color transfer printing which works onto any fabric.
- Luke has been working to dial in the proper settings and pressing technique for the aluminum sublimation sheets that will be used for an upcoming class this summer. He is now working on a 'Make a Laser-Cut Clock' (official program name TBD) as a likely program for the fall. His Mixed Media program this month was well-received, with several patrons reporting they enjoyed it. He is still working to make his macOS class more accessible to first-time Mac users with better demos and explanations and will be implementing changes to it when he teaches that program again in May.

STATISTICS FOR	Apr-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	23,764	18,858	241,975	193,808	24.85%
Teen	952	1,346	27,061	13,611	98.82%
Kids	15,977	11,007	150,529	123,989	21.41%
ILLS Sent	2,708	2,908	28,321	28,403	-0.29%
TOTAL	43,401	34,119	447,886	359,811	24.48%
Electronic Circulation	11,110	9,588	110,236	91,426	20.57%
GRAND TOTAL CIRC.	54,511	43,707	558,122	451,237	23.69%
% Reciprocal Borrowing	12%	9%	10%	10%	
Patron Visits	32,638	28,280	298,164	285,936	4.28%
<b>Current Cards</b>					
Resident	129	137	24,982	23,794	4.99%
Non-Resident	46	32	2,259	2,128	6.16%
TOTAL	175	169	27,241	25,922	5.09%
<b>Patron Assistance</b>					
Adult - Reference	3,158	2,547	25,108	24,436	2.75%
Kids - Reference	938	802	9,247	7,677	20.45%
Technology - Reference	2,341	845	12,841	10,627	20.83%
TOTAL REFERENCE	6,437	4,194	47,196	42,740	10.43%
Adult - Other	89	154	931	1,631	-42.92%
Kids - Other	41	58	471	869	-45.80%
Technology - Other	17	62	139	373	-62.73%
TOTAL OTHER	147	274	1,541	2,873	-46.36%
GRAND TOTAL ASST.	6,584	4,468	48,737	45,613	6.85%
<b>ILL/Reserves</b>					
Holds	7,579	7,443	82,690	70,156	17.87%
ILLS Sent	2,708	2,908	28,321	27,437	3.22%
ILLS Checked Out	3,669	3,693	39,471	38,532	2.44%
ILLS Received	4,325	5,038	46,339	49,651	-6.67%
<b>Programs - Adult</b>					
# Programs	12	21	135	218	-38.07%
Attendance	433	339	2,902	2,947	-1.53%
<b>Programs - Tech &amp; Maker</b>					
# Programs	20	21	139	187	-25.67%
Attendance	207	241	1,141	2,482	-54.03%
<b>Individual Technology Training</b>					
# of Patrons	171	274	1,637	3,254	-49.69%
<b>Groups</b>					
# Programs	11	11	106	124	-14.52%
Attendance	105	93	974	840	15.95%
<b>Others</b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b>Programs - Teen</b>					
# Programs	3	7	70	60	16.67%
Attendance	163	108	553	327	69.11%
<b>Programs - Kids</b>					
# Programs	24	24	191	255	-25.10%
Attendance	569	422	4,595	5,125	-10.34%
GRAND TOTAL ATT.	1,648	1,477	11,802	14,975	-21.19%

STATISTICS FOR	Apr-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Passive Programs - Adult</b>					
#Programs	4	3	29	24	20.83%
Attendance	143	31	689	546	26.19%
<b>Passive Programs - Teen</b>					
# Programs	3	2	23	22	4.55%
Attendance	60	14	204	448	-54.46%
<b>Passive Programs - Kids</b>					
# Programs	17	12	154	107	43.93%
Attendance	1,967	1,390	15,506	10,485	47.89%
<b>Computers - Patron Use</b>					
Adult Computers	1,744	1,549	14,342	16,325	-12.15%
Kids Computers	661	484	7,283	4,377	66.39%
Teen Laptop	2	9	651	96	578.13%
Adult Laptop	10	20	131	186	-29.57%
TOTAL PATRON USE	2,417	2,062	22,407	20,984	6.78%
<b>Hours Used</b>					
Adult Computers	1,342	1,284	11,338	12,929	-12.31%
Kids Computers	311	3,955	3,955	2,068	91.25%
Teen Laptop	2	12	315	118	166.95%
Adult Laptop	12	14	148	226	-34.51%
TOTAL HOURS USED	1,667	5,265	15,756	15,341	2.71%
<b>Wireless Total Connections</b>	7,217	6,971	72,054	65,948	9.26%
<b>IPPL Total Web Site Access</b>	12,763	10,418	130,442	117,898	10.64%
<b>IPPL Total Page Views</b>	43,221	32,222	486,972	396,590	22.79%
<b>Subscription Database Logins</b>	2,026	2,099	25,890	27,492	-5.83%
<b>Outreach-Homebound</b>					
Items Delivered	148	145	1,606	1,464	9.70%
<b>Volunteers</b>					
Number Active	25	8			
Hours Worked	83	25	1,065	496	114.72%
<b>Staff Training Hours</b>	166	54	760	656	15.85%
<b>Room Use</b>					
Conference Rooms	1,003	656	8,092	5,899	37.18%
Meeting Rooms					
Library	67	67	542	620	-12.58%
Non-Library	19	21	188	180	4.44%
Board Room					
Library	19	20	198	196	1.02%
Non-Library	25	30	240	202	18.81%



**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - Apr 2024**

<b>BOOKS</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Discarded Items</b>	<b>Current Totals</b>
<b>ADULT</b>				
Reference	322	0	0	322
Non-Fiction	31,628	188	162	31,654
Fiction	28,891	370	371	28,890
<b>ADULT TOTALS</b>	<b>60,841</b>	<b>558</b>	<b>533</b>	<b>60,866</b>
<b>KIDS</b>				
Non-Fiction	11,115	55	31	11,139
Fiction	24,345	257	149	24,453
Books + Audio (Vox, WonderBooks)	204	0	1	203
<b>KIDS TOTALS</b>	<b>35,664</b>	<b>312</b>	<b>181</b>	<b>35,795</b>
<b>TEEN</b>				
Non-Fiction	662	6	1	667
Fiction	3,977	40	9	4,008
<b>TEEN TOTALS</b>	<b>4,639</b>	<b>46</b>	<b>10</b>	<b>4,675</b>
<b>BOOK TOTALS</b>	<b>101,144</b>	<b>916</b>	<b>724</b>	<b>101,336</b>

<b>AUDIO</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Discarded Items</b>	<b>Current Totals</b>
<b>ADULT</b>				
Audiobooks on CD	6,078	30	136	5,972
Music CDs	4,377	16	3	4,390
Playaway	344	6	0	350
<b>ADULT TOTALS</b>	<b>10,799</b>	<b>52</b>	<b>139</b>	<b>10,712</b>
<b>KIDS</b>				
Audiobooks on CD	611	0	1	610
Music CDs	235	0	0	235
Playaway	140	1	0	141
<b>KIDS TOTALS</b>	<b>986</b>	<b>1</b>	<b>1</b>	<b>986</b>
<b>TEEN</b>				
Audiobooks on CD	141	0	0	141
Playaway	19	0	0	19
<b>TEEN TOTALS</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>160</b>
<b>AUDIO TOTALS</b>	<b>11,945</b>	<b>53</b>	<b>140</b>	<b>11,858</b>

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
<b>ADULT</b>				
DVD & Blu-ray	20,278	101	194	20,185
<b>ADULT TOTALS</b>	20,278	101	194	20,185
<b>KIDS</b>				
DVD & Blu-ray	3,951	21	0	3,972
<b>KIDS TOTALS</b>	3,951	21	0	3,972
<b>TEEN</b>				
DVD & Blu-ray	0	0	0	0
<b>TEEN TOTALS</b>	0	0	0	0
<b>VIDEO TOTALS</b>	24,229	122	194	24,157

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
<b>ADULT</b>				
Kits (Book Club to Go)	12	0	0	12
Library of Things	143	4	4	143
Devices (Rokus, iPods, Kindles)	51	0	0	51
Console Games	583	4	1	586
CD-ROMs	12	0	0	12
<b>ADULT TOTALS</b>	801	8	5	804
<b>KIDS</b>				
Kits (STEM, Book bundles, etc.)	218	1	1	218
Puzzles	25	0	0	25
Tablets (Fire HD, Launchpads)	21	4	0	25
Console Games	323	8	0	331
Board Games - Juvenile	25	7	1	31
<b>KIDS TOTALS</b>	612	20	2	630
<b>TEEN</b>				
Equipment (CD Players, etc.)	20	1	0	21
Console Games	5	0	1	4
Board Games	103	0	0	103
<b>TEEN TOTALS</b>	128	1	1	128
<b>OTHER TOTALS</b>	1,541	29	8	1,562
<b>COLLECTION TOTALS</b>	138,859	1,120	1,066	138,913

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Apr 2024**

<b>eBOOKS</b>	<b>Previous Month Totals</b>	<b>+/- Items</b>	<b>Current Totals</b>
Hoopla (ebooks & comics)	901,478	<b>13,683</b>	915,161
eMedia (OverDrive Consortium)	20,095	<b>11</b>	<b>20,106</b>
eMedia (OverDrive Advantage)	7,608	<b>-28</b>	<b>7,580</b>
Preloaded Adult eReaders	191	<b>8</b>	<b>199</b>
<b>eBook Totals</b>	<b>929,372</b>	<b>13,674</b>	<b>943,046</b>
<b>AUDIO</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>
<b>Audiobooks</b>			
Hoopla	232,310	<b>4,109</b>	<b>236,419</b>
eMedia (Overdrive Consortium)	7,006	<b>24</b>	<b>7,030</b>
eMedia (OverDrive Advantage)	2,229	<b>111</b>	<b>2,340</b>
Preloaded Adult iPods	171	<b>1</b>	<b>172</b>
<b>Music</b>			
Hoopla	431,683	<b>17,537</b>	<b>449,220</b>
<b>Audio Total</b>	<b>673,399</b>	<b>17,673</b>	<b>695,181</b>
<b>VISUAL</b>	<b>Previous Month Totals</b>	<b>Added Items</b>	<b>Current Totals</b>
<b>Videos</b>			
Hoopla (includes TV Episodes)	29,826	<b>625</b>	<b>30,451</b>
Kanopy	32,394	<b>311</b>	<b>32,705</b>
Preloaded Adult Roku Titles	1,548	<b>11</b>	<b>1,559</b>
Preloaded Family Roku Titles	232	<b>2</b>	<b>234</b>
<b>Visual Totals</b>	<b>64,000</b>	<b>949</b>	<b>64,949</b>
<b>Total Audio/Visual</b>	<b>737,399</b>	<b>18,622</b>	<b>760,130</b>
<b>Collection Totals</b>	<b>1,666,771</b>	<b>32,296</b>	<b>1,703,176</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

4/30/2024

Balance on hand as of March 31, 2024.....	2,718,512.62
Cash Receipts for April.....	159,110.08
Cash Disbursements for April.....	339,562.47
Cash on hand as of April 30, 2024.....	2,538,060.23

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.422%	
General.....	800,614.72
MPI Investment (Corporate Fund).....	1,422,792.05
Fifth Third - Checking .....	(535.00)
Republic Bank - Savings - Rate 3.83%.....	243,735.97
Republic Bank - Checking General.....	37,167.77
Republic Bank - Payroll Account.....	28,568.24
Republic Bank - License Sticker Account.....	5,112.48
Petty Cash/Circulation.....	604.00
Balances as of April 30, 2024.....	2,538,060.23

FUND BALANCES AS OF 4/30/2024

Corporate Fund.....	2,046,783.01
Building & Maintenance Fund.....	(15,921.25)
I.M.R.F. Fund.....	(9,080.62)
Liability Fund.....	(4,940.82)
Social Security Fund.....	(11,986.10)
Special Reserve Fund.....	-
Deferred.....	123,527.85
Current Liabilites.....	533,206.01
Grand Total All Funds.....	2,538,060.23

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**Indian Prairie Public Library District  
Consolidated Revenue Report for April 2024**

Percent of Year: 83.33

	RECEIVED April 2024	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	4,131,305.39	100.04%	4,129,698.00	-1,607.39
41150 · Non-current Property Taxes	179.38	922.47	0.00%	0.00	-922.47
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	179.38	4,132,227.86	100.06%	4,129,698.00	-2,529.86
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC	3,648.67	3,648.67	0.00%	0.00	-3,648.67
<b>TOTAL INTERGOVERNMENTAL</b>	3,648.67	68,389.37	105.64%	64,740.70	-3,648.67
<b>INTEREST</b>					
43500 · Interest - Investment	4,642.21	68,881.31	344.41%	20,000.00	-48,881.31
<b>TOTAL INTEREST</b>	4,642.21	68,881.31	0.00%	20,000.00	-48,881.31
<b>DESK MONIES</b>					
45100 · Copier	224.75	2,260.05	113.00%	2,000.00	-260.05
45120 · Computer Copies	1,584.99	12,202.46	101.69%	12,000.00	-202.46
45130 · Fax	299.39	5,536.01	158.17%	3,500.00	-2,036.01
45200 · Fines/Fees	314.13	4,132.94	82.66%	5,000.00	867.06
45250 · Gifts/Donations	0.00	5.20	5.20%	100.00	94.80
45300 · Lost Materials	568.87	5,502.76	100.05%	5,500.00	-2.76
45350 · Non-Resident Fees	6,571.34	97,736.97	108.60%	90,000.00	-7,736.97
45550 · Meeting Room Rental	0.00	1,625.00	162.50%	1,000.00	-625.00
45600 · ILL Fees	22.44	239.78	68.51%	350.00	110.22
45650 · Maker Studio	1,454.75	8,612.35	287.08%	3,000.00	-5,612.35
45700 · Passport Fees	3,605.00	33,180.00	132.72%	25,000.00	-8,180.00
45800 · License Stickers	326.80	2,549.35	169.96%	1,500.00	-1,049.35
<b>TOTAL DESK MONIES</b>	14,972.46	173,582.87	116.54%	148,950.00	-24,632.87
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	214.51	2,645.06	264.51%	1,000.00	-1,645.06
46800 · Collection Agency Fee	10.00	200.00	200.00%	100.00	-100.00
<b>TOTAL OTHER INCOME</b>	224.51	3,384.81	211.55%	1,600.00	-1,784.81
<b>TOTAL</b>	23,667.23	4,446,466.22	101.87%	4,364,988.70	-81,477.52
49000 · Operating Transfer In	0.00	40,865.20			
<b>GRAND TOTAL</b>	23,667.23	4,487,331.42	102.80%	4,364,988.70	-122,342.72

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

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

CG Professional Services for Generator \$18,808.95

# Indian Prairie Public Library District Consolidated Expenditures Report for April 2024

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Percent of Year: 83.33

	April 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	186,266.14	1,995,611.08	85.11%	2,344,628.00	349,016.92		
61310 · Benefits - Medical / Life Ins.	20,569.98	179,378.74	75.48%	237,660.00	58,281.26		
61330 · Benefits - IMRF	19,836.36	191,409.74	85.02%	225,134.00	33,724.26		
61340 · Benefits - FICA	13,936.99	138,063.56	79.60%	173,445.00	35,381.44		
61400 · Staff Development	3,594.87	13,351.97	60.97%	21,900.00	8,548.03		
61600 · Board Development	211.33	882.65	88.27%	1,000.00	117.35		
61710 · Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 · Unemployment Insurance	2,994.04	5,028.25	143.66%	3,500.00	-1,528.25		
<b>TOTAL PERSONNEL</b>	<b>247,409.71</b>	<b>2,527,417.99</b>	<b>83.93%</b>	<b>3,011,350.00</b>	<b>483,932.01</b>	<b>3,250,000.00</b>	<b>77.77%</b>
<b>MATERIALS</b>							
62100 · Books	14,386.15	108,012.60	68.23%	158,300.00	50,287.40		
62200 · Periodicals	306.76	15,892.68	86.85%	18,300.00	2,407.32		
62300 · Audio	4,181.32	17,661.09	64.69%	27,300.00	9,638.91		
62400 · Video	3,142.67	25,287.87	67.52%	37,450.00	12,162.13		
62500 · Multi-Media	23.98	1,024.93	51.25%	2,000.00	975.07		
62600 · eMaterials	27,657.57	188,804.02	85.78%	220,100.00	31,295.98		
62700 · Console Games	714.14	4,048.48	53.98%	7,500.00	3,451.52		
62800 · Damaged Item Replacement	644.47	3,687.96	61.47%	6,000.00	2,312.04		
62900 · Materials Supplies	2,784.08	18,922.08	90.11%	21,000.00	2,077.92		
<b>TOTAL MATERIALS</b>	<b>53,841.14</b>	<b>383,341.71</b>	<b>76.98%</b>	<b>497,950.00</b>	<b>114,608.29</b>	<b>525,000.00</b>	<b>73.02%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,570.00	64,630.43	77.87%	83,000.00	18,369.57		
63300 · Utilities (1-8-11 · Gas)	0.00	11,179.24	46.18%	24,210.00	13,030.76		
63300 · Utilities (1-8-12 · Electric)	0.00	56,681.38	103.06%	55,000.00	-1,681.38		
63300 · Utilities (1-8-13 · Telephone)	242.31	2,150.94	86.04%	2,500.00	349.06		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	6,175.32	51.46%	12,000.00	5,824.68		
63300 · Utilities (1-8-15 · Garbage Disposal)	285.00	4,791.62	73.72%	6,500.00	1,708.38		
63350 · Building Supplies	1,153.45	12,162.85	86.88%	14,000.00	1,837.15		
63400 · Maintenance Supplies	1,227.45	6,751.76	61.38%	11,000.00	4,248.24		
63500 · Security System Monitoring	0.00	937.50	93.75%	1,000.00	62.50		
63600 · Property Maintenance	285.00	23,288.75	46.58%	50,000.00	26,711.25		
63800 · Building Maintenance/Repair	7,713.00	76,556.42	127.59%	60,000.00	-16,556.42		
<b>TOTAL BUILDING</b>	<b>17,476.21</b>	<b>265,306.21</b>	<b>83.11%</b>	<b>319,210.00</b>	<b>53,903.79</b>	<b>350,000.00</b>	<b>75.80%</b>
<b>OPERATIONS</b>							
64100 · Payroll Service	0.00	5,970.00	74.63%	8,000.00	2,030.00		
64200 · Supplies - Office	116.07	4,657.11	77.62%	6,000.00	1,342.89		
64300 · Photocopy Supplies	0.00	2,509.63	100.39%	2,500.00	-9.63		
64400 · Guest Services Supplies	4.00	64.82	4.32%	1,500.00	1,435.18		
64500 · Postage	-199.44	5,376.67	67.21%	8,000.00	2,623.33		
64550 · Passport Postage	384.15	3,625.93	80.58%	4,500.00	874.07		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	640.54	1,655.58	165.56%	1,000.00	-655.58		
64800 · Organizational Memberships	0.00	2,715.00	90.50%	3,000.00	285.00		
64900 · Bank Fees	329.77	2,877.75	143.89%	2,000.00	-877.75		
<b>TOTAL OPERATION</b>	<b>1,275.09</b>	<b>29,452.49</b>	<b>79.60%</b>	<b>37,000.00</b>	<b>7,547.51</b>	<b>45,000.00</b>	<b>65.45%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Toner	0.00	15,354.95	102.37%	15,000.00	-354.95		
65160 · Supplies-Technology Services	0.20	53.93	26.97%	200.00	146.07		
65170 · Supplies-Maker Studio	1,248.35	6,648.70	148.41%	4,480.00	-2,168.70		
65200 · Technology-Prof Services	650.00	7,511.25	125.19%	6,000.00	-1,511.25		
65300 · Purchase of Equipment	192.54	42,963.29	95.45%	45,010.00	2,046.71		
65350 · Library of Things	412.84	3,100.41	77.51%	4,000.00	899.59		

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

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Percent of Year: 83.33

	April 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	384.24	20,195.86	92.20%	21,905.00	1,709.14		
65500 · Software	329.80	9,855.49	72.33%	13,626.00	3,770.51		
65600 · SWAN	0.00	39,451.88	77.81%	50,701.00	11,249.12		
65700 · Telecommunications	704.95	9,260.35	76.40%	12,121.00	2,860.65		
<b>TOTAL TECHNOLOGY</b>	<b>3,922.92</b>	<b>154,396.11</b>	<b>89.22%</b>	<b>173,043.00</b>	<b>18,646.89</b>	<b>200,000.00</b>	<b>77.20%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	1,745.00	25,557.50	74.08%	34,500.00	8,942.50		
66200 · Credit Bureau	0.00	719.05	71.91%	1,000.00	280.95		
66300 · Copier	200.59	2,243.82	74.79%	3,000.00	756.18		
66400 · Copier Maintenance Contract	128.22	1,330.34	66.52%	2,000.00	669.66		
66500 · Background Screenings	205.41	940.67		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,279.22</b>	<b>30,791.38</b>	<b>73.84%</b>	<b>41,700.00</b>	<b>10,849.29</b>	<b>45,000.00</b>	<b>68.43%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 · Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 · Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 · Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>20,918.33</b>	<b>100.04%</b>	<b>20,911.00</b>	<b>-7.33</b>	<b>25,000.00</b>	<b>83.67%</b>
<b>COMMUNICATIONS</b>							
68110 · Marketing Newsletter	0.00	34,349.11	72.16%	47,600.00	13,250.89		
68111 · eNewsletter	9.00	9,072.30	99.15%	9,150.00	77.70		
68210 · Marketing Advertising	0.00	459.99	61.33%	750.00	290.01		
68310 · Marketing Supplies	0.00	412.10	31.70%	1,300.00	887.90		
68410 · Marketing-Information Printing	0.00	1,260.51	25.21%	5,000.00	3,739.49		
68500 · Legal Notices	0.00	841.24	56.08%	1,500.00	658.76		
<b>TOTAL COMMUNICATIONS</b>	<b>9.00</b>	<b>46,395.25</b>	<b>71.05%</b>	<b>65,300.00</b>	<b>18,904.75</b>	<b>75,000.00</b>	<b>61.86%</b>
<b>PROGRAMMING</b>							
68600 · Programming	3,908.82	24,141.46	62.22%	38,800.00	14,658.54		
<b>TOTAL PROGRAMMING</b>	<b>3,908.82</b>	<b>24,141.46</b>	<b>62.22%</b>	<b>38,800.00</b>	<b>14,658.54</b>	<b>45,000.00</b>	<b>53.65%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	40,865.20	0.00%		-40,865.20		
69900 · Contingency	2,346.04	20,483.21	58.52%	35,000.00	14,516.79		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
<b>TOTAL</b>	<b>332,468.15</b>	<b>3,584,374.54</b>	<b>84.53%</b>	<b>4,240,264.00</b>	<b>655,889.46</b>		
70000 · Operating Transfer Purchases	0.00	40,865.20	0.00%				
<b>GRAND TOTAL</b>	<b>332,468.15</b>	<b>3,625,239.74</b>	<b>85.50%</b>	<b>4,240,264.00</b>	<b>615,024.26</b>	<b>4,560,000.00</b>	<b>79.50%</b>

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

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

CG Professional Services for Generator \$18,808.95

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
May 6, 2024 – 5:30 p.m.

Meeting called to order at 5:36 p.m.

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

The flooding on the east side of the building was discussed. Lawson has been in touch with the City of Darien and they verified that there is a clog in the drain. Lawson is getting quotes on clearing the clog. Lawson will also check with the City on ideas for preventing rocks and other debris from clogging the valve.

The proposal for the community cabinet was discussed. Although the idea is very thoughtful and shows care and concern for the community, the committee agreed that this is outside of the library's mission. There are many other local organizations that provide free supplies. Typically, the library acts as a collection site for donations and we will continue to do this for partner organizations. The library already supplies free feminine products in all the bathrooms and we will continue to do this.

The committee walked through the shared 1<sup>st</sup> floor workroom and Lawson highlighted the issues with the flow of work and the old staff work stations.

The committee walked the grounds and identified some minor work for the landscaping crew. Overall, the grounds are looking good.

The meeting adjourned at 6:50 p.m.



474 Maker Studio

474.1 Purpose and Access

The Maker Studio is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Maker Studio may be used by Indian Prairie Public Library cardholders ages 7 8 and up, and students (aged 8 7+) and teachers from schools located within the library district, and Indian Prairie Library business cardholders. **While the Maker Studio encourages creativity, the equipment is not intended for industrial or commercial purposes.**

474.2 User Responsibilities

**The Maker Studio is a self-directed area, with the expectation that the users will complete designs and projects mostly on their own.** The library expects all users to use the Maker Studio facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Maker Studio equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Users may not leave personal materials and projects in the Maker Studio between sessions without library staff permission.

No food or uncovered beverages are allowed into the Maker Studio

474.3 Usage and Availability of Materials

The library has developed procedures to assist guests in using the Maker Studio and its equipment (including tools) and materials. These procedures include (but are not necessarily limited to):

- A reservation process for use of equipment.
- Time limits for use of equipment.
- Priority usage.
- Maximum number of people at one time in the studio.
- Which equipment may be used independently, requires training before using, or must be used with staff assistance.

Guests must use the Maker Studio and its equipment in a reasonable manner. The library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Patrons may be held responsible for willful misuse or damage to equipment.

The library determines which materials are acceptable to use on each piece of equipment and tool. Materials for use with some Maker Studio tools and equipment will be available for purchase; material availability is not guaranteed and prices are subject to change. The library does not offer refunds for material not used or for remnants. Users may bring in their own materials for use with equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Maker Studio that are deemed hazardous to Maker Studio facilities, equipment, users, or staff.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library cannot guarantee access to equipment to ensure that a job will be completed within a particular time frame. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any injury, loss, damage, or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the creation of items of use of equipment that violates library policy.

Users are responsible for saving their project on their own memory device as appropriate. The library is not responsible for data loss during the creation or digitization process. The library recognizes that an original design is the property of the designer and will not duplicate that design for someone else.

When the library produces an object at the request of a cardholder, the library reserves the right to review and approve all materials before production. The design may be examined to ensure compliance with this policy and whether it is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be made. The library cannot guarantee that a production job will be completed within a particular time frame.

Users are not permitted to use the library's equipment to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others, including weapons and look-alike weapons.
- In violation of the terms of use of the manufacturer of the equipment.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.
- **Intended for industrial or commercial use.**

The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Maker Studio are responsible for any related infringement. By submitting content or objects, the user agrees to assume all

responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

Adopted 4/21/21, complete review & revisions approved 2/15/23



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.