

Indian Prairie Public Library Board Agenda  
September 18, 2024

**Budget and Appropriations Hearing**  
**September 18, 2024 – 6:30 p.m.**

- A. Call to Order and Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the Budget and Appropriations Ordinance. Page 3
- B. Public Questions/Comments
- C. Closing of Hearing

**Board of Trustees Regular Meeting**  
**September 18, 2024 – 6:40 p.m.**

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

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

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements
  - 1. Thank-You from WB/BR Chamber Page 4
  - 2. Birmingham to Sloan re: Summer Reading Program Page 5
  - 3. Birmingham to Illinois Department of Natural Resources re: OSLAD Grant Program Page 6
  - 4. RAILS *Illinois Libraries Agencies of Impact: A Data Study* Page 7

- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, August 21 2024 Page 16
  - 2. Action on Bills/Additional Bills Page 18
  - 3. Ordinance #2024-4 Providing for the Budget and Appropriations for FY 2024/25 Page 22
  - 4. Estimate of Revenues FY 2024/25 Page 24
  - 5. Determination to Dispose of Property Page 25

- F. Items Deleted from Omnibus Consent Agenda Action

|    |   |         |             |
|----|---|---------|-------------|
| G. | Library Director’s Report   | Page 26 | Information |
| H. | Department Reports  |         | Information |
|    | 1. Deputy Director’s Report   | Page 28 |             |
|    | 2. Marketing  | Page 30 |             |
|    | 3. Guest Services   | Page 40 |             |
|    | 4. Programming & Outreach   | Page 42 |             |
|    | 5. Resource Services  | Page 46 |             |
|    | 6. Technology & Maker Services  | Page 49 |             |
| I. | Staff Report – 2024 Summer Reading<br>Amy Merda, Head of Programming and Outreach |         | Information |
| J. | Reports   |         |             |
|    | 1. Treasurer’s Report   | Page 57 | Information |
|    | 2. Building and Grounds Committee (no report)                                     |         |             |
|    | 3. Finance Committee (no report)  |         |             |
|    | 4. Planning/Outreach Committee (no report)  |         |             |
|    | 5. Policy Committee (no report)   |         |             |
| K. | Unfinished Business   |         |             |
|    | 1. Strategic Plan   | Page 61 | Discussion  |
| L. | New Business  |         |             |
|    | 1. Award of Boiler Bid  | Page 64 | Action      |
|    | 2. Executive Director Review  |         | Information |
| M. | Scheduled Meetings<br>None  |         |             |
| N. | Adjournment   |         |             |

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT**

NOTICE IS HERERBY GIVEN that a public hearing will be held in conjunction with a Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage & Cook Counties, Illinois at 6:30 p.m. Central Daylight Savings Time, September 18, 2024, at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois. Notice is hereby given that a tentative Budget and Appropriations Ordinance is on file and has been on file at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois, since July 19, 2024.

Marian Krupicka, Secretary  
Board of Trustees  
Published in The Doings August 1, 2024.

8/1/2024 7673613

Thank you for being a host location for our backpack drive! Due to your generosity we donated 68 backpacks each to Districts 180 + 162. Plus we gave each district cash collected by tips at Concert on the Green!

Thank you for making a difference in our community!

Willowbrook Business Chamber Women In Business

401 Plainfield Road | Darien, Illinois 60561-4207  
T 630/887-8760 F 630/887-1018 ippl.info



August 29, 2024

Amanda Sloan, VP/Branch Sales Manager  
Republic Bank of Chicago  
1510 75th Street  
Darien, IL 60561

Dear Amanda:

I am reaching out to once again thank Republic Bank for the generous donation towards our Summer Reading program. This Summer, our numbers were higher than ever! A total of 2,951 people joined the program, which is 1,335 more participants than last year. There was 100% increase in participation by kids, a 400% increase in participation by teens and about a 25% increase in adult participation .

Your \$2,300 donation made a huge impact on our program and most definitely contributed it to our success. It is community partners like you that help the library achieve its mission to strengthen our community.

I look forward to future opportunities to partner with Republic Bank.

Sincerely,

Laura Birmingham  
Executive Director  
Indian Prairie Public Library

Board of Trustees

- Victoria Suriano /President
- Donald Damon /Vice President
- Themis Raftis/Treasurer
- Marian Krupicka /Secretary
- Stacy Palmisano/Trustee
- Christina Rodriguez /Trustee
- Samia Wahab/Trustee
- Laura Birmingham /Library Executive Director

401 Plainfield Road | Darien, Illinois 60561-4207

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



August 30, 2024

To: Illinois Department of Natural Resources

Re: Open Space Land Acquisition and Development (OSLAD) Grant Program

Project Title: Borse Memorial Community Park Phase III

Amount requested: \$600,000

Program Budget: \$3.2 million to \$3.6 million

Dear Grant Administrator,

The Indian Prairie Public Library respectfully requests funding through the Open Space Land Acquisition and Development Grant to upgrade our local Borse Memorial Community Park. In January 2023, after a community survey and parks master plan was developed the Village entered into a three-phase renovation project of Willowbrook's only community park, Borse Memorial Community Park, to better meet the needs and wants of the residents.

Borse Memorial Community Park is a 17-acre parcel in southwest Willowbrook purchased by the Village in 1985 to serve as the community park for residents. For the past twenty-five years the park has remained in its current condition. The Village has undergone a three-phase renovation project to redevelop the park to better fit the community's wants and needs. In this final phase, the culmination of the redevelopment project will include an ADA compliant playground, new splash pad, renovation to the three softball fields, three new park shelters, new shelter with restroom facilities, walking path replacement, and landscaping and beautification.

At the completion of this three-phase project, Borse Memorial Community Park will provide recreational amenities that were not present previously for residents while also increasing the biodiversity and natural resources of the park. The park will be transformed into the focal point and gathering point for the community to enrich resident lives and creating a new sense of pride in their community

Please contact me if you have any questions or concerns regarding this grant request.

Thank you for your consideration.

Sincerely,

Laura Birmingham  
Executive Director

**Board of Trustees**

- Victoria Suriano /President
- Donald Damon /Vice President
- Themis Raftis/Treasurer
- Marian Krupicka /Secretary
- Stacy Palmisano/Trustee
- Christina Rodriguez /Trustee
- Samia Wahab/Trustee
- Laura Birmingham /Library Executive Director

Dear RAILS Member Library,

We have enclosed a new booklet showcasing the impact of libraries throughout Illinois. This report, *Illinois Libraries Agencies of Impact: A Data Study*, offers quantifiable examples to support your advocacy efforts.

One of our strategic plan goals is to help member libraries of all types and sizes demonstrate their value to their various stakeholders. This booklet is designed to assist you in doing just that.

You can view an online accessible version of *Agencies of Impact* on the My Library Is... website ([mylibraryis.org/talking-points](http://mylibraryis.org/talking-points)), or download a PDF.

Thank you for your continued dedication to libraries!



Monica Harris  
RAILS Executive Director



# ILLINOIS LIBRARIES

## Agencies of Impact

*A Data Study*





# Message from RAILS

At RAILS, our mission statement, "We Connect Libraries," reflects our belief in the transformative power of libraries. We go beyond brick-and-mortar walls, fostering collaboration and resource-sharing to empower libraries of all types and sizes.

This guide dives deep into the quantifiable impact of Illinois libraries, equipping you with data to demonstrate their value to your stakeholders. Whether you're a librarian, a board member, or a community advocate, this information will help you showcase:

- Return on Investment: Explore data revealing the tangible benefits libraries deliver in exchange for their operational costs.
- Staffing Expertise: Understand the qualifications and dedication of library professionals, highlighting their unique contribution to communities.
- Community Reach: Discover the extensive reach of libraries, showcasing how they serve diverse populations and bridge information gaps.



*Monica R. Harris*  
Monica Harris  
Executive Director

This information is crucial for everyone invested in the future of Illinois libraries. By understanding their true value as community hubs, logistics experts, and gateways to knowledge, we can make informed decisions about how to plan for the bright future of our communities. Funders can see the tangible benefits of their support, governing boards can optimize library services to better serve their communities, and the public can appreciate the full spectrum of resources that libraries offer.

Let's turn the page and discover the undeniable value of Illinois libraries.

## Contents

- 1 Libraries as Economic Engines**
- 2 Libraries as Logistics Experts**
- 3 Libraries as Valued Destinations**
- 4 Libraries as Global Information Suppliers**
- 5 Librarians: a Vibrant & Sizable Profession**

# Libraries as Economic Engines

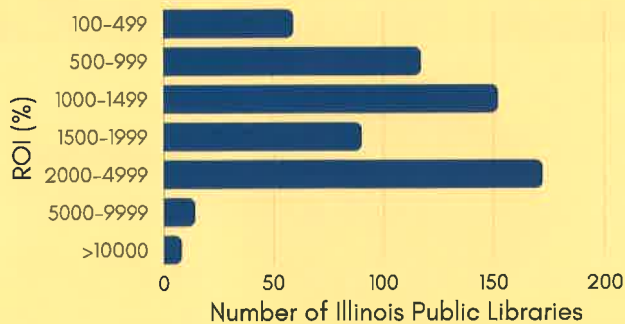
## Library Expenditure Comparison



Illinois libraries purchased an estimated \$1.1 billion dollars in goods and services in 2021, exceeding spending on drycleaning and laundry services, commuter rail, and nail salons. This total approaches the level of spending by travel agencies, golf courses and country clubs, and newspaper publishers. Illinois libraries account for roughly 5% of the \$22.2 billion spent by U.S. libraries in 2021.

### Value of Library Services

Return on investment (ROI) is just one method libraries use to assess the impact of their investment in materials and programs. For this study, we've examined the value of one collection component: print materials. Assuming an average purchase cost per library book of \$17.67, **95%** of Illinois public libraries demonstrated an ROI for print materials greater than 100% in 2021.



IPLAR, 2021; School Library Journal, 2021

### U.S. industries with similar approximate spending levels:



### U.S. industries with smaller approximate spending levels:

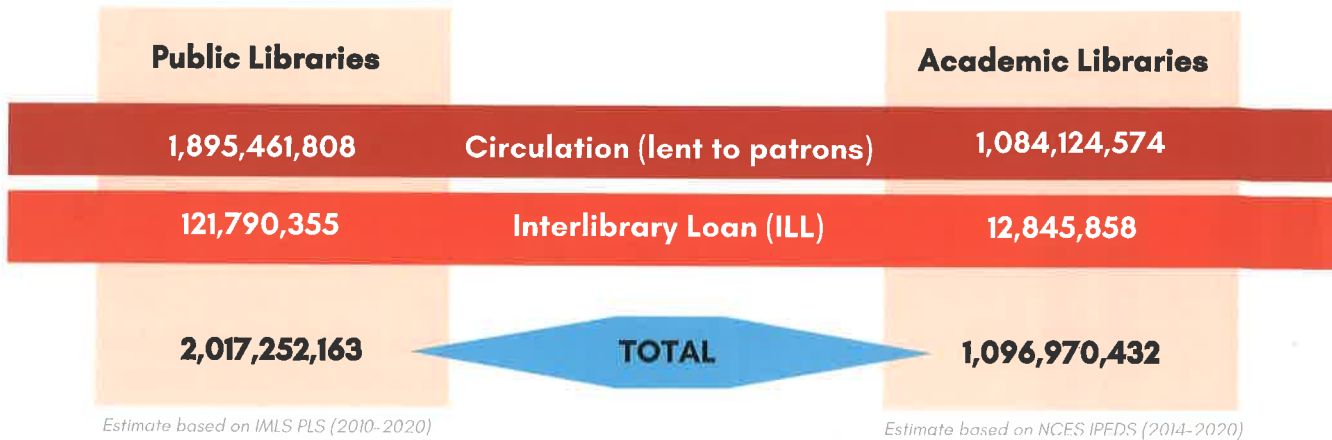


U.S. Census Bureau (2021); Federal Transit Administration, U.S. Department of Transportation

# Libraries as Logistics Experts

**U.S. libraries circulate 3,114,222,595 items per year**

*(IMLS Public Libraries Survey (2010-2020); NCES IPEDS(2014-2020))*

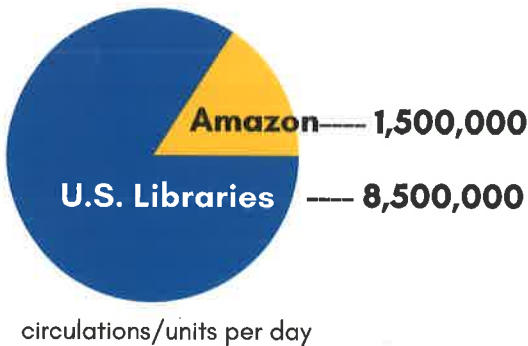


## How do libraries compare to **amazon.com**?

**In the U.S., public libraries have slightly more cardholders than Amazon has Prime Members.**

Amazon has 153 million Prime Members in the United States. *(Statista, 2021)*

U.S. public libraries have an estimated 173,143,919 registered cardholders. *(IMLS PLS 2010-2020)*



**Each day, U.S. libraries circulate over five times as many items as Amazon ships.**

Amazon shipped approximately 1.6 million packages per day in 2021. *(Landing Cube, 2022)*

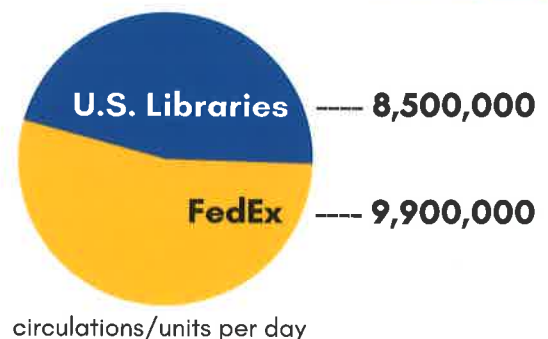
U.S. libraries circulated an estimated 8.5 million items each day. *(Based on data from IMLS PLS (2010-2020) and NCES IPEDS (2014-2020))*

## How do libraries compare to **FedEx**?

**U.S. libraries circulate close to the same number of items shipped by FedEx.**

FedEx shipped 9.9 million packages per day in 2021.

*(Statista, 2021)*



# Libraries as Valued Destinations

One in three people in Illinois is a registered library cardholder; the same is true for one in two people nationwide.

Total number of registered library users in Illinois: **4.4 million**  
(IPEDR, 2021)

Population of Illinois: **12.7 million**  
(U.S. Census Bureau, 2021)



If Illinois library patrons paid the average cost of a sporting event each time they visited...



...public libraries would have generated an additional **\$1,444,878,471** in 2021.

(2021 Average ticket price based on data from Statista, Axios, Forbes, Reddit, and SeatGeek)

## Attendance by Sport/Organization

**2.5x** as many people visit Illinois public libraries each year as attend these Illinois collegiate and professional sports events combined.



# Libraries

20,350,401

8,063,235



# Libraries as Global Information Suppliers

## Collection Volume



**16,941,409**  
Digital  
Materials  
Provided  
by Public  
Libraries  
(IPLAR, 2021)

Illinois public libraries hold 36,889,960 print volumes, approximately **three items per person** statewide, a collection valued at nearly **\$652 million**.

## Print Collection Value

**Estimated Value of Library Print Collections in Illinois:**

**\$3.6 billion**

The total value of academic and public library print collections can be estimated by multiplying the number of print volumes by the average price per book.

|                           |   |   |   |   |  |
|---------------------------|---|---|---|---|--|
| <b>Public Libraries</b>   | <b>36,889,960</b><br>print volumes<br><small>(IPLAR, 2021)</small>          | × | <b>\$17.67</b><br><small>(School Library Journal)</small> | = | <b>Total value</b><br><b>\$651,845,593</b>   |
| <b>Academic Libraries</b> | <b>30,023,008</b><br>print volumes<br><small>(NCES IPEDS 2014-2020)</small> | × | <b>\$99.14</b><br><small>(US New Title Reports)</small>   | = | <b>Total value</b><br><b>\$2,976,480,971</b> |

## Delivery Service

**11,551,005**  
items delivered  
(ILSOS, 2021)

×

average book price  
**\$17.67**  
(School Library Journal)

=

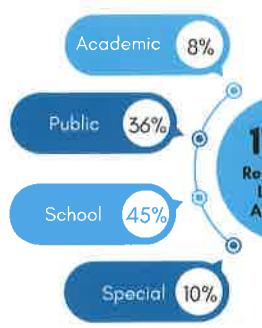
**Total value**  
**\$204,106,259**

**ROI for Interlibrary Loan Service :**

**3082%**

The cost to provide interlibrary loan service was nearly **\$6.5 million** in 2021. If libraries had purchased the 11.5 million items delivered by RAILS and IHLS, they would have paid more than **\$200 million**.

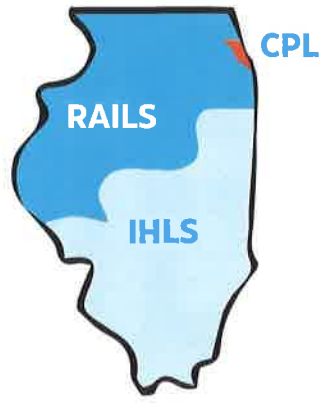
## Library Access



**5,033** Total Registered Library Branches

|                       | CHICAGO PUBLIC LIBRARY | IHLS<br>Illinois Heartland Library System | RAILS |
|-----------------------|------------------------|---|-------|
| Academic Libraries    | —                      | 75  | 160   |
| Public Libraries      | 81                     | 246                                       | 487   |
| School Libraries      | —                      | 913                                       | 2888  |
| Specialized Libraries | —                      | 27  | 156   |

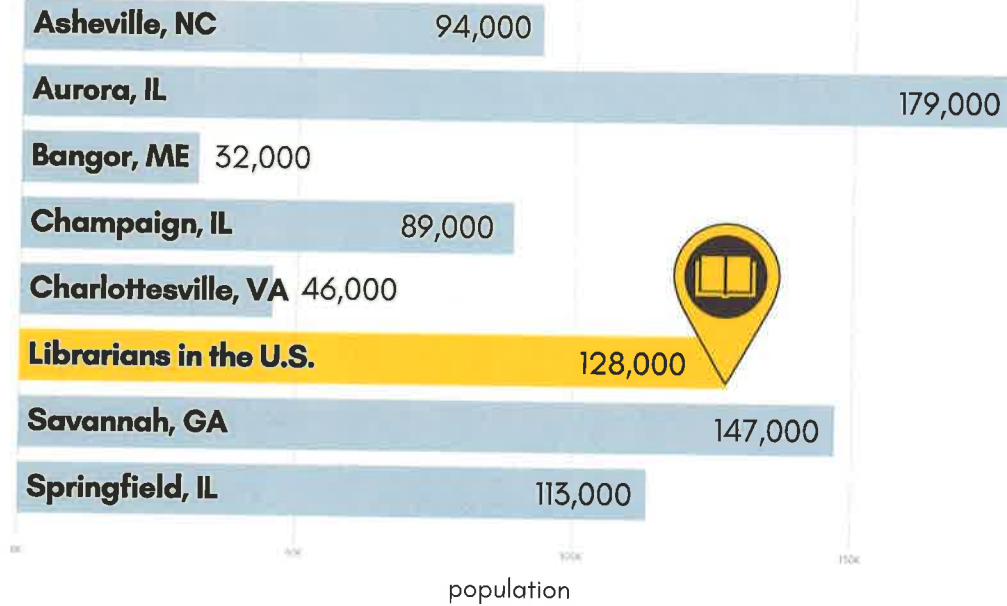
Map of Illinois Library Systems



# Librarians: a Vibrant & Sizable Profession 14

## How many librarians are there nationwide?

Number of librarians in the U.S.



## Librarians vs U.S. City Populations

(Data Commons, 2021; Statista, 2021)

## How do librarians compare to other professionals?

Number of librarians in Illinois

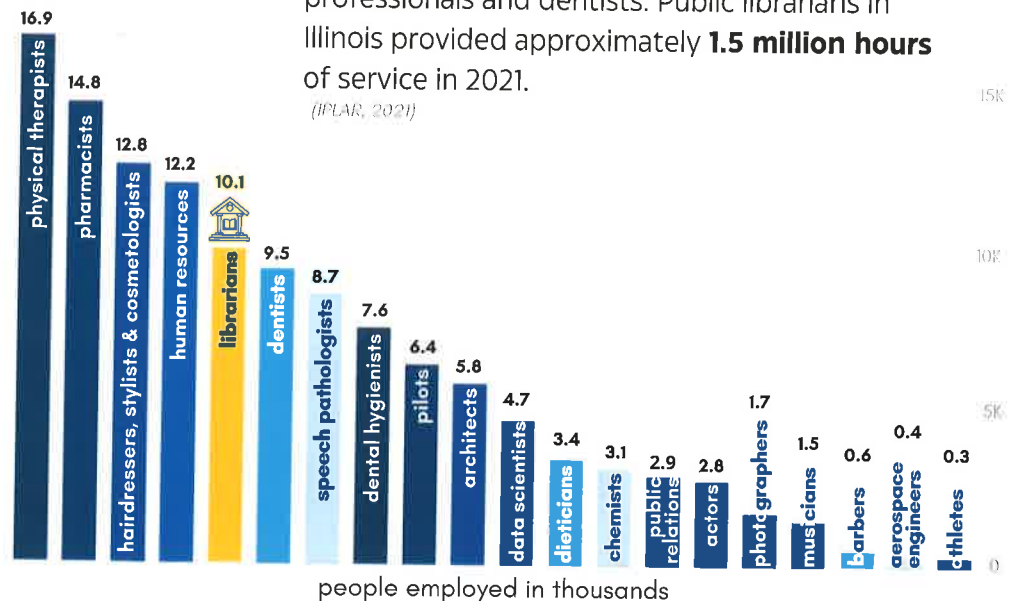


The number of librarians in Illinois is roughly comparable to the number of human resource professionals and dentists. Public librarians in Illinois provided approximately **1.5 million hours** of service in 2021.

(IFLAR, 2021)

## Librarians vs Other Professions

(U.S. Bureau of Labor Statistics; data.illinois.gov)



Please contact [communications@railslibraries.org](mailto:communications@railslibraries.org) for additional copies of this document.





Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 21, 2024

**Board of Trustees Regular Meeting  
August 21, 2024 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Krupicka called the roll.  
Present: Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab  
Absent: Donald Damon  
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski  
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. Thank You from Avanath re: Service to Hinsdale Community
- 2. Thank You from Darien Police re: National Night Out

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, July 17, 2024
- 2. Action on Bills/Additional Bills
- 3. Resolution #2024-A Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions  
Palmisano moved, Wahab seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

H. Department Reports

Lawson recapped her written report from the packet. The mandatory walk-through for the boiler replacement was on August 16. Sealed bids will be opened on September 6.

I. Staff Report – Being Prepared: Staff Training at IPPL

Deputy Director Kristen Lawson is in charge of staff training at the library. Training done in 2023 included Narcan, First Amendment audits, active shooter, book challenges/conversations, and emergency responses using library walkie talkies. In 2024 Lawson developed regular scheduled/structured PIC training sessions. They include role-playing and discussion of recent incident reports involving both building and guest situations. Training was also done with non-PIC front facing staff – staff feedback indicated that they felt supported. Birmingham noted the great job Lawson has done with our staff training and said that she has taken it to the next level. Suriano suggested that we have a schedule for active shooter training and felt it should be done at least once a year.

J. Reports

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

K. Unfinished Business - none

L. New Business - none

M. Meetings Scheduled - none

N. Adjournment

At 7:27 p.m. Rodriguez moved, Raftis seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

---

Marian Krupicka, Secretary

## ACTION ON BILLS AUGUST, 2024

| <u>Account</u>                   | <u>Check #'s</u> | <u>Total</u>  |
|----------------------------------|------------------|---------------|
| Republic Bank-Bills for Approval | 3333 - 3404      | \$ 155,039.91 |
| Republic Paper Pay Checks        | 2149 - 2153      | \$ 1,375.58   |
| Republic Direct Deposits         |                  | \$ 214,824.55 |
|                                  | MONTH'S TOTAL:   | \$ 371,240.04 |

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

| Date   | Num  | Vendor                                   | Amount    |
|--|------|--|-----------|
| <b>10127 Republic Bank Operating Account</b> |      |  |           |
| 08/06/2024                                   | 3333 | LIMRiCC                                  | 941.45    |
| 08/09/2024                                   | 3334 | Allcomm Systems, Inc.                    | 450.00    |
| 08/09/2024                                   | 3335 | Alphagraphics                            | 335.10    |
| 08/09/2024                                   | 3336 | Andrew Krause                            | 187.50    |
| 08/09/2024                                   | 3337 | AT&T                                     | 365.15    |
| 08/09/2024                                   | 3338 | Bullseye Cleaning Services, Inc.         | 6,300.00  |
| 08/09/2024                                   | 3339 | Center Point Large Print                 | 29.96     |
| 08/09/2024                                   | 3340 | City of Darien                           | 50.00     |
| 08/09/2024                                   | 3341 | Current Technologies Corporation         | 412.50    |
| 08/09/2024                                   | 3342 | DEMCO                                    | 755.98    |
| 08/09/2024                                   | 3343 | Groot Industries, Inc.                   | 285.00    |
| 08/09/2024                                   | 3344 | Hagg Press, Inc.                         | 2,505.10  |
| 08/09/2024                                   | 3345 | Hayes Mechanical LLC                     | 3,326.00  |
| 08/09/2024                                   | 3346 | Illinois Dept of Innovation & Technology | 475.00    |
| 08/09/2024                                   | 3347 | Kanopy                                   | 235.80    |
| 08/09/2024                                   | 3348 | Kelly Printing Supplies                  | 1,091.48  |
| 08/09/2024                                   | 3349 | kristinZkreations                        | 1,900.00  |
| 08/09/2024                                   | 3350 | Lauterbach & Amen, LLP                   | 675.00    |
| 08/09/2024                                   | 3351 | Midwest Laser Specialists, Inc.          | 203.98    |
| 08/09/2024                                   | 3352 | OverDrive, Inc.                          | 7,516.70  |
| 08/09/2024                                   | 3353 | RAILS                                    | 5,333.00  |
| 08/09/2024                                   | 3354 | Rivistas Subscription Services           | 150.00    |
| 08/09/2024                                   | 3355 | Specialty Mat Service                    | 132.26    |
| 08/09/2024                                   | 3356 | Susan Maddox                             | 350.00    |
| 08/09/2024                                   | 3357 | Today's Business Solutions, Inc.         | 448.32    |
| 08/12/2024                                   | 3358 | ReThinking Libraries, LLC                | 6,475.00  |
| 08/12/2024                                   | 3359 | Scott Kenemore                           | 200.00    |
| 08/21/2024                                   | 3360 | FedEx                                    | 12.90     |
| 08/21/2024                                   | 3361 | Canon Financial Services, Inc.           | 237.94    |
| 08/21/2024                                   | 3362 | Drake Painting & Wallpapering            | 10,890.00 |
| 08/21/2024                                   | 3363 | Five Star CPR and First Aid, LLC         | 1,560.00  |
| 08/21/2024                                   | 3364 | Laura E Chaplin                          | 150.00    |
| 08/29/2024                                   | 3365 | Bank of America                          | 556.65    |
| 08/29/2024                                   | 3366 | Bank of America                          | 1,460.01  |
| 08/29/2024                                   | 3367 | Bank of America                          | 1,270.19  |
| 08/29/2024                                   | 3368 | Bank of America                          | 153.62    |
| 08/29/2024                                   | 3369 | Bank of America                          | 1,822.71  |
| 08/29/2024                                   | 3370 | Bank of America                          | 1,744.08  |
| 08/29/2024                                   | 3371 | Bank of America                          | 159.61    |
| 08/29/2024                                   | 3372 | Allard, Jamie                            | 105.19    |

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

| Date       | Num  | Vendor                                | Amount    |
|------------|------|---------------------------------------|-----------|
| 08/29/2024 | 3373 | Baker & Taylor                        | 736.45    |
| 08/29/2024 | 3374 | Blackstone Publishing, Inc.           | 910.21    |
| 08/29/2024 | 3375 | Blue Cross Blue Shield of Illinois    | 22,655.95 |
| 08/29/2024 | 3376 | Canon Solutions America Inc.          | 65.45     |
| 08/29/2024 | 3377 | Cengage Learning, Inc.                | 634.99    |
| 08/29/2024 | 3378 | Chrissy Wesolowski                    | 12.33     |
| 08/29/2024 | 3379 | Cigna Health & Life Insurance Company | 3,184.93  |
| 08/29/2024 | 3380 | Clinton, Jeanine                      | 20.00     |
| 08/29/2024 | 3381 | CONSTELLATION NEWENERGY, INC.         | 7,955.00  |
| 08/29/2024 | 3382 | Current Technologies Corporation      | 768.75    |
| 08/29/2024 | 3383 | Dancing Cranes Yoga Inc.              | 520.00    |
| 08/29/2024 | 3384 | Dearborn Life Insurance Company       | 95.66     |
| 08/29/2024 | 3385 | DEMCO                                 | 281.19    |
| 08/29/2024 | 3386 | FSS Technologies                      | 112.50    |
| 08/29/2024 | 3387 | Hagg Press, Inc.                      | 8,702.00  |
| 08/29/2024 | 3388 | Ingram Library Services               | 13,059.82 |
| 08/29/2024 | 3389 | Merda, Amy E                          | 19.56     |
| 08/29/2024 | 3390 | Midwest Tape                          | 10,535.55 |
| 08/29/2024 | 3391 | Naperville Public Library             | 93.00     |
| 08/29/2024 | 3392 | NCPERS Group Life Insurance           | 48.00     |
| 08/29/2024 | 3393 | NobleTec LLC                          | 6,000.00  |
| 08/29/2024 | 3394 | OverDrive, Inc.                       | 2,600.90  |
| 08/29/2024 | 3395 | Pearson, Amy                          | 18.76     |
| 08/29/2024 | 3396 | Premier Landscape Contractors         | 1,309.00  |
| 08/29/2024 | 3397 | Quill LLC                             | 2,718.89  |
| 08/29/2024 | 3398 | RAILS                                 | 7,234.00  |
| 08/29/2024 | 3399 | Specialty Mat Service                 | 132.26    |
| 08/29/2024 | 3400 | Staples Inc.                          | 892.42    |
| 08/29/2024 | 3401 | Sterling Services, Inc.               | 2,025.00  |
| 08/29/2024 | 3402 | Today's Business Solutions, Inc.      | 295.00    |
| 08/29/2024 | 3403 | Unique Management Services, Inc.      | 128.05    |
| 08/29/2024 | 3404 | Wlosinski, Maria                      | 21.11     |

**Total for 10127 Republic Bank Operating Account** **\$ 155,039.91**

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

**AUGUST 2024**

| <b>Vendor</b>  | <b>Purpose</b>      | <b>Date Paid</b> | <b>Amount Paid</b> |
|----------------|---------------------|------------------|--------------------|
| Federal & IL   | Payroll taxes       | 8/15/2024        | 25,778.97          |
| Federal & IL   | Payroll taxes       | 8/29/2024        | 26,120.52          |
| ExpertPay      | Garnishments        | 8/15/2024        | 474.48             |
| ExpertPay      | Garnishments        | 8/29/2024        | 437.06             |
| IMRF           | Payroll Pension     | 8/20/2024        | 28,587.58          |
| Mission Square | 457 Plan            | 8/01/2024        | 50.00              |
| Mission Square | 457 Plan            | 8/15/2024        | 50.00              |
| Mission Square | 457 Plan            | 8/29/2024        | 50.00              |
| Nationwide     | 457 Plan            | 8/01/2024        | 50.00              |
| Nationwide     | 457 Plan            | 8/15/2024        | 50.00              |
| Nationwide     | 457 Plan            | 8/29/2024        | 50.00              |
| DAC            | Deposit to HRA      | 8/06/2024        | 492.82             |
| DAC            | Deposit to HRA      | 8/07/2024        | 225.50             |
| DAC            | Deposit to HRA      | 8/13/2024        | 188.35             |
| DAC            | Deposit to HRA      | 8/20/2024        | 307.64             |
| DAC            | Deposit to HRA      | 8/27/2024        | 373.28             |
| Nicor          | Gas                 | 8/13/2024        | 272.05             |
| ELS            | License Stickers    |                  | 6,337.00           |
| ELS            | ELS Fee (July)      | 8/03/2024        | 76.00              |
| INB & Republic | Cr Card & Bank Fees | 8/15/2024        | 323.26             |

**ORDINANCE NO. 2024-4**  
**BUDGET AND APPROPRIATION ORDINANCE**  
**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**DU PAGE & COOK COUNTIES, ILLINOIS**  
**FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025**

This Ordinance constitutes the Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

**Estimate of Expenditures from Corporate Fund**

|                             | <u>Appropriation</u> |
|-----------------------------|----------------------|
| Personnel                   | 3,400,000            |
| Materials                   | 530,000              |
| Building Operations         | 225,000              |
| Office Operations           | 45,000               |
| Technology & Maker          | 195,000              |
| Contractual Services        | 62,000               |
| Insurance                   | 26,000               |
| Communications/Publicity    | 78,000               |
| Programs                    | 42,000               |
| <b>Total Corporate Fund</b> | <b>4,603,000</b>     |

**Estimate of Expenditures from Special Tax Funds**

|   |         |
|---|---------|
| Audit                                     | 0       |
| IMRF                                      | 60,000  |
| Social Security                           | 55,000  |
| Liability Insurance                       | 20,000  |
| Building and Equipment (.02% Special Tax) | 125,000 |

**Summary**

|                               |                  |
|-------------------------------|------------------|
| Corporate                     | 4,603,000        |
| Audit                         | 0                |
| IMRF                          | 60,000           |
| Social Security               | 55,000           |
| Liability Insurance           | 20,000           |
| Building and Equipment (.02%) | 125,000          |
| Special Reserve               | 0                |
| <b>Total Appropriation</b>    | <b>4,863,000</b> |



SECTION 2. As part of the Annual Budget, it is stated

- a. The cash on hand at the beginning of the fiscal year is \$4,070,503.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,634,457.
- c. The estimated expenditures for the fiscal year are \$4,601,622.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$4,103,338.
- e. The estimated amount of taxes to be received during the fiscal year is \$4,343,827.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$290,630.

SECTION 3. Funds in the total amount of \$4,863,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Corporate Reserve Fund.

AYES:

NAYS:

ABSENT:

PASSED by the Board of Library Trustees on September 18, 2024.

---

Victoria Suriano, President

ATTEST:

---

Marian Krupicka, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,  
DU PAGE & COOK COUNTIES, ILLINOIS  
ESTIMATE OF REVENUES FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

I, Themis Raftis, do hereby certify that I am the duly qualified and acting Treasurer of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, and as such that I am the chief fiscal officer of said Library District.

I do further certify that the following is an estimate of fund balances on hand as of July 1, 2024 and revenues, by source, anticipated to be received by the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2024 to June 30, 2025.

ESTIMATE OF FUNDS AVAILABLE

SOURCE

|       |           |  |
|-------|-----------|--|
| 1.    | 1,319,179 | Corporate fund balance on hand 7/1/24  |
| 2.    | 290,630   | Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, rentals, donations, and impact fees |
| 3.    | 4,343,827 | Anticipated tax collection   |
| 4.    | 0         | Special Reserve Fund   |
| 5.    | -59,356   | Balance SPECIAL TAX funds on hand 7/1/24   |
| 6.    | 0         | Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building                       |
| <hr/> |           |  |
|       | 5,894,280 | Total estimated revenues and fund balances available for the 2024/25 fiscal year   |

I do further certify that the above estimate of balances on hand as of July 1, 2024 and revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of 35 ILCS 200/18-50.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Themis Raftis, Treasurer and Chief Fiscal Officer of the  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## 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.

- 8 green and white chairs
- 3 wood A-frame display units
- 3 desktop computers
- 1 portable DVD player
- 1 uninterrupted power supply
- 4 iPod Touches
- 3 Chromebits
- 1 computer dock
- 1 DVD player
- 1 DVD to VHS converter
- 1 B&W laser printer
- 1 USB overhead projector
- Miscellaneous keyboards, mice, headphones, cables & wires

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

## Executive Director's Report September 2024

### Strategic Plan:

I have included the latest update to the focus areas and initiatives for the Strategic Plan under Unfinished Business to be reviewed and discussed at the meeting.

### Display Updates:

You'll notice some new displays on both floors. Gone are the old wooden A-frames and in are new slat wall tower displays. They give a fresh new look and guests are noticing them as books seem to be flying off of them.

The new vinyl collection is out on the floor. Twenty albums have been purchased and ready for checkout. As this is a very small collection, we are doing a soft launch and not a huge marketing push. This is sure to be a popular collection once word gets out.



### Maker Studio Appointments:

As previously discussed, we will be moving to an appointment-only model for the Maker Studio on Tuesday, October 1<sup>st</sup>. Guests will either make an appointment to use equipment on their own or an appointment to work with/ be trained by staff. This new model will allow staff to teach more classes and will give more personalized service to guests.

### IPPL Foundation & Friends:

The Book Sale brought in \$246 and movie donations were \$21 in August.

### Personnel:

Christian Mietus is a Substitute Guest Services Page as of August 25<sup>th</sup>.

Lucas Koprowski started as a Guest Services Associate on September 9<sup>th</sup>.

Khadeejah Rizwan started as a Guest Services Page on September 11<sup>th</sup>.

Denise Spingaire starts as a Guest Services Association on September 30<sup>th</sup>.

**Meetings:**

- 8/23 Zoom with ReThinking Libraries re: Strategic Plan
- 8/29 PIC Training
- 9/12 Department Head Meeting
- 9/18 Library Board Meeting

In August, I had 45 one-on-ones.

**Continuing Education:**

- 9/16 *Documentation is Communication* Webinar

Submitted by:



Laura Birmingham  
Executive Director

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

### **Building & Grounds:**

Representatives from several different HVAC companies attended the mandatory walkthrough for the boiler replacement bidding process on August 16<sup>th</sup>. A few of them also set up additional visits to take measurements and examine our infrastructure. Five bids were opened on September 6, the results of which, along with Justin's recommendation, are available for the Board's consideration today.

Our roofing project began as scheduled on Tuesday, Sept. 3. All is going smoothly so far, and the library has been able to operate normally, despite the extra noise, as of this writing.

In August, we were notified by DuPage County that our water usage was unusually high. Investigating the issue, I found that the high usage times were linked to the times our landscaping irrigation system was running. I asked Premier to send someone to troubleshoot, and the technician worked together with Joe to recalibrate the system and check for leaks. This solved the issue. I also was able to log into DuPage County's online system and set up usage alerts, so we are notified sooner if there's ever another problem. Unfortunately, due to the long delay between when we started using the irrigation system in June and DuPage County's notification in August, we will receive a much higher than usual water bill for the summer.

Additionally, Joe closed 38 building tickets in August. Highlights include: 1) Removed, repaired, and replaced the LEGO wall on the second floor, 2) Assembled and installed new display units on both floors, and 3) Fixed shelving in the Board Room closet.

### **Meetings:**

Library Board meeting: 8/21

Department Head meeting: 8/22

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

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

### **Staff Training:**

I conducted training on fire safety topics for all Persons-In-Charge in August. I also conducted training on sticky guest situations, calling a PIC, and teens for the Guest Services department at their department meeting.

**Technology Highlights:**

On 8/19, after observing several instances of downtime for our website over the course of a week, I contacted Rothen, our Web host, to ask them to investigate this recurring issue. They said that the server that our website was currently hosted on was growing older and less stable, and they offered to migrate our site to a new server free of charge, overnight, with about an hour of downtime. I took them up on this offer, but discovered the next morning that our site was still down, about 8 hours after they began the migration. Tony and I worked together with Rothen to bring the site back up and resolve other, smaller issues that stemmed from the migration. The site has been fully operational again since Friday 8/23.

We are now working with NobleTec LLC rather than Current Technologies as an outside IT contractor. We purchased a block of hours from them and are using them to begin a Microsoft tenet migration, the end goal of which is to have all our accounts and licenses connected to our Nonprofit Microsoft account rather than our old Education account, which we can no longer use to purchase new licenses. The process, which began on Monday 8/26, is still underway as of this writing, and NobleTec has assured us that the tenet migration work will not affect library operations.

Tony closed 33 technology tickets in August. Highlights include: 1) Set up two new computers and receipt printer at the K&T desk, solving the issue of intermittent shutdowns the two old laptops were experiencing, 2) Found the cause of some emails not making it through to the print@ippl.info email address and fixed the issue, and 3) Added the sublimation printer to the Maker Studio iMac.

The WorkNet DuPage Kiosk stats for July were 27 sessions, 35 navigations, and 1 request for information. In August it recorded 8 sessions and 42 navigations.

Report Submitted by: Kristen Lawson



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

### **In the Gallery—August**

1st and 2nd Floor Gallery and Display Cases: Dr. Yeongchi Wu and his students from Who-Too Art

Jamie Allard does a wonderful job in booking quality artists. She started doing in 2019 when she first started working for marketing, but kept this as one of her roles when moving to full-time in administration. I appreciate her eye for finding quality talent for our space. Thanks, Jamie!

### **Notable Projects/Meetings/Workshops**

- Paul was on vacation at the start of August. I was on vacation in the middle of August.
- Watched three webinars: website accessibility, marketing in a crisis, and making accessible PDFs
- Certificate for Gower for Summer Reading.
- Met with Gail regarding upcoming projects.
- Met with Amy regarding programming and projects.
- Met with Mark about Maker Studio.
- Met with Laura about Maker Studio scheduling
- Met with Maria about PDFs and board packets
- Had regular 1-1 with Paul.
- Had regular 1-1 with Laura.

### **December/January/February 2024 newsletter**

Hard to believe we are already working on this newsletter, but here we are! I started making plans for this newsletter regarding stories and programming.

### **Outreach**

Did several new fliers for back to school including Back to School, Write-On, Teen programs, Preparing for College Series, and databases for students. I attached samples of all of them. Thanks to Amy, Jordan, and Sarah for collaborating with me on these. And, thanks to Betty for copying and cutting the database fliers. I appreciate it!

### **Website**

Built a form for the Maker Studio. I did additional updates on databases, plus minor updates to the site as requested by Kristen, Amy, and Gail.

### **Website Accessibility**

As Paul and I do updates on the website, we also will check pages for accessibility issues, and resolve any issues. This month, I was able to update all of the issues, which so far, have mostly been photo tagging or setting headings behind the scenes. I did have to ask for assistance from our web consultant, Diane, on one of the issues that came up, but I understand now how to resolve similar issues moving forward.

### Yelp & Google

People are using Yelp and Google to access the library.

August Google website clicks: 3,092

August Google directions: 758

August Google phone calls: 477

August Yelp calls: 27

### 5-Star Review on Google from Betti

Wonderful library with wide range of programs, events, a Makers Studio, and various clubs and classes. Lots of computer/scanner/printer access. The library makes a conscious effort to update and provide for user needs.

### General Enews Subscribers

We gained subscribers this month.

|                          |        |
|--------------------------|--------|
| July 31                  | 22,427 |
| August 31                | 22,521 |
| Loss/Gain in subscribers | +94    |

### Enews Open Rate

Both the regular enews and regular campaigns had steady opening rates.

| Date                           | Open Rate  |
|--------------------------------|------------|
| August 1                       | 34 percent |
| August 8                       | 35 percent |
| August 15                      | 36 percent |
| August 22                      | 34 percent |
| August 29                      | 35 percent |
| Recommends                     | 49 percent |
| Birthday Campaign Open Rate    | 54 percent |
| Anniversary Campaign Open Rate | 48 percent |
| Library Welcome Emails         |            |
| Welcome one                    | 75 percent |
| Welcome two                    | 65 percent |
| Welcome three                  | 59 percent |

## Social Media

It was a slower month for growth on our social media channels, but Instagram and Facebook still grew. In addition, in August, we started regularly posting on Threads (after claiming our account a year ago) since Twitter is less followed these days.

| Social Channel     | Likes/Followers | +/- (July) |
|--------------------|-----------------|------------|
| Facebook (likes)   | 2,520           | +5         |
| Facebook (follows) | 2,796           | +12        |
| Instagram          | 1,206           | +16        |
| Twitter            | 1,159           | -4         |
| LinkedIn           | 244             | +1         |
| YouTube            | 220             | -2         |
| Threads            | 197             | ---        |

The following were our most popular posts on Facebook and Instagram for August.



**We had a surprise visitor to the library today -- the Oscar Mayer Wienermobile! The iconic vehicle was available for giveaways and photo ops due to the cancelation of an event at another location.**

Thu, Aug 15



**Senior Librarian Erin awarded Gower West with the trophy and certificate for winning the school component of our Summer Reading Program. Congratulations, Gower!!! Keep reading,...**

Thu, Aug 22



**SERVICE ALERT! The library's roof shingle replacement project, which is needed to repair the storm damage from earlier this year, is scheduled to begin on Tuesday, Sept. 3. Work will ta...**

Sat, Aug 31



**Many signs are pointing to fall, especially now that school is back in session. But, there's one place that hasn't been informed that summer is over. That place is the Gardens at IPPL where beautifu...**

Tue, Aug 20



**It's National Dog Day. But really, isn't every day dog day? Our staff is certainly in the spirit so how about you? Leave us pictures of your dogs in the comments so we can all celebrate this importa...**

Mon, Aug 26

# IPPL DATABASES

**Early Literacy**



**Need reliable information for school projects and assignments?**

Try IPPL's databases that can be used by cardholders at home or on the library's computers.

**Need a card?**

Apply at [getacard.ippl.info](http://getacard.ippl.info)  
or scan QR code



  
Indian Prairie  
Public Library

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

## FEATURED DATABASES

# ABCmouse®

33

A fun way for kids ages 2-8 to learn reading, math, beginning science, social studies, art, and music.

# LOTE 4Kids

An online resource with digital books in world languages that allows kids to enjoy the magic of books in Languages Other Than English (LOTE).

**Looking for more information on databases, using our Maker Studio for projects, and other ways IPPL supports student learning?**

Visit [supportingstudents.ippl.info](http://supportingstudents.ippl.info) or scan the QR code below.



# IPPL DATABASES

Grades 1-12



**Need reliable information for school projects and assignments?**

Try IPPL's databases that can be used by cardholders at home or on the library's computers.

**Need a card?**

Apply at [getacard.ippl.info](http://getacard.ippl.info)  
or scan QR code



  
Indian Prairie  
Public Library

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

## FEATURED DATABASES

34



Fiero Code: An education platform that teaches a variety of coding skills through a series of fun, game-based tutorials and projects.



We have a variety of Science, Technology, Engineering, and Math (STEM) kits for kids to explore hands-on learning.



Provides access to admissions services through online guidance counselors and resources for applications, financial aid, and admissions interviews.



Provides live online tutoring 2-11 p.m. daily, plus a writing center, and a test center with practice tests including AP, ACT, GED, and more.

**Looking for more information on databases, using our Maker Studio for projects, and other ways IPPL supports student learning?**

Visit [supportingstudents.ippl.info](http://supportingstudents.ippl.info) or scan the QR code below.





# Teacher Support

We love to work closely with the teachers and schools in our served library district to support learning with library programs and resources.

Don't see what you're looking for here? Just ask!

## A snapshot of library services



### Get custom materials

Need a books set aside for your class to use at the library? Do you need a book for your curriculum? Want to get the state award books to your students? We have you covered. We love working on custom requests.



### Use our databases

With an Indian Prairie Public Library card, students have access to our databases as well as digital services including tutoring, a writing center, practice tests for AP, SAT, and ACT, and research for all age levels.



### Borrow STEM kits for classroom use

Want to use a classroom set of Ozobots? Want to see what other techy things we have that you can use in your classroom? Explore our available options: [ippl.info/technology/kids-tech](http://ippl.info/technology/kids-tech).



### Explore our Maker Studio

The Maker Studio is a place to learn and create. It's an IPPL cardholder exclusive. Your creative ideas await you on machines like our poster, sublimation, and 3D printers. We'd love to show you around. Learn more about the Maker Studio at [makerstudio.ippl.info](http://makerstudio.ippl.info).



### Invite us to visit

From book talks and database overviews to guest reading and storytimes, we would love to make an appearance in your classroom. Or, bring IPPL staff, expertise, and resources to your school including back-to-school nights, activity fairs, picnics, and parent nights.



### Field trips to the library

Want your class to visit us? We'd love to show you around.



### Contact us today

Your librarians are . . . .

Pre-K-Kindergarten: Erin F. ([erinf@ippl.info](mailto:erinf@ippl.info))

Grades 1-6: Amy M. ([amym@ippl.info](mailto:amym@ippl.info))

Grades 7-12: Sarah Z. ([sarahz@ippl.info](mailto:sarahz@ippl.info))



Explore, connect, and be inspired.

# BACK TO SCHOOL



  
Indian Prairie  
Public Library

401 Plainfield Rd., Darien, IL 60561  
630/887-8760  
supportingstudents.ippl.info

We support IPPL families and their students' learning. Our librarians communicate regularly with local schools. We are partners in your child's education and continually strive to offer resources, spaces, and programs that support learning, exploring, and the sparking of creativity and inspiration.



## Essentials from YOUR library

- Get a library card.**  
 The best school supply is an IPPL library card. It gives exclusive access to our programs, services, Maker Studio, and databases. We also have student cards for ages 13-17. Apply now at [getacard.ippl.info](http://getacard.ippl.info).
- Don't Google. Ask us.**  
 Our friendly, expert team is ready to help. Drop by the desk on the second floor or chat with us online at [ippl.info](http://ippl.info).
- Use our computers or printers.**  
 Send assignments from your home computer through our eprint service to be picked up. Visit [ippl.info](http://ippl.info).
- Get tutoring.**  
 Free tutoring help is available through Brainfuse HelpNow with an IPPL card.
- Study here.**  
 Need to find a quiet spot to study or a place to collaborate with others? From individual rooms to tables in our cafe, we have something for everyone.
- Find reliable, age-appropriate resources.**  
 Research databases are electronic resources that are easy to search—and we have them. Visit [databases.ippl.info](http://databases.ippl.info).
- Make your project special.**  
 Building a model or diorama, and need special parts? Use our Maker Studio to create them. The Maker Studio is an IPPL cardholder exclusive and for ages 8 and up. Children who are age 8 must be accompanied by someone who is age 13 or older. Learn more at [makerstudio.ippl.info](http://makerstudio.ippl.info). Use our Maker Studio to create them.



# WRITE-ON

Sponsored by the Gift of Carl Foundation

## WRITING COMPETITION FOR GRADES 4-12.

Submissions open Monday, Oct. 7 and close Wednesday, 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 19th year, is generously sponsored by the Gift of Carl Foundation.

## You're Invited!



### An Evening with Misa Sugiura

Tuesday, Nov. 19, 7-8 p.m.

A night for kids grades in 4-12 and adults. Even if you didn't enter the contest, you're invited to attend.

Misa Sugiura writes middle grade and YA fiction and grew up in Chicago. Her first YA novel, *It's Not Like It's A Secret*, won the Asian Pacific Islander American Librarians' Association's Award for Young Adult Literature and the second book in her middle-grade series, *Momo Arashima Breaks the Mirror of the Sun*, was released in February.



  
Indian Prairie  
Public Library

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

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

# Preparing for College at Indian Prairie Public Library



Thinking of going to college? Get your questions answered.  
Programs are for parents and students unless noted.

## COLLEGE 101

**Wednesday, Sept. 18, 6–7 p.m.**

For parents and students. An Illinois Student Assistance Commission ISACorps member shares information about types of colleges and how to research colleges, college matches, importance of college visits, and more.

## TEEN SERVICES PARTY DROP-IN

**Friday, Sept. 27, 1–3 p.m.**

For grades 7–12. Learn about the various services—including College Now—at the library for teens, play games, and get a snack.

## STUDENT SUPPORT & COLLEGE PREP WITH IPPL

**Saturday Oct. 19, 1–2 p.m.**

For parents and students. Learn about the various resources available to high schoolers and those preparing for college at this information session. This program is open to all regardless of IPPL cardholder status; however, some resources covered may only be available to IPPL cardholders. For a complete list of resources covered, contact Librarian Sarah at sarahz@ippl.info.

## FINANCIAL AID APPLICATION COMPLETION WORKSHOP

**Wednesday, Oct. 23, 6–8 p.m.**

For parents and students. During this workshop led by an Illinois Student Assistance Commission's ISACorps member, students can get questions answered to complete either the Free Application for Federal Student Aid (FAFSA) or the Alternative Application for Illinois Financial Aid. Individuals should have readily available information regarding their incomes and assets information.

## COLLEGE APPLICATION WORKSHOP

**Saturday, Nov. 16, 11 a.m.–12:30 p.m.**

For parents and students. During this workshop led by an Illinois Student Assistance Commission's ISACorps member, students can gain assistance with completing applications to the college(s) of their choice.



**NEW!**

## COLLEGE NOW

Talk to a guidance counselor online Monday–Thursday from 1–10 p.m. for college questions, application advice, financial aid help, admissions interview help, or submit a college essay to get feedback. This service is available using your IPPL card, or at the library while connected to our public Wi-Fi.

  
Indian Prairie  
Public Library

630/887-8760 | ippl.info





## 100 BOOKS *Before Graduation*

A reading program for high schoolers! Enter and write down every book you read—graphic novels, books for a class, and audiobooks all count—and get a prize every 20 books. You can even backdate everything you've read to fall of your freshmen year. Sign up at the Kids & Teens Desk on the second floor of the library.

## VOLUNTEN

**Volunteer & Join TASC**  
Applications to join our Teen Advisory & Service Committee are open Sept. 1 through the end of October. TASC members serve as our volunteers during the school year.



SCAN ME



**Early Release Wednesday Activates & Snacks**  
Drop by the second floor of the library on Early Release Days to answer the Question of the Day and get a free snack; attend drop-in activities or VR gaming; or just hang out with your friends.

## WRITE-ON

*Sponsored by the Gift of Carl Foundation*

Our annual writing competition, sponsored by the Gift of Carl Foundation, is in its 19th year. Cash prizes.



SCAN ME



**Teen Book Bags**  
Tell us what you like to read and we'll curate a bag with two books and other goodies.



SCAN ME



**Teen Events**  
Check out our Events Calendar for events specifically for teens



630/887-8760  
ippl.info

**Guest Services**

**August 2024**

**Circulation**

The total checkouts and renewals for July was 60,057.

70% of our checkouts and renewals were done by self-service, 25% were done at the desk and 5% were done at the drive up.

The library had 32,177 in-person visitors. 761 patrons used the drive-up. Staff checked out or renewed 1,688 items and places 1,053 holds at the drive-up.

**Community**

**Passports:** Staff accepted 108 passports.

**License plate sticker renewals:** Staff sold 45 License plate stickers.

**Library Cards:** 252 new library cards were issued, 167 resident and 85 non-resident. 36 cards were initiated remotely.

**Total number of IPPL Library cards:** 27,507

**Birthday gift:** Staff handed out 25 birthday gifts in August.

**Meetings**

|              |              |      |
|--------------|--------------|------|
| September 24 | SWAN updates | Zoom |
|--------------|--------------|------|

Cindy Maiello Gluecklich  
Head of Guest Services

| Circulation Statistics  |         |         |          |         |         |          |          |          |          |         |         |         |      |      |
|---|---------|---------|----------|---------|---------|----------|----------|----------|----------|---------|---------|---------|------|------|
| Month   | 2013    | 2014    | 2015     | 2016    | 2017    | 2018     | 2019     | 2020     | 2021     | 2022    | 2023    | 2024    | 2025 | 2026 |
|   | 2014    | 2015    | 2016     | 2017    | 2018    | 2019     | 2020     | 2021     | 2022     | 2023    | 2024    | 2025    | 2026 |      |
| July  | 87,602  | 80,022  | 75,425   | 67,595  | 59,767  | & 65,323 | 64,326   | # 38,174 | # 48,269 | 50,710  | 58,718  | 62,630  |      |      |
| Aug.  | 77,621  | 72,824  | 67,971   | 63,720  | 56,603  | 61,591   | 60,815   | # 44,438 | # 44,949 | 50,259  | 61,685  | 60,057  |      |      |
| Sept.   | 65,873  | 64,241  | 57,006   | 53,375  | 48,001  | * 43,966 | 55,401   | # 44,419 | # 40,926 | 42,524  | 53,672  |         |      |      |
| Oct.  | 70,857  | 65,894  | 60,141   | 56,236  | 51,829  | 56,250   | 56,681   | # 45,228 | # 43,085 | 42,952  | 56,408  |         |      |      |
| Nov.  | 68,912  | 64,203  | 59,906   | 53,280  | 51,105  | 53,902   | 53,513   | # 43,386 | # 42,654 | 43,005  | 51,651  |         |      |      |
| Dec.  | 62,642  | 62,656  | 56,512   | 50,932  | 48,477  | 51,627   | 50,504   | # 39,447 | # 42,669 | 41,917  | 52,438  |         |      |      |
| Jan.  | 71,590  | 69,608  | 64,231   | 58,950  | 53,767  | 56,972   | 57,138   | # 42,870 | # 47,860 | 44,846  | 57,406  |         |      |      |
| Feb.  | 65,225  | 60,286  | 60,625   | 54,369  | 52,259  | 53,962   | 54,801   | # 40,445 | # 42,102 | 42,325  | 53,832  |         |      |      |
| Mar.  | 74,816  | 64,857  | 65,904   | 61,856  | 58,144  | 59,223   | # 33,850 | # 46,377 | # 47,000 | 48,922  | 57,801  |         |      |      |
| Apr.  | 68,376  | 71,904  | ^ 60,424 | 54,820  | 52,453  | 54,270   | # 11,631 | # 29,586 | # 44,598 | 43,707  | 54,511  |         |      |      |
| May   | 61,687  | 62,018  | 58,528   | 54,893  | 51,329  | 54,751   | # 15,670 | # 45,473 | # 42,153 | 43,553  | 49,626  |         |      |      |
| June  | 74,986  | 71,702  | 71,568   | 60,867  | 60,743  | 59,443   | # 26,631 | # 46,565 | 47,887   | 51,985  | 60,675  |         |      |      |
| Yearly  |         |         |          |         |         |          |          |          |          |         |         |         |      |      |
| Total   | 850,187 | 810,215 | 758,241  | 690,893 | 644,477 | 671,280  | 540,961  | 506,408  | 534,152  | 546,705 | 668,423 | 122,687 | 0    |      |
| & Ill sent added<br>^Missing data--used an average number to get a total<br>*Parking lot construction<br>#Covid 19<br>\$-closed 2 weeks |         |         |          |         |         |          |          |          |          |         |         |         |      |      |

## Programming and Outreach Department – August 2024

### Community

On Aug. 5, Jean Carroll, Adult Librarian, represented IPPL among 49 other community representatives at the Downers Grove Township Seniors Advisory Council Meeting.

The first Tuesday in August this year, Aug. 6, was again National Night Out, which is a community-building partnership event between local police departments and the residents they serve. Jack Schultz, Senior Librarian, and Chrissy Wesolowski, Specialist, represented IPPL in Darien at Westwood Park and interacted with 300 attendees to share giveaways, a game, and library information. Across the community, Amy Merda, Dept. Head and Beth Skolba, Specialist, represented IPPL at the Burr Ridge/Willowbrook event at Harvester Park in Burr Ridge. They interacted with 232 attendees.

Jean Carroll visited Burr Ridge Senior Living on Aug. 16 to offer a mobile library and information on library services, reaching 14 residents. During this visit, she also met with a resident to discuss potential collaboration on a potential future activity program to serve residents in a specialized wing of the residence.

On Aug. 21, Jean Carroll met with a representative from the Chateau Center regarding future mobile library outreach.

On Aug. 22, Jean Carroll met with a representative from Harvester Place regarding future mobile library outreach.

On Aug. 26, Jean Carroll met with Linda Sliz, Volunteer Coordinator to discuss future scheduling of volunteers from the school year DHH/LADSE program.

### **School Outreach**

August is traditionally an especially robust outreach month with schools hosting open houses and “meet the teacher” events.

- Aug. 15--Chrissy Wesolowski visited Eisenhower Junior High’s Back to School picnic and logged 100 interactions.
- Aug. 20—Beth Skolba, Chrissy Wesolowski, and Jordan Calabrese, Resource Librarian represented IPPL at the all day Anne M. Jeans Back to School event, reaching 224 community members.
- Aug. 20—Sarah Zagotta, Teen Librarian, and Amy Merda represented IPPL at the all day Burr Ridge Middle School Back to School event, reaching 108 community members.
- Aug. 21—Erin Fergus, Senior Librarian, visited Gower West Elementary School’s Teacher Meet and Greet event and interacted with 317 community members. She also awarded the “IPPL Summer Reading Champions” Trophy to new Principal Melissa Capizzi as this school had the highest number of students complete this year’s Summer Reading Program.



- Aug. 27—Amy Merda and Sara Houska, Support Associate, visited Concord School at their Back to School event and interacted with 300 community members.
- Aug. 27—Sarah Zagotta represented IPPL at Cass Jr. High’s Open House Day and interacted with 137 community members.
- Aug. 29—Sarah Zagotta represented IPPL at Hinsdale South High School for their Curriculum Night and interacted with 67 parents and staff.
- Aug. 29—Amy Merda represented IPPL at Hinsdale Central High School for their Curriculum Night and interacted with 21 parents and staff.
- In August, IPPL staff did not host a table at Kingswood Academy’s Curriculum Night, but fliers on library resources and programs were requested by the school and placed in all families’ folders for this event.

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

**Programs – August 2024**

**In August, we had 51 programs attended by 1,782 guests.**

**Early Literacy/Families**

|      |                       |              |    |
|------|-----------------------|--------------|----|
| 8/5  | Kindergarten Bootcamp | Erin, Jordan | 14 |
| 8/6  | Kindergarten Bootcamp | Erin, Jordan | 16 |
| 8/7  | Kindergarten Bootcamp | Erin, Jordan | 15 |
| 8/13 | Family Storytime      | Chrissy      | 40 |
| 8/20 | Family Storytime      | Chrissy      | 30 |
| 8/27 | Family Storytime      | Chrissy      | 32 |



This year’s Kindergarten Bootcamp was again a wonderful opportunity for IPPL community incoming kindergartners to experience activities and routines common in many classrooms. The caregivers’ responses to the individual “graduation” pictures emailed out after the last day of the program were affirming of the program’s value. Responses included:

“Thank you so much for sharing! I appreciate your support during *her* early stages of development. From the bottom of my heart... ” and “Thank you, Miss Erin and Miss Jordan, SO much for the beautiful pictures! *He* loved every minute and told us all about what he did at bootcamp...as a young kindergartener to be (he turns 5 in 2 weeks) who is not in daycare with enrichment, he greatly benefits from Teachers like you all. We love IPPL...”

**Mid-Kids**

|     |  |   |
|-----|--|---|
| 8/2 | Science Lab in Keshav’s Garden: Garden Celebration Amy | 9 |
|-----|--|---|

**Teens**



**Adults**

|      |  |       |    |
|------|--|-------|----|
| 8/1  | Thursday Afternoon Movie: The Boys in the Boat | T.J.  | 26 |
| 8/7  | Online: Chair Yoga                             | Kate  | 23 |
| 8/8  | ChatGPT: Your Virtual Job Search Companion     | Joe   | 12 |
| 8/14 | Online: Chair Yoga                             | Kate  | 22 |
| 8/15 | Evolution of a Zombie                          | Kate  | 8  |
| 8/15 | Thursday Afternoon Movie: Good News            | T.J.  | 13 |
| 8/21 | Online: Chair Yoga                             | Kate  | 25 |
| 8/28 | Online: Chair Yoga                             | Kate  | 25 |
| 8/28 | Adult Dungeons & Dragons                       | Sarah | 20 |
| 8/29 | Retro Cuisine Demonstration & Tasting          | Kate  | 39 |



On Aug. 29, Chef Susan Maddox returned for a Retro Cuisine Demonstration and Tasting. Chef Susan whipped up 4 new tasty recipes. Guests enjoyed a taste of each and reveled in a humorous Q&A with Chef Susan.

**Groups**

|      |                                     |      |    |
|------|-------------------------------------|------|----|
| 8/1  | Nonfiction at Night Book Discussion | Joe  | 6  |
| 8/3  | In-Person ESL Conversation Group    | Joe  | 8  |
| 8/5  | Adult Chess Drop-In                 | Jean | 8  |
| 8/8  | Crime Readers                       | Tori | 8  |
| 8/12 | Adult Chess Drop-In                 | Jean | 11 |
| 8/14 | Online ESL Conversation Group       | Joe  | 4  |
| 8/17 | In-Person ESL Conversation Group    | Joe  | 5  |
| 8/19 | Novel Idea Book Discussion          | Jen  | 19 |
| 8/19 | Adult Chess Drop-In                 | Jean | 14 |
| 8/22 | Genealogy Group                     | Joe  | 28 |
| 8/26 | Adult Chess Drop-In                 | Jean | 2  |
| 8/28 | Online ESL Conversation Group       | Joe  | 4  |

**Passive and Pop-Up Programs****Early Literacy/Mid-Kids**

|          |   |         |     |
|----------|---|---------|-----|
| 8/1-8/31 | Scavenger Hunt: Help us Find the Animals      | Beth    | 35  |
| 8/1-8/31 | Baby Book Bees completions                    | Jordan  | 1   |
| 8/1-8/31 | 1,000 Books Before Kindergarten registrations | Jordan  | 1   |
| 8/1-8/31 | 1,000 Books Before Kindergarten completions   | Jordan  | 1   |
| 8/1-8/31 | AISLE Brochure turn-ins                       | Jordan  | 4   |
| 8/1-8/31 | Mid-Kids Book Bag requests                    | Jordan  | 1   |
| 8/1-8/8  | Olympic Rings Coloring                        | Chrissy | 40  |
| 8/3-8/8  | Olympics Word search                          | Chrissy | 40  |
| 8/1-8/11 | Olympic Coloring                              | Erin    | 160 |

|           |   |         |     |
|-----------|---|---------|-----|
| 8/9-8/21  | Robot Craft                                   | Chrissy | 250 |
| 8/12-8/31 | Schoolhouse Coloring                          | Erin    | 190 |
| 8/12-8/31 | Little Makers @ Home: Summer Beginning Sounds | Erin    | 90  |
| 8/15      | Pop-Up: Block Party                           | Betty   | 26  |
| 8/23-8/31 | Back-to-School Coloring                       | Chrissy | 170 |

**Teen**

|      |                                    |       |    |
|------|------------------------------------|-------|----|
| 8/21 | Question of the Day                | Sarah | 60 |
| 8/28 | Question of the Day: Favorite Food | Sarah | 90 |

**Adult**

|          |                             |      |    |
|----------|-----------------------------|------|----|
| 8/1-8/31 | Adult Puzzles (5 completed) | Kate | 40 |
| 8/1-8/31 | Ravinia Ticket Giveaway     | Jean | 15 |

**Everyone**

|      |  |           |    |
|------|--|-----------|----|
| 8/8  | Pop-Up: Harvesting in Keshav's Garden  | Amy, Beth | 8  |
| 8/14 | Pop Up: Harvesting in Keshav's Garden  | Beth      | 6  |
| 8/15 | Pop-Up: Oscar Mayer Wienermobile visit | Kate      | 67 |
| 8/9  | Pop-Up: Harvesting in Keshav's Garden  | Beth      | 1  |

A brief surprise parking lot visit from the Oscar Mayer Wienermobile on Aug. 15 prompted guests of all ages visiting IPPL and those in the nearby Dist. 86 Transition Center to venture over to take pictures with the vehicle and climb aboard the interior. The Oscar Mayer outreach team shared giveaways with those who visited.



Cucamelons, peppers, and tomatoes were ready for harvest throughout the month of August with interested IPPL community members ready to assist in pop-up events.

Submitted by:

Amy Merda, P & O Dept. Head

9/8/24

## Resource Services August 2024 Report

Submitted by Gail Graziani, Head of Resource Services

### Collection Updates

- New tower displays replaced the older A-frame displays on the first and second floors, and a stacking table for displays was added to the entry of K&T
- Jeanine Clinton, Resource Services Librarian, created statistics for the World Language collection to assist with evaluating the percentage of the collection allotted for each language, based on popularity.
- Jordan Calabrese, Youth and Teen Resources Librarian, worked with Anna Hinkley, Resource Services Specialist, to create a plan to relabel the Vox and Wonderbook read-along collections with updated spine labels and luggage tags.
- Jen Ripka, Resource Services Librarian, purchased another ten titles each of popular eBook and eAudio titles for the Hoopla Flex collection.

### Collection Totals

|  |                  |
|--|------------------|
| Print Books                            | 98,787           |
| A/V Materials                          | 34,356           |
| Other Materials (Kits, Games, Puzzles) | 1,499            |
| <b>TOTAL Physical Formats</b>          | <b>134,642</b>   |
| eBooks (OverDrive & Hoopla)            | 1,092,677        |
| eAudio & eMusic (Overdrive & Hoopla)   | 733,843          |
| Digital Video (Hoopla & Kanopy)        | 66,252           |
| <b>TOTAL Electronic Formats</b>        | <b>1,892,772</b> |

### Library Displays

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

- Road Trip Audio
- Enemies to Lovers
- Cool Treats for Summer
- Read Before Watching

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

- First Day of School
- Back to School
- Don't Forget About Summer Reading
- Superheroes

### Monthly Highlights

- Jordan Calabrese, Youth and Teen Resources Librarian, facilitated the Kindergarten Bootcamp program along with Erin Fergus, Programming and Outreach librarian, during three morning sessions.
- Tori Castro, Readers' Advisory Specialist II, updated and simplified the Homebound instructions for the delivery volunteers to help ensure that deliveries go smoothly.
- Jeanine Clinton, Resource Services Librarian, completed the new collection development procedure for the Library of Things collection.

- Anna Hinkley, Resource Services Specialist, is continuing to work with Hannah Frost, Resource Services Associate II, to compile a tech-focused Processing Manual for training and reference.
- Joe Popowitch, Resource Services Librarian, facilitated the August meeting of the Genealogy Group, attended by 28 people, featuring a speaker discussing Ancestry.com.
- Jen Ripka, Resource Services Librarian, led planning discussions in preparation for a new quarterly book group beginning in February 2025 called, "Booked for the Afternoon."
- T.J. Szafranski, Senior Resource Services Librarian, compiled survey results from the community regarding their experience with the Summer Reading program, and created a report to help with planning for next year's program.

### On-Call Librarian Interactions

|                     |     |  |
|---------------------|-----|--|
| Assistance          | 229 | 123 phone / 78 in-person / 20 chat / 8 email |
| Reference           | 74  | 17 phone / 50 in-person / 2 chat / 5 email   |
| One-to-One Training | 2   | 1 in-person / 1 phone                        |
| Readers' Advisory   | 4   | 3 in-person / 1 chat                         |
| Directional         | 6   | 2 phone, 4 in-person                         |

### Community

- Tori Castro, Resource Services Specialist II, checked out 155 items for Homebound delivery in August, and prepared discussion questions for 18 outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated five volunteer hours for the Veterans History Project and 1 hour of general volunteering.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, attended an outreach opportunity at the Anne M. Jeans Elementary School Back-to-School event and spoke to 65 people.

### Programs

| Date    | Name | Program                                     | Attendance |
|---------|------|---|------------|
| 8/01/24 | Joe  | Nonfiction at Night Book Group              | 6          |
| 8/01/24 | T.J. | Thursday Movie: <i>The Boys in the Boat</i> | 26         |
| 8/03/24 | Joe  | In-Person ESL Conversation Group            | 8          |
| 8/08/24 | Joe  | ChatGPT: Your Virtual Job Search Companion  | 12         |
| 8/08/24 | Tori | Crime Readers Book Group                    | 8          |
| 8/14/24 | Joe  | Online ESL Conversation Group               | 4          |
| 8/15/24 | T.J. | Thursday Movie: <i>Good News</i>            | 13         |
| 8/17/24 | Joe  | In-Person ESL Conversation Group            | 5          |
| 8/19/24 | Jen  | Novel Idea Book Group                       | 19         |
| 8/28/24 | Joe  | Online ESL Conversation Group               | 4          |
| 8/22/24 | Joe  | Genealogy Program                           | 28         |

**Passive Youth Programs**

| <b>Program</b>                  | <b>Engagement</b>               |
|---------------------------------|---------------------------------|
| Monarch Challenge               | 3 completed brochures turned in |
| Bluestem Challenge              | 1 completed brochure turned in  |
| Caudill Challenge               | n/a                             |
| 1,000 Books Before Kindergarten | 1 sign up, one completion       |
| Baby Book Bees                  | 1 completion                    |
| 100 Books Before Graduation     | 1 sign up                       |
| Mid-Kid Book Bags               | 1 request was received          |

**Continuing Education & Contributing to the Profession**

- T.J. Szafranski attended the following webinars/meetings:
  - Person in Charge Training
- Jen Ripka attended the following webinars/meetings:
  - Person in Charge Training
  - Fall Adult Favorites (Booklist)
  - Long-Term Digital Strategy (MidwestTapes)
- Joe Popowitch attended the following meeting:
  - Person in Charge Training
- Jeanine Clinton attended the following meetings:
  - Person in Charge Training
  - SWAN Expo 2024
  - Using Metadata to Enhance Efficiency and Effectiveness for Library Services (OCLC)
- Tori Castro attended the following webinars/meetings:
  - Fall 24/Winter 25 Adult Book Buzz from Harper Collins (Booklist)
- Jordan Calabrese attended the following webinars/meetings:
  - School Library Journal TeenLive! Virtual Event
    - Truth Bombs: Uncover Real-Life Stories and Fascinating Facts Where Nonfiction Takes Center Stage
    - New Kids on the Block: Meet the Freshest Voices in YA Literature as Debut Authors Shine Bright
    - Fast Learning: Are You Listening?
    - Panels with Punch: Discover the Power of Visual Storytelling Where Graphic Novels Pack a Mighty Literary Punch

## Technology & Maker Services Board Report

August 2024

### Classes/Programs

Number of Classes: 6 Total Attendance: 46


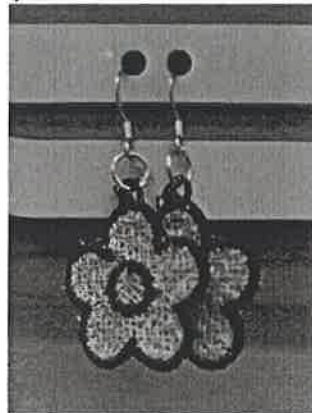
### Maker Programs

| Date | Time    | Class                     | Audience | Instructor | Attendance |
|------|---------|---------------------------|----------|------------|------------|
| 8/5  | 6-730p  | Embroidery Earrings       | All      | Kate       | 7          |
| 8/8  | 6-730p  | Sublimation Puzzle        | Kids     | Jack       | 10         |
| 8/13 | 6-7p    | Intro to Carvey           | All      | Mark       | 10         |
| 8/17 | 930-11a | Sub Photos on Aluminum    | All      | Luke       | 8          |
| 8/21 | 6-7p    | Intro to Vinyl            | All      | Luke       | 7          |
| 8/24 | 10-1a   | Adobe Photoshop Beginners | Adult    | Kate       | 4          |

### Statistics

- Computer Usage
  - Adult Users: 1,744      Hours: 1,364
  - Adult laptop: 10      Hours: 12
  - K&T Users: 718      Hours: 361
  - K&T Laptops: 0      Hours: 0
- Technology Desk Assistance- 382
- 1-on-1 Training- 13
- Wireless Usage- Total Unique Access: 7,323

### Made in a class

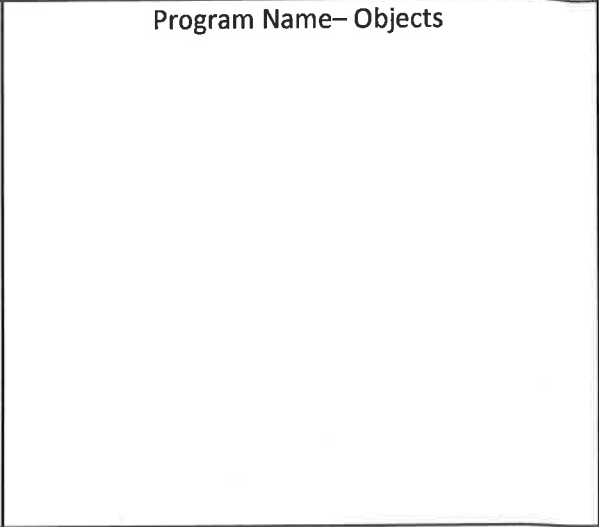
|   |  |
|---|--|
| <p style="text-align: center;"><b>Sublimation Printer – Aluminum Photo Prints</b></p>  | <p style="text-align: center;"><b>Embroidery Machine - Embroidered Earrings</b></p>  |
|---|--|



Sublimation Printer – Sublimated Puzzle



Program Name– Objects



**Made Using Equipment**

White Toner– Shirts & Aprons



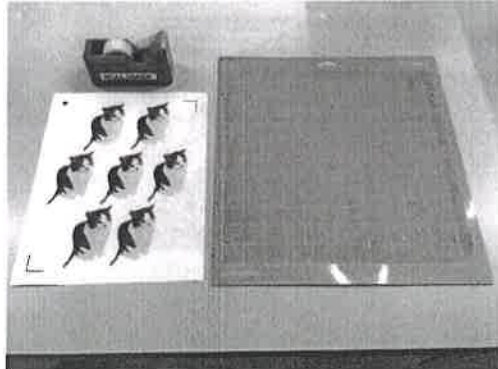
Sublimation – Tumblers



White Toner – Shirt



Poster printer + Silhouette – Stickers



## Statistics

- Maker Assistance- 1,116
- Maker 1-on-1 Training- 56

## Outreach & Projects

- Jack attended National Night Out promoting library and maker services to the community while furthering connections with local community groups that participated.
- Luke has made two 'prototype' acrylic clocks in preparation for his upcoming clockmaking classes the weekend and the following week and is finalizing the 'how to' handout/guide designed to assist students assemble their custom clocks. He is also investigating whether the new, 4" laser lens will cut acrylic for the program more quickly than the 1.5" lens normally does on the laser cutter.
- Luke is familiarizing himself with Adobe Photoshop Elements for an upcoming winter program, adapting his knowledge from Photoshop CS to see what is possible with Elements. He is also working to prepare for his other winter classes, seeing what can be done to decorate holiday cards with the laser cutter and Sizzix machines as well as familiarizing himself with pendant necklace styles and possible premade designs for that program.
- Kate created a new technique using Photoshop Elements that will allow patrons to laser etch a wider array of photos. The other technique we use struggles with people with darker skin tones while this new technique is inclusive of everyone.
- Kate experimented with wearable 3D prints and attached 3D printed fish scales to a hoodie.
- Kate also worked extensively on the knitting machine. She perfected a pattern on the knitting machine for a hat. She created a yarn menu for patrons on where to purchase yarn for their projects. She also created an embroidered custom cover for the knitting machine when it is not in use.
- Kate also created a large 30-person class for Holiday Cards for adults and kids grades 7 and up. Patrons will be using materials that have been donated to the Maker Studio as well as the Sissix.
- The Beginner Wall continues to be extremely popular, especially the embroidered earrings.

**Mark Sloan, Head of Technology & Maker Services, August 31, 2024**

| STATISTICS FOR                               | Aug-24 | SAME MONTH<br>PREV. YEAR | FYTD    | LAST FYTD | FYTD %<br>CHANGE |
|--|--------|--------------------------|---------|-----------|------------------|
| <b><u>Circulation</u></b>                    |        |                          |         |           |                  |
| Adult  | 26,955 | 26,853                   | 52,515  | 51,765    | 1.45%            |
| Teen   | 1,769  | 1,698                    | 3,303   | 3,326     | -0.69%           |
| Kids   | 16,899 | 18,253                   | 37,663  | 37,090    | 1.54%            |
| ILLS Sent                                    | 2,955  | 3,930                    | 5,879   | 6,564     | -10.44%          |
| TOTAL  | 48,578 | 50,734                   | 99,360  | 98,745    | 0.62%            |
| Electronic Circulation                       | 11,479 | 10,951                   | 23,327  | 21,658    | 7.71%            |
| GRAND TOTAL CIRC.                            | 60,057 | 61,685                   | 122,687 | 120,403   | 1.90%            |
| % Reciprocal Borrowing                       | 10%    | 7%                       | 10%     | 11%       |                  |
| Patron Visits                                | 32,938 | 33,057                   | 69,531  | 67,324    | 3.28%            |
| <b><u>Current Cards</u></b>                  |        |                          |         |           |                  |
| Resident                                     | 167    | 157                      | 25,187  | 24,441    | 3.05%            |
| Non-Resident                                 | 85     | 91                       | 2,320   | 2,197     | 5.60%            |
| TOTAL  | 252    | 248                      | 27,507  | 26,638    | 3.26%            |
| <b><u>Patron Assistance</u></b>              |        |                          |         |           |                  |
| Adult - Reference                            | 2,401  | 2,807                    | 4,795   | 5,455     | -12.10%          |
| Kids - Reference                             | 893    | 873                      | 2,187   | 1,779     | 22.93%           |
| Technology - Reference                       | 1,498  | 896                      | 2,751   | 1,644     | 67.34%           |
| TOTAL REFERENCE                              | 4,792  | 4,576                    | 9,733   | 8,878     | 9.63%            |
| Adult - Other                                | 84     | 133                      | 148     | 241       | -38.59%          |
| Kids - Other                                 | 8      | 48                       | 30      | 99        | -69.70%          |
| Technology - Other                           | 72     | 4                        | 147     | 14        | 950.00%          |
| TOTAL OTHER                                  | 164    | 185                      | 325     | 354       | -8.19%           |
| GRAND TOTAL ASST.                            | 4,956  | 4,761                    | 10,058  | 9,232     | 8.95%            |
| <b><u>ILL/Reserves</u></b>                   |        |                          |         |           |                  |
| Holds  | 8,746  | 9,082                    | 16,580  | 17,551    | -5.53%           |
| ILLS Sent                                    | 2,955  | 3,930                    | 5,879   | 6,564     | -10.44%          |
| ILLS Checked Out                             | 3,498  | 4,399                    | 6,420   | 8,268     | -22.35%          |
| ILLS Received                                | 5,239  | 5,525                    | 9,703   | 10,021    | -3.17%           |
| <b><u>Programs - Adult</u></b>               |        |                          |         |           |                  |
| # Programs                                   | 10     | 15                       | 19      | 32        | -40.63%          |
| Attendance                                   | 213    | 228                      | 461     | 554       | -16.79%          |
| <b><u>Programs - Tech &amp; Maker</u></b>    |        |                          |         |           |                  |
| # Programs                                   | 6      | 13                       | 17      | 24        | -29.17%          |
| Attendance                                   | 46     | 86                       | 144     | 183       | -21.31%          |
| <b><u>Individual Technology Training</u></b> |        |                          |         |           |                  |
| # of Patrons                                 | 95     | 178                      | 156     | 409       | -61.86%          |
| <b><u>Groups</u></b>                         |        |                          |         |           |                  |
| # Programs                                   | 12     | 12                       | 24      | 24        | 0.00%            |
| Attendance                                   | 117    | 121                      | 245     | 223       | 9.87%            |
| <b><u>Others</u></b>                         |        |                          |         |           |                  |
| #Programs                                    | 0      | 0                        | 0       | 0         |                  |
| Attendance                                   | 0      | 0                        | 0       | 0         |                  |
| <b><u>Programs - Teen</u></b>                |        |                          |         |           |                  |
| # Programs                                   | 0      | 3                        | 5       | 9         | -44.44%          |
| Attendance                                   | 0      | 12                       | 47      | 36        | 30.56%           |
| <b><u>Programs - Kids</u></b>                |        |                          |         |           |                  |
| # Programs                                   | 7      | 12                       | 36      | 42        | -14.29%          |
| Attendance                                   | 156    | 250                      | 1,058   | 967       | 9.41%            |
| GRAND TOTAL ATT.                             | 627    | 875                      | 2,111   | 2,372     | -11.00%          |

| STATISTICS FOR                         | Aug-24 | SAME MONTH<br>PREV. YEAR | FYTD   | LAST FYTD | FYTD %<br>CHANGE |
|--|--------|--------------------------|--------|-----------|------------------|
| <b><u>Passive Programs - Adult</u></b> |        |                          |        |           |                  |
| #Programs                              | 3      | 3                        | 7      | 7         | 0.00%            |
| Attendance                             | 122    | 30                       | 721    | 245       | 194.29%          |
| <b><u>Passive Programs - Teen</u></b>  |        |                          |        |           |                  |
| # Programs                             | 2      | 2                        | 5      | 4         | 25.00%           |
| Attendance                             | 150    | 16                       | 209    | 50        | 318.00%          |
| <b><u>Passive Programs - Kids</u></b>  |        |                          |        |           |                  |
| # Programs                             | 17     | 11                       | 34     | 21        | 61.90%           |
| Attendance                             | 1,024  | 1,548                    | 2,996  | 2,834     | 5.72%            |
| <b><u>Computers -</u></b>              |        |                          |        |           |                  |
| <b><u>Patron Use</u></b>               |        |                          |        |           |                  |
| Adult Computers                        | 1,744  | 1,852                    | 3,617  | 3,549     | 1.92%            |
| Kids Computers                         | 718    | 885                      | 1,615  | 1,767     | -8.60%           |
| Teen Laptop                            | 0      | 3                        | 0      | 9         | -100.00%         |
| Adult Laptop                           | 10     | 14                       | 14     | 30        | -53.33%          |
| TOTAL PATRON USE                       | 2,472  | 2,754                    | 5,246  | 5,355     | -2.04%           |
| <b><u>Hours Used</u></b>               |        |                          |        |           |                  |
| Adult Computers                        | 1,364  | 1,464                    | 2,963  | 2,879     | 2.92%            |
| Kids Computers                         | 361    | 408                      | 839    | 850       | -1.29%           |
| Teen Laptop                            | 0      | 1                        | 0      | 6         | -100.00%         |
| Adult Laptop                           | 12     | 19                       | 15     | 42        | -64.29%          |
| TOTAL HOURS USED                       | 1,737  | 1,892                    | 3,817  | 3,777     | 1.06%            |
| <b>Wireless Total Connections</b>      | 7,323  | 7,850                    | 15,275 | 14,776    | 3.38%            |
| <b>IPPL Total Web Site Access</b>      | 13,124 | 13,465                   | 26,630 | 27,291    | -2.42%           |
| <b>IPPL Total Page Views</b>           | 51,266 | 56,452                   | 97,339 | 105,967   | -8.14%           |
| <b>Subscription Database Logins</b>    | 3,891  | 2,096                    | 10,875 | 4,693     | 131.73%          |
| <b><u>Outreach-Homebound</u></b>       |        |                          |        |           |                  |
| Items Delivered                        | 155    | 178                      | 278    | 359       | -22.56%          |
| <b><u>Volunteers</u></b>               |        |                          |        |           |                  |
| Number Active                          | 14     | 13                       |        |           |                  |
| Hours Worked                           | 53     | 38                       | 407    | 209       | 94.74%           |
| <b>Staff Training Hours</b>            | 78     | 31                       | 128    | 69        | 85.51%           |
| <b><u>Room Use</u></b>                 |        |                          |        |           |                  |
| Conference Rooms                       | 713    | 744                      | 1,534  | 1,399     | 9.65%            |
| Meeting Rooms                          |        |                          |        |           |                  |
| Library                                | 26     | 44                       | 66     | 87        | -24.14%          |
| Non-Library                            | 17     | 23                       | 28     | 36        | -22.22%          |
| Board Room                             |        |                          |        |           |                  |
| Library                                | 28     | 21                       | 50     | 41        | 21.95%           |
| Non-Library                            | 20     | 22                       | 36     | 39        | -7.69%           |

## MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - August 2024

| <b>BOOKS</b>                     | <b>Previous Month<br/>Totals</b> | <b>Added<br/>Items</b> | <b>Discarded<br/>Items</b> | <b>Current<br/>Totals</b> |
|----------------------------------|----------------------------------|------------------------|----------------------------|---------------------------|
| <b>ADULT</b>                     |                                  |                        |                            |                           |
| Reference                        | 113                              | 0                      | 1                          | 112                       |
| Non-Fiction                      | 30,188                           | 183                    | 220                        | 30,151                    |
| Fiction                          | 27,944                           | 278                    | 261                        | 27,961                    |
| <b>ADULT TOTALS</b>              | <b>58,245</b>                    | <b>461</b>             | <b>482</b>                 | <b>58,224</b>             |
| <b>KIDS</b>                      |                                  |                        |                            |                           |
| Non-Fiction                      | 12,522                           | 51                     | 23                         | 12,550                    |
| Fiction                          | 23,371                           | 204                    | 272                        | 23,303                    |
| Books + Audio (Vox, WonderBooks) | 207                              | 2                      | 7                          | 202                       |
| <b>KIDS TOTALS</b>               | <b>36,100</b>                    | <b>257</b>             | <b>302</b>                 | <b>36,055</b>             |
| <b>TEEN</b>                      |                                  |                        |                            |                           |
| Non-Fiction                      | 718                              | 4                      | 0                          | 722                       |
| Fiction                          | 3,739                            | 56                     | 9                          | 3,786                     |
| <b>TEEN TOTALS</b>               | <b>4,457</b>                     | <b>60</b>              | <b>9</b>                   | <b>4,508</b>              |
| <b>BOOK TOTALS</b>               | <b>98,802</b>                    | <b>778</b>             | <b>793</b>                 | <b>98,787</b>             |

| <b>AUDIO</b>        | <b>Previous Month<br/>Totals</b> | <b>Added<br/>Items</b> | <b>Discarded<br/>Items</b> | <b>Current<br/>Totals</b> |
|---------------------|----------------------------------|------------------------|----------------------------|---------------------------|
| <b>ADULT</b>        |                                  |                        |                            |                           |
| Audiobooks on CD    | 5,993                            | 22                     | 5                          | 6,010                     |
| Music CDs           | 4,277                            | 1                      | 2                          | 4,276                     |
| Playaway            | 301                              | 0                      | 2                          | 299                       |
| <b>ADULT TOTALS</b> | <b>10,571</b>                    | <b>23</b>              | <b>9</b>                   | <b>10,585</b>             |
| <b>KIDS</b>         |                                  |                        |                            |                           |
| Audiobooks on CD    | 336                              | 1                      | 1                          | 336                       |
| Music CDs           | 264                              | 0                      | 0                          | 264                       |
| Playaway            | 132                              | 0                      | 0                          | 132                       |
| <b>KIDS TOTALS</b>  | <b>732</b>                       | <b>1</b>               | <b>1</b>                   | <b>732</b>                |
| <b>TEEN</b>         |                                  |                        |                            |                           |
| Audiobooks on CD    | 108                              | 0                      | 0                          | 108                       |
| Playaway            | 22                               | 0                      | 0                          | 22                        |
| <b>TEEN TOTALS</b>  | <b>130</b>                       | <b>0</b>               | <b>0</b>                   | <b>130</b>                |
| <b>AUDIO TOTALS</b> | <b>11,433</b>                    | <b>24</b>              | <b>10</b>                  | <b>11,447</b>             |

| VIDEO               | Previous Month<br>Totals | Added<br>Items | Discarded<br>Items | Current<br>Totals |
|---------------------|--------------------------|----------------|--------------------|-------------------|
| <b>ADULT</b>        |                          |                |                    |                   |
| DVD & Blu-ray       | 19,300                   | 76             | 237                | 19,139            |
| <b>ADULT TOTALS</b> | 19,300                   | 76             | 237                | 19,139            |
| <b>KIDS</b>         |                          |                |                    |                   |
| DVD & Blu-ray       | 3,771                    | 8              | 9                  | 3,770             |
| <b>KIDS TOTALS</b>  | 3,771                    | 8              | 9                  | 3,770             |
| <b>TEEN</b>         |                          |                |                    |                   |
| DVD & Blu-ray       | 0                        | 0              | 0                  | 0                 |
| <b>TEEN TOTALS</b>  | 0                        | 0              | 0                  | 0                 |
| <b>VIDEO TOTALS</b> | <b>23,071</b>            | <b>84</b>      | <b>246</b>         | <b>22,909</b>     |

| OTHER                           | Previous Month<br>Totals | Added<br>Items | Discarded<br>Items | Current<br>Totals |
|---------------------------------|--------------------------|----------------|--------------------|-------------------|
| <b>ADULT</b>                    |                          |                |                    |                   |
| Kits (Book Club to Go)          | 12                       | 0              | 0                  | 12                |
| Library of Things               | 112                      | 1              | 1                  | 112               |
| Devices (Rokus, iPods, Kindles) | 60                       | 0              | 0                  | 60                |
| Console Games                   | 600                      | 0              | 2                  | 598               |
| CD-ROMs                         | 12                       | 0              | 0                  | 12                |
| <b>ADULT TOTALS</b>             | 796                      | 1              | 3                  | 794               |
| <b>KIDS</b>                     |                          |                |                    |                   |
| Kits (STEM, Book bundles, etc.) | 204                      | 1              | 2                  | 203               |
| Puzzles                         | 24                       | 0              | 0                  | 24                |
| Tablets (Fire HD, Launchpads)   | 26                       | 0              | 1                  | 25                |
| Console Games                   | 326                      | 0              | 0                  | 326               |
| Board Games - Juvenile          | 22                       | 0              | 0                  | 22                |
| <b>KIDS TOTALS</b>              | 602                      | 1              | 3                  | 600               |
| <b>TEEN</b>                     |                          |                |                    |                   |
| Equipment (CD Players, etc.)    | 25                       | 0              | 0                  | 25                |
| Console Games                   | 0                        | 0              | 0                  | 0                 |
| Board Games                     | 80                       | 0              | 0                  | 80                |
| <b>TEEN TOTALS</b>              | 105                      | 0              | 0                  | 105               |
| <b>OTHER TOTALS</b>             | <b>1,503</b>             | <b>2</b>       | <b>6</b>           | <b>1,499</b>      |
| <b>COLLECTION TOTALS</b>        | <b>134,809</b>           | <b>888</b>     | <b>1,055</b>       | <b>134,642</b>    |



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

| <b>eBOOKS</b>                 | <b>Previous Month Totals</b> | <b>+/- Items</b>   | <b>Current Totals</b> |
|-------------------------------|------------------------------|--------------------|-----------------------|
| Hoopla (ebooks & comics)      | 1,033,073                    | <b>31,678</b>      | 1,064,751             |
| eMedia (OverDrive Consortium) | 20,056                       | <b>36</b>          | <b>20,092</b>         |
| eMedia (OverDrive Advantage)  | 7,652                        | <b>-27</b>         | <b>7,625</b>          |
| Preloaded Adult eReaders      | 209                          | <b>0</b>           | <b>209</b>            |
| <b>eBook Totals</b>           | <b>1,060,990</b>             | <b>31,687</b>      | <b>1,092,677</b>      |
|                               |                              |                    |                       |
| <b>AUDIO</b>                  | <b>Previous Month Totals</b> | <b>Added Items</b> | <b>Current Totals</b> |
| <b>Audiobooks</b>             |                              |                    |                       |
| Hoopla                        | 248,348                      | <b>4,020</b>       | <b>252,368</b>        |
| eMedia (Overdrive Consortium) | 7,071                        | <b>19</b>          | <b>7,090</b>          |
| eMedia (OverDrive Advantage)  | 2,349                        | <b>-1</b>          | <b>2,348</b>          |
| Preloaded Audiobook Tablets   | 173                          | <b>1</b>           | <b>174</b>            |
| <b>Music</b>                  |                              |                    |                       |
| Hoopla                        | 461,219                      | <b>10,644</b>      | <b>471,863</b>        |
| <b>Audio Total</b>            | <b>719,160</b>               | <b>10,663</b>      | <b>733,843</b>        |
|                               |                              |                    |                       |
| <b>VISUAL</b>                 | <b>Previous Month Totals</b> | <b>Added Items</b> | <b>Current Totals</b> |
| <b>Videos</b>                 |                              |                    |                       |
| Hoopla (includes TV Episodes) | 31,168                       | <b>103</b>         | <b>31,271</b>         |
| Kanopy                        | 33,334                       | <b>-183</b>        | <b>33,151</b>         |
| Preloaded Adult Roku Titles   | 1,587                        | <b>8</b>           | <b>1,595</b>          |
| Preloaded Family Roku Titles  | 235                          | <b>0</b>           | <b>235</b>            |
| <b>Visual Totals</b>          | <b>66,324</b>                | <b>-72</b>         | <b>66,252</b>         |
| <b>Total Audio/Visual</b>     | <b>785,484</b>               | <b>10,591</b>      | <b>800,095</b>        |
| <b>Collection Totals</b>      | <b>1,846,474</b>             | <b>42,278</b>      | <b>1,892,772</b>      |

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2024

|  |              |
|--|--------------|
| Balance on hand as of July 31, 2024..... | 3,772,497.54 |
| Cash Receipts for August.....            | 120,684.71   |
| Cash Disbursements for August.....       | 389,618.46   |
| Cash on hand as of August 31, 2024.....  | 3,503,563.79 |

Investments

|   |              |
|---|--------------|
| Illinois Funds (Money Market) - Average Monthly Rate 5.373% |              |
| General.....  | 1,070,988.32 |
| MPI Investment (Corporate Fund).....                        | 1,422,792.05 |
|   |              |
| Republic Bank - Savings - Rate 3.83%.....                   | 980,154.55   |
| Republic Bank - Checking General.....                       | 20,108.32    |
| Republic Bank - Payroll Account.....                        | 2,681.17     |
| Republic Bank - License Sticker Account.....                | 6,235.38     |
| Petty Cash/Circulation.....                                 | 604.00       |
| Balances as of August 31, 2024.....                         | 3,503,563.79 |

FUND BALANCES AS OF 8/31/2024

|                                  |              |
|----------------------------------|--------------|
| Corporate Fund.....              | 2,946,541.63 |
| Building & Maintenance Fund..... | 40,536.78    |
| I.M.R.F. Fund.....               | 5,237.36     |
| Liability Fund.....              | (14,651.99)  |
| Social Security Fund.....        | (11,592.79)  |
| Special Reserve Fund.....        | -            |
| Current Liabilites.....          | 537,492.80   |
| Grand Total All Funds.....       | 3,503,563.79 |

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

58

Percent of Year: 16.67

|   | RECEIVED<br>August 2024 | RECEIVED THIS<br>YEAR | PRCT COLL      | BUDGET<br>RECEIPTS  | UNCOLLECTED<br>RECEIPTS |
|---|-------------------------|-----------------------|----------------|---------------------|-------------------------|
| <b>PROPERTY TAX &amp; LEVY INTEREST</b>       |                         |                       |                |                     |                         |
| 41100 · Property Taxes                        | 78,538.98               | 2,566,538.49          | 59.09%         | 4,343,827.00        | 1,777,288.51            |
| 41150 · Non-current Property Taxes            | 0.00                    | 0.00                  | 0.00%          | 800.00              | 800.00                  |
| 43100 · Interest-Tax Levy                     | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| <b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b> | <b>78,538.98</b>        | <b>2,566,538.49</b>   | <b>59.07%</b>  | <b>4,344,627.00</b> | <b>1,778,088.51</b>     |
| <b>INTERGOVERNMENTAL</b>                      |                         |                       |                |                     |                         |
| 42200 · Per Capita Grant                      | 0.00                    | 65,179.62             | 100.00%        | 65,180.00           | 0.38                    |
| 42300 · LIMRiCC                               | 0.00                    | 0.00                  | 0.00%          | 0.00                | 0.00                    |
| <b>TOTAL INTERGOVERNMENTAL</b>                | <b>0.00</b>             | <b>65,179.62</b>      | <b>100.00%</b> | <b>65,180.00</b>    | <b>0.38</b>             |
| <b>INTEREST</b>                               |                         |                       |                |                     |                         |
| 43500 · Interest - Investment                 | 8,568.19                | 17,561.46             | 29.27%         | 60,000.00           | 42,438.54               |
| <b>TOTAL INTEREST</b>                         | <b>8,568.19</b>         | <b>17,561.46</b>      | <b>29.27%</b>  | <b>60,000.00</b>    | <b>42,438.54</b>        |
| <b>DESK MONIES</b>                            |                         |                       |                |                     |                         |
| 45100 · Copier                                | 269.35                  | 521.30                | 24.82%         | 2,100.00            | 1,578.70                |
| 45120 · Computer Copies                       | 1,547.43                | 3,340.65              | 27.84%         | 12,000.00           | 8,659.35                |
| 45130 · Fax                                   | 456.29                  | 724.97                | 14.50%         | 5,000.00            | 4,275.03                |
| 45200 · Fines/Fees                            | 603.12                  | 863.90                | 21.60%         | 4,000.00            | 3,136.10                |
| 45250 · Gifts/Donations                       | 28.00                   | 28.00                 | 28.00%         | 100.00              | 72.00                   |
| 45300 · Lost Materials                        | 667.42                  | 1,239.05              | 22.53%         | 5,500.00            | 4,260.95                |
| 45350 · Non-Resident Fees                     | 10,469.20               | 23,143.12             | 25.16%         | 92,000.00           | 68,856.88               |
| 45550 · Meeting Room Rental                   | 800.00                  | 1,150.00              | 76.67%         | 1,500.00            | 350.00                  |
| 45600 · ILL Fees                              | 30.00                   | 52.36                 | 14.96%         | 350.00              | 297.64                  |
| 45650 · Maker Studio                          | 857.35                  | 1,721.35              | 22.95%         | 7,500.00            | 5,778.65                |
| 45700 · Passport Fees                         | 3,850.00                | 6,510.00              | 21.70%         | 30,000.00           | 23,490.00               |
| 45800 · License Stickers                      | 326.80                  | 600.40                | 24.02%         | 2,500.00            | 1,899.60                |
| <b>TOTAL DESK MONIES</b>                      | <b>19,904.96</b>        | <b>39,895.10</b>      | <b>24.54%</b>  | <b>162,550.00</b>   | <b>122,654.90</b>       |
| <b>OTHER INCOME</b>                           |                         |                       |                |                     |                         |
| 46500 · OCLC Refund                           | 545.00                  | 545.00                | 0.00%          | 500.00              | -45.00                  |
| 46700 · Miscellaneous                         | 0.00                    | 0.00                  | 0.00%          | 1,500.00            | 1,500.00                |
| 46800 · Collection Agency Fee                 | 29.16                   | 68.32                 | 68.32%         | 100.00              | 31.68                   |
| <b>TOTAL OTHER INCOME</b>                     | <b>574.16</b>           | <b>613.32</b>         | <b>29.21%</b>  | <b>2,100.00</b>     | <b>1,486.68</b>         |
| <b>TOTAL</b>                                  | <b>107,586.29</b>       | <b>2,689,787.99</b>   | <b>58.04%</b>  | <b>4,634,457.00</b> | <b>1,944,669.01</b>     |
| 49000 · Operating Transfer In                 | 200.00                  | 200.00                |                |                     |                         |
| <b>GRAND TOTAL</b>                            | <b>107,786.29</b>       | <b>2,689,987.99</b>   | <b>58.04%</b>  | <b>4,634,457.00</b> | <b>1,944,469.01</b>     |

Operating Transfer In reflects \$200.00 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$200.00

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

59

Percent of Year: 16.67

|   | August 24         | YTD ACTIVITY      | PRCT USED     | WORKING BUDGET      | REMAINING BUDGET    | APPROPRIATION | PRCT APPROPRIATION |
|---|-------------------|-------------------|---------------|---------------------|---------------------|---------------|--------------------|
| <b>PERSONNEL</b>                              |                   |                   |               |                     |                     |               |                    |
| 61100 · Salaries                              | 197,131.41        | 486,739.43        | 18.84%        | 2,583,941.00        | 2,097,201.57        |               |                    |
| 61310 · Benefits - Medical / Life Ins.        | 18,884.95         | 37,361.55         | 14.53%        | 257,063.00          | 219,701.45          |               |                    |
| 61330 · Benefits - IMRF                       | 20,879.88         | 51,414.56         | 18.13%        | 283,555.00          | 232,140.44          |               |                    |
| 61340 · Benefits - FICA                       | 14,630.99         | 36,200.59         | 18.31%        | 197,671.00          | 161,470.41          |               |                    |
| 61400 · Staff Development                     | 2,688.67          | 3,702.07          | 20.12%        | 18,400.00           | 14,697.93           |               |                    |
| 61600 · Board Development                     | 0.00              | 0.00              | 0.00%         | 1,000.00            | 1,000.00            |               |                    |
| 61710 · Workers Compensation                  | 0.00              | 4,213.00          | 100.00%       | 4,213.00            | 0.00                |               |                    |
| 61720 · Unemployment Insurance                | 941.45            | 941.45            | 31.38%        | 3,000.00            | 2,058.55            |               |                    |
| <b>TOTAL PERSONNEL</b>                        | <b>255,157.35</b> | <b>620,572.65</b> | <b>18.53%</b> | <b>3,348,843.00</b> | <b>2,728,270.35</b> |               | <b>#DIV/0!</b>     |
| <b>MATERIALS</b>                              |                   |                   |               |                     |                     |               |                    |
| 62100 · Books                                 | 11,820.13         | 12,054.92         | 7.30%         | 165,040.00          | 152,985.08          |               |                    |
| 62200 · Periodicals                           | 164.97            | 4,723.10          | 25.81%        | 18,300.00           | 13,576.90           |               |                    |
| 62300 · Audio                                 | 2,071.17          | 2,191.17          | 8.93%         | 24,550.00           | 22,358.83           |               |                    |
| 62400 · Video                                 | 2,563.98          | 2,661.41          | 8.07%         | 33,000.00           | 30,338.59           |               |                    |
| 62500 · Multi-Media                           | 129.60            | 142.59            | 2.59%         | 5,500.00            | 5,357.41            |               |                    |
| 62600 · eMaterials                            | 28,589.77         | 91,070.38         | 37.93%        | 240,090.00          | 149,019.62          |               |                    |
| 62700 · Console Games                         | 407.03            | 407.03            | 6.78%         | 6,000.00            | 5,592.97            |               |                    |
| 62800 · Damaged Item Replacement              | 661.03            | 881.61            | 14.69%        | 6,000.00            | 5,118.39            |               |                    |
| 62900 · Materials Supplies                    | 3,120.44          | 3,581.74          | 16.66%        | 21,500.00           | 17,918.26           |               |                    |
| <b>TOTAL MATERIALS</b>                        | <b>49,528.12</b>  | <b>117,713.95</b> | <b>22.64%</b> | <b>519,980.00</b>   | <b>402,266.05</b>   |               | <b>#DIV/0!</b>     |
| <b>BUILDING</b>                               |                   |                   |               |                     |                     |               |                    |
| 63200 · Cleaning Service                      | 6,564.52          | 6,696.78          | 8.07%         | 83,000.00           | 76,303.22           |               |                    |
| 63300 · Utilities (1-8-11 · Gas)              | 272.05            | 1,153.61          | 4.12%         | 28,000.00           | 26,846.39           |               |                    |
| 63300 · Utilities (1-8-12 · Electric)         | 7,955.00          | 15,036.46         | 21.18%        | 71,000.00           | 55,963.54           |               |                    |
| 63300 · Utilities (1-8-13 · Telephone)        | 242.18            | 377.18            | 15.09%        | 2,500.00            | 2,122.82            |               |                    |
| 63300 · Utilities (1-8-14 · Water/Sewer)      | 0.00              | 758.48            | 7.59%         | 10,000.00           | 9,241.52            |               |                    |
| 63300 · Utilities (1-8-15 · Garbage Disposal) | 285.00            | 570.00            | 11.40%        | 5,000.00            | 4,430.00            |               |                    |
| 63350 · Building Supplies                     | 0.00              | 1,773.20          | 11.82%        | 15,000.00           | 13,226.80           |               |                    |
| 63400 · Maintenance Supplies                  | 86.89             | 217.77            | 1.82%         | 12,000.00           | 11,782.23           |               |                    |
| 63500 · Security System Monitoring            | 612.50            | 662.50            | 66.25%        | 1,000.00            | 337.50              |               |                    |
| 63600 · Property Maintenance                  | 1,309.00          | 4,553.00          | 14.88%        | 30,600.00           | 26,047.00           |               |                    |
| 63800 · Building Maintenance/Repair           | 16,241.00         | 20,571.70         | 31.36%        | 65,600.00           | 45,028.30           |               |                    |
| <b>TOTAL BUILDING</b>                         | <b>33,568.14</b>  | <b>52,370.68</b>  | <b>16.18%</b> | <b>323,700.00</b>   | <b>271,329.32</b>   |               | <b>#DIV/0!</b>     |
| <b>OPERATIONS</b>                             |                   |                   |               |                     |                     |               |                    |
| 64100 · Payroll Service                       | 675.00            | 1,350.00          | 16.88%        | 8,000.00            | 6,650.00            |               |                    |
| 64200 · Supplies - Office                     | 986.01            | 1,008.00          | 20.16%        | 5,000.00            | 3,992.00            |               |                    |
| 64300 · Photocopy Supplies                    | 448.20            | 448.20            | 14.94%        | 3,000.00            | 2,551.80            |               |                    |
| 64400 · Guest Services Supplies               | 6.75              | 6.75              | 0.84%         | 800.00              | 793.25              |               |                    |
| 64500 · Postage                               | -390.95           | -723.50           | -14.47%       | 5,000.00            | 5,723.50            |               |                    |
| 64550 · Passport Postage                      | 403.85            | 738.75            | 14.78%        | 5,000.00            | 4,261.25            |               |                    |
| 64600 · Non-Payment Reimbursement             | 0.00              | 0.00              | 0.00%         | 500.00              | 500.00              |               |                    |
| 64700 · Travel                                | 176.95            | 206.66            | 13.78%        | 1,500.00            | 1,293.34            |               |                    |
| 64800 · Organizational Memberships            | 335.20            | 576.40            | 19.21%        | 3,000.00            | 2,423.60            |               |                    |
| 64900 · Bank Fees                             | 323.26            | 676.52            | 19.33%        | 3,500.00            | 2,823.48            |               |                    |
| <b>TOTAL OPERATION</b>                        | <b>2,964.27</b>   | <b>4,287.78</b>   | <b>12.15%</b> | <b>35,300.00</b>    | <b>31,012.22</b>    |               | <b>#DIV/0!</b>     |
| <b>TECHNOLOGY</b>                             |                   |                   |               |                     |                     |               |                    |
| 65100 · Supplies-Toner                        | 4,063.25          | 4,063.25          | 22.57%        | 18,000.00           | 13,936.75           |               |                    |
| 65160 · Supplies-Technology Services          | 0.00              | 0.00              | 0.00%         | 200.00              | 200.00              |               |                    |
| 65170 · Supplies-Maker Studio                 | 1,201.57          | 1,456.68          | 20.81%        | 7,000.00            | 5,543.32            |               |                    |
| 65200 · Technology-Prof Services              | 7,181.25          | 10,172.50         | 46.24%        | 22,000.00           | 11,827.50           |               |                    |
| 65300 · Purchase of Equipment                 | 311.87            | 3,809.10          | 35.43%        | 10,750.00           | 6,940.90            |               |                    |
| 65350 · STEM Kits                             | 0.00              | 0.00              | 0.00%         | 2,000.00            | 2,000.00            |               |                    |

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

60

Percent of Year: 16.67

|   | August 24         | YTD ACTIVITY      | PRCT USED      | WORKING BUDGET      | REMAINING BUDGET    | APPROPRIATION | PRCT APPROPRIATION |
|---|-------------------|-------------------|----------------|---------------------|---------------------|---------------|--------------------|
| 65400 · Technology Equip Mnt/Repair     | 947.30            | 947.30            | 6.00%          | 15,800.00           | 14,852.70           |               |                    |
| 65500 · Software                        | 1,529.04          | 6,983.69          | 18.27%         | 38,235.00           | 31,251.31           |               |                    |
| 65600 · SWAN                            | 0.00              | 11,530.63         | 25.30%         | 45,584.00           | 34,053.37           |               |                    |
| 65700 · Telecommunications              | 937.19            | 1,582.09          | 12.12%         | 13,056.00           | 11,473.91           |               |                    |
| <b>TOTAL TECHNOLOGY</b>                 | <b>16,171.47</b>  | <b>40,545.24</b>  | <b>23.49%</b>  | <b>172,625.00</b>   | <b>132,079.76</b>   |               | #DIV/0!            |
| <b>CONTRACTUAL SERVICES</b>             |                   |                   |                |                     |                     |               |                    |
| 66100 · General Professional Services   | 8,562.50          | 9,912.50          | 19.25%         | 51,500.00           | 41,587.50           |               |                    |
| 66200 · Credit Bureau                   | 128.05            | 177.30            | 17.73%         | 1,000.00            | 822.70              |               |                    |
| 66300 · Copier                          | 213.96            | 417.99            | 13.93%         | 3,000.00            | 2,582.01            |               |                    |
| 66400 · Copier Maintenance Contract     | 65.45             | 203.08            | 10.15%         | 2,000.00            | 1,796.92            |               |                    |
| 66900 · Fees - Bond Registrar           | 0.00              | 0.00              | 0.00%          | 200.00              | 200.00              |               |                    |
| <b>TOTAL CONTRACTUAL SERVICES</b>       | <b>8,969.96</b>   | <b>10,710.87</b>  | <b>18.56%</b>  | <b>57,700.00</b>    | <b>46,989.13</b>    |               | #DIV/0!            |
| <b>INSURANCE</b>                        |                   |                   |                |                     |                     |               |                    |
| 67100 · Multi Peril-Physical Assets     | 0.00              | 16,924.00         | 100.00%        | 16,924.00           | 0.00                |               |                    |
| 67200 · Bonding                         | 0.00              | 1,367.00          | 100.00%        | 1,367.00            | 0.00                |               |                    |
| 67300 · Officers & Directors Liability  | 0.00              | 2,358.00          | 100.00%        | 2,358.00            | 0.00                |               |                    |
| 67400 · Umbrella Liability              | 0.00              | 3,025.00          | 100.00%        | 3,025.00            | 0.00                |               |                    |
| <b>TOTAL INSURANCE</b>                  | <b>0.00</b>       | <b>23,674.00</b>  | <b>100.00%</b> | <b>23,674.00</b>    | <b>0.00</b>         |               | #DIV/0!            |
| <b>COMMUNICATIONS</b>                   |                   |                   |                |                     |                     |               |                    |
| 68110 · Marketing Newsletter            | 11,207.10         | 11,207.10         | 22.56%         | 49,680.00           | 38,472.90           |               |                    |
| 68111 · eNewsletter                     | 10.27             | 90.67             | 0.98%          | 9,260.00            | 9,169.33            |               |                    |
| 68210 · Marketing Advertising           | 0.00              | 0.00              | 0.00%          | 1,000.00            | 1,000.00            |               |                    |
| 68310 · Marketing Supplies              | 0.00              | 0.00              | 0.00%          | 2,400.00            | 2,400.00            |               |                    |
| 68410 · Marketing-Information Printing  | 335.10            | 335.10            | 3.53%          | 9,500.00            | 9,164.90            |               |                    |
| 68500 · Legal Notices                   | 222.68            | 222.68            | 22.27%         | 1,000.00            | 777.32              |               |                    |
| <b>TOTAL COMMUNICATIONS</b>             | <b>11,775.15</b>  | <b>11,855.55</b>  | <b>16.28%</b>  | <b>72,840.00</b>    | <b>60,984.45</b>    |               | #DIV/0!            |
| <b>PROGRAMMING</b>                      |                   |                   |                |                     |                     |               |                    |
| 68600 · Programming                     | 1,669.83          | 2,622.28          | 6.90%          | 38,000.00           | 35,377.72           |               |                    |
| <b>TOTAL PROGRAMMING</b>                | <b>1,669.83</b>   | <b>2,622.28</b>   | <b>6.90%</b>   | <b>38,000.00</b>    | <b>35,377.72</b>    |               | #DIV/0!            |
| <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          | 200.00            | 200.00            | 0.00%          |                     | -200.00             |               |                    |
| 69900 · Contingency                     | 0.00              | 0.00              | 0.00%          | 9,000.00            | 9,000.00            |               |                    |
| 69920 · Gift/Donation Purchases         | 0.00              | 0.00              | 0.00%          |                     | 0.00                |               |                    |
| <b>TOTAL</b>                            | <b>380,204.29</b> | <b>884,753.00</b> | <b>19.23%</b>  | <b>4,601,662.00</b> | <b>3,716,909.00</b> |               |                    |
| 70000 · Operating Transfer Purchases    | 200.00            | 200.00            | 0.00%          |                     |                     |               |                    |
| <b>GRAND TOTAL</b>                      | <b>380,404.29</b> | <b>884,953.00</b> | <b>19.23%</b>  | <b>4,601,662.00</b> | <b>3,716,709.00</b> | <b>0.00</b>   | #DIV/0!            |

Operating Transfer Out reflects \$200.00 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$200.00

# Indian Prairie Public Library - Strategic Overview

## Focus Area

## Goals

## Outcomes

**Expanded Programs and Resources Beyond the Library's Walls**

- Expand outreach, partnerships, and opportunities beyond our physical building.
- Expand services to special needs, neurodivergent, and underserved residents.
- Offer increasingly innovative and engaging programs and services outside of the library.

A more robust ecosystem of connections, resources, programs, and learning opportunities for the community, accessed inside and outside of the Library, including by those typically underserved in the community.

**Optimized Staff and User-Centric Structure**

- Increase the overall well-being and job satisfaction of the IPPL team.
- Better empower them to confidently respond to the current and future needs of our community.
- Evaluate policies, hours, and overall approach to district services to ensure alignment with the needs of residents across our community.

An engaged and supported staff who reflect our community and are better positioned to provide responsive and user-focused library services.

**Refined Infrastructure Fully Optimized for Usability**

- Ensure everyone feels welcome and comfortable using the Library.
- Update technologies to meet or exceed user expectations and increase staff efficiency.
- Better align spaces and improve access to resources and services.

All community members can comfortably access and efficiently use the building and services as the Library continues to grow its role as a community hub.

**Increased Awareness and Broader Impact by Conveying the Library's Story**

- More fully develop the value story and improve the branding of IPPL.
- Expand awareness and use of the Library and its physical and virtual services.
- More deeply engage community residents with the Library and its services.

The whole community recognizes the Library as an important, relevant, and convenient community resource that provides value to them and the broader district.



## **Expanded Programs and Resources Beyond the Library's Walls**

Possible Initiatives:

- Investigate options and feasibility for a mobile library
- Rethink and improve services to those with special needs
- Expand and elevate services to seniors
- Increase partnerships with local government agencies and organizations
- Support and maintain school outreach and partnerships
- Investigate options and feasibility to expand Maker Studio programs and space
- Design networking and social programs for adults in their 20's and 30's
- Expand opportunities for virtual programs
- Increase outdoor programs, including programming in our local parks
- Refresh the look of the Library of Things collection
- Add more "How To" programs
- Support Business Partners and local Chambers

## **Optimized Staff and User-Centric Structure**

Possible initiatives:

- Add staff as needed to better serve user needs
- Study how Reference Services are offered
- Evaluate dress code requirements for staff
- Expand staff orientation and training
- Improve communication across departments so that staff can understand and promote the fuller breadth of library resources
- Examine job descriptions and evaluation rubrics across the library
- Focus efforts on library-wide staff engagement and appreciation
- Adapting the library better for other languages and cultures
- Evaluate district expansion options
- Review current hours and alignment to user and resident needs

## **Refined Infrastructure Fully Optimized for Usability**

- Improve signage and wayfinding in the library
- Improve and update the library's Technology
- Explore revamp of library entrance setup and configuration
- Assess the library's space needs and alignments
- Add options for material pickup across the district
- Looks at property/land for future support of library service
- Explore automation/AI/robot assistance for staff and patrons

**Increased Awareness and Broader Impact by Conveying the Library's Story**

- Expand and further innovate marketing and communication
- Better promote special resources (e.g. Book Bundles)
- Expand fundraising efforts overall
- Execute a rebranding effort with a major update to the logo and colors
- Develop library tours both in-person and virtual

## Boiler Replacement Project

The current boiler has exceeded its recommended lifespan of 25 years and should be replaced. We asked for bids to get two smaller boilers to replace the old, large one, for two reasons: 1) Logistics of getting the machines down into the basement and 2) New boilers are more efficient and one of the small ones can take care of the library's typical heating needs in most types of weather; having two that "take turns" provides redundancy in the system and increases the durability and longevity of the HVAC system as a whole.

Justin Pathmann of RETHink Owner Solutions has qualified the lowest bidder, Premier Mechanical Inc. PMI's bid is included in this packet. Justin checked Premier's references, which included two small colleges, and they were glowing. Both references commented on how well Premier does doing work in occupied buildings.

Below is a chart summarizing the bids.

|                           | PMI       | Oak Brook Mechanical                   | CCC LLC   | Hayes Mechanical       | Voris Mechanical |
|---------------------------|-----------|--|-----------|------------------------|------------------|
| Base Bid                  | \$198,500 | \$206,975                              | \$239,000 | \$278,720              | \$283,500        |
| Voluntary Alternate \$    | n/a       | \$0                                    | n/a       | \$257,497              | n/a              |
| Voluntary Alternate Scope | n/a       | Remove and dispose of broken fly wheel | n/a       | Install 3 30HP boilers | n/a              |

Since we anticipate the work will take one month to complete, it's very unlikely they will be able to begin this year. The projected start date is on or around April 1, 2025.

## PMI Reference Check Results

Good morning Justin,

Premier Mechanical has performed and completed several successful projects for Oakton College.

We have had no issues or concerns with their performance in an occupied building.

I would highly recommend Premier.

Rich

Per Justin:

“My conversation with Mike Hudson could best be described as him gushing over how much he appreciated the professionalism, craftsmanship and integrity of PMI. He said very favorable things to say the least, he indicated they worked there for many years (2008) and had worked many times in open buildings. He said much of their work there was competitively bid, and they were often low.”

**BID PROPOSAL FORM**

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

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

Boiler Replacement:       ✓      

By submitting this bid the undersigned acknowledges;

- a) They have received the contract documents including; Instructions to Bidders (including all riders) and Boiler Replacement Scope Sheet.
- b) That the Form of Contract to be used for the project is the American Institute of Architects A132 -2019, Standard Form of Agreement between Owner and contractor, Construction Manager as Advisor, as amended by Owner, and that the General Conditions to be used for the project are American Institute of Architects A232-2019, General Conditions of the Contract for Construction, Construction Manager as Advisor Edition and the Supplemental General Conditions found in the Instructions to Bidders.
- c) They have sole responsibility for labor, materials and equipment for their selected trade item as dictated by the Contract Documents and Invitation to bid.
- d) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of sixty (60) calendar days.
- e) That Indian Prairie Public Library is a tax-exempt organization, no sales, excise or use tax to be included in your bid. All other taxes are included in your bid.
- f) They will pay applicable Prevailing Wage and benefits to their employees and submit proof all required documentation to the county department of labor.
- g) That you have read and agree to all the information contained in the Instructions to Bidders dated August 16, 2024 (including all riders A-E).
- h) That they are responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- i) That their proposal is considered accepted only when the Owner (Indian Prairie Public Library) executes the contract.
- j) That REthink Owner Solutions, LLC (located in Lincolnshire, IL) is the owners' advisor (Construction Manager) on this project. All correspondence (beyond your bid submittal) is to be directed to through them, though your contract is with Indian Prairie Public Library.

- k) They have attended the mandatory pre-bid walk-thru or an alternate time as established by the Construction Manager.
- l) They are aware that the comparison of proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.
- m) That the Owner reserves the right to waive irregularities, technicalities and formalities and to reject any or all proposals.
- n) That time is of the essence and that they will complete their work in a timely manner. The expected completion of this project in its entirety is 1 month from start date.
- o) All bids over \$50,000 are to include the price for payment and performance bonds. The selected bidder must submit payment and performance bonds to the owner within 10 days of receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- p) All bids over \$100,000 are to include the price for a bid bond and be accompanied by a bid bond.
- q) They shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect and/or Construction Manager in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect and/or Construction Manager is made party as result of the conduct, acts, errors or omissions of the undersigned.

**BASE BID**

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

One Hundred <sup>Ninety - Eight</sup> ~~Thousand~~ Thousand Five Hundred DOLLARS (\$ 198,500 )



VOLUNTARY ALTERNATES

\_\_\_\_\_ VOLUNTARY ALTERNATE 1: \_\_\_\_\_

\_\_\_\_\_ VOLUNTARY ALTERNATE 2: \_\_\_\_\_

\_\_\_\_\_  
Premier Mechanical, Inc.  
(Name of Bidder)

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

By: \_\_\_\_\_ Martin Schulz *MJS*

Title: \_\_\_\_\_ President

\_\_\_\_\_  
130 S. Fairbank  
(Street Address)

\_\_\_\_\_  
Addison, IL 60101  
(City, State, Zip)

\_\_\_\_\_  
630-543-3500  
(Telephone Number)

\_\_\_\_\_  
September 6th, 2024  
(Date Signed)

|   |  |
|---|--|
| Indian Prairie Public Library is a tax exempt organization, no sales, use or excise tax to be included in your bid. Successful bidders will be furnished Tax Exempt Certificate.  |  |
| By submitting your bid, you are confirming that you have read and agreed to all the information contained in the Invitation to Bid dated August 16, 2024 - including all Exhibits.  |  |
| Bidder must be licensed to do work in the Village of Darien.  |  |
| Bidder must have attended the mandatory pre-bid walk thru in order to submit a bid. Exceptions can be made for bidders who make arrangements with the CM prior to walk-thru.  |  |
| All items listed in this scope sheet must be accounted for and included in your bid, no exclusions will be allowed or considered and could be grounds for disqualification of your bid  |  |
| Bidder to be responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE). You are also responsible for any fees the Owner or Construction Manger incur due to your negligence.   |  |
| Boiler (heating) service shall be maintained from October 15, 2024 - April 1, 2025. No work shall begin in 2024 unless it will allow for an operational boiler prior to October 15, 2024, if material availability does not allow for completion by October 15, 2024 then work shall begin in April of 2025. Work shall be completed in less than 4 weeks from commencement.  |  |
| Supply all labor, materials and equipment to shut down, isolate, lock out and disconnect the existing boiler and expansion tank. Remove from site and legally dispose of.   |  |
| Supply all labor, materials and equipment to modify/expand the existing concrete housekeeping pad for configuration required for new boilers and equipment.   |  |
| Supply all labor, materials and equipment to provide and install 2 new steel firetube boilers (a minimum of 50 horsepower each with modulating Industrial Combustion burners), in parallel with automatic isolation valves to prevent waste heat drafting from lag boiler. Each boiler shall be fitted with any isolation valves, venting and drainlines necessary to provide each boiler with the means for isolated maintenace/repair/reaplacement while the remaining boiler can remain in service. Basis of new boiler design is two Alridge A3W 1800 series boilers. |  |
| Rear stairway shall be utilized for bringing new boilers into the building. Owner to provide structural engineering approval if necessary.  |  |
| Supply all labor, materials, and equipment to provide and install a new ASME bladder type of the same size or larger than the existing one (as required for new boilers) and set air prseure to cold system fill pressure. Expansion tank piping shall be fitted with necessary shut off valve and drain piping for future maintenance.   |  |
| Supply all labor, materials, and equipment to connect new boilers to existing, water supply and return, gas piping, gas vents and flue as required by manufacturer.   |  |
| Supply all labor, materials, and equipment to connect new boilers to existing flue pipe.  |  |
| Supply all labor, materials, and equipment to fill system and check for leak in all new work.   |  |
| Supply all labor, materials, and equipment to fully commision the system and train owner on system.   |  |
| Supply all labor, materials, and equipment to connect all boiler and burner control wiring to the existing BAS control system without impacting any existing operations OR warrenties. BAS system is maintained by Hayes Mechanical - Chicago, IL. Contact Hayes at 773-292-2374 prior to submitting bid with any questions.  |  |
| All work to be done following manufacturers' warranty requirments in order to provide Owner with a 5-year, material warranty from the manufacturer and a 2-year workmanship labor warranty from the installation contractor.  |  |



### 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.