

Indian Prairie Public Library Board Agenda  
October 18, 2023

**Board of Trustees Regular Meeting  
 October 18, 2023 – 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, Sri Rao, Christina Rodriguez, Victoria Suriano
  
- B. Mission Statement: We enrich people’s lives by providing  
 opportunities to explore, connect, and be inspired.  
  
 Vision Statement: Lives are enriched and dreams are realized.  
  
 Values: We value and respect the individual.  
           We empower and guide each visitor.  
           We aspire to bring people together.
  
- C. Public Comment
  
- D. Communications and Announcements
  - 1. Waukegan Public Library Staff re: Thank You for IPPL Tour      Page 3
  - 2. People’s Resource Center Certificate of Appreciation to      Page 4  
    IPPL
  
- E. Omnibus Consent Agenda      Action
  - 1. Minutes of Budget & Appropriations Hearing and      Page 5  
    Regular Board Meeting, September 20, 2023
  - 2. Action on Bills/Additional Bills      Page 8
  - 3. Determination to Dispose of Property      Page 12
  - 4. Village of Willowbrook Intergovernmental Agreement      Page 13  
    to Provide Snow Removal Services
  
- F. Items Deleted from Omnibus Consent Agenda      Action
  
- G. Library Director’s Report      Page 22      Information
  
- H. Department Reports      Information
  - 1. Deputy Director’s Report      Page 24
  - 2. Marketing      Page 26
  - 3. Guest Services      Page 30
  - 4. Programming & Outreach      Page 31
  - 5. Resource Services      Page 35
  - 6. Technology & Maker Services      Page 38
  
- I. Staff Report  
 None

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- J. Reports
  - 1. Treasurer’s Report Page 48 Information
  - 2. Building and Grounds Committee (no report)
  - 3. Finance Committee (no report)
  - 4. Planning/Outreach Committee Information
  - 5. Policy Committee (no report)
  
- K. Unfinished Business
  - 1. Strategic Planning Process Update Discussion
  
- L. New Business
  - 1. Resolution 2023-D To Determine Estimate of Funds Needed for 2023-2024 Fiscal Year Page 53 Action
  - 2. Approve LIMRiCC Resolution IGA-01 for Administrative Amendments to the Intergovernmental Agreement Page 54 Action
  - 3. Approve LIMRiCC Resolution IGA-02 for Substantive Amendments to the Intergovernmental Agreement Page 58 Action
  - 4. Hire Strategic Planning Consultant Action
  - 5. Executive Director Evaluation Information
  
- M. Meetings To Be Scheduled
  
- N. Adjournment

Thank you note from staff  
from the Waukegan Public Library  
who came for a tour in September.

Thank you for  
allowing us to  
visit your library!  
Your Make's Space  
is incredible!  
Abrianna Matus

Thank you for allowing us  
to tour your wonderful facility.  
I was quite impressed with  
your library of Things to check  
out - the rototiller was quite  
a surprise!  
Julie Venisnik

Thank you for letting us visit  
your library! I'm sorry we weren't  
able to connect for a formal tour,  
but we enjoyed looking around.  
Your maker space is beautiful,  
especially all the great examples.  
Sara Jungmann

Thank you for allowing us to  
tour your library. Your  
maker space and "library  
of things" collection were  
both exceptional!  
Eff M. D.



# CERTIFICATE OF APPRECIATION

Proudly presented to :

*Indian Prairie Library*

In appreciation for your partnership with People's Resource Center.  
Your efforts make a positive impact every day.

**July, 2023**

*Jeni Fabian*

**Jeni Fabian**

Chief Executive Officer

Indian Prairie Public Library  
Board of Trustees Minutes  
September 20, 2023

**Budget & Appropriations Hearing**  
**September 20, 2023 – 6:30 p.m.**

- A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 6:30 p.m. Present were Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano, Laura Birmingham, Kristen Lawson, Maria Wlosinski. Absent: Sri Rao. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 3, 2023.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 6:40 p.m.

**Board of Trustees Regular Meeting**  
**September 20, 2023 – 6:40 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:40 p.m. Secretary Krupicka called the roll.  
Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano  
Absent: Sri Rao  
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Amy Merda  
Others:

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

D. Communications and Announcements

1. Mares to IPPL re: Thank You
2. Kosieniak to Birmingham re: Thank You
3. Birmingham to Sloan re: Donation

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 16, 2023
  2. Action on Bills/Additional Bills
  3. Ordinance #2023-4 Providing for the Budget and Appropriations for FY 2023/24
  4. Estimate of Revenues FY 2023/24
  5. Policy 805.5 Bereavement Leave
  6. Policy 805.7 Employee Blood Donation Leave Act
  7. Policy 806.2 Victims' Economic Security and Safety Act (VESSA) Leave
- Palmisano moved, Damon seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Rao. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

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

G. Library Director's Report

Birmingham will be sending the Trustees her report for her annual review later next month. The Board will complete the evaluation process through a link to SurveyMethods. Suriano will let the Trustees know at the October meeting when the survey is due. She will compile the results which will then be discussed during the November closed session.

H. Department Reports

With respect to the replacement of our generator, Lawson is waiting for CG Professional to let her know if the gas line leading to the generator needs to be moved. Lawson is currently looking into adding additional walkie-talkies for in-charge staff to communicate.

- I. Staff Report – Amy Merda, Head of Programming & Outreach, gave a report to the Board on summer reading. Participation was up 240%! We had a total of 1,616 people including 1,091 kids, 85 teens, and 440 adults – we had less than 50 adults last year. Marketing for summer reading included more signage throughout the library and several emails sent with patron point which had a 50% open rate. Participants were able to register from our website or by scanning a QR code. Books could be logged online or with a paper log. A survey sent out after the program ended received very positive feedback. Our Summer Teen Volunteer program was very successful. We had 52 teen volunteers complete 382 hour of service this summer. They did a great job and multiple programs would not have happened without them.

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

1. Strategic Planning Process Update – Birmingham sent out a Request for Proposal to various recommended strategic planning consultants. To date she has received one proposal and has

phone calls scheduled with two companies that have questions. The due date for the proposals is October 12.

L. New Business - None

M. Meetings

A Planning/Outreach Committee meeting is scheduled for 10/17 at 5 p.m.

N. Adjournment

At 7:30 p.m. Damon moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Rao. Motion carried unanimously.

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Marian Krupicka, Secretary

## ACTION ON BILLS SEPTEMBER, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2624 - 2669	\$ 93,944.66
Republic Paper Pay Checks	2101 - 2104	\$ 1,419.27
Republic Direct Deposits		\$ 127,205.19
	MONTH'S TOTAL:	\$ 222,569.12



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

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Amount</b>
<b>10127 Republic Bank Operating Account</b>			
09/08/2023	2624	Bullseye Cleaning Services, Inc.	6,300.00
09/08/2023	2625	kristinZkreations	375.00
09/08/2023	2626	OverDrive, Inc.	7,747.32
09/08/2023	2627	The Language Labs	110.00
09/15/2023	2628	Accurate	184.44
09/21/2023	2629	Yiesla, Sharon A.	200.00
09/26/2023	2630	AEP Energy, Inc.	3,889.69
09/26/2023	2631	Allard, Jamie	59.61
09/26/2023	2632	AT&T	365.15
09/26/2023	2633	Baker & Taylor	1,081.84
09/26/2023	2634	Blackstone Publishing, Inc.	596.72
09/26/2023	2635	Blue Cross Blue Shield of Illinois	20,917.45
09/26/2023	2636	Canon Financial Services, Inc.	228.88
09/26/2023	2637	Canon Solutions America Inc.	59.50
09/26/2023	2638	Case Lots Inc.	1,478.10
09/26/2023	2639	Cengage Learning, Inc.	572.62
09/26/2023	2640	Center Point Large Print	88.38
09/26/2023	2641	Chicago Tribune Media Group	24.31
09/26/2023	2642	ComEd	3,449.66
09/26/2023	2643	Dearborn Life Insurance Company	384.89
09/26/2023	2644	DEMCO	154.28
09/26/2023	2645	DuPage County Public Works	1,080.99
09/26/2023	2646	Eskew, Joe	41.92
09/26/2023	2647	Eugene Flynn	240.00
09/26/2023	2648	Garvey's Office Products	11.98
09/26/2023	2649	Groot Industries, Inc.	664.26
09/26/2023	2650	Hayes Mechanical LLC	2,247.00
09/26/2023	2651	Illinois Dept of Innovation & Technology	475.00
09/26/2023	2652	Indian Prairie Library Foundation & Friends	40.00
09/26/2023	2653	Ingram Library Services	10,945.16
09/26/2023	2654	Jordan Calabrese	335.00
09/26/2023	2655	JourneyEd.com, Inc.	785.29
09/26/2023	2656	Kanopy	248.40
09/26/2023	2657	Kristi GillespieBrown	14.00
09/26/2023	2658	Lauterbach & Amen, LLP	660.00
09/26/2023	2659	Midwest Tape	8,511.67
09/26/2023	2660	NCPERS Group Life Insurance	48.00
09/26/2023	2661	OverDrive, Inc.	2,737.75
09/26/2023	2662	Premier Landscape Contractors	1,243.00
09/26/2023	2663	Principal Life Insurance Company	1,497.21

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

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Amount</b>
09/26/2023	2664	Quill LLC	2,438.09
09/26/2023	2665	Specialty Mat Service	200.55
09/26/2023	2666	The New York Times	2,080.00
09/26/2023	2667	Today's Business Solutions, Inc.	127.20
09/26/2023	2668	Unique	68.95
09/28/2023	2669	Bank of America	8,935.40
<b>Total for 10127 Republic Bank Operating Account</b>			<b>\$ 93,944.66</b>

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

**SEPTEMBER 2023**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
Federal & IL	Payroll taxes	9/13/2023	23,568.05
Federal & IL	Payroll taxes	9/27/2023	23,726.90
IMRF	Payroll Pension	9/8/2023	35,834.66
ExpertPay	Garnishments	9/13/2023	467.46
ExpertPay	Garnishments	9/27/2023	467.32
Mission Square	457 Plan	9/15/2023	50.00
Mission Square	457 Plan	9/29/2023	50.00
Nationwide	457 Plan	9/14/2023	50.00
Nationwide	457 Plan	9/28/2023	50.00
DAC	Deposit to HRA	9/11/2023	214.90
DAC	Deposit to HRA	9/12/2023	34.75
DAC	Deposit to HRA	9/13/2023	42.30
DAC	Deposit to HRA	9/26/2023	50.00
Nicor	Gas	9/12/2023	748.77
ELS	License Stickers		6,088.00
ELS	ELS Fee (August)	9/6/2023	42.90
INB & Republic	Cr Card & Bank Fees	9/21/2023	248.79

### **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.

- 9 children's stools

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF WILLOWBROOK AND THE INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT TO PROVIDE SNOW REMOVAL SERVICES TO THE  
INDIAN PRAIRIE PUBLIC LIBRARY**

This Agreement is entered into this 25<sup>th</sup> day of September, 2023 by and between the Indian Prairie Public Library District, DuPage County, Illinois ("Library District"), and the Village of Willowbrook, a home rule municipal corporation of DuPage County, Illinois ("Willowbrook").

**RECITALS:**

**WHEREAS**, Article VII, Section 10, of the Constitution of the State of Illinois, 1970, authorizes school districts and units of local government, including municipalities, to enter into contracts to exercise, combine or transfer any power or function not prohibited to them by law or ordinance; and

**WHEREAS**, Article VII, Section 10, of the Constitution of the State of Illinois, 1970, authorizes school districts and units of local government to contract and otherwise associate with individuals, associations and corporations in any manner not prohibited by law; and

**WHEREAS**, Illinois Compiled Statutes, Chapter 5, Section 220/1, *et seq.*, known as the Intergovernmental Cooperation Act, authorizes units of local government in Illinois to exercise jointly with any other public agency within the state, including other units of local government, any power, privilege, or authority which may be exercised by a unit of local government, individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

**WHEREAS**, Willowbrook and the Library District are public agencies within the meaning of Article VII, Section 10, of the Illinois Constitution of 1970, and the Intergovernmental Cooperation Act; and

**WHEREAS**, Willowbrook and the Library District desire to enter into this Intergovernmental Agreement regarding the provision of snow removal services to the Indian Prairie Public Library at those costs to paid by the Library District, as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual promises and undertakings set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **RECITALS:** The foregoing recitals are adopted and incorporated into this Intergovernmental Agreement as if fully restated herein.

## 2. SCOPE OF SERVICES TO BE PERFORMED BY WILLOWBROOK:

### Scope of Work

Snow removal operations will be completed in a very timely manner. Willowbrook shall provide service seven (7) days a week, 24-hour service including Saturdays, Sundays, and Holidays for the entire winter season. Work shall be continuous until all plowing and shoveling have been completed. It is expected that specific Work Sites are cleared by specific times as noted above.

Snow removal and deicing will be completed and paid for on a monthly basis. In the case of an extended snow event, Willowbrook may be required to complete multiple rounds of snow removal throughout all those areas at different times than listed.

Willowbrook shall remove snow from the Work Sites down to the pavement surface from curb to curb for parking lots and from walkway to edge of the walkway for sidewalks. If the sidewalk directly abuts the curb, snow shall be removed from both the gutter and the top of the curb as well. Snow is to be piled onto grass, landscaped areas or other areas designated by the Library District to minimize the loss of parking spaces. If snow piles become too large, removal of the snow piles will be completed by Willowbrook. Willowbrook is responsible for contacting the Library District and coordinating the removal of said snow piles so they do not take up parking spaces or other areas that should remain clear of snow. In no case shall snow be piled on paved areas or any appurtenance such as benches, garbage cans, bike racks, train platforms, or handicapped parking spaces.

### PERFORMANCE REQUIREMENTS

Snow removal is considered to be an emergency operation. Willowbrook shall, at all times, maintain a workforce to perform the snow removal operations as required and specified.

- a. Any agent or employee of Willowbrook shall perform his/her snow removal operations in a good and workmanlike manner. The Library District will bring to Willowbrook's immediate attention any agent or Willowbrook employee who is disorderly, disobedient, intoxicated, incompetent, or otherwise performing said snow removal operations in an unprofessional manner. Upon receipt of notice from the Library District, Willowbrook shall take action, without delay, to remove and replace any agent or employee performing said operations in an unprofessional manner.
- b. Willowbrook's vehicles and equipment must be in good operating condition to ensure maximum efficiency in completing the snow removal operation as rapidly and safely as possible.

### CALL-OUTS

Time is of the essence in arriving at the scene to commence snow removal efforts. To ensure uninterrupted snow removal operations, callouts shall be answered promptly, and extraordinary

effort shall be exerted by Willowbrook to render service. Willowbrook shall come out after one-inch of snow has accumulated, unless requested by the Library District. The following areas of the worksite(s) are to be maintained:

- a. Parking Lots, Parking Areas
- b. Sidewalks
- c. Ice Events – (De-Icing application for icing-only events is to be performed on an as-needed basis and must be approved by the Library District in advance of any work.)

**DE-ICING AGENT**

Willowbrook is responsible for providing a de-icing agent and applying to the Library District’s Sidewalks, Parking Lots, Parking areas and other work areas.

- a. De-icing Materials
  - i. Sidewalks - The approved de-icing agent to be used for the sidewalks is Calcium Magnesium Acetate (CMA) only. Salt and/or calcium chloride is prohibited on sidewalks. Ice control materials shall not be corrosive.
  - ii. Parking Lots, Parking Areas and Alleys - The approved de-icing agent to be used for these areas is rock salt.
- b. De-icing Application
  - i. Willowbrook shall upon completion of snow removal shall be responsible for treating with de-icer at application rates recommended by the manufacturer or agreed to by Willowbrook based on the storm event.
  - ii. Upon completion of snow removal, Willowbrook shall be responsible for treating with de-icer, at application rates recommended by the manufacturer, or agreed upon by Willowbrook, based on the storm event.

**COMMUNICATIONS**

- a. Willowbrook shall provide the name and telephone number of the person and/or persons who oversee the Library District’s account; at least two emergency contact names and telephone numbers of supervisory personnel who may be called if there are any problems or questions.
- b. In the event the emergency contact is notified of an emergency or a situation that requires attention after normal work hours; Willowbrook shall be on site within 60 minutes.

- c. Willowbrook shall provide twenty-four (24) hour communications and response service throughout the entire snow removal season. Messages left by the Library District must be responded to within 60 minutes of the time of placement (notification).
- d. Willowbrook shall provide an e-mail address which would be monitored by the Library District 24/7 during the winter season. This e-mail address will mainly be used for sending and receiving communication about the plowing status of all locations for which Willowbrook is responsible.

**EQUIPMENT, MATERIALS, AND LABOR**

Willowbrook shall be responsible for supplying all appropriate equipment and supplies necessary to complete the work, including but not limited to all shovels, snowblowers, pickup trucks and utility vehicles, four and six-wheeled dump trucks, salt trucks, rubber tire front-end loaders (1.5-2 yard or 12'-14' push box and 3-4 yard or 14'-16' push box), skid-steers/unloaders (with plows or push boxes), semi dump trucks, vehicle and equipment drivers and laborers, bulk salt, and bags of ice melting agents.

Unsatisfactory equipment shall be immediately repaired or replaced as required by Willowbrook.

- i. All vehicles and equipment used shall be owned by Willowbrook and be of commercial grade, in good operating condition, and meet or exceed all state and federal operating and safety regulations. All equipment shall be appropriately licensed and inspected by the State of Illinois.
- ii. All equipment used under this contract shall be maintained in good working order and mechanical condition to ensure maximum working efficiency and prevent unnecessary failures.
- iii. All equipment used for snow plowing shall include head and taillights, a flasher and/or rotating beacon, rubberized blades, as well as working windshield wipers, window defroster and heater. Equipment must be identified with a Willowbrook logo.
- iv. Brick Paver or Decorative Concrete Sidewalk Areas – It is also required that the snowplows and snow shovels are rubber tipped or brushes be used to prevent damage from occurring to the pavers.
- v. Willowbrook’s personnel must hold a valid driver’s license issued by the Secretary of State for the State of Illinois, at all times when engaged in snow removal activities pursuant to this contract. Willowbrook shall provide only licensed drivers, as well as on-site supervision of drivers, vehicles, and snowplowing. Willowbrook is to provide a list of staff that will be completing snow removal activities. Willowbrook shall also provide copies of all licenses of all drivers, including CDL licenses.



**SAFETY AND PROTECTION**

- a. Willowbrook shall be responsible for the safety and protection of persons and property from harm by his/her operations on or adjacent to parking lots, and roadways, during the course of his/her designated operation.
- b. Willowbrook shall not obstruct fire hydrants with snow or ice.
- c. Willowbrook shall leave an unobstructed way to and along public and private places for pedestrians and vehicular traffic.
- d. All areas are to be cleared to a safe, operable condition, with special attention given to handicapped parking spaces to ensure their users have full ADA-compliant access.
- e. Snow is to be piled in designated areas to minimize the loss of parking spaces and should be plowed away from main buildings.
- f. Caution shall be exercised when plowing to avoid damaging parked vehicles, fire hydrants, traffic and directional signage, and grassy areas.
- g. If low-hanging tree branches interfere with snow removal, they shall be reported to the Library District as soon as reasonably possible.

**ACCIDENT**

In the event of accidents or incidents of any kind, Willowbrook shall immediately notify the Library District and shall provide a full accounting of all details of the accident, as well as provide any copies of reports, after a reasonable investigation of the accident or incident has been completed.

**DAMAGE TO PROPERTY**

Finished work shall be neat and orderly and Willowbrook shall exercise caution and care to avoid damaging equipment, buildings, paved surfaces, etc. Willowbrook shall be solely and fully liable for any loss, injury, or damage to property resulting from the performance of snow plow services under this Agreement.

- a. Willowbrook shall inform the Library District of any damage caused by Willowbrook's operation immediately. Willowbrook reserves the right to repair or replace said property damaged by Willowbrook or deduct such cost, as may be reasonable and related to said property damage for repair or replacement, from any payment due to Willowbrook.
- b. Any damage attributable to Willowbrook, other than normal wear and tear, including but not limited to the pavement, expansion joints, deck/traffic coatings, fences, curbs,

guide rails, guard rails, end treatments, walls, curbs, catch basins, manholes, turf, and plant material, shall be repaired by Willowbrook at Willowbrook's expense.

- c. Willowbrook shall obtain from a third-party contractor, a reasonable estimate(s) of the cost to make any repairs for damages attributable to Willowbrook prior to having any such repairs made.

### **COMPLETION**

Upon completion of the snow removal operation, Willowbrook shall inspect work and after inspection notify the Library District that work was completed. The Library District reserves the right to recall snow removal crew if snow and ice removal was not completed to the satisfaction of the Library District, at no additional charge.

### **3. LIBRARY DISTRICT RESPONSIBILITIES:**

- i. The Library District shall be solely responsible for and pay to Willowbrook in accord with the provisions of the Local Government Prompt Payment Act;
- ii. The annual sum of Twelve Thousand and 00/100ths Dollars (\$12,000.00), to be paid on an annual basis, with a breakdown of payments as follows:
  - Payment 1 of \$2,000.00, due November 1;
  - Payment 2 of \$2,000.00, due December 1;
  - Payment 3 of \$2,000.00, due January 1;
  - Payment 4 of \$2,000.00, due February 1;
  - Payment 5 of \$2,000.00, due March 1; and
  - Payment 6 of \$2,000.00, due April 1.
- iii. Any additional snow removal services performed, as may be agreed to by the parties; and
- iv. In the event the Library District fails or refuses to pay said costs due and owing Willowbrook, then the Library District agrees to be responsible for all costs and reasonable attorneys' fees incurred by Willowbrook in any action to recover the Library District's costs for snow removal services provided by Willowbrook, pursuant to this Agreement.

4. **TERM OF AGREEMENT:**

The Agreement shall be effective for a term of three (3) years, terminating on October 1, 2026.

5. **GENERAL CONDITIONS:**

- A. **Authority to Execute:** The Parties hereto have read and reviewed the terms of this Agreement and, by their signatures as affixed below, represent that the signing party has the authority to execute this Agreement and that the Parties intend to be bound by the terms and conditions contained herein.
- B. **Binding on Successors:** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and approved assigns.
- C. **Compliance with Laws, Rules and Regulations:** The Parties shall at all times observe and comply with all federal, state and local laws and regulations, as amended from time to time, in carrying out the terms and conditions of this Agreement.
- D. **Conflict of Interest:** Each Party understands and agrees that no director, officer, agent or employee of the Parties may have an interest, whether directly or indirectly, in any contract or agreement or the performance of any work pertinent to this Agreement; represent, either as an agent or otherwise, any person, trust or corporation, with respect to any application or bid for any contract or agreement or work pertaining to this Agreement; or take, accept or solicit, either directly or indirectly, any money or thing of value as a gift or bribe or means of influencing his or her vote or actions. Any contract or agreement made and procured in violation of this provision is void.
- E. **Counterparts:** This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same instrument.
- F. **Dispute Resolution:** In the event of any dispute, claim, question or disagreement arising out of the performance of this Agreement, the Parties hereto shall consult and negotiate with each other in good faith to settle the dispute, claim, question or disagreement prior to filing any claim or lawsuit.
- G. **Effective Date:** The Effective Date of this Agreement shall be the date that the last authorized signatory signs and dates this Agreement. This Agreement shall become effective only in the event the corporate authorities of each Party approve this Agreement.

- H. **Entire Agreement:** This Agreement constitutes the entire agreement of the Parties concerning all matters specifically covered by this Agreement and supersedes all prior written and oral agreements, commitments and understandings among the Parties. There are no representations, covenants, promises or obligations not contained in this Agreement that form any part of this Agreement or upon which any of the Parties is relying upon in entering into this Agreement.
- I. **Force Majeure:** No Party shall be liable for any delay or non-performance of its obligations hereunder by any contingency reasonably beyond its control, including, but not limited to, acts of God, war, civil unrest, labor strikes or walkouts, fires, pandemics and/or nature disasters.
- J. **No Third-Party Beneficiaries:** This Agreement is not intended to benefit any person, entity or municipality not a party to this Agreement, and no other person, entity or municipality shall be entitled to be treated as beneficiary of this Agreement. This Agreement is not intended to and does not create any third-party beneficiary or other rights in any third person or party, including, but not limited to, any agent, contractor, subcontractor, consultant, volunteer or other representative of any Party hereto. No agent, employee, contractor, subcontractor, consultant, volunteer or other representative of any Party hereto will be deemed an agent, employee, contractor, subcontractor, consultant, volunteer or other representative of the other.
- K. **Notices:** Unless otherwise specified, all reports, notices and other communications related to this Agreement shall be in writing and shall be personally delivered or mailed via first class, certified or registered U.S. Mail or electronic mail delivery to the following persons at the following addresses:

To the Village of Willowbrook:

Village of Willowbrook  
 Attn: Sean Halloran, Village Administrator  
 835 Midway Drive  
 Willowbrook, IL 60527

To the Indian Prairie Public Library District:

Indian Prairie Public Library District  
 Attn: Laura Birmingham, Executive Director  
 401 Plainfield Road  
 Darien, IL 60561

- L. **Section Headings:** The descriptive section and subsection headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions thereof.
- M. **Severability:** If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.
- N. **Waiver of Default:** The failure by either Party to seek redress for violation of or to insist upon strict performance of any condition or covenant of this Agreement shall not constitute a waiver of any such breach or subsequent breach of such covenants, terms, conditions, rights and remedies.
- O. **Venue:** The Parties further agree that the Circuit Court of DuPage County, Illinois shall be the appropriate venue for any and all court action or litigation.

IT WITNESS WHEREOF, the Parties hereto affixed their hands and seals pursuant to an approving resolution of the corporate authorities of the Village of Willowbrook and of the Indian Prairie Public Library District.

INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT

VILLAGE OF WILLOWBROOK

\_\_\_\_\_  
Victoria Suriano, President

*Frank A. Trilla*  
\_\_\_\_\_  
Frank A. Trilla, Mayor

Date: \_\_\_\_\_, 2023.

Date: Sept. 25, 2023.

ATTEST:

\_\_\_\_\_

*Deborah A. Hahn*  
\_\_\_\_\_  
Deborah A. Hahn, Village Clerk



## Executive Director's Report October 2023

### **Snow Removal Services:**

The Intergovernmental agreement with the Village of Willowbrook for snow services is included in the omnibus. The library attorney has reviewed the document and has no issues.

### **LIMRICC Resolutions:**

Under New Business, you will find two resolutions. LIMRICC (Library Insurance Management and Risk Control Combination) is who we use for unemployment insurance. We do not use them for any health or dental insurance. The last intergovernmental agreement was signed in 2015 and these resolutions explain the proposed changes. The first resolution is just minor changes, mostly cleaning up language. The second resolution is the substantial one. Highlights of the changes that pertain to us are as follows:

- A late fee will be assessed for any paperwork or payment submitted after the due date.
- Members must have at least one representative from their library at each full membership meeting. Not doing so can result in a fine.

Neither of these are an issue for the library.

By approving these resolutions, the Board is agreeing to vote "yes". If the resolutions pass by majority vote from all the participating libraries, the IPPL Board will then approve the new updated IGA at a later meeting.

### **Paid Leave for All Workers Act:**

This Act will go into effect on January 1<sup>st</sup>, 2024. Under the Act, an employee who works in Illinois is entitled up to 40 hours paid leave for a 12-month period. The paid leave accrues at the rate of one hour of paid leave for every 40 hours worked. As you know, we already give all employees some holiday and personal time. This pay would include those hours. We are working with our payroll company on the best (and least complicated) way to track the additional earned time. More information to follow next month as we study this. I have included an article about this in the packet.

### **Autorenewals:**

Because we turned on the auto-renewal feature, there is a change in the way we must calculate statistics. Manual renewals (staff involvement) are populated by individual libraries. Auto-renewals are totaled (all libraries) together, meaning we can't pull out Indian Prairie stats from the bulk number. Our circulation numbers dropped a little due to this difference. Cindy is working with SWAN on getting an accurate count going forward.

The good news is, this month manual renewals went WAY down. Last month, the stat for total manual renewals was 5,693. This month, it is 619. This shows that there is a huge time-savings for staff and improved guest experience.

### **Strategic Plan:**

The due date for the proposals is October 12<sup>th</sup>. So far, I have received three proposals and the Planning and Outreach Committee will be reviewing them on October 17.



**Illinois Philharmonic Orchestra:**

The library is once again a partner in the "Check Out IPO" program. Cardholders can receive free concert tickets throughout the season.

**Purse Drive:**

The library is a drop-off location for the Illinois Senate Minority Leader John Curran's purse drive benefitting Metro Family Shelter Services.

**Personnel:**

Beth Skolba moved from Technology and Maker Specialist to Programming and Outreach Specialist as of September 22<sup>nd</sup>. Beth will continue to teach some classes in the Maker Studio.

Corey Arango was hired as a Guest Services Associate on September 25<sup>th</sup>.

Kasra Mikaili has been hired as a Maker Studio Support Associate as of September 27<sup>th</sup>. He will be assisting with some basic maintenance in the Maker Studio as well as assisting guests on the equipment.

There are still open positions of Tech and Maker Associate, Guest Services Associate, and Guest Services Page/Shelver.

**IPPL Foundation & Friends:**

The Book Sale brought in \$269 in September. Movie Donations were \$11.50.

**Meetings:**

- 9/21 Material Challenge Training Meeting
- 9/22 Material Challenge Training Meeting
- 9/22 Phone call with Strategic Consultant Amber Johnson
- 9/25 Meeting with Donor Joyce Marshall
- 9/25 Phone call with Essentiam Strategic Planners
- 9/26 SWAN Fireside
- 9/28 Community Leader Focus Group at District 86
- 10/3 Department Head Meeting

In September, I had 14 one on ones with 7 staff. (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

**Continuing Education**

- 10/5 Webinar: Paid Leave for All Workers Act
- 10/10 Webinar: Keeping Cool Under Pressure

Submitted by:



Laura Birmingham  
Executive Director

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

### **Building & Grounds:**

We are still waiting for one of our air handler blower parts to ship from the manufacturer. Once Hayes receives it, they will schedule the rebuild job, which will take 4-5 days overall.

We are expecting the asters that are blocking the outdoor monument sign letters in the bottom row to be relocated to the northeast corner of the building sometime before Oct. 20. Low-growing evergreens (1-2 inches tall at full height) will be installed in their place.

Additionally, Joe closed 29 building tickets in September. Highlights include: 1) Fixed the handle on the board room sink, 2) Cut and installed new chair rail along the east side of the first floor under the windows, and 3) Fixed the chair rail and wall near the staff drive-up window station.

### **Meetings:**

Department Head meetings: 9/5 and 9/19

Summer Reading Recap meeting: 9/7

Library Board meeting: 9/20

P&O Department meeting: 9/26

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

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

### **Staff Training:**

On September 21 and 22, I led two training sessions for Persons-in-Charge that focused on the details of how to navigate a book challenge conversation with a guest. The training included sample wording for responses, information about tone and body language, a review of our Materials Selection policy, and a practice session. All the library's Persons-in-Charge attended the training (14 apart from myself).

### **Technology Highlights:**

I assisted with the move of the Friends and Foundation website, [ipplfoundation.org](http://ipplfoundation.org), to a new web host.

TBS experienced several delays getting our new computers configured properly so they'll work with MyPC and Papercut, but now our test machine works perfectly. Tony is now imaging all the



other computers, so they work just as perfectly as the test machine. Once that is done, we'll be ready to perform the replacement on Oct. 17.

In addition to closing 16 technology tickets in September, Tony completed a lot of back-end IT work for us. Highlights include: 1) Figuring out a tricky Adobe licensing issue for Jill, 2) Fixed two monitor resolution issues, and 3) Set up wired connections for the poster printer and sublimation printer in the maker studio. Tony also attended 30 minutes of a cybersecurity webinar, plus the training I gave for PICs, mentioned above.

The WorkNet DuPage Kiosk stats for August included 9 navigations, and for September there were 31 navigations.

Report Submitted by: Kristen Lawson

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

**In the Gallery—September**

Display cases: **Darien Dragons 4H**

1st floor gallery: **Marybeth Devine**

2nd floor gallery: **Marybeth Devine**

**Notable Projects/Meetings/Workshops**

- Gail and I met twice in September. We talked about signage, databases, and upcoming projects. Ended up ordering some more signs and created a couple of templates to update existing signage. I love working with Gail and her team!
- Mark and I met at the end of September to discuss everything from programming to signage.
- Amy and I met regarding the Jan Brett author visit in December.
- Jordan, Sarah, and I met regarding 100 Books Before Graduation.
- I had my bi-monthly call with Patron Point. During that call, I was interviewed for one of their case studies on our success with the summer reading program using Patron Point.
- Updated the hours for the library on Google, Yelp, Facebook, Yahoo, and Bing.
- Created and Hung posters behind Guest Services, which are featuring services. These four-color posters are really catching our guests' eyes. We've received a lot of complements!

**Outreach/Community Promotions**

It's back to school time! I am working with Amy on virtual backpacks. The first one we did was about Write-On (attached). We also did one for October, featuring Jan Brett (attached).

**Website**

Paul and I did various updates on the site. This ranged from databases to simple revisions on existing pages. We also updated links that were incorrect because the outside source changed their URL.

**Foundation & Friends**

The new look for the Foundation & Friends website was launched in September. It features a cleaner designer. As a bonus, the back end of the site is easier to navigate and make changes. Paul and I have not trained on this yet; we will train in October.

**Yelp & Google**

People are using Yelp and Google to access the library.

In the month of September, through Yelp 25 people used us to find out more information about

**General Enews Subscribers**

August 31	21,550
September 30	21,656
Loss/Gain in subscribers	+106

**Enews Open Rate**

Overall, people are opening our emails consistently.

<b>Date</b>	<b>Open Rate</b>
September 7	38 percent
September 14	38 percent
September 21	40 percent
September 28	40 percent
New Card Renewals	76 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74 percent
Welcome two	62 percent
Welcome three	58 percent



# Jan Brett Winter Wonderland Tour Stop Book Signing

Registration required in advance.



**Friday, Dec. 1, 5-7 p.m.**

Location: Elizabeth Ide School  
2000 Manning Road, Darien, IL 60561  
Enter through the main entrance.

Meet #1 bestselling and beloved children's author/illustrator, Jan Brett, on her first national tour in four years. She will do a drawing demonstration related to *Cozy* followed by a book signing. In addition to photo opportunities with Jan's tour bus and Hedgie, Jan's favorite friend from *The Mitten* and *The Hat*, a hot chocolate bar and bookmark creation station will also be available. Registration required.

Anderson's Bookshops will be on-site during the event to sell copies of Jan's books for signing; Jan will do her best to sign all books. If time does not permit this, then she will provide as many signed bookplates as necessary for all books. We do not guarantee that all pre-sold books will be signed; these titles may receive a signed bookplate.

## Jan's Tour Bus

Jan's tour bus will be parked in front of the school at 4 p.m. It is wrapped in artwork from her books. Your family is welcome to take a photograph next to the bus.

## Meet Hedgie

Hedgie, Jan's favorite friend from *The Mitten* and *The Hat*, is visiting as well. Bring the kids to have a photo taken with Hedgie.





# WRITE-ON

Sponsored by the Gift of Carl Foundation

## WRITING COMPETITION FOR GRADES 9-12.

Submissions open Sunday, Oct. 8 and close Monday, Oct. 30.

Learn more at [writeon.ippl.info](http://writeon.ippl.info).



Scan for more

- 3 • Three levels of competition: Grades 4-6, 7-8, & 9-12.
-  • Two categories: Short Stories & Poetry
-  • Cash prizes for first, second, & third place

Write-On, now in its 18th year, is generously sponsored by the Gift of Carl Foundation.



You're invited

### An Evening with Celia C. Pérez

Thursday, Nov. 16, 7-8 p.m.

Even if you didn't enter the contest, you're invited to attend.

Celia C. Pérez is the author of *The First Rule of Punk*, a 2018 Pura Belpré Author Honor Book; *Strange Birds*, a 2020 Rise: A Feminist Book Project List Selection; and *Tumble*, which received six starred reviews and is an NPR Best Book of 2022. She lives in Chicago with her family, where in addition to writing books about lovable weirdos and outsiders, she works as a librarian. When she was in middle school, she filled diaries with recaps of televised wrestling matches.

  
Indian Prairie  
Public Library

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

This message is NOT a Cass School District 63 Sponsored event.

**Guest Services**  
**September 2023**

**Circulation**

The total checkouts and renewals for September was 53,672.

66% of our checkouts and renewals were done by self-service. 27% of our checkouts and renewals were done at the desk and 7% were done at the drive up.

We had 28,322 in-person visitors in September.

We had 754 patrons use the drive-up in September.

We checked out or renewed 1,582 items at the drive-up. 959 holds were placed in September for pickup at the drive-up.

There were 260 checkouts done by patrons on the mobile app.

**Community**

**Passports:** We accepted 85 passports in September.

**License plate sticker renewals:** We sold 41 License plate stickers in September.

**Library Cards:** We issued a total of 289 library cards. 99 were non-resident; 190 were resident library cards. 33 were initiated remotely.

**Total number of IPPL Library cards:** 26,813

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

**Staff**

We hired a new Guest Services Associate, Corey Arango.

**Meetings**

September 26

SWAN Updates

Zoom

Cindy Maiello Gluecklich  
Head of Guest Services

## Programming and Outreach Department – September 2023

### Community

Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 2 residents at Sunrise of Willowbrook to provide material checkouts and answer questions on IPPL services on Sept. 5.

Marquitta Harris coordinated a monthly fall program series of Community Awareness Conversations with Darien Police Department officers that began on September 6.

On Sept. 7, Sarah Zagotta, Teen Librarian, represented IPPL at the Hinsdale South Curriculum Night and interacted with 88 teens and their families to promote the upcoming Write-On competition and many of the volunteer opportunities, programs, and resources available.

Also on Sept. 7, Amy Merda, Dept. Head, represented IPPL at Prairieview School at their annual Teaching and Learning Night and interacted with 42 staff members, students, and their families.

Marquitta Harris attended a Dementia Friendly IL Library Subcommittee Zoom meeting to discuss Memory Cafes and Support Groups on Sept. 12.

On Sept. 15, Kate Kresek and Marquitta Harris visited Burr Ridge Senior Living and connected 16 residents with information on IPPL services and answered questions, which resulted in 2 new library cards issued and 7 checkouts.

The local SEASPAR group consisting of 18 adults visited IPPL on Sept. 18 to enjoy an outreach program facilitated by Marquitta Harris.

On Sept. 25, Amy Merda and Jordan Calabrese, Resource Services Librarian, met via Zoom with Gina Hendron, Elizabeth Ide School Librarian, to discuss logistics for the upcoming Jan Brett Winter Wonderland Tour Stop Book Signing program to be held at Elizabeth Ide School.

On Sept. 26, Amy Merda visited Holtz Education Center to meet with Principal Beverly Echols and tour the school to meet some of the students.

Kate Kresek and Marquitta Harris hosted the South Suburban Adult Programmers (SSAP) group on Sept. 28 at IPPL. The group is comprised of the adult services programmers working in the south suburbs of Chicago. They meet to share program ideas, presenter information, newsletters, and anything else related to programming for adults. After the meeting, attendees received a library tour. They were fascinated especially with the Maker Studio and the Library of Things.

On Sept. 28, Joe Popowich, Resource Services Librarian, and Kate Kresek hosted a community partnership program presented by the Clarendon Hills Historical Society and the Darien Historical Society on the crash of TWA Flight 529. Known at the time as the deadliest plane

crash in U.S. history, TWA Flight 529 crashed in what is now Willowbrook on Sept. 1, 1961. All 73 passengers and five crew members died. Many of the 137 members of the audience lived through this event, having grown up in the area, and some shared their deeply emotional experiences during the question and answer portion. After the program, the partner organizations as well as multiple attendees shared their appreciation of the opportunity to offer and experience the program.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 181 items.

One hundred twenty one seed packets, prepped by Betty Cornfield, Support Associate, were taken for use by guests in the month of September.

### Programs – September 2023

In September, we had 61 programs attended by 2,154 guests.

#### Early Literacy/Families

9/5	Family Storytime	Erin	22
9/9	Spanish Language Storytime	Erin	22
9/12	Family Storytime	Chrissy	35
9/20	1000 Books Before Kindergarten Storytime	Jordan	25
9/23	Grand-Family Handprint Craft	Marquitta	22
9/29	Family Craft Hour	Erin	27



In celebration of Grandparents Day, the Grand-Family Handprint Craft was a memorable program for those in attendance.

#### Mid-Kids

9/13	Homeschooling SMART: Weather	Amy	15
9/13	Read to a Pet	Chrissy	8
9/13	STEAM Station	Chrissy	12
9/18	Mid-Kids Art Club	Chrissy	13
9/22	Parents Night Out (Kids activities upstairs)	Amy	9
9/26	The Chalice of the Gods Release Party	Jordan	7

#### Teens

9/6	Teen Drop-In Lounge	Sarah	2
9/13	Teen Drop-In Lounge	Sarah	8
9/14	Teen Dungeons & Dragons	Sarah	5
9/17	College Prep Hour	Sarah	0



9/19	Middle School Writing Club	Sarah	1
9/27	Teen Drop-In Lounge	Sarah	9

The Teen Drop-In Lounge, with craft and VR headset activity options, is offered on a weekly basis this fall in recognition of an increase in Hinsdale South Early Release days. IPPL welcomes the many teens that enjoy using the library space to study, meet with friends, and more.



### Adults

9/6	Online: Chair Yoga	Cindy	15
9/6	Community Awareness: Safety Conversations	Marquitta	4
9/6	Online: Illinois Libraries Present: Colson Whitehead	Jen	14
9/7	Thursday Afternoon Movies: 80 For Brady	T.J.	24
9/12	Interview Practice Drop-In	Joe	1
9/13	Online: Chair Yoga	Kate	15
9/20	Online: Chair Yoga	Amy	12
9/21	Thursday Afternoon Movies: The Lost King	T.J.	16
9/21	Houseplants 101	Kate	24
9/27	Online: Chair Yoga	Kate	27
9/27	Adult Dungeons & Dragons	Sarah	18
9/28	TWA Flight 529 Plane Crash in Willowbrook	Joe	137
9/29	Lager & LEGOs	Kate	12

### Groups

9/2	In-Person: ESL Discussion Group	Joe	11
9/7	Walking in the World	Marquitta	10
9/11	Adult Chess Group	Amy	8
9/13	Online: ESL Discussion Group	Joe	2
9/14	Crime Readers	Tori	14
9/16	In-Person: ESL Discussion Group	Joe	10
9/18	Adult Chess Group	Amy	6
9/20	Nonfiction at Night Book Discussion	Joe	9
9/21	Novel Idea	Jen	14
9/27	Online: ESL Discussion Group	Joe	4
9/28	Genealogy Group	Joe	19

### Passive Programs

9/1-9/15	Adult Pick-Up Program: Solve a Cold Case	Kate	21
9/1-9/30	Adult Post Tell-Us: I Read Because....	Kate, Marquitta	3
9/1-9/30	Adult Puzzle in Café	Marquitta	4
9/7	Adult Literacy DuPage Drop-In	Joe	7

9/1-9/30	Teen Post: What are you looking forward to...	Sarah	3
9/1-9/30	Teen Book Bag Requests	Jordan	2
9/1-9/30	AISLE Challenge Brochure Completions	Jordan	2
9/1-9/30	1,000 Books Before Kindergarten Registrations	Jordan	14
9/1-9/7	Color By Number	Chrissy	150
9/1-9/5	B is for Bird Coloring	Erin	50
9/6-9/10	Dot-to-Dot Popsicle	Erin	50
9/7-9/10	Little Makers @ Home: All About Grandparents	Erin	40
9/8-9/10	Grandparent's Day Cards	Chrissy	120
9/11-9/17	Pirate Ship Coloring	Erin	220
9/11-9/30	Little Makers @ Home: Construction	Erin	140
9/11-9/21	Peace Pledge Dove Craft	Chrissy	160
9/22-9/30	Dot-to-Dot Apple	Erin	170
9/22-9/30	Standing Wild Animal Craft (different animals)	Chrissy	280
9/25	Bookmarks	Chrissy	50

Submitted by:

Amy Merda, P & O Dept. Head

10/9/23

**Resource Services Report for September 2023**  
Submitted by Gail Graziani, Head of Resource Services

### Staff Updates

- Martha Ramirez's last day was September 9<sup>th</sup> after more than 30 years at the library.

### Collections

- All the Junior Large Type books were relabeled and moved to the location vacated by the Nature Packs, which are now hanging on nearby hooks.
- Zigzag holders were added to the Anime and Foreign Film collections, along with updated dividers listing each language in Foreign Film.
- New Paperbacks were moved by Jen Ripka, Resource Services Librarian, to the beginning of the paperbacks collection.
- The Staff Picks display was moved out of the stacks and onto the shelving where the New Paperbacks had been, by Jen Ripka and Tori Castro, Resource Services Specialist.
- Joe Popowitch, Resource Services Librarian, arranged for a shelf height adjustment for the Sports pull out section in order to allow almost all books to be spine out.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, added six floor puzzles for the 4 - 7 age group, three with 24 pieces and three with 48 pieces.

### Library Materials Displays for September

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

- Top Shelf Books
- Spotlight: Biographies & Memoirs
- Did you know...?
- Classic Literature

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

- Library Card Sign-Up Month (Sept 1 – Sept 14)
- Hispanic Heritage Month (Sept 15 – Sept 30)
- Sports Stories (Sept 1 – Sept 14)
- Labor Day (Sept 1 – Sept 5)
- Grandparents Day (Sept 6 – Sept 11)
- Fall Stories (Sept 12 – Sept 30)

### Monthly Highlights

- T.J. Szafranski, Resource Services Senior Librarian, set up a reoccurring report to gather statistics for the online resource, Transparent Language, and worked with Tori Castro to simplify collecting database statistics.

- T.J. Szafranski created troubleshooting instructions for the Roku collection.
- Joe Popowitch was contacted regarding an interview with a WWII veteran done by the library for the Veterans History Project that took place approximately 26 years ago – the veteran was also interviewed by his eight-year old grandson at that time. The grandson had misplaced his copy of the interview and Joe was able to locate the library’s recording and make a copy for him.
- Joe Popowitch collaborated with the Darien and Clarendon Hills Historical Societies on the program, *TWA Flight 529: Plane Crash in Willowbrook* on September 28<sup>th</sup>, with over 100 people in attendance. Joe received feedback on his calm, helpful attitude.
- Jeanine Clinton, Acquisitions Specialist, tested the new procedure put in place to reconcile account totals between departments more accurately, and determined it is working well.
- Jordan Calabrese had two teens request Book Bags, 14 children signed up for 1,000 Books Before Kindergarten, and one child completed Baby Book Bees.
- Jordan Calabrese worked with Jill Yott, Communications Coordinator, to create a form for teens to recommend books which will appear as “Teen Recommends” shelf talkers.
- Jordan Calabrese continued to prepare materials purchased with a generous donation from the Darien Woman’s Club, including three language-based Book Bags featuring Arabic, French, and Spanish materials.
- Jen Ripka created a flow chart with information on how Resource Services can work with the Programming & Outreach department to provide books or displays for programs.
- Anna Hinkley, Resource Services Specialist, created instructions for various ongoing tasks, and is working on streamlining cataloging fields.
- Tori Castro coordinated a visit by author Kate Robards to the October 12<sup>th</sup> meeting of the Crime Readers Book Group.

#### On-Call Librarian September Interactions

Assistance	279
Reference	89
One-to-One Training	21
Readers’ Advisory	8
Directional	21
TOTAL	418

#### Community

- Tori Castro prepared book club discussion materials for 18 book clubs, 17 on new titles never before requested and one on a title that another club had previously requested.

**Groups / Programs**

Date	Name	Program	Attendance
9/2/23	Joe	In-Person ESL Conversation Group	11
9/6/23	Jen	Illinois Libraries Present: Colson Whitehead	14
9/7/23	T.J.	Thursday Movie: <i>80 for Brady</i>	24
9/12/23	Joe	People's Resource Center: Mock Interviews	1
9/13/23	Joe	Online ESL Conversation Group	2
9/14/23	Tori	Crime Readers Book Group	14
9/16/23	Joe	In-Person ESL Conversation Group	10
9/20/23	Jordan	1,000 Books Before Kindergarten Storytime	25
9/20/23	Joe	Non-Fiction at Night Book Group (Rescheduled)	9
9/21/23	T.J.	Thursday Move: <i>The Lost King</i>	16
9/21/23	Jen	Novel Idea Book Club	14
9/26/23	Jordan	Chalice of the Gods Release Party	7
9/27/23	Joe	Online ESL Conversation Group	4
9/28/23	Joe	Genealogy Group	19
9/28/23	Joe	TWA Flight 529: Plane Crash in Willowbrook	100

**Continuing Education & Contributing to the Profession**

- All selectors attended "Book Challenge Conversations" with Kristen Lawson, Deputy Director
- Jordan Calabrese attended the following webinar:
  - Introduction to Boundless (RAILS)
- Jen Ripka attended the following meetings:
  - SustainRT Chairs Meeting (ALA)
  - SustainRT Sustainability Resources Committee Meeting (ALA)
- Jeanine Clinton attended the following webinars/meetings:
  - Assume Positive Intent (CARLI)
  - Technical Services Working Group (RAILS)

## Technology & Maker Services Board Report

September 2023

### Classes/Programs

Number of Classes: 14 - Total Attendance: 101

### Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
9/5	6:30-7:30 pm	Intro to Laser Etching	All		10
9/9	9:30-10:30am	Intro to Vinyl Cutting	All		9
9/20	4-5:30pm	Create a unique Pillow	Kids		6
9/21	6-7pm	Intro to Sewing	All		3
9/21	7:15-8:15pm	Intro to Sewing	All		9
9/22	6-7:30pm	Parents Night Out	All		18
9/25	6-7:30pm	Henna Body Art	Adult, Teen		8
9/26	6-7:30pm	3D design with Fusion	Adult, Teen		8

### Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
9/6	4-5pm	Scratch Coding	Kids		8
9/7	2-3:30pm	Microsoft Word	Adults		6
9/13	4-5pm	Sphero: Coding	Kids		1
9/14	2-3:30pm	Microsoft Word	Adults		6
9/19	10:15-10:45am	Lil Coders Scratch Jr.	Preschool		3
9/27	6:30-8pm	Microsoft Word Advanced	Adults		6

### Statistics


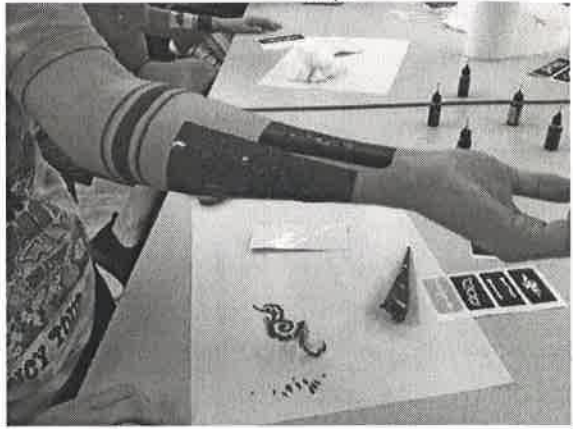


- Computer Usage
  - Adult Users: 1539      Hours: 1210
  - Adult laptop: 16      Hours: 1210
  - K&T Users: 589      Hours: 270
  - K&T Laptops: 1      Hours: 2
- Technology Desk Assistance- 485
- 1-on-1 Training- 14
- Wireless Usage- Total Unique Access: 7464

Maker Services/Maker Studio

**Classes/Programs**

- Passive program- 1. Total attendance: 9

**Made in a class**

<p>Henna Art - Vinyl Cutter</p>  A black and white photograph showing two women at a table. One woman is operating a vinyl cutter, while the other looks on. They are working on a large sheet of material.	<p>Henna Art - Vinyl Cutter</p>  A close-up black and white photograph of hands using a vinyl cutter. The cutter is cutting a design into a sheet of material. A small, dark, circular object is visible on the table.
<p>Pillows – Sewing machine &amp; Sublimation</p>  A black and white photograph of a workshop. Several people are seated at tables, each with a sewing machine. There are also sublimation printers and various materials on the tables.	<p>Pillows – Sewing machine &amp; Sublimation</p>  A black and white photograph of a person sitting at a table, holding up a finished pillow. The pillow has a sublimated design on it. A sewing machine and other materials are visible on the table.



**Made Using Equipment**

Sublimation – cotton shirts



Sublimation/ Serger/ Sewing – Webelos flag



Embroidery– jacket



Laser – wood plaque



All - Busy Afternoon



Sissix & folder - Card and Envelope



Embroidery - polo shirt

Sublimation - shirts





Laser – cutting board

Laser - quilting pieces



Embroidery – child's backpack

Laser – cuttingboard



- Maker Assistance- 246
- Maker 1-on-1 Training- 102

### Equipment Usage

- 3D Printers- 18
- Button Maker- 13
- Candle Maker- 2
- Carving Machine- 3
- Cricut (Vinyl)- 19
- Digital Editing (iMac)- 8
- Embroidery Machine - 9
- Knitting Machine- 4
- Laminator - 9
- Laser Cutter- 30
- Poster Printer- 18
- Publisher - 2
- Serger – 2
- Publisher - 2
- Sewing Machine- 7
- Silhouette (Vinyl)- 9
- Sizzix (die cut/embossing)- 9
- Sublimation Printer- 13
- Tours - 52

### Outreach & Projects

- Luke is brainstorming new programs for the spring season and preparing for his upcoming photographic and acrylic-based programs for this fall and winter in the Maker Studio.
- Jack updated the Maker Studio computers with new ip addresses for the poster and sublimation printers allowing them to operate quicker by using a direct networking cable connection.
- Jack worked with tony to update the staff clock in iPads and to create new rubber inserts for the locking cases.
- Jack tested new options for sublimation using the Maker oven. The oven allows patrons to create sublimation designs on any irregular surface such as tumblers and pens.
- Continued training of new-hire Kate in the Maker Studio and at the Tech Desk
- Continued training new-hire Kasra in the Maker Studio
- Made job offer for the second 25-hour position to Jared Crimmins

- Mark attended the Start Your Own Repair Café at Your Library Webinar
- Mark attended the Keeping Cool Under Pressure (dealing with difficult patrons) webinar
- Mark worked with Jill to update the large signage behind the Tech Desk and in the Maker Studio
- Working with Tony and Kristen to prepare for the public computer and printer upgrades taking place next week

**Mark Sloan, Head of Technology & Maker Services, September 2023**

STATISTICS FOR	Sep-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	23,993	18,683	75,758	61,368	23.45%
Teen	1,073	1,155	4,399	4,556	-3.45%
Kids	15,937	11,390	53,027	40,564	30.72%
ILLS Sent	2,766	2,210	9,330	8,359	11.62%
TOTAL	43,769	33,438	142,514	114,847	24.09%
Electronic Circulation	9,903	9,086	31,561	28,646	10.18%
GRAND TOTAL CIRC.	53,672	42,524	174,075	143,493	21.31%
% Reciprocal Borrowing	9%	9%	11%	9%	
Patron Visits	29,076	27,750	96,400	90,944	6.00%
<b>Current Cards</b>					
Resident	190	152	24,610	22,419	9.77%
Non-Resident	99	89	2,203	868	153.80%
TOTAL	289	241	26,813	23,287	15.14%
<b>Patron Assistance</b>					
Adult - Reference	2,541	1,924	7,996	6,497	23.07%
Kids - Reference	899	648	2,678	2,603	2.88%
Technology - Reference	731	1,107	2,375	3,568	-33.44%
TOTAL REFERENCE	4,171	3,679	13,049	12,668	3.01%
Adult - Other	105	141	346	532	-34.96%
Kids - Other	60	81	159	360	-55.83%
Technology - Other	13	37	27	107	-74.77%
TOTAL OTHER	178	259	532	999	-46.75%
GRAND TOTAL ASST.	4,349	3,938	13,581	13,667	-0.63%
<b>ILL/Reserves</b>					
Holds	7,210	6,487	24,761	20,679	19.74%
ILLS Sent	2,766	2,210	9,330	8,359	11.62%
ILLS Checked Out	4,223	4,004	12,491	12,433	0.47%
ILLS Received	4,830	4,621	14,851	13,810	7.54%
<b>Programs - Adult</b>					
# Programs	13	19	45	61	-26.23%
Attendance	319	282	873	940	-7.13%
<b>Programs - Tech &amp; Maker</b>					
# Programs	14	22	38	52	-26.92%
Attendance	101	138	284	336	-15.48%
<b>Individual Technology Training</b>					
# of Patrons	171	292	580	1,024	-43.36%
<b>Groups</b>					
# Programs	11	13	35	41	-14.63%
Attendance	107	105	330	285	15.79%
<b>Others</b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b>Programs - Teen</b>					
# Programs	6	6	15	10	50.00%
Attendance	25	29	61	40	52.50%
<b>Programs - Kids</b>					
# Programs	12	21	54	96	-43.75%
Attendance	217	284	1,184	1,806	-34.44%
GRAND TOTAL ATT.	940	1,130	3,312	4,431	-25.25%

STATISTICS FOR	Sep-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Passive Programs - Adult</u></b>					
#Programs	5	2	12	6	100.00%
Attendance	37	10	282	26	984.62%
<b><u>Passive Programs - Teen</u></b>					
# Programs	3	3	7	7	0.00%
Attendance	7	42	57	187	-69.52%
<b><u>Passive Programs - Kids</u></b>					
# Programs	14	11	35	31	12.90%
Attendance	1,451	718	4,285	2,321	84.62%
<b><u>Computers - Patron Use</u></b>					
Adult Computers	1,539	1,786	5,088	5,213	-2.40%
Kids Computers	589	345	2,356	1,346	75.04%
Teen Laptop	1	12	10	36	-72.22%
Adult Laptop	16	16	46	53	-13.21%
TOTAL PATRON USE	2,145	2,159	7,500	6,648	12.82%
<b><u>Hours Used</u></b>					
Adult Computers	1,210	1,349	4,089	3,888	5.17%
Kids Computers	270	161	1,120	635	76.38%
Teen Laptop	2	12	8	49	-83.67%
Adult Laptop	13	20	55	68	-19.12%
TOTAL HOURS USED	1,495	1,542	5,272	4,640	13.62%
<b><u>Wireless Total Connections</u></b>	7,464	6,621	22,240	19,957	11.44%
<b><u>IPPL Total Web Site Access</u></b>	12,520	10,574	39,811	37,845	5.19%
<b><u>IPPL Total Page Views</u></b>	44,940	35,806	150,907	125,130	20.60%
<b><u>Subscription Database Logins</u></b>	2,154	3,334	6,847	9,037	-24.23%
<b><u>Outreach-Homebound</u></b>					
Items Delivered	211	108	570	424	34.43%
<b><u>Volunteers</u></b>					
Number Active	9	11			
Hours Worked	38	41	263	218	20.64%
<b><u>Staff Training Hours</u></b>	79	63	148	162	-8.64%
<b><u>Room Use</u></b>					
Conference Rooms	739	468	2,138	1,401	52.61%
Meeting Rooms					
Library	44	65	131	179	-26.82%
Non-Library	20	9	56	23	143.48%
Board Room					
Library	22	13	63	55	14.55%
Non-Library	25	31	64	49	30.61%



BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
<b>ADULT</b>								
Reference	322	0	0	322	1	0	1	0
Non-Fiction	34037	194	838	33393	378	2114	572	2952
Fiction	30430	263	353	30340	1032	1979	1295	2332
<b>ADULT TOTALS</b>	64789	457	1191	64055	1411	4093	1868	5284
<b>KIDS</b>								
Non-Fiction	11472	76	30	11518	177	147	253	177
Fiction	24968	274	282	24960	452	243	726	525
<b>KIDS TOTALS</b>	36440	350	312	36478	629	390	979	702
<b>TEEN</b>								
Non-Fiction	546	6	1	551	24	113	30	114
Fiction	3943	54	4	3993	153	401	207	405
<b>TEEN TOTALS</b>	4489	60	5	4544	177	514	237	519
<b>BOOK TOTALS</b>	105718	867	1508	105077	2217	4997	3084	6505

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	6034	27	5	6056	40	507	67	512
Music CDs	4539	21	1	4559	24	3	45	4
Playaway	326	12	2	336	2	59	14	61
DVDs (DVD & Blu-ray)	20632	48	69	20611	241	112	289	181
<b>ADULT TOTALS</b>	31531	108	77	31562	307	681	415	758
<b>KIDS</b>								
Audiobooks on CD	590	22	2	610	0	1	22	3
Music CDs	282	1	48	235	1	0	2	48
Playaway	117	3	0	120	1	0	4	0
DVDs (DVD & Blu-ray)	4010	82	210	3882	14	9	96	219
<b>KIDS TOTALS</b>	4999	108	260	4847	16	10	124	270
<b>TEEN</b>								
Audiobooks on CD	137	1	0	138	1	31	2	31
Playaway	11	0	0	11	1	2	1	2
DVDs (DVD & Blu-ray)	0	0	0	0	0	0	0	0
<b>TEEN TOTALS</b>	148	1	0	149	2	33	3	33
<b>AUDIOVISUAL TOTALS</b>	36678	217	337	36558	325	724	542	1061

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	579	2	1	580	68	2	70	3
Tech Takeout (except digital content devices)	163	0	0	163	2	8	2	8
CD-ROMs	14	0	2	12	0	0	0	2
<b>ADULT TOTALS</b>	756	2	3	755	70	10	72	13
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	216	0	0	216	0	2	0	2
Puzzles (New Aug. 2018)	20	6	0	26	0	0	6	0
Playaway Launch Pads	21	0	0	21	3	1	3	1
Console Games	296	2	0	298	56	3	58	3
<b>KIDS TOTALS</b>	553	8	0	561	59	6	67	3
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6	0	0	0	0
Console Games	24	0	3	21	0	115	0	118
Board Games	107	3	4	106	0	3	3	7
<b>TEEN TOTALS</b>	137	3	7	133	0	118	3	125
<b>OTHER TOTALS</b>	1446	13	10	1449	129	134	142	141
<b>COLLECTION TOTALS</b>	143842	1097	1855	143084	2671	5855	3768	7707



**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -**

Sep 2023

<b>eBOOKS</b>	<b>Previous</b>	<b>Added</b>	<b>Current</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
	<b>Month Totals</b>	<b>Items</b>	<b>Totals</b>	<b>Adds</b>	<b>Add</b>
Hoopla- Year (ebooks & comics)	N/A	N/A	811,718	N/A	N/A
eMedia (Overdrive Consortium)	24,301	-4	24,297	-76	-80
eMedia (Overdrive Advantage)	7,212	156	7,368	-116	40
Preloaded eReaders	183	0	183	8	8
<b>eBook Totals</b>	<b>31,696</b>	<b>152</b>	<b>843,566</b>	<b>-184</b>	<b>-32</b>
<b>AUDIOVISUAL</b>	<b>Previous</b>	<b>Added</b>	<b>Current</b>	<b>Prev. Mo. YTD</b>	<b>YTD</b>
	<b>Month Totals</b>	<b>Items</b>	<b>Totals</b>	<b>Adds</b>	<b>Add</b>
<b>Audiobooks</b>					
Hoopla- Year	N/A	N/A	190,904	N/A	N/A
eMedia (Overdrive Consortium)	6,507	322	6,829	-252	70
eMedia Advantage (Overdrive)	1,861	239	2,100	-188	51
Preloaded Adult Audiobook iPods	164	1	165	2	3
<b>Audiobook Total</b>	<b>8,532</b>	<b>562</b>	<b>199,998</b>	<b>-438</b>	<b>124</b>
<b>Music</b>					
Hoopla- Year	320,377	52,023	372,400	N/A	52,023
<b>Videos</b>					
Hoopla- Year (includes TV Episodes)	N/A	N/A	27,464	N/A	N/A
Kanopy	31,624	34	31,658	491	525
Preloaded Adult Roku Titles	1,475	10	1,485	35	45
Preloaded Family Roku Titles	220	4	224	2	6
<b>Video Totals</b>	<b>33,319</b>	<b>48</b>	<b>60,831</b>	<b>528</b>	<b>576</b>
<b>Total Audiovisual</b>	<b>362,228</b>	<b>52,633</b>	<b>633,229</b>	<b>90</b>	<b>52,723</b>
<b>Collection Totals</b>	<b>393,924</b>	<b>52,785</b>	<b>1,476,795</b>	<b>-94</b>	<b>52,691</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

9/30/2023

Balance on hand as of August 31, 2023.....	3,126,597.78
Cash Receipts for September.....	1,396,965.15
Cash Disbursements for September.....	314,310.92
Cash on hand as of September 30, 2023.....	4,209,252.01

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.454%	
General.....	464,827.38
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking .....	(1,417.45)
Republic Bank - Savings - Rate 3.82%.....	2,274,637.95
Republic Bank - Checking General.....	20,649.98
Republic Bank - Payroll Account.....	23,847.97
Republic Bank - License Sticker Account.....	3,310.13
Petty Cash/Circulation.....	604.00
Balances as of September 30, 2023.....	4,209,252.01

FUND BALANCES AS OF 9/30/2023

Corporate Fund.....	3,739,708.36
Building & Maintenance Fund.....	49,915.61
I.M.R.F. Fund.....	10,814.70
Liability Fund.....	(4,000.51)
Social Security Fund.....	(3,294.22)
Special Reserve Fund.....	-
Current Liabilites.....	416,108.07
Grand Total All Funds.....	4,209,252.01

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

Percent of Year: 25.00

	RECEIVED September 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	1,357,723.74	3,859,594.87	93.46%	4,129,698.00	270,103.13
41150 · Non-current Property Taxes	0.00	698.87	0.00%	0.00	-698.87
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,357,723.74</b>	<b>3,860,293.74</b>	<b>93.48%</b>	<b>4,129,698.00</b>	<b>269,404.26</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
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>100.00%</b>	<b>64,740.70</b>	<b>0.00</b>
<b>INTEREST</b>					
43500 · Interest - Investment	8,078.17	20,821.33	104.11%	20,000.00	-821.33
<b>TOTAL INTEREST</b>	<b>8,078.17</b>	<b>20,821.33</b>	<b>0.00%</b>	<b>20,000.00</b>	<b>-821.33</b>
<b>DESK MONIES</b>					
45100 · Copier	223.42	654.07	32.70%	2,000.00	1,345.93
45120 · Computer Copies	1,152.80	3,157.56	26.31%	12,000.00	8,842.44
45130 · Fax	947.40	2,163.11	61.80%	3,500.00	1,336.89
45200 · Fines/Fees	262.49	1,108.80	22.18%	5,000.00	3,891.20
45250 · Gifts/Donations	0.00	2.10	2.10%	100.00	97.90
45300 · Lost Materials	427.06	1,823.91	33.16%	5,500.00	3,676.09
45350 · Non-Resident Fees	11,225.44	29,433.37	32.70%	90,000.00	60,566.63
45550 · Meeting Room Rental	175.00	475.00	47.50%	1,000.00	525.00
45600 · ILL Fees	38.50	132.34	37.81%	350.00	217.66
45650 · Maker Studio	700.85	1,716.54	57.22%	3,000.00	1,283.46
45700 · Passport Fees	2,730.00	9,310.00	37.24%	25,000.00	15,690.00
45800 · License Stickers	308.70	661.50	44.10%	1,500.00	838.50
<b>TOTAL DESK MONIES</b>	<b>18,191.66</b>	<b>50,838.30</b>	<b>34.00%</b>	<b>148,950.00</b>	<b>98,311.70</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	0.00	221.00	22.10%	1,000.00	779.00
46800 · Collection Agency Fee	10.00	50.00	50.00%	100.00	50.00
<b>TOTAL OTHER INCOME</b>	<b>10.00</b>	<b>810.75</b>	<b>50.67%</b>	<b>1,600.00</b>	<b>789.25</b>
<b>TOTAL</b>	<b>1,384,003.57</b>	<b>3,997,304.82</b>	<b>91.58%</b>	<b>4,364,988.70</b>	<b>367,683.88</b>
49000 · Operating Transfer In	0.00	34,515.25			
<b>GRAND TOTAL</b>	<b>1,384,003.57</b>	<b>4,031,820.07</b>	<b>92.37%</b>	<b>4,364,988.70</b>	<b>333,168.63</b>

Operating Transfer Out reflects \$34,515.25 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 \$12,459.00

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

50

Percent of Year: 25.00

	September 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	177,055.35	619,864.80	26.44%	2,344,628.00	1,724,763.20		
61310 · Benefits - Medical / Life Ins.	11,976.21	50,036.33	21.05%	237,660.00	187,623.67		
61330 · Benefits - IMRF	16,012.88	55,229.10	24.53%	225,134.00	169,904.90		
61340 · Benefits - FICA	10,155.55	35,305.26	20.36%	173,445.00	138,139.74		
61400 · Staff Development	1,889.00	3,290.73	15.03%	21,900.00	18,609.27		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	4,083.00	100.00%	4,083.00	0.00		
61720 · Unemployment Insurance	0.00	943.50	26.96%	3,500.00	2,556.50		
<b>TOTAL PERSONNEL</b>	<b>217,088.99</b>	<b>768,752.72</b>	<b>25.53%</b>	<b>3,011,350.00</b>	<b>2,242,597.28</b>	<b>3,250,000.00</b>	<b>23.65%</b>
<b>MATERIALS</b>							
62100 · Books	11,302.28	24,806.90	15.67%	158,300.00	133,493.10		
62200 · Periodicals	31.35	4,979.14	27.21%	18,300.00	13,320.86		
62300 · Audio	1,615.33	3,044.20	11.15%	27,300.00	24,255.80		
62400 · Video	6,493.39	6,493.39	17.34%	37,450.00	30,956.61		
62500 · Multi-Media	146.47	474.56	23.73%	2,000.00	1,525.44		
62600 · eMaterials	13,012.32	87,569.79	39.79%	220,100.00	132,530.21		
62700 · Console Games	598.07	1,054.27	14.06%	7,500.00	6,445.73		
62800 · Damaged Item Replacement	529.04	960.36	16.01%	6,000.00	5,039.64		
62900 · Materials Supplies	2,167.90	4,909.29	23.38%	21,000.00	16,090.71		
<b>TOTAL MATERIALS</b>	<b>35,896.15</b>	<b>134,291.90</b>	<b>26.97%</b>	<b>497,950.00</b>	<b>363,658.10</b>	<b>525,000.00</b>	<b>25.58%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,500.55	19,367.95	23.34%	83,000.00	63,632.05		
63300 · Utilities (1-8-11 · Gas)	748.77	2,528.57	10.44%	24,210.00	21,681.43		
63300 · Utilities (1-8-12 · Electric)	7,339.35	22,154.07	40.28%	55,000.00	32,845.93		
63300 · Utilities (1-8-13 · Telephone)	235.30	470.60	18.82%	2,500.00	2,029.40		
63300 · Utilities (1-8-14 · Water/Sewer)	1,080.99	2,919.81	24.33%	12,000.00	9,080.19		
63300 · Utilities (1-8-15 · Garbage Disposal)	664.26	1,755.28	27.00%	6,500.00	4,744.72		
63350 · Building Supplies	1,484.09	4,417.56	31.55%	14,000.00	9,582.44		
63400 · Maintenance Supplies	480.30	1,933.02	17.57%	11,000.00	9,066.98		
63500 · Security System Monitoring	0.00	612.50	61.25%	1,000.00	387.50		
63600 · Property Maintenance	1,243.00	4,107.40	8.22%	50,000.00	45,892.60		
63800 · Building Maintenance/Repair	2,247.00	38,406.49	64.01%	60,000.00	21,593.51		
<b>TOTAL BUILDING</b>	<b>22,023.61</b>	<b>98,673.25</b>	<b>30.91%</b>	<b>319,210.00</b>	<b>220,536.75</b>	<b>350,000.00</b>	<b>28.19%</b>
<b>OPERATIONS</b>							
64100 · Payroll Service	660.00	1,320.00	16.50%	8,000.00	6,680.00		
64200 · Supplies - Office	15.00	175.39	2.92%	6,000.00	5,824.61		
64300 · Photocopy Supplies	159.92	762.84	30.51%	2,500.00	1,737.16		
64400 · Guest Services Supplies	0.00	39.19	2.61%	1,500.00	1,460.81		
64500 · Postage	-335.45	7,019.02	87.74%	8,000.00	980.98		
64550 · Passport Postage	197.75	1,019.26	22.65%	4,500.00	3,480.74		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	101.53	202.63	20.26%	1,000.00	797.37		
64800 · Organizational Memberships	0.00	330.00	11.00%	3,000.00	2,670.00		
64900 · Bank Fees	248.79	827.98	41.40%	2,000.00	1,172.02		
<b>TOTAL OPERATION</b>	<b>1,047.54</b>	<b>11,696.31</b>	<b>31.61%</b>	<b>37,000.00</b>	<b>25,303.69</b>	<b>45,000.00</b>	<b>25.99%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Toner	2,165.04	3,299.22	22.00%	15,000.00	11,700.78		
65160 · Supplies-Technology Services	0.00	33.68	16.84%	200.00	166.32		
65170 · Supplies-Maker Studio	540.60	1,280.99	28.59%	4,480.00	3,199.01		
65200 · Technology-Prof Services	0.00	3,521.25	58.69%	6,000.00	2,478.75		
65300 · Purchase of Equipment	3,148.59	38,735.61	86.06%	45,010.00	6,274.39		
65350 · Library of Things	278.58	1,800.91	45.02%	4,000.00	2,199.09		

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

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Percent of Year: 25.00

	September 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	48.67	8,810.24	40.22%	21,905.00	13,094.76		
65500 · Software	1,354.65	2,692.35	19.76%	13,626.00	10,933.65		
65600 · SWAN	0.00	13,236.20	26.11%	50,701.00	37,464.80		
65700 · Telecommunications	840.15	2,020.10	16.67%	12,121.00	10,100.90		
<b>TOTAL TECHNOLOGY</b>	<b>8,376.28</b>	<b>75,430.55</b>	<b>43.59%</b>	<b>173,043.00</b>	<b>97,612.45</b>	<b>200,000.00</b>	<b>37.72%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	375.00	2,175.00	6.30%	34,500.00	32,325.00		
66200 · Credit Bureau	68.95	216.70	21.67%	1,000.00	783.30		
66300 · Copier	208.13	845.73	28.19%	3,000.00	2,154.27		
66400 · Copier Maintenance Contract	59.50	178.50	8.93%	2,000.00	1,821.50		
66500 · Background Screenings	184.44	184.44		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>896.02</b>	<b>3,600.37</b>	<b>8.63%</b>	<b>41,700.00</b>	<b>37,284.07</b>	<b>45,000.00</b>	<b>8.00%</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	11,415.20	23.98%	47,600.00	36,184.80		
68111 · eNewsletter	0.00	63.30	0.69%	9,150.00	9,086.70		
68210 · Marketing Advertising	9.00	84.00	11.20%	750.00	666.00		
68310 · Marketing Supplies	0.00	186.47	14.34%	1,300.00	1,113.53		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	5,000.00	5,000.00		
68500 · Legal Notices	24.31	187.79	12.52%	1,500.00	1,312.21		
<b>TOTAL COMMUNICATIONS</b>	<b>33.31</b>	<b>11,936.76</b>	<b>18.28%</b>	<b>65,300.00</b>	<b>53,363.24</b>	<b>75,000.00</b>	<b>15.92%</b>
<b>PROGRAMMING</b>							
68600 · Programming	1,048.09	6,491.83	16.73%	38,800.00	32,308.17		
<b>TOTAL PROGRAMMING</b>	<b>1,048.09</b>	<b>6,491.83</b>	<b>16.73%</b>	<b>38,800.00</b>	<b>32,308.17</b>	<b>45,000.00</b>	<b>14.43%</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	34,515.25	0.00%		-34,515.25		
69900 · Contingency	158.65	308.61	0.88%	35,000.00	34,691.39		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
<b>TOTAL</b>	<b>286,568.64</b>	<b>1,201,131.13</b>	<b>28.33%</b>	<b>4,240,264.00</b>	<b>3,039,132.87</b>		
70000 · Operating Transfer Purchases	0.00	34,515.25	0.00%				
<b>GRAND TOTAL</b>	<b>286,568.64</b>	<b>1,235,646.38</b>	<b>29.14%</b>	<b>4,240,264.00</b>	<b>3,004,617.62</b>	<b>4,560,000.00</b>	<b>27.10%</b>

Operating Transfer Out reflects \$34,515.25 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 \$12,459.00

## Estimate of Funds

The Estimate of Funds sets the levy amount the library will request and is published in the newspaper. The amount is 10% higher than the amount provided in the previous year. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to ask for a higher amount than would actually be budgeted for or allowed under the tax cap in case there is new construction in the library district. If the levy request is not high enough to capture the taxes that would be received from new construction the library loses that money forever. The counties always adjust our levy according to the tax cap so we don't actually get the amount that we request.



RESOLUTION #2023-D

Resolution to Determine  
Estimate of Funds Needed for 2023-2024 Fiscal Year

WHEREAS, the Indian Prairie Public Library District must file on or before December 26, 2023, its Levy Ordinance for the 2023-2024 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Law" (35 ILCS 200/18-55 et seq.), the Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amount of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in the Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Library District that the amount of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in the Library District is \$4,564,831.

Adopted October 18, 2023.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Victoria Suriano, President  
Board of Library Trustees  
Indian Prairie Public Library District

\_\_\_\_\_  
Marian Krupicka, Secretary  
Board of Library Trustees  
Indian Prairie Public Library District

RESOLUTION |

**AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT**

**WHEREAS**, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

**WHEREAS**, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

**WHEREAS**, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

**SECTION 1:** That the recitals set forth above are incorporated as Section 1 of this Resolution.

**SECTION 2:** It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

**SECTION 3:** It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

**SECTION 4:** It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

**SECTION 5:** It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

**SECTION 6:** It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

**SECTION 7:** It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

**SECTION 8:** It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

**SECTION 9:** It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

**SECTION 10:** It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

**SECTION 11:** It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

**SECTION 12:** It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

**SECTION 13:** It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC  
668 N. River Road  
Naperville, IL 60563

**SECTION 14:** It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

**SECTION 15:** It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

**SECTION 16:** It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

**SECTION 17:** It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

**SECTION 18:** It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

**SECTION 19:** It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

**SECTION 20:** It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety.

**SECTION 21:** It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

**SECTION 22:** It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

**SECTION 23:** It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

**SECTION 24:** It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC  
668 N. River Road  
Naperville, IL 60563

**SECTION 25:** It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

**SECTION 26:** It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC  
668 N. River Road  
Naperville, IL 60563

**SECTION 27:** It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

**SECTION 28:** It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

**SECTION 29:** The proposed effective date of the amendments is November 15, 2023.

**SECTION 29:** That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

**SECTION 30:** The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

**SECTION 31:** That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

**SECTION 32:** This Resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** by the Library Insurance Management and Risk Control Combination the 26<sup>th</sup> day of July, 2023.

**ADOPTED** by \_\_\_\_\_ (Library Name) this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

RESOLUTION 2

**AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT**

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

**SECTION 1:** That the recitals set forth above are incorporated as Section 1 of this Resolution.

**SECTION 2:** It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

**SECTION 3:** It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

**SECTION 4:** It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”



**SECTION 5:** It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

**SECTION 6:** It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

**SECTION 7:** It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

**SECTION 8:** It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

**SECTION 9:** It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

**SECTION 10:** It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

**SECTION 11:** It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

**SECTION 12:** It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

**SECTION 13:** It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

**SECTION 14:** The proposed effective date of the amendments is November 15, 2023.

**SECTION 15:** That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

**SECTION 16:** The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

**SECTION 17:** That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

**SECTION 18:** This Resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** by the Library Insurance Management and Risk Control Combination this 26<sup>th</sup> day of July, 2023.

**ADOPTED** by \_\_\_\_\_ (Library Name) this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_



# Paid Leave for All Workers Act

February 21, 2023

## Authors

Yvette Heintzelman , Paul E. Starkman , Daniel V. Kinsella , Renee Fell

On Jan. 10, 2023, the Illinois legislature passed the Paid Leave for All Workers Act (the “Act”), S.B. 208. Governor J.B. Pritzker is expected to sign the Act into law soon. The Act will go into effect on Jan. 1, 2024. Once this new law goes into effect, Illinois will be one of only a few states, including Maine and Nevada, that mandate employers offer paid leave for any reason (or no reason). This article addresses some highlights from the new law and key information for employers to understand.

## Details about the Leave

- **Amount:** Under the Act, an employee who works in Illinois is entitled to up to 40 hours of paid leave for a 12-month period. The paid leave accrues at a rate of one hour of paid leave for every 40 hours worked. Employees who work less than 40 hours per week accrue their paid leave based on their regular workweeks.
- **Employee Choice:** Employees can take their accrued paid leave for any reason they choose. Employers cannot require employees to provide a reason. Similarly, employers cannot require employees to provide documentation as proof or to justify the paid leave. This provision in the Act also appears to bar employers from requiring employees to provide documentation establishing that their use of paid leave was unforeseeable.
- **Existing Paid Leave Policies:** Employers who already provide a paid leave policy that meets the minimum requirements of the Act do not need to modify their existing policy as long as the existing policy provides that the employee may take paid leave for any reason.
- **Frontloading:** Employers can choose to provide a lump sum of the 40 hours of paid leave (or pro rata amount earned in one year) at the beginning of the 12-month period. Employers that frontload can require their employees to use all of their paid leave by the end of the 12-month period or forfeit any remaining time. Otherwise, employees would be permitted to carry over unused accrued paid leave

time into the next 12-month period under the Act. Employers are only required to provide up to 40 hours in each 12-month period.

- **Minimum Increments:** Employees are generally free to determine the amount of paid leave to use at one time, but employers can set a reasonable minimum increment, as long as the minimum increment does not exceed two hours per day.
- **12-month Period:** The employer can designate any 12-month period in writing at the time of hiring an employee. However, if the employer subsequently adjusts the 12-month period, it must provide notice to the employee in writing and it cannot negatively affect the employee's eligible accrual rate and available paid leave. If the employer adjusts the 12-month period, it must also provide the employee with documentation of the hours worked, paid leave accrued and taken, and the remaining paid leave balance.
- **Waivers:** Any agreements by an individual employee to waive his or her rights under the Act are void as against public policy.
- However, the Act does not affect the validity of or change the terms of any collective bargaining agreements in effect on Jan. 1, 2024. Any collective bargaining agreements that go into effect after Jan. 1, 2024, can waive the requirements of the Act only if the waiver is set forth explicitly in clear and unambiguous terms.

## **Employee Notice Requirements**

- **Employee Request:** An employer must provide paid leave to an employee upon an oral or written request.
- **Employer Paid Leave Policy Notification Requirements:** Notwithstanding the requirement outlined above, an employer can maintain a reasonable paid leave policy notification requirement as long as it complies with the following requirements:
  - If the leave is foreseeable, the employer may require the employee to provide seven calendar days' notice before the date the leave is expected to begin.
  - If the leave is not foreseeable, the employer can require the employee to provide notice as soon as practicable after the employee is aware of the necessity of the paid leave. An employer with this requirement must provide a written policy outlining the procedures for the employees to follow to provide notice.
- An employer cannot require an employee taking paid leave to search for or find a replacement worker to cover the hours they are on paid leave.

## **Who is Covered?**

The Illinois General Assembly stresses in the Act that the provisions should be "liberally construed in favor of providing workers with the greatest amount of paid time off from work and employment



security.” The Act adopts the same meaning of “employee” as the Illinois Wage Payment and Collection Act, with the addition of domestic workers.

Accordingly, this Act covers a broad range of employees and only excludes employees covered by the federal Railroad Unemployment Insurance Act or Railway Labor Act, certain higher education employees, and certain independent contractors. The Act also does not apply to employees covered by a bonafide collective bargaining agreement in the construction industry and the logistics industry where the employer offers national and international delivery, pickup, and transportation of parcels, documents, and freight. Employees with unique requirements include:

- **State and municipal employees:** Employees of the state of Illinois and local governments are required to comply with the Act unless they are bound by a municipal or county ordinance that requires them to provide their employees with any form of paid leave. The municipal or county ordinance must be in effect by Jan. 1, 2024, for this exception to apply.
- If a municipal or county employer enacts or amends a local ordinance that provides paid leave after Jan. 1, 2024, the employer will only be exempt from the Act if the benefits provided for under the ordinance are greater than or equal to the rights afforded under the Act.
- **Domestic Workers:** Under the Act, a domestic worker is a person who performs housekeeping, house cleaning, home management, nanny services, caregiving, laundering, cooking, companion services, chauffeuring, and household services in a private home. This also includes independent contractors, sole proprietors, and partnerships. Domestic workers performing housekeeping, house cleaning, home management, nanny services, laundering, cooking, chauffeuring, and household services in a private home qualify for the up to 40 hours of paid leave each 12-month period as long as they are working eight hours per week or more in the aggregate each week (even if for different employers/households). If this is the case, it appears that each employer will be jointly responsible for the accrued paid leave.
- If an employer requires evidence of hours worked to confirm that the domestic worker has worked or is scheduled to work for eight hours or more in the aggregate for a given week, a signed statement by the domestic worker stating this will suffice. An employer cannot require more than one signed statement from the domestic worker each calendar quarter. The employer is also required to give the domestic worker written notice of this request and allow no fewer than seven days or until the next scheduled workday, whichever is greater, for the domestic worker to comply. The employer also cannot deny paid leave pending submission of the signed statement.
- **Employees customarily and usually paid gratuities or commissions:** The Act requires employees to be paid their hourly rate of pay during their paid leave. However, the Act also addresses paid leave for employees in Illinois who work in occupations where the base pay is less than minimum wage because they customarily and usually receive gratuities or commissions. In this case, the employer must pay at least the full minimum wage in the jurisdiction where the employees work during their paid leave.



- Temporary and part-time workers: The Act also applies to temporary and part-time workers. All employees will receive one hour of paid leave for every 40 hours worked.
- Out-of-State Employers: Out-of-State employers with employees working remotely in Illinois should consult with their labor and employment counsel to determine if they are covered by the Act. There are nuances associated with remote workers that are case specific and hopefully, will be addressed by the Illinois Department of Labor.

### **Requirements for Handling Unused Paid Leave**

- Separation: The Act does not require employers to reimburse employees for any unused paid leave upon retirement, separation, termination, or resignation, unless the paid leave under the Act is credited to an employee's paid time off bank or employee vacation account.
- Similarly, the Act does not require employers to reimburse employees for any unused paid leave at the end of a benefit year.
- Transfers: If an employee is transferred to another division, entity, or location of the same employer, the employee is entitled to all paid leave accrued prior to the transfer.
- Re-Hire: If an employee separates from the employer and is re-hired within 12 months, the employer must reinstate any previously accrued paid leave that the employee did not use.

### **Key Dates**

- Accrual Commencement: An employee's paid leave begins to accrue at the commencement of their employment or on Jan. 1, 2024, whichever is later.
- Use of Leave: Employees are entitled to begin using their accrued paid leave 90 days following the commencement of their employment or March 31, 2024, whichever is later.

### **Employer Notice Requirements**

- The Illinois Department of Labor (the "Department") will prepare and distribute a notice, which will summarize the requirements of the Act.
- Employers must post these notices in a conspicuous place on the premises where the employer customarily posts notices to employees.
- If the workforce has a significant number of workers who are not literate in English, the employer must notify the Department, which will prepare a notice in the appropriate language.
- Employer can also proactively request notices in other languages from the Department.

### **Anti-Retaliation**

- **Protected Conduct.** The Act prohibits employers from retaliating against employees who engage in protected conduct. This includes taking action or threatening to take action against employees for exercising their rights afforded by the act or opposing a practice they believe is a violation of the Act. The Act also prohibits retaliation against employees who support others who exercise their rights under the Act.
- **Effect on Employment Actions.** Employers cannot take an adverse employment action (including evaluations, promotion decisions, and discipline) against an employee because that employee used paid leave provided under the Act.
- **Impact on No-Fault Attendance Policies.** The Act also prohibits employers from counting paid leave under a No-Fault attendance policy.

Clark Hill PLC will continue to monitor these developments and provide updates. We expect the Illinois Department of Labor will provide additional guidance on the Act in the forthcoming months. For more information, please contact Yvette Heintzelman, Paul Starkman, Daniel Kinsella, and Renee Fell.



## Related Practice Areas

Labor & Employment

## Related

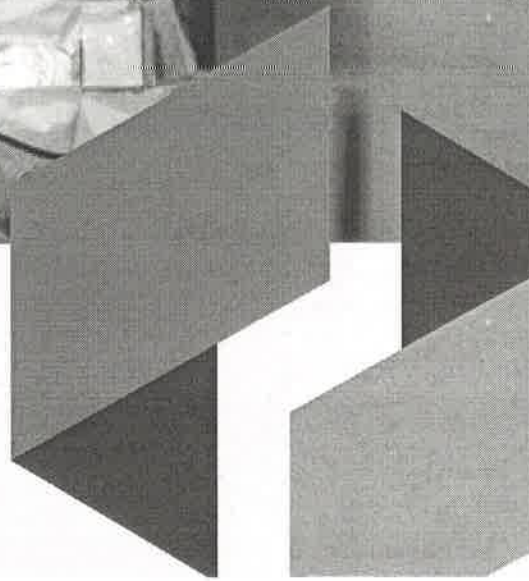
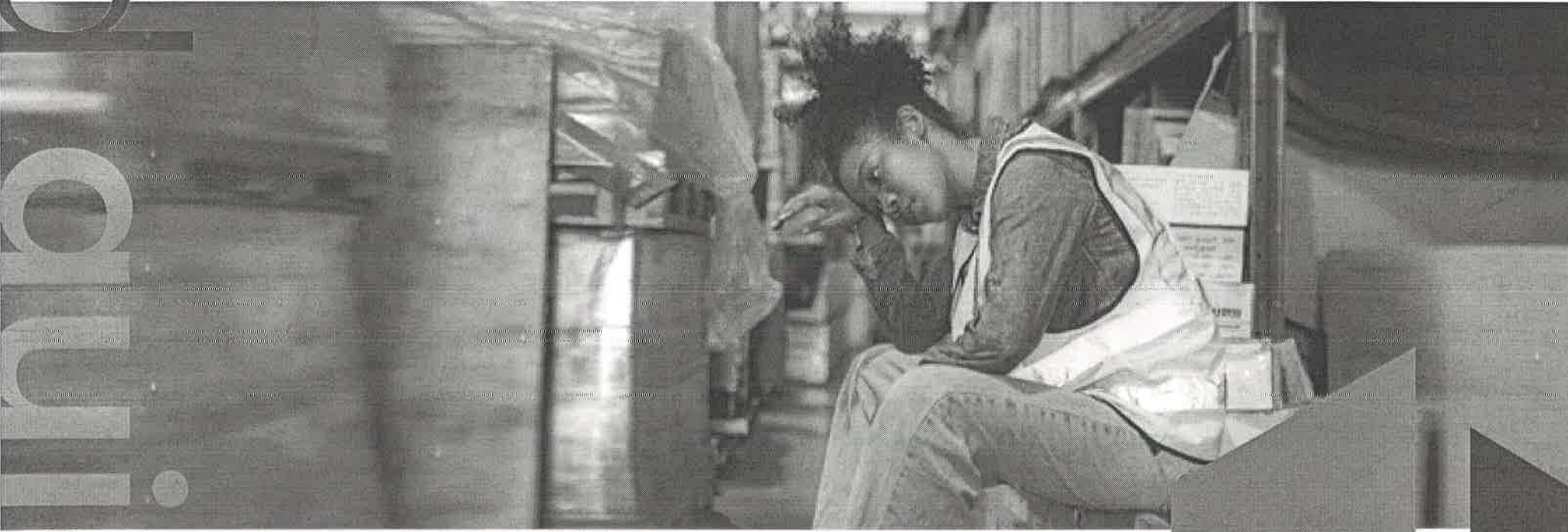
### Event

### Legal, Tax and Infrastructure Requirements for Fleet EV Charging

Organizations that currently own or intend to acquire electric vehicles can gain insights into tax, legal, and infrastructure requirements by understanding best practices and common mistakes. The panel will also discuss new EV laws and charging technology.



# Paid Leave for All Workers Act



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# Field Guide: The Paid Leave for All Workers Act

On March 13, 2023, Governor Pritzker signed the Paid Leave for All Workers Act mandating that employers offer all employees paid time off for any reason. The law will take effect on January 1, 2024. Below is a summary of the law's requirements.

<p>Who is eligible for paid leave?</p>	<p>All employees working in Illinois are eligible except:</p> <ul style="list-style-type: none"> <li>• Employees as defined in the federal Railroad Insurance Act or the Railway Labor Act;</li> <li>• A student enrolled in and regularly attending classes in a college or university that is also the student's employer, and who is employed on a temporary basis at less than full-time at the college or university. This exemption only applies to work performed for that college or university;</li> <li>• Certain short-term employees of an institution of higher learning;</li> <li>• Employees working in the construction industry who are covered by a bona fide collective bargaining agreement; and,</li> <li>• Employees who are covered by a bona fide collective bargaining agreement with an employer that provides services nationally and internationally of delivery, pickup, and transportation of parcels, documents, and freight.</li> </ul> <p>Employees who earn most of their compensation through gratuities or commission ARE eligible and receive at least the full applicable minimum wage for their leave time.</p>
<p>Who are covered employers?</p>	<p>All employers in Illinois except park districts and school districts (organized under the School Code).</p>
<p>What if our organization has a collective bargaining agreement?</p>	<p>If the agreement is already in effect as of January 1, 2024 you are not required to comply. However, new agreements entered into after January 1, 2024 must comply or contain an explicit waiver of this law.</p>

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What if our organization provides leave pursuant to the Chicago or Cook County Paid Sick Leave Ordinances?

Employers already providing sick leave pursuant to these ordinances will not need to provide any further leave under the PLWA. However, employers who have employees who are not covered by these ordinances, for whatever reason, will need to comply with PLWA.

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What if our organization already provides employees with time off?

If employees have access to five days per year (or the appropriate pro-rated amount) that they can use for any reason, the employer does not need to comply with the PLWA with respect to those employees.

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How does an employee earn time?

There are two possible ways an employee can earn time:

- An employer allows employees to accrue the leave at the rate of at least one hour for every 40 hours worked; or,
- An employer provides the employee's leave entitlement "up front" by front-loading the time.

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When does an employee begin earning the time?

An employee begins earning time (or receives the frontload) on the first day of employment.

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How soon can an employee begin using the time?

Employees are eligible to begin taking leave 90 days after their employment begins or 90 days after January 1, 2024, whichever is later.

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Is carry over of time permitted?

If an employer uses the accrual method, employees must be permitted to carry over time; however, an employee does not have a right to use more than 40 hours of time in a 12-month period. If the employer uses the front load method, employees are not entitled to carry over the time.

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Can an employer set any restrictions on use?	An employee must be permitted to use the time for any reason. Employers may require that employees use the time in minimum two-hour increments. If the employee's absence entitles them to access more than one employer paid leave offering, the employee may choose which paid leave option to use.
Must an employee provide notice of use?	Employers may require up to seven calendar days' notice for employee use. Employees may provide notice verbally or in writing. An employee who is unable to provide such notice because the leave is not foreseeable should provide notice as soon as practicable. Employers may NOT require any documentation to certify the leave nor may they require the employee to disclose a reason. Employers also may not require an employee to fill their shift/find a replacement.
Is the leave paid out upon termination?	No, unless the employer calls the leave vacation time or paid time off. In those cases, the leave must be paid upon termination pursuant to the Illinois Wage Payment and Collection Act.
Posting or notice requirements?	Yes, the Illinois Department of Labor will prepare a mandatory posting. Notice must also be provided in the employer's handbook.
What is the effective date?	January 1, 2024
Recordkeeping and enforcement?	<p>Employers must also keep records regarding paid leave accrued and used as well as any paid leave time remaining. If the employer is using the accrual method, information regarding accrual and use must be provided to the employee upon request. These records should be maintained for three years.</p> <p>The Act contains an anti-retaliation provision and allows for fines (\$500 for first violation and \$1000 per additional violation), as well as a \$2500 civil penalty and possible attorney/expert fees.</p> <p>While employees do not have a private cause of action, employees may file complaints with the IDOL. The IDOL will investigate and enforce the Act.</p>

*This information is provided as a resource and is not intended to render legal advice. Members should contact us through the HR Hotline with questions about a particular situation.*



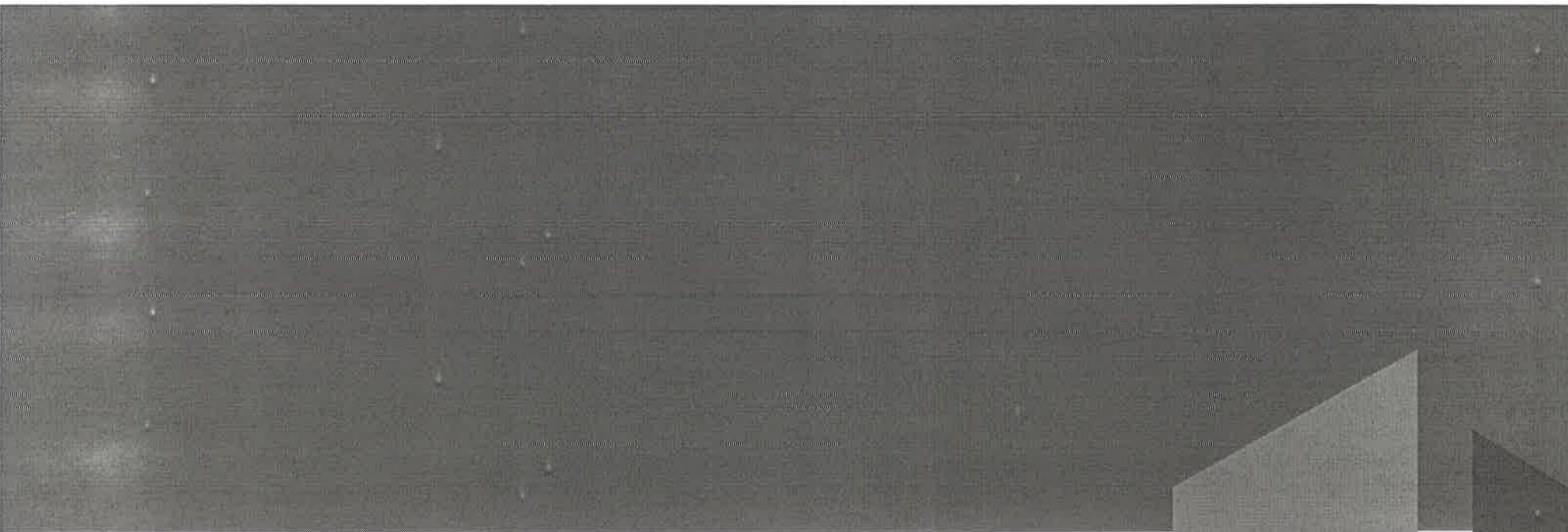
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3025 Highland Parkway  
Suite 225  
Downers Grove, Illinois 60515

**800-448-4584**  
**hrsource.org**





# Indian Prairie Public Library

## 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.