Indian Prairie Public Library Board Agenda
January 15, 2025

Board of Trustees Regular Meeting
January 15, 2025 – 6:45 p.m.

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

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

B. Mission Statement: We enrich 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

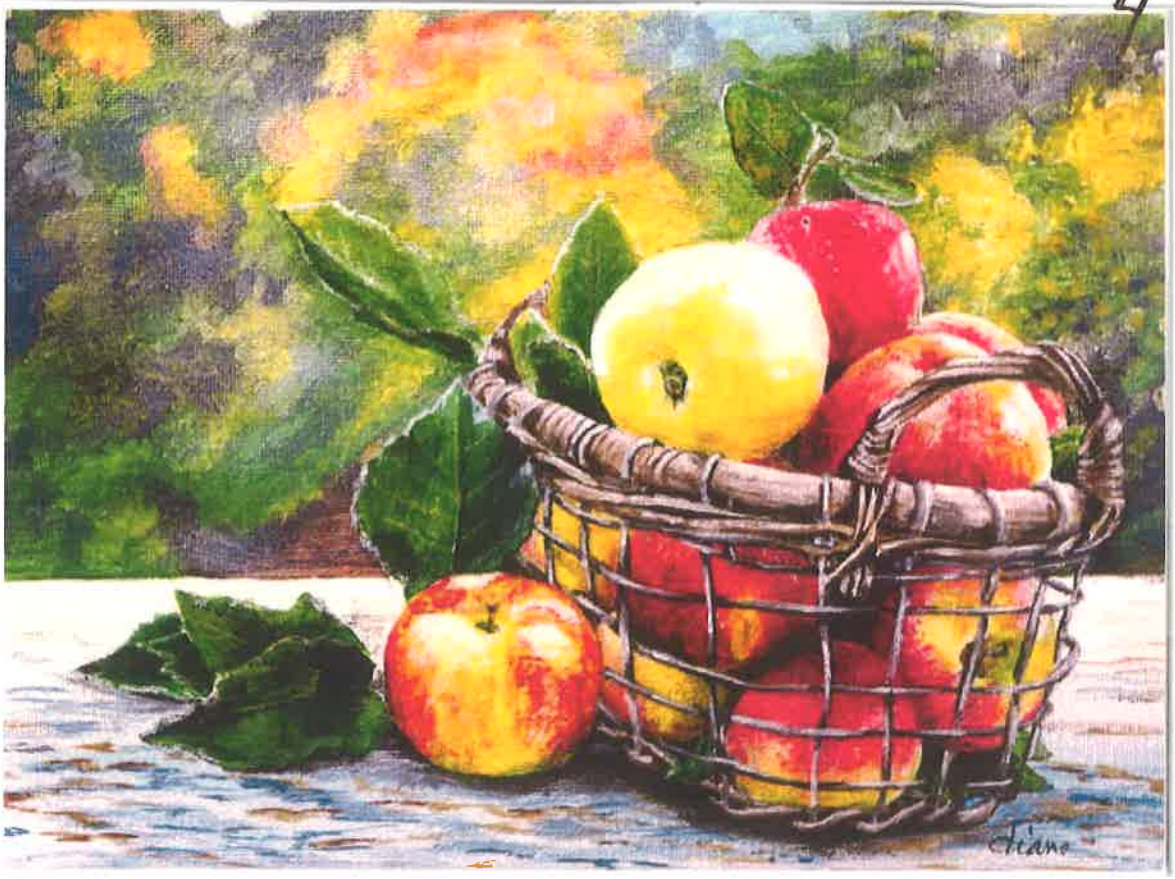
I.	Staff Report – *Passive Programming at IPPL* Jordan Calabrese, Resource Services Librarian and Sarah Zagotta, Teen & Young Adult Librarian		Information
J.	Reports		
	1. Treasurer's Reports – November & December	Page 69	Information
	2. Building and Grounds Committee (no report)		
	3. Finance Committee (no report)		
	4. Planning/Outreach Committee (no report)		
	5. Policy Committee (no report)		
K.	Unfinished Business None		
L.	New Business		
	1. Review of Serving our Public 4.0: *Standards for Illinois Public Libraries*	Page 77	Discussion
	2. Car Charging Stations		Discussion
	3. Logo Refresh		Discussion
M.	Scheduled Meetings None		
N.	Closed Session as allowed by 5ILCS, Act 120/2 (c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.		
O.	Return to Open Session and Report of Any Action Taken		
	1. Approve Minutes of Closed Session Meetings, 11/15/23, 1/17/24, 10/16/24		
	2. Open or Close Any Closed Session Minutes		
P.	Adjournment		

November 2024

Dear Amy,

The Darien Historical Society thanks you for arranging for Jordan Calabrese to entertain the children at the Darien Christmas tree lighting ceremony. She read to 54 people in the one-room school classroom, and led them in singing songs. Jordan was a big hit!

Sincerely,
The Darien Historical Society



Artwork created by Diane Peterson, PRC art student

The holiday season is the best time to share gratitude

and good wishes to those who enrich our lives.

People's Resource Center

Thanks for all you do!

Best
Lesley

Outlook

Write On!!!

From GofC Info <info@giftofcarl.org>
Date Wed 11/20/2024 7:23 AM
To Amy Merda <amym@ippl.info>
Cc Laura Birmingham <laurab@ippl.info>

Dear Amy and staff,
Thank you so much for putting on another wonderful Write On!! It brings me so much warmth to see these young writers interact with a published YA author. I also believe by splitting up the group into the 3 different age groups has helped inspire the youngsters to continue their craft.

I am so lucky that I live in the IPPL district. It's a fabulous library, and one that is not just sitting back on it's successes, but continuing to set new standards for all libraries near and far. You guys do a wonderful job.

Amy - Please share this with the others who were there last night, as I don't have all their emails.

Thanks again,
Charleen Vuillaume, President
The Gift of Carl Foundation, Inc.
www.giftofcarl.org

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Jamie Allard

From: Helen Mares <mareshelen73@gmail.com>
Sent: Tuesday, December 3, 2024 11:12 PM
To: Jamie Allard
Cc: Katherine Burson; Betti Dusik; Catherine Hendrickson; Sharon Marcisz
Subject: Holiday greetings of appreciation

Hi Jamie,

Here we are...in the season of additional gratitude...and that extends to the library staff for the use of library space for The Way Forward art group! We've wanted to tell you in person once again and have been on the lookout for you for the past couple of weeks!

We've appreciated your help in arranging the space each week as well as for your suggestions in arranging our October art display. The opportunity to display our work has given focus to our creativity and has helped cement deep friendships in our community.

Please extend our appreciation to all the library staff for their greetings and friendliness as they recognize us throughout the library.. May the upcoming season be filled with peace and art, for such is the heart and soul of the season!

Helen Mares
on behalf of The Way Forward

Happy Holidays

IPPL

Thank you for all you do! Thank you for serving the homebound and all the other wonderful events you offer. The Movies and Workshops are such a wonderful thing for all. May you always be blessed,

Gale Dykie

Contractors Express, Inc.
7475 South Madison, S-4
Willowbrook, IL 60527
November 22, 2024

Laura Birmingham
Indian Prairie Library
401 Plainfield Road
Darien, IL. 60561

Dear Ms Birmingham,

Our company would like to thank the staff of Indian Prairie Library for their courtesy and helpfulness at the library.

Your library has grown into a vital part of the community. We so appreciate your services.

I have a question. Do you offer services to any of the assisted care facilities in the area. The reason for my inquiry is my aunt recently moved into a facility. She is an avid reader, former Librarian, and would benefit from services from the library. She does use a Kindle but also enjoys "reading with a real book."

Thanking you in advance for any information.

Wishes for a Joyous Holiday to all at The Indian Prairie Library system.

Sincerely,

Julaine Creed
President

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SPRINGFIELD OFFICE
108 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
PHONE: 217.782.9407

DISTRICT OFFICE
1011 STATE STREET
SUITE 205
LEMONT, ILLINOIS 60439
PHONE: 630.914.5733
SENATORCURRAN@GMAIL.COM

ILLINOIS STATE SENATE
JOHN CURRAN
SENATE REPUBLICAN LEADER
41ST SENATE DISTRICT

December 18, 2024

Jamie Allard
401 Plainfield Rd
Darien, IL 60561

Dear Jamie,

Our office would like to thank you for your hospitality during our Traveling Office Program event on Tuesday, December 17th. We appreciated how accommodating and receptive you and your librarians were.

We look forward to working closely with you and your Library again and partner for more events in the future. Please do not hesitate to reach out to our office for any assistance you or your patrons may need.

Sincerely,

John F. Curran
Senate Minority Leader
State Senator, District 41

Ande Corbin
District Director
senatedistrict41@gmail.com

Vince DeMaio
Associate District Director
vincedsenatedistrict41@gmail.com

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Darien Woman's Club
FOUNDED 1970

December 30, 2024

Indian Prairie Public Library
Laura Birmingham, Director
401 Plainfield Road
Darien, IL 60561

Dear Ms. Birmingham,

On behalf of the Darien Woman's Club and the recipients of the soap and cleaning products, we want to thank you for helping in our Holiday Soap Collection. We collected 894 items which were distributed to three local food pantries and the Family Shelter. Community members like yourself care and make this project possible to help those in need.

We appreciate your contribution and are very grateful for your participation.

Sincerely,

Barbara Murphy

Barbara Murphy
Chair, Holiday Soap Collection
Darien Woman's Club
c/o Darien City Hall
1702 Plainfield Rd.
Darien, IL 60561

Indian Prairie Public Library
Board of Trustees Minutes
November 20, 2024

Truth in Taxation Hearing
November 20, 2024– 6:30 p.m.

A. Call to Order and Statement of Purpose – Vice-President Damon called the meeting to order at 6:30 p.m. Present were Donald Damon, Marian Krupicka, Stacy Palmisano, Christina Rodriguez (attended by phone), Samia Wahab, Laura Birmingham, Kristen Lawson, Maria Wlosinski.
Absent: Themis Raftis, Victoria Suriano
Damon stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Naperville Sun Newspaper on November 13, 2024.
B. Public Questions/Comments – No public in attendance.
C. Closing of Hearing – Damon closed the hearing at 6:35 p.m.

Board of Trustees Regular Meeting
November 20, 2024 – 6:35 p.m.

A. Roll Call
Vice-President Damon called the meeting to order at 6:36 p.m. Secretary Krupicka called the roll. Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis (arrived at 6:40), Christina Rodriguez (attended by phone), Samia Wahab
Absent: Victoria Suriano
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Erin Fergus
Others: Lissa Fisher, intern observing the meeting

Vice-President Damon 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

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

D. Communications and Announcements
1. Dena to IPPL re: Library Programs
2. Birmingham to Morton Arboretum re: Tree Equity Grant Application
3. Mares to Allard re: The Way Forward in Art Group

E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, October 16, 2024
2. Action on Bills/Additional Bills
3. Ordinance #2024-5 Directing County Clerk as to PTELL Reduction
4. Resolution #2024-C Authority to Sign

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Birmingham thanked the three Trustees who filed for the 2025 election. Handling the large groups of teens visiting the library after school has improved. Birmingham reached out to the high school for advice and the Dean's office has been very responsive.

H. Department Reports

Lawson recapped her written report from the packet. The drive-up will be closed for one day during the first floor workroom reorganization project in December. Palmisano highlighted the large number of community members that IPPL Programming and Outreach staff interacted with at local Trunk or Treat events. She also noted the preparation that went into The Bluey Bash. Rodriguez attended our Las Vegas Headliners concert and said it was fantastic - Birmingham noted that adult librarian Jean Carroll has done a great job reviving our concert offerings.

I. Staff Report –

Senior Librarian, Erin Fergus, spoke to the Board about Early Literacy at IPPL. She is responsible for birth through kindergarten programming as well as family programming which goes up to age seven. Little Town continues to be a much-loved and often used area. Erin thanked the Board for funding which allowed her to add popular items like the Marble Wall, Market Stand, and Ice Cream Parlor. She was also able to make purchases to replace broken and worn out items. Our Little Makers Corner was implanted by Erin in response to requests for a maker area for little ones – coloring and other activities help develop fine motor skills and encourage creativity. People also asked for activities they could do at home so Erin created Little Makers Home Activities – early learning skills like tracing and matching can be practiced at home. Our storytimes (Preschool Play, Baby Brilliance, Toddler classes) continue to be well attended – developmentally and seasonally appropriate, they include song, movement, beginning preschool skills, educational and literacy activities. This will be the third year that the Morton Arboretum will be returning to do a Nature Storytime at the library. Erin noted the wonderful connections that families are making with other families while attending our storytimes – and some are getting together outside the library! Our most popular 2024 programs included: See a Juggler Be a Juggler, Firefighter Meet & Greet, Firefly Family Theatre, and Bluey Bash. The Mini Music Makers Class and Little Builders Drop-In continue to be well attended as well as our Favorite Character Parties. Looking ahead to 2025, we are hosting a Preschool Resource Fair in January. Patrons have asked for more baby specific programs so starting in January we will have a Baby Playdate every month. Erin would like to increase outreach to area schools; currently 19 schools fit this age group (school districts, private schools, daycares). The Board thanked Erin for all of the wonderful programming.

J. Reports
1. Treasurer's Report - backup in packet.

2. Committee of the Whole Minutes, 11/5/24 – Krupicka moved, Palmisano seconded to approve Committee of the Whole Minutes dated 11/5/24. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nayes: none. Absent: Suriano. Motion carried unanimously.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee – no report
6. Policy Committee – no report

K. Unfinished Business

1. Mission and Vision Statement Refresh – The Board agreed on the mission statement that includes the word "connect". They liked the vision statement in the packet.

L. New Business

1. Ordinance #2024-6 Levying and Assessing Taxes for FY 2024-2025 – Raftis moved, Krupicka seconded to approve Ordinance #2024-6 Levying and Assessing Taxes for FY 2024-2025. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nayes: none. Absent: Suriano. Motion carried unanimously.

M. Meetings Scheduled

Policy Committee meeting – to be decided

N. Adjournment

At 7:20 p.m. Palmisano moved, Wahab seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nayes: none. Absent: Suriano. Motion carried unanimously.

_____

Marian Krupicka, Secretary

ACTION ON BILLS NOVEMBER, 2024

Account	Check #'s	Total
Republic Bank-Bills for Approval	3537 - 3604	$ 124,555.44
Republic Paper Pay Checks		$ -
Republic Direct Deposits		$ 147,451.83
	MONTH'S TOTAL:	$ 272,007.27

Indian Prairie Public Library District
Bill Payment List
November 2024

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
11/05/2024	3537	Alphagraphics	205.61
11/05/2024	3538	Bollywood Groove, LLC	650.00
11/05/2024	3539	Bullseye Cleaning Services, Inc.	6,300.00
11/05/2024	3540	Christine Misa Sugiura	2,357.03
11/05/2024	3541	Cigna Health & Life Insurance Company	1,567.31
11/05/2024	3542	Hagg Press, Inc.	2,505.10
11/05/2024	3543	Illinois NFP Audit & Tax, LLP	6,500.00
11/05/2024	3544	kristinZkreations	1,735.00
11/05/2024	3545	LIMRiCC UCGA	688.52
11/20/2024	3546	Accurate	65.43
11/20/2024	3547	Ann Stovall	1,095.00
11/20/2024	3548	AT&T	365.15
11/20/2024	3549	Cathy Streett	144.72
11/20/2024	3550	Joe Eskew	69.01
11/20/2024	3551	Kristen Lawson	112.50
11/20/2024	3552	Lauterbach & Amen, LLP	675.00
11/20/2024	3553	NCPERS Group Life Insurance	48.00
11/20/2024	3554	Shaw Media	254.00
11/20/2024	3555	University of Illinois Extension	150.00
11/22/2024	3556	Baker & Taylor	74.89
11/22/2024	3557	Beth Skolba	8.58
11/22/2024	3558	Blackstone Publishing, Inc.	1,261.76
11/22/2024	3559	Blue Cross Blue Shield of Illinois	22,829.45
11/22/2024	3560	Canon Financial Services, Inc.	237.94
11/22/2024	3561	Canon Solutions America Inc.	65.45
11/22/2024	3562	Cengage Learning, Inc.	687.77
11/22/2024	3563	Center Point Large Print	29.96
11/22/2024	3564	CG Professional Service, Inc.	485.00
11/22/2024	3565	Children's Plus Inc.	1,329.80
11/22/2024	3566	CONSTELLATION NEWENERGY, INC.	7,571.78
11/22/2024	3567	Consumers' Checkbook	467.00
11/22/2024	3568	Dearborn Life Insurance Company	95.98
11/22/2024	3569	DEMCO	326.13
11/22/2024	3570	DuPage County Public Works	2,240.24
11/22/2024	3571	ELM USA, Inc.	312.20
11/22/2024	3572	Groot Industries, Inc.	285.00
11/22/2024	3573	Hagg Press, Inc.	8,702.00
11/22/2024	3574	Hayes Mechanical LLC	2,823.00
11/22/2024	3575	Illinois Dept of Innovation & Technology	475.00
11/22/2024	3576	Ingram Library Services	12,310.28

Indian Prairie Public Library District
Bill Payment List
November 2024

Date	Num	Vendor	Amount
11/22/2024	3577	Jennifer Ripka	70.00
11/22/2024	3578	Kanopy	218.45
11/22/2024	3579	Midwest Laser Specialists, Inc.	244.97
11/22/2024	3580	Midwest Tape	8,941.59
11/22/2024	3581	New Readers Press	154.75
11/22/2024	3582	NobleTec LLC	1,183.53
11/22/2024	3583	OverDrive, Inc.	5,852.42
11/22/2024	3584	Playaway Products LLC	54.99
11/22/2024	3585	Premier Landscape Contractors	1,309.00
11/22/2024	3586	Quill LLC	1,536.88
11/22/2024	3587	RAILS	287.00
11/22/2024	3588	Rivistas Subscription Services	546.53
11/22/2024	3589	Specialty Mat Service	132.26
11/22/2024	3590	Sterling Services, Inc.	2,025.00
11/22/2024	3591	Thomas Klise/Crimson Multimedia	466.42
11/22/2024	3592	Today's Business Solutions, Inc.	179.36
11/22/2024	3593	Unique Management Services, Inc.	137.90
11/22/2024	3594	USA Today	400.35
11/22/2024	3595	Village of Willowbrook	2,000.00
11/29/2024	3596	Bank of America	559.65
11/29/2024	3597	Bank of America	4,398.17
11/29/2024	3598	Bank of America	331.62
11/29/2024	3599	Bank of America	856.80
11/29/2024	3600	Bank of America	465.19
11/29/2024	3601	Bank of America	1,443.50
11/29/2024	3602	Bank of America	966.60
11/29/2024	3603	Cigna Health & Life Insurance Company	1,657.78
11/29/2024	3604	Wlosinski, Maria	28.14
Total for 10127 Republic Bank Operating Account			**$ 124,555.44**

Thursday, Dec 05, 2024 10:00:23 PM GMT8

Bills for approval – Electronic Payments & Automatic Withdrawals

NOVEMBER 2024

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	11/7/2024	25,892.10
Federal & IL	Payroll taxes	11/21/2024	27,171.89
ExpertPay	Garnishments	11/7/2024	474.60
ExpertPay	Garnishments	11/21/2024	474.48
IMRF	Payroll Pension	11/19/2024	28,550.73
Mission Square	457 Plan	11/7/2024	50.00
Mission Square	457 Plan	11/21/2024	50.00
Nationwide	457 Plan	11/7/2024	50.00
Nationwide	457 Plan	11/21/2024	50.00
DAC	Deposit to HRA	11/1/2024	261.24
DAC	Deposit to HRA	11/8/2024	224.85
DAC	Deposit to HRA	11/8/2024	1,611.34
DAC	Deposit to HRA	11/16/2024	195.26
Nicor	Gas	11/11/2024	848.77
ELS	License Stickers		4,487.00
ELS	ELS Fee (Oct)	11/04/2024	72.20
INB & Republic	Cr Card & Bank Fees	11/15/2024	301.30

ACTION ON BILLS DECEMBER, 2024

Account	Check #'s		Total
Republic Bank-Bills for Approval	3605 - 3658	$	80,772.15
Republic Paper Pay Checks		$	-
Republic Direct Deposits		$	147,365.25
	MONTH'S TOTAL:	$	228,137.40

Indian Prairie Public Library District
Bill Payment List
December 2024

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
12/02/2024	3605	Christine Misa Sugiura	234.62
12/02/2024	3606	Robert Mueller	200.00
12/03/2024	3607	Patrick Donaldson	238.00
12/12/2024	3608	Allard, Jamie	51.72
12/12/2024	3609	Alphagraphics	76.41
12/12/2024	3610	AT&T	365.15
12/12/2024	3611	Bullseye Cleaning Services, Inc.	6,479.00
12/12/2024	3612	Canon Solutions America Inc.	65.45
12/12/2024	3613	Case Lots Inc.	2,179.20
12/12/2024	3614	Center Point Large Print	217.22
12/12/2024	3615	Dell Marketing L.P.	5.87
12/12/2024	3616	DEMCO	461.35
12/12/2024	3617	Groot Industries, Inc.	285.00
12/12/2024	3618	Heritage House Florist	130.90
12/12/2024	3619	Illinois Dept of Innovation & Technology	475.00
12/12/2024	3620	Ingram Library Services	10,394.67
12/12/2024	3621	Jean Carroll	31.62
12/12/2024	3622	Jennifer Ripka	299.00
12/12/2024	3623	Joe Eskew	110.55
12/12/2024	3624	Kanopy	227.80
12/12/2024	3625	kristinZkreations	315.00
12/12/2024	3626	Melanie Alcantara	2.28
12/12/2024	3627	Merda, Amy E	14.94
12/12/2024	3628	Midwest Tape	8,186.33
12/12/2024	3629	NCPERS Group Life Insurance	80.00
12/12/2024	3630	Runco Office Supply	14.78
12/12/2024	3631	Sports Illustrated	20.00
12/12/2024	3632	Staples Inc.	421.56
12/12/2024	3633	Unique Management Services, Inc.	68.95
12/12/2024	3634	World Book School and Library	1,259.00
12/19/2024	3635	Ann Stovall	345.00
12/19/2024	3636	Blackstone Publishing, Inc.	259.53
12/19/2024	3637	BP Contractors Corp.	600.00
12/19/2024	3638	Canon Financial Services, Inc.	237.94
12/19/2024	3639	Cengage Learning, Inc.	580.60
12/19/2024	3640	DEMCO	128.70
12/19/2024	3641	kristinZkreations	430.00
12/19/2024	3642	Midwest Tape	554.96
12/19/2024	3643	OverDrive, Inc.	5,588.46
12/19/2024	3644	Specialty Mat Service	132.26

Indian Prairie Public Library District
Bill Payment List
December 2024

Date	Num	Vendor	Amount
12/19/2024	3645	Thomas Klise/Crimson Multimedia	105.67
12/19/2024	3646	Timothy Communications Inc.	200.00
12/19/2024	3647	United States Liability Insurance Company	130.00
12/19/2024	3648	Village of Willowbrook	2,000.00
12/30/2024	3649	Bank of America	258.05
12/30/2024	3650	Bank of America	1,499.35
12/30/2024	3651	Bank of America	1,167.42
12/30/2024	3652	Bank of America	1,161.49
12/30/2024	3653	Bank of America	384.81
12/30/2024	3654	Bank of America	863.78
12/30/2024	3655	Bank of America	2,727.13
12/30/2024	3656	Blue Cross Blue Shield of Illinois	26,789.31
12/30/2024	3657	Cigna Health & Life Insurance Company	1,613.56
12/30/2024	3658	Dearborn Life Insurance Company	102.76
Total for 10127 Republic Bank Operating Account			**$ 80,772.15**

Bills for approval – Electronic Payments & Automatic Withdrawals

DECEMBER 2024

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	12/5/2024	25,875.42
Federal & IL	Payroll taxes	12/18/2024	27,044.26
ExpertPay	Garnishments	12/5/2024	468.12
ExpertPay	Garnishments	12/18/2024	415.30
IMRF	Payroll Pension	12/13/2024	30,263.44
Mission Square	457 Plan	12/6/2024	50.00
Mission Square	457 Plan	12/20/2024	50.00
Nationwide	457 Plan	12/5/2024	50.00
Nationwide	457 Plan	12/19/2024	50.00
DAC	Deposit to HRA	12/6/2024	231.62
DAC	Deposit to HRA	12/10/2024	172.62
DAC	Deposit to HRA	12/17/2024	187.40
DAC	Deposit to HRA	12/24/2024	892.86
DAC	Deposit to HRA	12/31/2024	365.90
Nicor	Gas	12/16/2024	1,504.93
ELS	License Stickers		6,743.00
ELS	ELS Fee (Nov)	12/03/2024	53.20
INB & Republic	Cr Card & Bank Fees	12/15/2024	251.56

discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Executive Director.

If a patron is found to be harassing others, the patron must leave the library for the rest of the day and the Executive Director will determine how long the perpetrator will be banned from the library

603 Firearms and Other Weapons

As stated under the Firearm Concealed Carry Act, firearms are prohibited on library property, as well as weapons of any kind. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. The library's policy does not impact the rights of law enforcement personnel. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. See Policy 670 regarding alcoholic beverages.

605 Smoking and Use of Marijuana

Smoking or vaping of any type and tobacco chewing are prohibited in the library at all times. Marijuana may not be consumed or used on library property.

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property, ~~and~~ Parking Lot, and Grounds

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

Students attending Hinsdale South High School are prohibited from using the library parking lot to park during the school day.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table.

Library users may not leave behind any personal belongings in the library building, parking lot or anywhere on library grounds. ~~when they leave the building.~~ The library is not responsible for any loss of users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted.

Camping is not permitted anywhere on library grounds.

Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is prohibited. The library is not responsible for damage or loss to vehicles.

The Executive Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The group must ensure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following an event.

609 Animals

It is the policy of the Indian Prairie Public Library to prohibit all animals from entering the library, with the exception of service dogs and miniature horses; service dogs and miniature horses in training; police animals; or animals featured in programs sponsored by the Indian Prairie Public Library.

Service Dogs and Service Dogs in Training

According to the Americans with Disabilities Act (ADA), a service dog is individually trained to do work or perform tasks for people with disabilities. Examples include but are not limited to: guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

- Handlers may bring their service animal into areas of the library where the public are normally allowed.
- Service animals must be under the full custody and control of their handler at all times, and must be housebroken. Service animals that urinate or defecate in the library shall be considered a threat to the public welfare, safety and health of other library patrons regardless of whether they are claimed to be house broken and shall be removed from the library by the handler.
- Service animals must be on a leash or harness at all times, unless the handler is unable to leash or harness the dog because of a disability, or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks.
- If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
- Handlers of the service animal are solely responsible for the supervision and care of the service animal.
- Handlers must keep the service animal directly with them at all times.

Miniature Horses and Miniature Horses in Training

Federal regulations allow a miniature horse to be recognized as a lawful service animal. An individual with a disability may be allowed to utilize a miniature horse as a service animal, subject to all of the restrictions stated in this policy, but also subject to the following factors set forth by the

Executive Director's Report
November/December 2024

Per Capita Grant:
As part of the Per Capita Grant application, the Board must review the Core Standards for Illinois Public Libraries, so this is listed on the agenda for discussion. Please review Chapter 1 (Core Standards) and the Governance and Administration Checklist in advance of the meeting. The library currently meets all standards.

City of Darien Opportunity:
The City of Darien has approached us with a partnership opportunity to install Level 3 electric car pay-as-you-go charging stations in our lot with the help of a rebate program from ComEd. Level 3 chargers will fully charge a vehicle within 45 minutes. A ball park cost for the library after the rebate (and due upon installation) is either $187,000 (the library absorbs costs and keeps all revenues) or $93,500 (the library and the City split cost-revenues). There would also be additional costs (at least $20,000) for parking lot upgrades such as signs, parking lot repairs, pavement patching, striping, etc.

This is listed on the agenda under New Business as I would like direction from the Board on whether or not to get more information, firm pricing and a timeline for this project.

Logo refresh:
The logo is listed under New Business for discussion so that Trustees can give our graphic designer some direction on the new logo.

Darien Garden Club Sponsorship:
Starting in January, the Darien Garden Club is sponsoring the seeds and other supplies for our seed library. This is a great way to highlight our partnership with the Darien Garden Club. Their logo will be included on the seed packets.

Budget:
Our health insurance costs this year (Jan 2025-Dec 2025) came at an almost 20% increase. Although I was disappointed in the rate increase, the budget won't take a hit as I had budgeted for a 20% increase.

Legislator Happenings:
Senator John Curran's office held office hours in the lobby on December 17th.

Personnel:
Fernanda Diaz started as our Communications Specialist on January 6th. Working under Jill, she is full-time and comes to us with professional public library experience.

Guest Services has three part-time job openings: two Guest Services Associates and one Guest Services Page.

Programming & Outreach will be posting a full-time P&O Specialist position.

IPPL Foundation & Friends:
The Book Sale brought in $198 and $12 in movie donations in November.
The Book Sale brought in $279 in and $11 movie donations in December.

On Giving Tuesday, which follows Thanksgiving, the library received $3,200 in donations. (This is a new record got Giving Tuesday)

The library received $1,345 after a year-end appeal for donations in December.

Meetings:
11/21 Person-In-Charge Training
11/26 SWAN Fireside Chat
1/9 Department Head Meeting
1/15 Library Board Meeting

In November, I had 33 one-on-ones.
In December, I had 30 one-on-ones.

Submitted by:

LB

Laura Birmingham
Executive Director

Deputy Director's Report: November 2024

Building & Grounds:

We are in the process of soliciting proposals for a new capital needs assessment for IPPL. A new capital needs assessment will give us refreshed numbers for projected schedules and costs for maintaining our building and grounds systems, including HVAC, electrical, plumbing, and more. I gained various contacts at ILA with architects and construction companies who provide this type of service, and so far I have received three proposals. I plan to meet with two additional companies in December, and then I can compare proposals, check references, and hopefully move forward with someone in January.

Additionally, Joe closed 31 building tickets in November. Highlights include: 1) Installed Library Parking Only signs by parking lot entrances, 2) Installed slatwall for new Library of Things collection layout and 3) Fixed a door lock in a second-floor family restroom.

Meetings:

Department Head meeting: 11/14

Library Board meeting: 11/20

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

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

Staff Training:

In November I conducted initial Person-in-Charge training for our new P&O Mid-Kids Liaison, Laura Warner. We will review in December, and she will join the rotation in January.

Technology Highlights:

I made a couple of contacts with vendors who sell self-check machines at ILA, and I have been following up and asking for quotes in November. I've also reached out to other libraries to ask which companies they recommend. I plan to continue to ask for quotes and evaluate in December and January.

Tony closed 16 technology tickets in November. Highlights include: 1) Troubleshooting a problem with the Receiving room doorbell, 2) Fixed an issue with the sublimation printer, and 3) Finished deploying Chromeboxes for the digital displays.

The WorkNet DuPage Kiosk stats for November were 19 sessions and 16 navigations.

Report Submitted by: Kristen Lawson

Deputy Director's Report: December 2024

Building & Grounds:

The bulk of the work for the GS/RS workroom reorganization project was completed the week of December 9. Joe was able to remove the old millwork and install new flooring right away, ahead of schedule. However, there were some issues with missing or incorrect items in the furniture delivery, and installation unexpectedly took an additional day over what they originally promised. As of this writing, we are still waiting on two missing worktables. However, for the most part, staff have settled into their new spaces and operations are once again moving along.

In December we also experienced several issues related to our fire alarm and our elevator. Some faulty sensors were sending false signals both to the fire department and to the elevator, causing the elevator to stop working periodically and causing the fire department to come in response to false alarms. After several visits from Fox Valley Fire & Safety, Tri-State, and one from Colley Elevator, we got the main issues resolved as of 1/3. However, there's more work that needs to be done on our fire sensors, and I am working on getting that scheduled and completed as soon as possible.

Additionally, Joe closed 28 building tickets in December. Highlights include: 1) Fixed a bookshelf in LittleTown, 2) Fixed the wheels that fell off a printer cart, and 3) Fixed the stall door lock on one of the second-floor family restrooms.

Meetings:

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

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

Staff Training:

In December I conducted follow-up Person-in-Charge training for Laura Warner. She is ready to begin taking spots on the Person-in-Charge shift rotation as of January.

Technology Highlights:

On December 26 we experienced an issue with our phone system that caused incoming calls to not ring on the reception phone. After extensive troubleshooting, Tony stumbled on the solution on his own that same day. However, over the course of following the troubleshooting

instructions from Grandstream, another issue was created so we were unable to log into the phone system online and make changes. Tony got this resolved as well by 1/3.

Tony closed 23 technology tickets in December. Highlights include: 1) Fixed the webclock iPad outside Cindy's office, 2) Replaced the printer drum for a staff printer, and 3) Fixed several small issues stemming from the workroom reorganization project, including installing printer drivers, configuring the security camera system on various workstations, and more.

The WorkNet DuPage Kiosk stats for December were 28 sessions and 41 navigations.

Report Submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Report for Board of Trustees
November/December 2024

In the Gallery—November
Display cases: Pete Allard
1st floor gallery: Jonnette Maslowski
2nd floor gallery: Kwame Boama Mensa-Aborampa

In the Gallery—December
Display cases: Mary Ann Trzyna
1st floor gallery: Linda Painter, Helen C. Read
2nd floor gallery: Mary Ann Trzyna

Notable Projects/Meetings/Workshops
• I had some time off in November and December.
• Happy library anniversary to me! I can't believe I've been part of the IPPL family for six years on November 8.
• Write-On: This year's Write-On went smoothly from my end thanks to the organization by Amy and Jordan. Thanks, you two! This year, I downloaded the entries for Betty and Sara H. to process for the librarians to judge. I also did certificates for the winners. This was a nice touch that came out of last year's contest. In addition to the ads in the Hinsdale South High School Stinger and parent blast, we did a separate email inviting those who sent a submission. I also attended the event, and I document the evening in pictures on social media. Great job by Amy and her team!
• I had meetings with Gail, Amy, Cindy, and Kristen. I also had my regular 1-1 with Laura.
• Worked on Library of Things with Jeanine—she did an amazing job. I was able to help with the initial templates and then fine tuning at the end.
• Worked with the designer on the next Crime Readers bookmark and the updates to Book Club to Go.
• Worked on updates to the Early Literacy posters plus did a new flier with Jordan and the designer (attached.)

Newsletter Updates
The December/January/February newsletter arrived in households around November 17. Based on community feedback, it seemed to take on the longer end for households to receive the newsletters this quarter, but, this was still within the normal range of bulk mail. Thank you to Jamie A. for putting out the newsletters in the library when they came in since I was off on the day they delivered.

I worked on the March/April/May newsletter, checking programs and writing stories. I'm super excited about the interviews I did in December with our guests. Thank you again to Amy for lending me Betty and Sara H. They did a wonderful job of inputting my edits into LibCal. I appreciated the extra help!

Outreach/Community Promotions (attached)
We had ads in the Hinsdale South High School online newspaper and a virtual backpack for the schools.

Website
In addition to updating the home page, I've been doing updates as requested, which included changes to emagazines, book lists, Maker Studio, mid-kid, teen, and early literacy sections. A new section also was added for PopCon, the event on February 1, and Community Reads. I also did a new 3D printer form.

Foundation & Friends
The annual Giving Tuesday email went out on Giving Tuesday during the first week of December. We beat last year's goal, and raised $3,200. In addition, we sent out the End of Year Giving mailer as an enews. We received $1,345 as a result of that email.

Yelp & Google
People are using Yelp and Google to access the library.

We received five-year reviews with comments in December . . .

From Mayra: I love coming to this library. They have so many resources especially books.

From J: One of the best libraries anywhere. Children's section separated from adults. Recent renovations very helpful. Events include astronomy. Lots of interest groups include garden and other clubs. Actual garden surrounding the building is phenomenal, with pergola & seating area, tock garden and raised containers for flowers, crops.

In the month of November, through Yelp 16 people used us to find out more information about the library.

In the month November through Google . . .

- 506 called us
- 826 asked for directions to get to us
- 3,093 Googled our name

In the month of December, through Yelp 12 people used us to find out more information about the library.

In the month December through Google . . .

- 393 called us
- 673 asked for directions to get to us
- 4,074 Googled our name

General Enews Subscribers
The growth in November was as a result of the Write-On email that we sent to those who entered the contest.

October 31	22,605
November 30	22,702
December 31	22,691
Loss/Gain in subscribers	-11 for November to December + 103 for October to November

Enews Open Rate
Enews had a steady open rate. We did experience the typical fall around the holidays, meaning people aren't opening us. This is a typical trend throughout the years.

Date	**Open Rate**
November 7	37 percent
November 14	37 percent
November 21	47 percent
November 26 (Sent Early)	38 percent
Giving Tuesday	37 percent
Write-On	62 percent
December 5	36 percent
December 12	40 percent
Service Alert –Drive Up Closure	42 percent
December 19	37 percent
December 26	37 percent
End of Year Giving	37 percent
New Card Renewals	73 percent
Recommends	50 percent
Birthday Campaign Open Rate	54 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails Welcome one	74 percent

Welcome two Welcome three	65 percent 58 percent

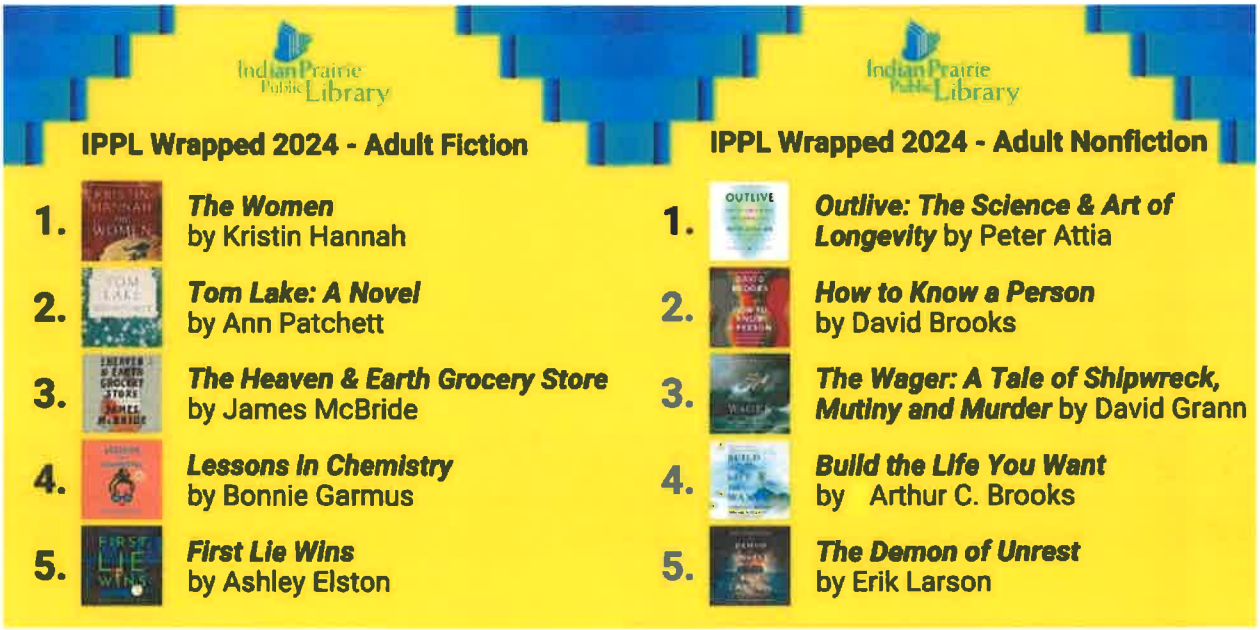
Social Media November/December
As per typical, this time of year has a slower growth on social media. Social media engagement continues to be high. The only channel that has taken a hit is X. We lost 37 people due to account deactivation.

We are now on BlueSky. When that was trending in November, I snatched up our name. Since I schedule our posts anyway, it's no more effort to add to BlueSky

I want to thank Jen for getting the "Wrapped" books ready early so we were able to capitalize on the Spotify Wrapped trend. We were up and running with IPPL Wrapped the next day to stay on trend and on brand.

Social Channel	Likes/Followers	+/- (October)
Facebook (likes)	2,527	+7
Facebook (follows)	2,815	+9
Instagram	1,220	+7
X	1,133	-37
LinkedIn	249	+1
YouTube	221	none
BlueSky	25	NEW!
Threads	213	+5

IPPL Wrapped



PopCon at IPPL

Saturday, Feb. 1
10 a.m.–4 p.m.

Celebrate all things fandom & pop culture!

For more information, visit calendar.ippl.info. PopCon is sponsored by IPPL Foundation & Friends.

Artists' Alley

10 a.m.–4 p.m.

For everyone. Shop vendors who have unique finds to share.

Windy City Ghostbusters Drop-In

10 a.m.–4 p.m.

For everyone. Who you gonna call? The Windy City Ghostbusters are here to take pictures.

Welcome Lobby Table Drop-In

10 a.m.–3 p.m.

For everyone. Learn about what is happening, receive a special prize, and enter a drawing.

Pop-Up Crafts Drop-In

10 a.m.–3 p.m.

For everyone. Celebrate your favorite pop culture characters; use our materials to create something fun to take home.

Superhero Training Academy

Session I: 10:30–11:15 a.m.
Session II: 12:30–1:15 p.m.

For families with children of all ages. Test your skills and strength in this challenging and fun obstacle course to determine if you have what it takes to be a superhero. NOTE: This program requires ticket pick up on the day of the program. See calendar.ippl.info for details.

How to Draw Anything with Gene Ha

11–11:45 a.m.

For ages 8+. Comic artist and writer Gene Ha teaches how to draw anything. This is not a directed drawing program, but feel free to bring a drawing pad and drawing tools. Registration required.

Maker Studio Drop-In ⓘ

11 a.m.–4 p.m.

For ages 8+. Create pop-culture buttons and bookmarks.

501st Regiment Midwest Garrison Drop-In

noon–4 p.m.

For everyone. Come dressed as you are or in your favorite costume to interact and take pictures with some of your favorite Star Wars baddies.

Breaking Into Comics Panel

2–2:45 p.m.

For ages 13+. Join 5-time Eisner award winner Gene Ha; How to be a Werewolf webcomic creator Shawn Lenore; and Beardo comic strip creator Dan Dougherty as they discuss and explore their career experiences in the comics universe. Registration required.

Cosplay Parade Drop-In

3:15–3:45 p.m.

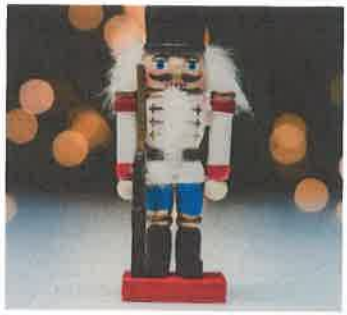
For everyone. Show off your cosplay and costumes.

Indian Prairie Public Library **630/887-8760 | ippl.info**

UPCOMING EVENTS

at Indian Prairie Public Library

To learn more and register, visit **calendar.ippl.info**.

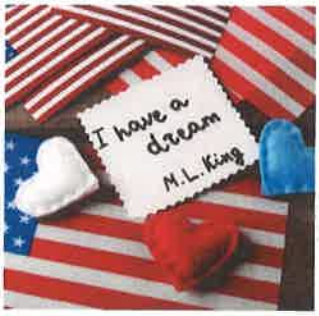


***THE NUTCRACKER MOVIE* (G, 1:15)**
Sunday, Dec. 1, 2–4 p.m.
For everyone

MID-KIDS MOVIE:
***INSIDE OUT 2* (PG, 1:40)**
Friday, Dec. 27, 1–3 p.m.
For grades 1–6

MIDDLE SCHOOL
DUNGEONS & DRAGONS SOCIAL HOUR
Tuesdays, Dec. 17 & Jan. 14, 4–5 p.m.
For grades 6–8

MLK DAY OF SERVICE PROJECT
Monday, Jan. 20, noon–5 p.m.
(While supplies last.)
For everyone



Indian Prairie Public Library
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GET VOLUNTEER HOURS!

From December 23-January 4, noon-4 p.m.
(Note the library is closed Dec. 24, 25, & 31 and Jan. 1.
Library also is open at 1 p.m. on Dec. 29.)

Pick up volunteer hours by dropping in the teen area to create cards for local seniors citizens.

Indian Prairie Public Library
401 Plainfield Rd, Darien
IL 60561 · 630/887-8760

FINANCIAL AID APPLICATION COMPLETION WORKSHOP

Wednesday, Feb. 5, 6 p.m.

For parents and students. Get questions answered to complete either the FASFA. Registration required at **calendar.ippl.info**.

Indian Prairie Public Library
401 Plainfield Rd, Darien
IL 60561 • 630/887-8760

Guest Services
November 2024

Circulation

The total checkouts and renewals for November was 51,652. 70% were done by self-service, 27% were done at the desk and 3% were done at the drive up.

The library had 29,132 in-person visitors. 682 patrons used the drive-up. 1,512 items were checked out or renewed at the drive-up. 998 holds were placed for pickup at the drive-up.

Community

Passports: Staff accepted 71 passports in November.

License plate sticker renewals: 28

Library Cards: Staff issued a total of 246 library cards: 135 resident and 111 non-resident. 30 cards were initiated remotely.

Total number of IPPL Library cards: 27,540

Birthday gift: Staff handed out 31 birthday gifts in November.

PAF's (Passport Acceptance Facility) Scorecard

The Department of State will look at the number of passports processed in 365 days (not a calendar year). IPPL scored a 98.68%.

Cindy Maiello Gluecklich
Head of Guest Services

Circulation Statistics

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month	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	46,430	
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	45,228	43,085	42,952	56,408	54,050	
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	43,386	42,654	43,005	51,651	51,652	
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	274,819	0

& Ill sent added
^Missing data--used an average number to get a total
*Parking lot construction
#Covid 19
$-closed 2 weeks

Guest Services
December 2024

Circulation

The total checkouts and renewals for December was 48,516. 66% were done by self-service. 29% were done at the desk and 5% were done at the drive up.

The library had 23,244 in-person visitors.

629 patrons used the drive-up. 1,404 items were checked out or renewed at the drive-up. 934 holds were placed for pickup at the drive-up.

Community

Passports: Staff accepted 39 passports in December.

License plate sticker renewals: 43

Library Cards: 157 library cards were issued: 83 resident and 74 non-resident. 21 cards were initiated remotely.

Total number of IPPL Library cards: 27,518

Birthday gift: Staff handed out 36 birthday gifts in December.

Cindy Maiello Gluecklich
Head of Guest Services

Circulation Statistics

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month	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	46,430	
Oct.	70,857	65,894	60,141	56,236	51,829	56,250	56,681	45,228	43,085	42,952	56,408	54,050	
Nov.	68,912	64,203	59,906	53,280	51,105	53,902	53,513	43,386	42,654	43,005	51,651	51,652	
Dec.	62,642	62,656	56,512	50,932	48,477	51,627	50,504	39,447	42,669	41,917	52,438	48,516	
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	323,335	0

& Ill sent added
^Missing data--used an average number to get a total
*Parking lot construction
#Covid 19
$-closed 2 weeks

Programming and Outreach Department – November 2024

Staffing Update

Laura Warner, Mid-Kids Liaison, joined the department on Nov. 4. Welcome, Laura!

Community

On Nov. 2, a local girl scout troop, led by Ashley Devlin, collected leftover candy at IPPL on behalf of the Solders' Angels Treats for Troops program. The event was advertised through our enewsletter and social media, and the community responded enthusiastically by stopping in and donating hundreds of pieces of candy that filled multiple large boxes over the course of a few hours of collection.

On Nov. 12, Chrissy Wesolowski, Specialist, visited with 25 students at the Anne M. Jeans School's after-school program to facilitate a modular origami activity.

Also on Nov. 12, Jean Carroll, Adult Librarian, and Kate Kresek, Specialist, visited Harvester Place to kick off the new monthly mobile library service to its residents. They interacted with 14 residents and checked out 17 items.

Jean Carroll and Kate Kresek provided mobile library service on Nov. 15 to 18 residents at Burr Ridge Senior Living. Thirty-one items were checked out by residents during this visit.

On Nov. 17, Jordan Calabrese, Resource Librarian, facilitated a storytime inside Old Lace Schoolhouse in Darien for 50 attendees as part of the annual Community Tree Lighting. Darien Historical Society President, Dean Rodkin, sent a kind thank you note recognizing Jordan's efforts.

Beth Skolba, Specialist, and Laura Warner, Mid-Kids Liaison, visited Lakeview Junior High's Spartan Hour to provide a button-making activity to 29 students.

On Nov. 20 and Nov. 21, all first graders (over 90 students) from Gower West enjoyed a field trip at IPPL. The visits, facilitated by Laura Warner, Jordan Calabrese, and Kristen Lawson, Deputy Director, included a 2nd floor tour, read alouds, a bookmark creation activity, and more.

Jean Carroll represented IPPL on Nov. 22 at the Burr Ridge Village Center's Deck the Green event and interacted with 226 attendees. The chilly and windy weather did not detract from the merriment.

Forty-three packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Associate.

2024 Write-On:

Local students in grades 4-12 submitted 109 original poems and short stories for the 19th annual Write-On competition, which is generously sponsored by The Gift of Carl Foundation. The three levels of competition in the areas of poetry and short story (4-6, 7-8, and 9-12 grades)

continue to work well to make judging as fair as possible. This celebration of writing and community culminated at "An Evening with Misa Sugiura" program on Nov. 19. Multiple IPPL staff were instrumental in the evening's success, including Jamie Allard, Jill Yott, Laura Birmingham, Jordan Calabrese, Sarah Zagotta, Beth Skolba, Laura Warner, and Amy Merda. The entire community, including the 18 winners, were invited to experience this engaging presentation by the author. Prior to the presentation, available winners attended a pizza dinner with the author. After the presentation, IPPL staff and The Gift of Carl Foundation representative Char Vuillaume announced with winners and awarded each with a cash prize and a book signed by the author. Members of the public then had an opportunity to purchase books for signing.

Programs – November 2024

In November, we had 70 programs attended by 2,599 guests.

Early Literacy/Families

11/1	Baby Brilliance	Erin	25
11/1	Dinovember Party	Beth	26
11/4	Preschool Play	Erin	30
11/5	Talented Toddlers	Chrissy	20
11/6	Talented Toddlers	Beth	25
11/8	Baby Brilliance	Erin	27
11/9	Diwali Storytime and Dance Celebration	Erin, Sarah	17
11/11	Preschool Play (canceled due to presenter illness)	Erin	
11/12	Talented Toddlers	Chrissy	22
11/13	Talented Toddlers	Beth	25
11/15	Baby Brilliance	Erin	23
11/18	Preschool Play	Erin	24
11/19	Talented Toddlers	Chrissy	25
11/20	Talented Toddlers	Beth	27
11/21	Family Reading Night	Mult. staff	11
11/22	Baby Brilliance	Erin	12
11/27	Dinosaur Bingo	Laura, Amy	29

Eleven guests from 4 families enjoyed activities in the K & T Dept. on Nov. 21's Family Reading Night. The date of this program coincides with the annual Family Reading Night promoted by the Illinois Secretary of State. Resources, including bookmarks and a poster, were sent to IPPL by the Illinois Secretary of State with a generous sponsorship of a drawing for a literacy gift basket by Lakeshore Learning. Multiple staff members, including Erin Fergus, Jordan Calabrese, Beth Skolba, Chrissy Wesolowski, and Amy Merda, made the evening a success.

Mid-Kids

11/2	Pokemon Meetup	Amy	13
11/4	Mid-Kids Art Club	Chrissy	15
11/9	Diwali Dance Celebration	Beth, Sarah	5
11/13	Read to a Pet	Chrissy	10

11/21	STEAM Station	Chrissy	15
11/25	Pages with Police: Bookmarks and Booktalks Drop-In	Mult. Staff	13

Teens

11/19	Write-On: An Evening with Misa Sugiura	Mult. Staff	89
11/14	Teen Dungeons and Dragons	Sarah Z.	3
11/16	College Application Workshop	Sarah Z.	1

Adults

11/1	Artistic Pathways	Jean	13
11/5	Using Reference Solutions for Job Searching	Joe P.	2
11/6	Safety Conversations	Amy, Sara	0
11/6	Online: Chair Yoga	Kate	29
11/7	Thursday Afternoon Movie: Ordinary Angels	T.J.	24
11/11	Puzzle Swap	Jean	23
11/13	Online: Chair Yoga	Kate	28
11/15	After Hours: Soda, Snacks, and Coloring (canceled due to low registration)	Kate	
11/20	Online: Chair Yoga	Kate	25
11/21	Seasonal Care for the Home Landscape: Winter to Spring	Kate	13
11/24	Best Loved Songs of Christmas	Jean	64
11/27	Adult Dungeons and Dragons	Sarah	20
11/27	Online: Chair Yoga	Kate	22

In November, A group of 15 IPPL cardholders met weekly on Fridays for 6-weeks with art instructor Laura Lein-Svencner of Lonecrow Studios where they worked on a final watercolor collage project. Each week, the P&O department supplied the group with stacks of old magazines, colored pencils, markers, glue, scissors and more so that they could explore various mediums and follow their inspiration. Some of the attendees expressed interest in continuing to meet as an independent group!

Groups

11/2	In-Person ESL Conversation Group	Joe P.	11
11/4	Adult Chess Group Drop-In	Jean	7
11/7	Nonfiction at Night Book Discussion	Joe P.	9
11/11	Adult Chess Group Drop-In	Jean	8
11/13	Online ESL Conversation Group	Joe P.	9
11/14	Crime Readers	Tori	12
11/16	In Person ESL Conversation Group	Joe P.	8
11/16	TASC Meeting	Sarah Z.	5
11/18	Novel Idea	Jen	13
11/18	Adult Chess Group Drop-In	Amy	8
11/21	Genealogy Group	Joe P.	14

Passive and Pop-Up Programs

Early Literacy/Mid-Kids

11/1-11/30	1,000 Books Before Kindergarten registrations	Jordan	3
11/1-11/30	1,000 Books Before Kindergarten completions	Jordan	2
11/1-11/30	AISLE Brochure turn-ins	Jordan	6
11/1-11/30	Mid-Kids Book Bag requests	Jordan	3
11/1-11/30	Monster Scavenger Hunt	Beth	36
11/2-11/4	Day of the Dead Craft	Chrissy	100
11/4-11/12	Dinosaur Coloring	Erin	220
11/4-11/14	Little Makers @ Home: Leaf Tracing	Erin	220
11/5-11/10	Fall Mandala	Chrissy	50
11/7-11/15	Diwali Coloring	Chrissy	100
11/7-11/24	Dreamcatcher Informational Document	Chrissy	50
11/7-11/21	Dreamcatcher Coloring	Chrissy	120
11/14-11/15	Frankenstein Coloring	Erin	50
11/15-11/26	Scarecrow Coloring	Erin	235
11/15-11/30	Little Makers @ Home: Turkey Alphabet	Erin	185
11/22-11/29	Thanksgiving Craft	Chrissy	205
11/29-11/30	Santa Coloring	Erin	30
11/29-11/30	Winter House Coloring	Erin	30
11/30	Winter Color by Number	Chrissy	50

Adult

11/1-11/30	Adult Puzzles in Café	Kate	25

Submitted by:
Amy Merda, P & O Dept. Head
12/13/24

Programming and Outreach Department – December 2024

Staffing Update

Sara Houska's position ended on December 27. We wish her the best in her future endeavors.

Community

On Dec. 7, Amy Merda, Dept. Head, represented IPPL at the Village of Willowbrook's Light up the Night event in Borse Memorial Community Park to share information on library services and materials as well as offer a community-created art project in which 140 attendees added colorful penguins to a large canvas. This art was then displayed the following week at the K & T Desk.

Erin Fergus, Senior Librarian, presented an engaging storytime for 30 attendees at Grand Avenue Preschool's Winter Wonderland event on Dec. 14.

Also on Dec. 14, Laura Warner, Mid-Kids Liaison, and Beth Skolba, Specialist, represented IPPL at the Winter Festival, sponsored by the Willowbrook Coalition and held at Anne M. Jeans Elementary School. A fun snowman activity was shared with book giveaways for the prizes.

Jean Carroll, Adult Librarian, and Kate Kresek, Specialist, provided mobile library service on Dec. 20 to 12 residents at Harvester Place Senior Living, which resulted in 16 item checkouts.

Also on Dec. 20, Jean Carroll and Kate Kresek provided mobile library service to 14 residents at Burr Ridge Senior Living, which resulted in 12 checkouts, 9 holds, and 1 museum pass.

One hundred and twenty-five packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Associate.

Programs – December 2024

In December, we had 40 programs attended by 1,530 guests.

Early Literacy/Families

12/16	Online: Welcome Winter Storytime	Amy	8
12/30	Noon Year's Eve	Erin, Beth	39

Noon Year's Eve, planned by Erin Fergus and Beth Skolba, was held on Monday, December 30. The children and their families had a wonderful time creating noisemakers, celebration wands, and decorating party hats with Happy New Year stickers. The parachute "balloon drop" was great fun and had a couple families staying late to play again. The children all enjoyed toasting the new year with sparkling grape juice and deciding if they liked the white or red grape better.

While there was no consensus on that, one child learned that mixing the two flavors into one cup was not a good idea!

Mid-Kids

12/2	Dog Man: Big Jim Begins Release Party	Jordan	36
12/10	Online: Illinois Libraries Present: Raina Telgemeier	Jen	8
12/27	Mid-Kids Movie: Inside Out 2	Amy	18

On December 3, IPPL hosted a release party for the newest *Dog Man* book, *Big Jim Begins*, in partnership with the Willowbrook Police Department for "Pages with Police". The event kicked off with a scavenger hunt around the 2nd floor. Jordan Calabrese quizzed the group on *Dog Man* trivia, the police officers helped call out *Dog Man*-themed BINGO squares, and the event ended with a Create-Your-Own Supa Buddy craft and a K-9 Sniff Test. The Willowbrook Police Department brought fun goodies like frisbees and donut stress balls and snacks of "dog food and treats" were provided.

Teens

12/17	Middle School Dungeons and Dragons Social Hour	Sarah	1
12/23	Teen Volunteer Card Making	Sarah	3
12/26	Teen Volunteer Card Making	Sarah	3
12/27	Teen Volunteer Card Making	Sarah	5
12/28	Teen Volunteer Card Making	Sarah	7
12/29	Teen Volunteer Card Making	Sarah	0
12/30	Teen Volunteer Card Making	Sarah	3

Adults

12/1	Nutcracker Movie (canceled due to low registration)	Jean	
12/2	Pick-Up Program: Santa's Slay	Kate	15
12/3	Pearl Harbor: A Day of Infamy	Kate	22
12/4	Online: Chair Yoga	Kate	27
12/5	Thursday Afternoon Movie: Thelma	T.J.	17
12/11	Online: Chair Yoga	Kate	27
12/18	Adult Dungeons and Dragons	Sarah	18
12/18	Online: Chair Yoga	Kate	26
12/19	Thursday Afternoon Movie: Nativity!	Gail	9
12/20	Online: Illinois Libraries Present: Little Women	Jen	27

Just days prior to the anniversary of Pearl Harbor, Robert Mueller gave a *Pearl Harbor: A Day of Infamy* presentation. He discussed the why and how the Japanese almost wiped out the American Pacific Fleet in one fell swoop. He also told the personal stories of individuals there

that day. Their backgrounds, their accounts of the day and, if they survived, their life after Pearl Harbor. Guests also learned about the surviving relics and took a virtual visit to the National Memorial Cemetery of the Pacific.

The latest cold case pick-up program was Santa's Slay. Guests were given a faux cold case to investigate. The documents included interviews, photos, forensic reports, biographies, etc. Guests then use their investigation skills to solve the murder. Once guests believed they had the correct suspect, they then emailed Kate Kresek with their suspicions. Anyone who correctly solved the murder was entered into a raffle to win a mystery-themed activity book.

Groups

12/2	Adult Chess Group Drop-In	Jean	10
12/5	Bring Your Own Book Club	Jen, Tori, Joe	7
12/7	ESL Conversation Group	Joe	6
12/9	Adult Chess Group Drop-In	Jean	8
12/16	Adult Chess Group Drop-In	Jean	8
12/21	ESL Conversation Group	Joe	4
12/21	TASC Meeting	Sarah	12

Passive and Pop-Up Programs

Early Literacy/Mid-Kids

12/1-12/31	AISLE Brochure Turn-Ins	Jordan	7
12/17-12/31	Penguin Scavenger Hunt	Beth	47
12/2-12/19	Santa Coloring	Erin	260
12/2-12/19	Gingerbread House Coloring	Erin	270
12/2-12/31	Little Makers @ Home: Write a Letter	Erin	30
12/4-12/19	Winter Color by Number	Chrissy	190
12/20-12/31	Hanukkah Coloring	Erin	100
12/20-1231	Kwanzaa Coloring	Erin	90
12/20-12/31	New Year Coloring	Erin	130

Teen

12/1-12/31	100 Books Before Graduation Completions	Jordan, Sarah	1

Adult

12/1-12/31	Adult Puzzles in Café	Kate	31

Submitted by:
Amy Merda, P & O Dept. Head
1/9/25

Resource Services November 2024 Report
Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, worked with tech-focused staff to divide the J Language section into four distinct categories (Activity, Learn, DVD, and Story) to improve access and findability.
- Tori Castro, Resource Services Specialist II, worked with Melanie Alcantara, Resource Services Specialist, to create new shelving signage in the adult Nonfiction area that reflects the endcap wayfinding signs.
- Jeanine Clinton, Resource Services Librarian, collaborated with Anna Hinkley, Resource Services Specialist, Resource Services Associates, Administration, Marketing, and Guest Services to launch the refreshed Library of Things collection, including a new slat wall display, new logo, colorful display tags, item labels, and new Quick Start Guides for each item.
- Jen Ripka, Resource Services Librarian, created two new book lists featuring the 25 highest-circulating Fiction and Nonfiction titles at IPPL in 2024.
- T.J. Szafranski, Senior Resource Services Librarian, prepared the annual Holiday Movies & Music display consisting of seasonal DVDs and CDs.

Collection Totals

Print Books	98,559
A/V Materials	34,313
Other Materials (Kits, Devices, Games, Puzzles)	1,493
TOTAL Physical Formats	**134,365**
eBooks (eMediaLibrary & Hoopla)	1,158,534
eAudio & eMusic (eMediaLibrary & Hoopla)	751,169
Digital Video (Hoopla & Kanopy)	68,060
TOTAL Electronic Formats	**1,977,763**

Library Displays

1st Floor

- Short Stories for Long Nights
- Spotlight: Graphic Memoirs
- Romantasy

2nd Floor

- Dinovember
- Thanksgiving/Gratitude
- Sports
- Native American Heritage Month
- Let Your Imagination Run Wild

Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, along with tech-focused staff, updated the Roku catalog entries and cases to reflect a name change of the service that provides access to digital movies on the devices.

- Jen Ripka, Resource Services Librarian, joined the collection team for the eMediaLibrary consortium and was trained on choosing eBooks and eAudio books for member libraries.
- Joe Popowitch, Resource Services Librarian, attended the Willowbrook/Burr Ridge Chamber of Commerce meeting on November 6th for a celebration of veterans. At the meeting, Joe met and talked to several veterans about scheduling an interview at the library as part of the Veterans History Project.
- Anna Hinkley, Resource Services Specialist, worked with Associates, to prepare for the upcoming workroom changes, including downsizing supplies and reorganizing items.
- Jeanine Clinton, Resource Services Librarian, assembled cleaning supplies for circulating devices and drafted instructions for staff.
- Tori Castro, Resource Services Specialist II, created and distributed an emergency contact form along with the 2025 delivery schedule to Homebound program participants.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, planned, collaborated, and participated in the annual Write-On competition held on November 19th, including coordinating with the visiting author and judging 78 poetry and short-story submissions.

On-Call Librarian Interactions

Assistance	205	132 phone / 49 in-person / 3 email / 21 chat
Reference	59	19 phone / 36 in-person / 3 email / 1 chat
One-to-One Training	2	1 phone / 1 in-person
Readers' Advisory	1	1 in-person
Directional	2	1 phone, 1 in-person

Community

- Jordan Calabrese, Youth and Teen Resource Services Librarian, attended the Darien Tree Lighting ceremony on November 17th, and provided a storytime for 50 attendees.
- Tori Castro, Resource Services Specialist II, checked out 101 items for Homebound program delivery and prepared discussion questions for 10 outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated 13.5 general volunteer hours.

Programs

Date	Name	Program	Attendance
11/02/24	Joe	In-Person ESL Conversation Group	11
11/05/24	Joe	Using Reference Solutions for Job Searching	2
11/07/24	Joe	Nonfiction at Night Book Group	9
11/07/24	T.J.	Thursday Movie: *Ordinary Angels*	24
11/13/24	Joe	Online ESL Conversation Group	9
11/14/24	Tori	Crime Readers Book Group	12
11/16/24	Joe	In-Person ESL Conversation Group	8
11/18/24	Jen	Novel Idea Book Group	13
11/19/24	Jordan	Write-On Competition	89
11/20/24	Jen	Illinois Libraries Present: Art Smith	1
11/21/24	Joe	Genealogy Group	14

Passive Youth Programs

Program	Engagement
Monarch Challenge	4 completed brochures turned in
Bluestem Challenge	n/a
Caudill Challenge	2 completed brochures turned in
1,000 Books Before Kindergarten	3 sign ups / 2 completions
Baby Book Bees	n/a
100 Books Before Graduation	n/a
Mid-Kid Book Bags	3 requests

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
  - eMediaLibrary Meeting
  - SustainRT Chairs Meeting
  - SustainRT Chairs Meeting Follow-Up
  - SustainRT Committee Meeting
- Joe Popowitch attended the following webinars/meetings:
  - Person in Charge Training
- Jeanine Clinton attended the following webinars/meetings:
  - Person in Charge Training
  - iCamp Meeting with Mentor (RAILS)
  - Cataloging Children's Materials: Tips and Best Practices (RAILS)
  - Solving the Mystery: The Case of Cataloging Kits (Cataloging Maintenance Center)
  - Cool Things We Cataloged (RAILS)
  - Who Are You? Library of Congress Demographic Group Terms (Cataloging Maintenance Center)
- Tori Castro attended the following webinars/meetings:
  - Genre Study: Historical Fiction (RAILS)
- Jordan Calabrese attended the following webinars/meetings:
  - Person in Charge Training
  - MacKids School & Winter 2025 Preview (Booklist)
  - HarperCollins Winter 2025 Librarian Preview (Booklist)
  - Learning, Growing, Reading: Books for Early Readers (Booklist)
  - Leamos! Spanish Language & Bilingual Titles for Young Readers (Booklist)
  - AI Ethics & Uses (LACONI)

Resource Services December 2024 Report
Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, added seven new Playaway Launchpad tablets for check out, including All-Star Sports, JurassicSmart, Little Mathletes, Spark Creativity, Underwater Safari, and Weather Watchers.
- Tori Castro, Resource Services Specialist II, created a new winter-themed book list for the library's website called, "Cozy Reading."
- Jeanine Clinton, Resource Services Librarian, added a digital circuit breaker finder to the Library of Things collection in response to a guest request. The device is used to locate the correct circuit breaker in a panel that corresponds to an electrical outlet or fixture.
- Anna Hinkley, Resource Services Specialist, facilitated various projects for tech-focused staff, including replacing faded spine labels and barcodes in the Beginning Reader and Tests collections, and beginning preparations for a new Phonics collection.
- Jen Ripka, Resource Services Librarian, updated the first floor fiction endcap signage following completion of a large-scale material shifting project.

Collection Totals

Print Books	98,816
A/V Materials	34,396
Other Materials (Kits, Devices, Games, Puzzles)	1,495
TOTAL Physical Formats	**134,707**
eBooks (eMediaLibrary & Hoopla)	1,182,472
eAudio & eMusic (eMediaLibrary & Hoopla)	763,232
Digital Video (Hoopla & Kanopy)	68,158
TOTAL Electronic Formats	**2,013,862**

Library Displays

1st Floor

- Holiday Books
- Spotlight: Crafts
- Desserts for All Occasions

2nd Floor

- Celebrating Christmas
- Celebrating Kwanza
- Best Books of 2024: Junior Fiction
- Winter Animals
- Celebrating Hanukkah

Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, analyzed program feedback from guests over the past year and summarized the information across various age groups and types of programming to assist staff with future planning.

- Jen Ripka, Resource Services Librarian, and Tori Castro, Resource Services Specialist II, planned and facilitated the biannual program, "Bring Your Own Book Club" with seven attendees discussing 23 titles.
- Joe Popowitch, Resource Services Librarian, planned and participated in two interviews – one for the Veterans History Project, and one for the library's local history collection.
- Anna Hinkley, Resource Services Specialist, and Hannah Frost, Resource Services Associate II, are revising and expanding the Processing Guide, including adding photos and updated instructions.
- Jeanine Clinton, Resource Services Librarian, and Anna Hinkley, Resource Services Specialist, are cross-training on tech-focused departmental procedures.
- Tori Castro, Resource Services Specialist II, attended the Adult Reading Round Table's annual conference where she attended various programs, including the panel discussion, *RA for Outreach & Accessibility* which offered useful tips for homebound programs.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, collaborated with a local teacher to facilitate a new book group for 7th graders, including making book recommendations and gathering copies of the selected titles for students.

On-Call Librarian Interactions

Assistance	133	71 phone / 43 in-person / 8 email / 11 chat
Reference	98	41 phone / 30 in-person / 16 email / 11 chat
One-to-One Training	6	6 in-person
Readers' Advisory	2	2 in-person
Directional	7	6 phone, 1 in-person

Community

- Tori Castro, Resource Services Specialist II, checked out 82 items for the Homebound program delivery, and prepared discussion questions for nine outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated six Veterans History Project volunteer hours.

Programs

Date	Name	Program	Attendance
12/03/24	Jordan	Dog Man Release Party / Pages with the Police	36
12/05/24	T.J.	Thursday Movie: *Thelma*	21
12/05/24	Jen/Tori	Bring Your Own Book Group	7
12/07/24	Joe	In-Person ESL Conversation Group	6
12/10/24	Jen	Illinois Libraries Present: Raina Telgemeier	8
12/19/24	T.J.	Thursday Movie: *Nativity!*	9
12/20/24–12/22/24	Jen	Illinois Libraries Present: Little Women	n/a
12/21/24	Joe	In-Person ESL Conversation Group	4

Passive Youth Programs

Program	Engagement
Monarch Challenge	6 completed brochures turned in
Bluestem Challenge	n/a
Caudill Challenge	1 completed brochure turned in
1,000 Books Before Kindergarten	n/a
Baby Book Bees	n/a
100 Books Before Graduation	1 completion
Mid-Kid Book Bags	n/a

Continuing Education & Contributing to the Profession

- Jen Ripka attended the following webinars/meetings:
  - Unwrap the Best Reads (Booklist/OverDrive)
  - SustainRT Chairs Meeting
  - SustainRT Committee Meeting
- Jeanine Clinton attended the following webinars/meetings:
  - iCamp Meeting with Mentor (RAILS)
  - Tour of Argonne National Laboratory Library (SLA)
  - Cataloging Children's Materials: Tips and Best Practices (RAILS)
  - Solving the Mystery: The Case of Cataloging Kits (Cataloging Maintenance Center)
  - Who Are You? Library of Congress Demographic Group Terms (Cataloging Maintenance Center)
- Tori Castro attended the following webinars/meetings:
  - Adult Reading Roundtable Conference (ARRTCon)
- Jordan Calabrese attended the following webinars/meetings:
  - Spring 2025 Children's Teacher & Librarian Preview (Simon & Schuster)
  - Children's Books 2025 Spring Preview (Random House)
  - Spring 2025 Youth Preview (Booklist)
  - Spring 2025 School & Library (DK)
  - Using Vox Books to Support Literacy in Your Library (Baker & Taylor)

Technology & Maker Services Board Report

November 2023

Classes/Programs

Number of Classes: 18 - Total Attendance: 110

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
11/4/23	10-11:30a	Laser Art on Canvas	Grades 2-6	Jack	8
11/8/23	6-7:30p	Laser etched headshots	All	Luke	7
11/15/23	6:00-7:30p	Intro Embroidery	All	Luke	4
11/18/23	9:30-11a	Sublimation & Laser keychains with Acrylic	All	Luke	6
11/21/23	6:30-7:30p	Intro Laser Etching	All	Mark	6
11/21/23	7-9p	Winter Family Photo	All	Luke, Kasra	5
11/15/23	7:45-8:45p	Intro to Embroidery (waitlist class)	All	Luke	3

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
11/1/23	1:30-3p	Powerpoint	Adults	PRC	6
11/1/23	4-5:30p	LEGO Robotics	Grades 1-6	Jack	7
11/6/23	2-3:30p	Mac OS Basics	Adult	Luke	6
11/7/23	4:45-6:45p	Excel pivot tables	Adult	Ron	8
11/7/23	7-8p	Excel formatting	Adult	Ron	8
11/8/23	1:30-3p	Powerpoint	Adult	PRC	6
11/9/23	9:30-11a	Android Basics	Adult	Mark	6
11/15/23	1:30-3p	Powerpoint	Adult	PRC	6
11/17/23	2-3:30p	Computer Basics	Adult	Mark	6
11/22/23	1:30-3p	Powerpoint	Adult	PRC	6
11/29/23	1:30-3p	Powerpoint	Adult	PRC	6

Statistics

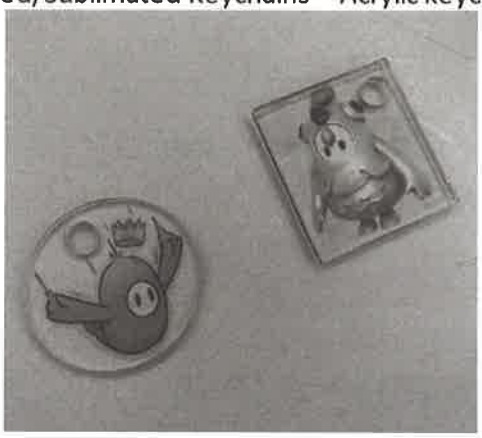
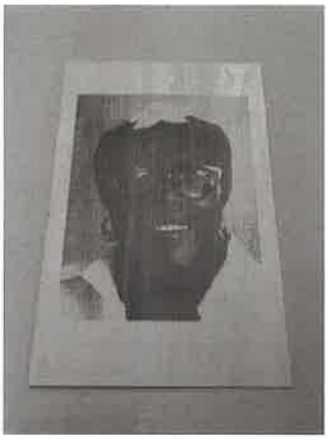
- Computer Usage
  - Adult Users: 1367 Hours: 1030
  - Adult laptop: 10 Hours: 12
  - K&T Users: 615 Hours: 259
  - K&T Laptops: 2 Hours: 3
- Technology Desk Assistance- 462

- 1-on-1 Training- 13
- Directional - 8
- Wireless Usage- Total Unique Access: 7223

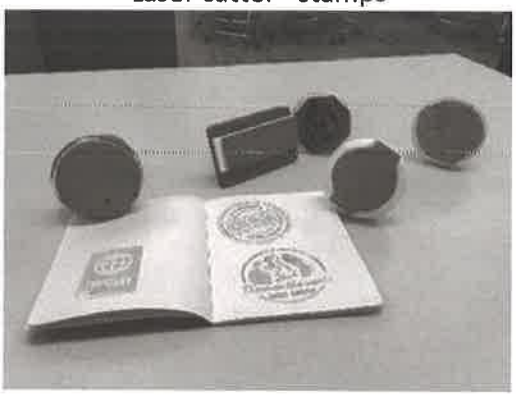
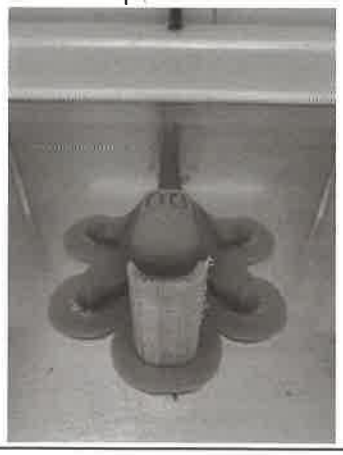
Classes/Programs

- Passive program- 1-1. Total attendance: 16

Made in a class

Lasered/Sublimated Keychains – Acrylic keychain	Laser-etched Headshots – Photo on Wood
	

Made Using Equipment

Laser cutter - stamps	Ultimaker 3D printer – PLA dinosaur
	

Statistics

- Maker Assistance- 391
- Maker 1-on-1 Training- 99
- Passive Programs – 16
- Tour - 38

Equipment Usage : 272

- 3D Printers- 15
- Button Maker- 8
- Candle Maker- 10
- Carving Machine- 1
- Cricut (Vinyl)- 1
- Digital Editing (iMac)- 1
- Embroidery Machine- 17
- Heat/ Mug Press - 63
- Knitting Machine- 24
- Laser Cutter- 42
- Mac/ Photoshop - 1
- Poster Printer- 11
- Serger - 2
- Sewing Machine- 4
- Silhouette (Vinyl)- 16
- Sizzix (die cut/embossing)- 10
- Sublimation Printer- 49

Technology & Maker Services Board Report

December 2024

Classes/Programs

Number of Classes: 4 Total Attendance: 27

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
12/7	930-11a	Holiday Cards Kids	Kids	Jack	(Cancelled)
12/16	630-8p	Holiday Cards Adult	Adult	Kate	12

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
12/4	630-8p	Excel Basics	Adult	Presenter	8
12/16	10-1130a	iPad Basics	Adult	Presenter	2
12/17	630-8p	Canva	Adult	Presenter	5

Statistics

- Computer Usage
  - Adult Users: 1,325 Hours: 1,127
  - Adult laptop: 5 Hours: 5
  - K&T Users: 514 Hours: 312
- Technology Desk Assistance- 868
- Tech 1-on-1: 25
- Wireless Usage- Total Unique Access: 7,853
- Maker 1-on-1 Training- 304

Equipment Usage

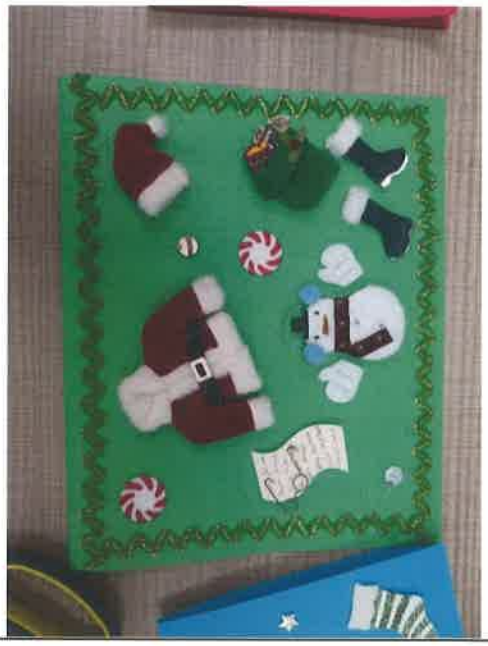
- 3D Printer- 14
- Button Maker- 1
- Candle Maker- 3
- Cricut (Vinyl)- 10
- Digital Editing (iMac)- 2
- Embroidery Machine- 33
- Hat/ Mug Press - 50
- Knitting Machine- 10
- Laminator - 1
- Laser Cutter- 63
- Poster Printer- 26

- Serger - 5
- Sewing Machine- 15
- Silhouette (Vinyl)- 9
- Sizzix (die cut/embossing)- 2
- Sublimation Printer- 46
- White Toner Printer - 14

Made in a class

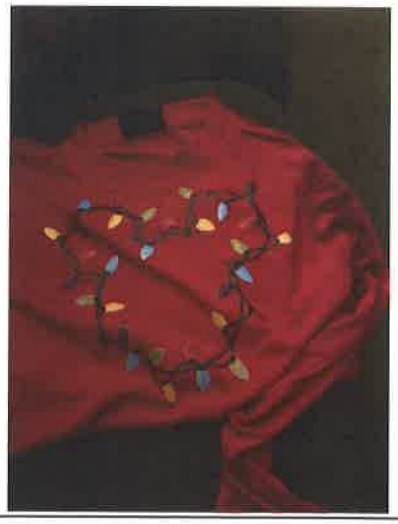
Holiday Cards Adult

Holiday Cards Adult

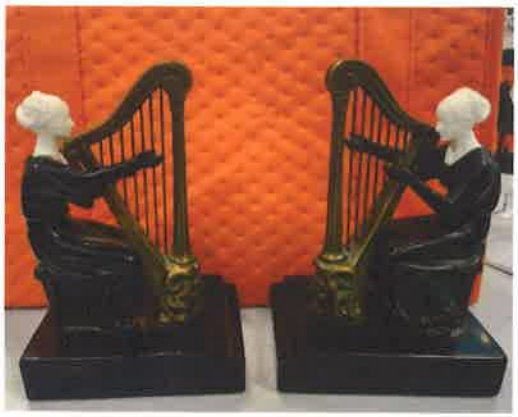


Made Using Equipment

White Toner Shirt



3D printer– Replacement heads for bookends



Outreach & Projects

- Kate earned a Coursera Certificate on AI and created a complete beginner class on AI for the summer quarter.
- Kate also created an example piece for her upcoming class on how to use patterns for sewing. She recreated a jacket she owns and will demonstrate how patrons can use this technique in their own work.
- Jack explored using the second print core for two color 3D printing. The printing worked well, and we can offer the option to patrons.
- Luke has been working on his macOS program and is working on his other programming, including Intro the Digital Darkroom, for which he's working to include mini-tutorials on how to enhance imagery as well as case studies from his own photography and from other photographers.

STATISTICS FOR	Nov-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	21,548	22,731	119,725	122,824	-2.52%
Teen	854	984	6,307	6,573	-4.05%
Kids	15,651	14,842	84,290	85,202	-1.07%
ILLS Sent	2,457	2,561	13,581	14,623	-7.13%
TOTAL	40,510	41,118	223,903	229,222	-2.32%
Electronic Circulation	11,142	10,533	50,916	52,912	-3.77%
GRAND TOTAL CIRC.	51,652	51,651	274,819	282,134	-2.59%
% Reciprocal Borrowing	10%	9%	11%	10%	
Patron Visits	29,814	27,213	159,394	153,512	3.83%
Current Cards					
Resident	135	127	25,155	24,780	1.51%
Non-Resident	111	82	2,385	2,224	7.24%
TOTAL	246	209	27,540	27,004	1.98%
Patron Assistance					
Adult - Reference	1,569	2,017	10,379	12,314	-15.71%
Kids - Reference	830	877	4,475	4,397	1.77%
Technology - Reference	911	891	6,214	4,158	49.45%
TOTAL REFERENCE	3,310	3,785	21,068	20,869	0.95%
Adult - Other	41	81	312	536	-41.79%
Kids - Other	31	29	122	223	-45.29%
Technology - Other	163	8	642	55	1067.27%
TOTAL OTHER	235	118	1,076	814	32.19%
GRAND TOTAL ASST.	3,545	3,903	22,144	21,683	2.13%
ILL/Reserves					
Holds	7,187	8,258	32,111	42,134	-23.79%
ILLs Sent	2,457	2,561	13,581	14,623	-7.13%
ILLs Checked Out	19,944	3,633	33,942	20,338	66.89%
ILLS Received	4,054	4,234	22,581	23,917	-5.59%
Programs - Adult					
# Programs	13	12	67	72	-6.94%
Attendance	263	168	1,577	1,354	16.47%
Programs - Tech & Maker					
# Programs	16	18	69	73	-5.48%
Attendance	132	110	598	504	18.65%
Individual Technology Training					
# of Patrons	21	143	257	918	-72.00%
Groups					
# Programs	11	9	56	57	-1.75%
Attendance	104	84	539	548	-1.64%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	3	7	18	28	-35.71%
Attendance	93	128	220	205	7.32%
Programs - Kids					
# Programs	23	18	97	99	-2.02%
Attendance	439	342	2,327	2,123	9.61%
GRAND TOTAL ATT.	1,052	975	5,518	5,652	-2.37%

STATISTICS FOR	Nov-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	1	2	12	16	-25.00%
Attendance	25	41	805	350	130.00%
Passive Programs - Teen					
# Programs	0	2	14	11	27.27%
Attendance	0	11	863	70	1132.86%
Passive Programs - Kids					
# Programs	19	17	74	69	7.25%
Attendance	1,675	1,829	6,997	7,461	-6.22%
Computers - Patron Use					
Adult Computers	1,571	1,367	8,475	7,611	11.35%
Kids Computers	551	615	3,275	3,322	-1.41%
Teen Laptop	1	2	18	24	-25.00%
Adult Laptop	7	10	36	88	-59.09%
TOTAL PATRON USE	2,130	1,994	11,804	11,045	6.87%
Hours Used					
Adult Computers	1,400	1,030	7,118	5,957	19.49%
Kids Computers	327	259	1,739	1,546	12.48%
Teen Laptop	1	3	11	21	-47.62%
Adult Laptop	10	12	42	94	-55.32%
TOTAL HOURS USED	1,738	1,304	8,910	7,618	16.96%
Wireless Total Connections	8,439	7,223	39,780	37,526	6.01%
IPPL Total Web Site Access	11,736	12,957	62,230	65,381	-4.82%
IPPL Total Page Views	42,000	60,002	228,245	256,640	-11.06%
Subscription Database Logins	5,711	2,067	26,680	12,391	115.32%
Outreach-Homebound					
Items Delivered	101	154	628	924	-32.03%
Volunteers					
Number Active	15	18			
Hours Worked	41	95	530	476	11.34%
Staff Training Hours	75	54	888	351	152.99%
Room Use					
Conference Rooms	764	745	4,148	3,805	9.01%
Meeting Rooms					
Library	59	60	254	259	-1.93%
Non-Library	17	18	86	87	-1.15%
Board Room					
Library	13	23	105	107	-1.87%
Non-Library	19	25	98	113	-13.27%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - November 2024

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	112	0	0	112
Non-Fiction	29,412	227	383	29,256
Fiction	28,392	229	104	28,517
ADULT TOTALS	57,916	456	487	57,885
KIDS				
Non-Fiction	12,650	100	31	12,719
Fiction	23,435	199	207	23,427
Books + Audio (Vox, WonderBooks)	200	0	1	199
KIDS TOTALS	36,285	299	239	36,345
TEEN				
Non-Fiction	733	13	9	737
Fiction	3,569	32	9	3,592
TEEN TOTALS	4,302	45	18	4,329
BOOK TOTALS	98,503	800	744	98,559

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,010	17	5	6,022
Music CDs	4,309	8	17	4,300
Vinyl Records	26	0	0	26
Playaway	310	2	2	310
ADULT TOTALS	10,655	27	24	10,658
KIDS				
Audiobooks on CD	338	2	0	340
Music CDs	211	0	0	211
Playaway	132	2	7	127
KIDS TOTALS	681	4	7	678
TEEN				
Audiobooks on CD	108	0	0	108
Playaway	23	0	3	20
TEEN TOTALS	131	0	3	128
AUDIO TOTALS	11,467	31	34	11,464

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,083	79	118	19,044
ADULT TOTALS	19,083	79	118	19,044
KIDS				
DVD & Blu-ray	3,797	12	4	3,805
KIDS TOTALS	3,797	12	4	3,805
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	22,880	91	122	22,849

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	14	1	0	15
Library of Things	109	0	1	108
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	610	2	3	609
CD-ROMs	0	0	0	0
ADULT TOTALS	795	3	4	794
KIDS				
Kits (STEM, Book bundles, etc.)	200	0	0	200
Puzzles	23	0	1	22
Tablets (Fire HD, Launchpads)	24	0	0	24
Console Games	326	8	0	334
Board Games - Juvenile	22	0	2	20
KIDS TOTALS	595	8	3	600
TEEN				
Equipment (CD Players, etc.)	25	0	0	25
Console Games	0	0	0	0
Board Games	75	0	1	74
TEEN TOTALS	100	0	1	99
OTHER TOTALS	1,490	11	8	1,493
COLLECTION TOTALS	134,340	933	908	134,365

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Nov 2024

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,112,303	**17,988**	1,130,291
eMedia (OverDrive Consortium)	19,978	**121**	**20,099**
eMedia (OverDrive Advantage)	7,741	**194**	**7,935**
Preloaded Adult eReaders	209	**0**	**209**
eBook Totals	1,140,231	18,303	1,158,534
AUDIO	**Previous Month Totals**	**Added Items**	**Current Totals**
Audiobooks			
Hoopla	266,301	**9,097**	**275,398**
eMedia (Overdrive Consortium)	7,174	**24**	**7,198**
eMedia (OverDrive Advantage)	2,355	**2**	**2,357**
Preloaded Audiobook Tablets	176	**2**	**178**
Music			
Hoopla	476,980	**-10,942**	**466,038**
Audio Total	752,986	-1,817	751,169
VISUAL	**Previous Month Totals**	**Added Items**	**Current Totals**
Videos			
Hoopla (includes TV Episodes)	31,903	**120**	**32,023**
Kanopy	33,918	**251**	**34,169**
Preloaded Adult Rokus Titles	1,616	**12**	**1,628**
Preloaded Family Roku Titles	240	**0**	**240**
Visual Totals	67,677	383	68,060
Total Audio/Visual	820,663	**-1,434**	**819,229**
Collection Totals	1,960,894	16,869	1,977,763

STATISTICS FOR	Dec-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	20,410	23,180	140,135	146,004	-4.02%
Teen	934	1,043	7,241	7,616	-4.92%
Kids	13,291	14,889	97,581	100,091	-2.51%
ILLS Sent	2,276	2,409	15,857	17,032	-6.90%
TOTAL	36,911	41,521	260,814	270,743	-3.67%
Electronic Circulation	11,605	10,917	62,521	63,829	-2.05%
GRAND TOTAL CIRC.	48,516	52,438	323,335	334,572	-3.36%
% Reciprocal Borrowing	10%	9%	11%	10%	
Patron Visits	23,873	25,472	183,267	178,984	2.39%
Current Cards					
Resident	83	98	25,130	24,870	1.05%
Non-Resident	74	68	2,388	2,236	6.80%
TOTAL	157	166	27,518	27,106	1.52%
Patron Assistance					
Adult - Reference	1,330	2,181	11,709	14,495	-19.22%
Kids - Reference	780	1,032	5,255	5,429	-3.21%
Technology - Reference	868	841	7,082	4,999	41.67%
TOTAL REFERENCE	2,978	4,054	24,046	24,923	-3.52%
Adult - Other	29	53	341	589	-42.11%
Kids - Other	17	25	139	248	-43.95%
Technology - Other	40	24	682	79	763.29%
TOTAL OTHER	86	102	1,162	916	26.86%
GRAND TOTAL ASST.	3,064	4,156	25,208	25,839	-2.44%
ILL/Reserves					
Holds	6,749	8,258	38,860	50,392	-22.88%
ILLs Sent	2,276	2,409	15,857	17,032	-6.90%
ILLs Checked Out	3,250	3,494	37,192	23,832	56.06%
ILLS Received	3,855	4,115	26,436	28,032	-5.69%
Programs - Adult					
# Programs	10	12	77	84	-8.33%
Attendance	188	173	1,765	1,527	15.59%
Programs - Tech & Maker					
# Programs	4	3	73	76	-3.95%
Attendance	27	42	625	546	14.47%
Individual Technology Training					
# of Patrons	41	94	298	1,012	-70.55%
Groups					
# Programs	7	8	63	65	-3.08%
Attendance	55	74	594	622	-4.50%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	7	12	25	40	-37.50%
Attendance	22	55	242	260	-6.92%
Programs - Kids					
# Programs	5	5	102	104	-1.92%
Attendance	109	389	2,436	2,512	-3.03%
GRAND TOTAL ATT.	442	827	5,960	6,479	-8.01%

STATISTICS FOR	Dec-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	1	3	13	19	-31.58%
Attendance	31	97	836	447	87.02%
Passive Programs - Teen					
# Programs	1	3	15	14	7.14%
Attendance	1	44	864	114	657.89%
Passive Programs - Kids					
# Programs	9	18	83	87	-4.60%
Attendance	1,124	1,588	8,121	9,049	-10.26%
Computers - Patron Use					
Adult Computers	1,325	1,381	9,800	8,992	8.99%
Kids Computers	514	532	3,789	3,854	-1.69%
Teen Laptop	1	0	19	24	-20.83%
Adult Laptop	5	5	41	93	-55.91%
TOTAL PATRON USE	1,845	1,918	13,649	12,963	5.29%
Hours Used					
Adult Computers	1,127	1,123	8,245	7,080	16.45%
Kids Computers	312	247	2,051	1,793	14.39%
Teen Laptop	1	0	12	21	-42.86%
Adult Laptop	5	4	47	98	-52.04%
TOTAL HOURS USED	1,445	1,374	10,355	8,992	15.16%
Wireless Total Connections	7,853	6,205	47,633	43,731	8.92%
IPPL Total Web Site Access	10,981	11,869	73,211	77,250	-5.23%
IPPL Total Page Views	40,540	41,330	268,785	297,970	-9.79%
Subscription Database Logins	2,467	3,354	29,147	15,745	85.12%
Outreach-Homebound					
Items Delivered	82	142	710	1,066	-33.40%
Volunteers					
Number Active	28	32			
Hours Worked	87	182	617	658	-6.23%
Staff Training Hours	41	67	929	418	122.25%
Room Use					
Conference Rooms	637	714	4,785	4,519	5.89%
Meeting Rooms					
Library	45	27	299	286	4.55%
Non-Library	12	21	98	108	-9.26%
Board Room					
Library	18	18	123	125	-1.60%
Non-Library	15	19	113	132	-14.39%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - December 2024

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	112	0	0	112
Non-Fiction	29,256	107	95	29,268
Fiction	28,517	150	31	28,636
ADULT TOTALS	57,885	257	126	58,016
KIDS				
Non-Fiction	12,719	56	35	12,740
Fiction	23,427	126	58	23,495
Books + Audio (Vox, WonderBooks)	199	0	1	198
KIDS TOTALS	36,345	182	94	36,433
TEEN				
Non-Fiction	737	1	1	737
Fiction	3,592	41	3	3,630
TEEN TOTALS	4,329	42	4	4,367
BOOK TOTALS	**98,559**	**481**	**224**	**98,816**

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,022	0	0	6,022
Music CDs	4,300	10	1	4,309
Vinyl Records	26	0	0	26
Playaway	310	2	0	312
ADULT TOTALS	10,658	12	1	10,669
KIDS				
Audiobooks on CD	340	2	0	342
Music CDs	211	0	0	211
Playaway	127	2	1	128
KIDS TOTALS	678	4	1	681
TEEN				
Audiobooks on CD	108	0	0	108
Playaway	20	0	0	20
TEEN TOTALS	128	0	0	128
AUDIO TOTALS	**11,464**	**16**	**2**	**11,478**

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,044	71	13	19,102
ADULT TOTALS	19,044	71	13	19,102
KIDS				
DVD & Blu-ray	3,805	15	4	3,816
KIDS TOTALS	3,805	15	4	3,816
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	**22,849**	**86**	**17**	**22,918**

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	15	0	0	15
Library of Things	108	1	0	109
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	609	2	2	609
CD-ROMs	0	0	0	0
ADULT TOTALS	794	3	2	795
KIDS				
Kits (STEM, Book bundles, etc.)	200	0	0	200
Puzzles	22	1	0	23
Tablets (Fire HD, Launchpads)	24	0	0	24
Console Games	334	0	0	334
Board Games - Juvenile	20	0	0	20
KIDS TOTALS	600	1	0	601
TEEN				
Equipment (CD Players, etc.)	25	0	0	25
Console Games	0	0	0	0
Board Games	74	0	0	74
TEEN TOTALS	99	0	0	99
OTHER TOTALS	**1,493**	**4**	**2**	**1,495**
COLLECTION TOTALS	134,365	587	245	134,707

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Dec 2024

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,130,291	**23,929**	1,154,220
eMedia (OverDrive Consortium)	20,099	**-28**	**20,071**
eMedia (OverDrive Advantage)	7,935	**27**	**7,962**
Preloaded Adult eReaders	209	**10**	**219**
eBook Totals	1,158,534	**23,938**	**1,182,472**
AUDIO	**Previous Month Totals**	**+/- Items**	**Current Totals**
Audiobooks			
Hoopla	275,398	**5,198**	**280,596**
eMedia (Overdrive Consortium)	7,198	**95**	**7,293**
eMedia (OverDrive Advantage)	2,357	**26**	**2,383**
Preloaded Audiobook Tablets	178	**1**	**179**
Music			
Hoopla	476,980	**-4,199**	**472,781**
Audio Total	762,111	**1,121**	**763,232**
VISUAL	**Previous Month Totals**	**+/- Items**	**Current Totals**
Videos			
Hoopla (includes TV Episodes)	32,023	**-50**	**31,973**
Kanopy	34,169	**141**	**34,310**
Preloaded Adult Rokus Titles	1,628	**6**	**1,634**
Preloaded Family Roku Titles	240	**1**	**241**
Visual Totals	68,060	**98**	**68,158**
Total Audio/Visual	830,171	**1,219**	**831,390**
Collection Totals	1,988,705	25,157	2,013,862

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2024

Balance on hand as of Octber 31, 2024	4,417,129.60
Cash Receipts for November	104,928.37
Cash Disbursements for November	362,898.53
Cash on hand as of November 30, 2024	4,159,159.44

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.797%	
General	1,135,826.10
MPI Investment (Corporate Fund)	1,422,792.05
Republic Bank - Savings - Rate 3.40%	1,538,054.56
Republic Bank - Checking General	49,881.37
Republic Bank - Payroll Account	4,933.78
Republic Bank - License Sticker Account	7,067.58
Petty Cash/Circulation	604.00
Balances as of November 30, 2024	4,159,159.44

FUND BALANCES AS OF 11/30/2024

Corporate Fund	4,039,107.76
Building & Maintenance Fund	(26,658.94)
I.M.R.F. Fund	(12,501.01)
Liability Fund	(10,551.50)
Social Security Fund	(15,129.13)
Special Reserve Fund	-
Current Liabilites	184,892.26
Grand Total All Funds	4,159,159.44

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Indian Prairie Public Library District
Consolidated Revenue Report for November 2024

Percent of Year: 41.67

	RECEIVED Nov 2024	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	34,468.44	4,322,710.39	99.51%	4,343,827.00	21,116.61
41150 · Non-current Property Taxes	0.00	463.01	0.00%	800.00	336.99
43100 · Interest-Tax Levy	4,240.22	4,240.22	0.00%	0.00	-4,240.22
TOTAL PROPERTY TAX & LEVY INTEREST	38,708.66	4,327,413.62	99.60%	4,344,627.00	17,213.38
INTERGOVERNMENTAL					
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
TOTAL INTERGOVERNMENTAL	0.00	65,179.62	100.00%	65,180.00	0.38
INTEREST					
43500 · Interest - Investment	9,417.37	48,153.53	80.26%	60,000.00	11,846.47
TOTAL INTEREST	9,417.37	48,153.53	80.26%	60,000.00	11,846.47
DESK MONIES					
45100 · Copier	173.25	1,068.10	50.86%	2,100.00	1,031.90
45120 · Computer Copies	1,757.30	7,809.57	65.08%	12,000.00	4,190.43
45130 · Fax	348.53	1,614.43	32.29%	5,000.00	3,385.57
45200 · Fines/Fees	394.80	1,937.22	48.43%	4,000.00	2,062.78
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	514.82	2,735.28	49.73%	5,500.00	2,764.72
45350 · Non-Resident Fees	10,551.60	55,599.52	60.43%	92,000.00	36,400.48
45550 · Meeting Room Rental	0.00	1,637.50	109.17%	1,500.00	-137.50
45600 · ILL Fees	9.36	96.22	27.49%	350.00	253.78
45650 · Maker Studio	837.10	4,575.80	61.01%	7,500.00	2,924.20
45700 · Passport Fees	2,205.00	13,090.00	43.63%	30,000.00	16,910.00
45800 · License Stickers	235.60	1,451.60	58.06%	2,500.00	1,048.40
TOTAL DESK MONIES	17,027.36	91,643.24	56.38%	162,550.00	70,906.76
OTHER INCOME					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	300.00	300.00	20.00%	1,500.00	1,200.00
46800 · Collection Agency Fee	60.00	205.32	205.32%	100.00	-105.32
TOTAL OTHER INCOME	360.00	1,050.32	50.02%	2,100.00	1,049.68
TOTAL	65,513.39	4,533,440.33	97.82%	4,634,457.00	101,016.67
49000 · Operating Transfer In	0.00	200.00			
GRAND TOTAL	65,513.39	4,533,640.33	97.83%	4,634,457.00	100,816.67

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 November 2024

Percent of Year: 41.67

	Nov 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	201,469.82	1,077,356.66	41.69%	2,583,941.00	1,506,584.34		
61310 · Benefits - Medical / Life Ins.	20,937.54	95,842.57	37.28%	257,063.00	161,220.43		
61330 · Benefits - IMRF	21,490.30	113,932.51	40.18%	283,555.00	169,622.49		
61340 · Benefits - FICA	14,958.63	80,029.63	40.49%	197,671.00	117,641.37		
61400 · Staff Development	1,583.51	9,004.85	48.94%	18,400.00	9,395.15		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	688.52	1,629.97	54.33%	3,000.00	1,370.03		
TOTAL PERSONNEL	261,128.32	1,382,229.19	41.28%	3,348,843.00	1,966,613.81	3,400,000.00	40.65%
MATERIALS							
62100 · Books	12,986.49	49,181.57	29.80%	165,040.00	115,858.43		
62200 · Periodicals	1,050.88	7,593.95	41.50%	18,300.00	10,706.05		
62300 · Audio	1,814.32	7,210.45	29.37%	24,550.00	17,339.55		
62400 · Video	2,120.23	9,379.51	28.42%	33,000.00	23,620.49		
62500 · Multi-Media	861.98	1,248.59	22.70%	5,500.00	4,251.41		
62600 · eMaterials	12,267.15	131,952.93	54.96%	240,090.00	108,137.07		
62700 · Console Games	526.40	2,470.37	41.17%	6,000.00	3,529.63		
62800 · Damaged Item Replacement	780.97	3,147.32	52.46%	6,000.00	2,852.68		
62900 · Materials Supplies	2,010.57	8,757.79	40.73%	21,500.00	12,742.21		
TOTAL MATERIALS	34,418.99	220,942.48	42.49%	519,980.00	299,037.52	530,000.00	41.69%
BUILDING							
63200 · Cleaning Service	6,432.26	25,993.56	31.32%	83,000.00	57,006.44		
63300 · Utilities (1-8-11 · Gas)	848.77	3,137.61	11.21%	28,000.00	24,862.39		
63300 · Utilities (1-8-12 · Electric)	7,571.78	39,178.53	55.18%	71,000.00	31,821.47		
63300 · Utilities (1-8-13 · Telephone)	243.04	1,104.58	44.18%	2,500.00	1,395.42		
63300 · Utilities (1-8-14 · Water/Sewer)	2,240.24	7,011.99	70.12%	10,000.00	2,988.01		
63300 · Utilities (1-8-15 · Garbage Disposal)	285.00	1,425.00	28.50%	5,000.00	3,575.00		
63350 · Building Supplies	1,647.83	5,349.08	35.66%	15,000.00	9,650.92		
63400 · Maintenance Supplies	465.19	3,319.86	27.67%	12,000.00	8,680.14		
63500 · Security System Monitoring	0.00	662.50	66.25%	1,000.00	337.50		
63600 · Property Maintenance	3,453.72	14,180.54	46.34%	30,600.00	16,419.46		
63800 · Building Maintenance/Repair	5,333.00	47,506.34	72.42%	65,600.00	18,093.66		
TOTAL BUILDING	28,520.83	148,869.59	45.99%	323,700.00	174,830.41	225,000.00	66.16%
OPERATIONS							
64100 · Payroll Service	675.00	3,375.00	42.19%	8,000.00	4,625.00		
64200 · Supplies - Office	295.89	1,491.25	29.83%	5,000.00	3,508.75		
64300 · Photocopy Supplies	0.00	1,069.32	35.64%	3,000.00	1,930.68		
64400 · Guest Services Supplies	1.25	165.18	20.65%	800.00	634.82		
64500 · Postage	-282.84	-1,435.01	-28.70%	5,000.00	6,435.01		
64550 · Passport Postage	282.84	1,628.79	32.58%	5,000.00	3,371.21		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	120.67	517.81	34.52%	1,500.00	982.19		
64800 · Organizational Memberships	412.50	988.90	32.96%	3,000.00	2,011.10		
64900 · Bank Fees	301.30	1,588.31	45.38%	3,500.00	1,911.69		
TOTAL OPERATION	1,806.61	9,389.55	26.60%	35,300.00	25,910.45	45,000.00	20.87%
TECHNOLOGY							
65100 · Supplies-Toner	1,289.20	7,277.38	40.43%	18,000.00	10,722.62		
65160 · Supplies-Technology Services	0.00	0.00	0.00%	200.00	200.00		
65170 · Supplies-Maker Studio	462.98	3,637.35	51.96%	7,000.00	3,362.65		
65200 · Technology-Prof Services	0.00	10,172.50	46.24%	22,000.00	11,827.50		
65300 · Purchase of Equipment	715.85	4,851.92	45.13%	10,750.00	5,898.08		
65350 · STEM Kits	0.00	498.31	24.92%	2,000.00	1,501.69		

Indian Prairie Public Library District
Consolidated Expenditures Report for November 2024

Percent of Year: 41.67

	Nov 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	456.13	2,650.64	16.78%	15,800.00	13,149.36		
65500 · Software	2,366.66	16,201.08	42.37%	38,235.00	22,033.92		
65600 · SWAN	0.00	22,980.87	50.41%	45,584.00	22,603.13		
65700 · Telecommunications	1,010.05	4,612.24	35.33%	13,056.00	8,443.76		
TOTAL TECHNOLOGY	6,300.87	72,882.29	42.22%	172,625.00	99,742.71	195,000.00	37.38%
CONTRACTUAL SERVICES							
66100 · General Professional Services	8,300.43	21,071.90	40.92%	51,500.00	30,428.10		
66200 · Credit Bureau	137.90	492.50	49.25%	1,000.00	507.50		
66300 · Copier	207.92	1,056.79	35.23%	3,000.00	1,943.21		
66400 · Copier Maintenance Contract	65.45	473.15	23.66%	2,000.00	1,526.85		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	8,711.70	23,094.34	40.03%	57,700.00	34,605.66	62,000.00	37.25%
INSURANCE							
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		
TOTAL INSURANCE	0.00	23,674.00	100.00%	23,674.00	0.00	26,000.00	91.05%
COMMUNICATIONS							
68110 · Marketing Newsletter	11,207.10	22,834.20	45.96%	49,680.00	26,845.80		
68111 · eNewsletter	12.00	114.67	1.24%	9,260.00	9,145.33		
68210 · Marketing Advertising	150.00	402.00	40.20%	1,000.00	598.00		
68310 · Marketing Supplies	0.00	181.20	7.55%	2,400.00	2,218.80		
68410 · Marketing-Information Printing	205.61	540.71	5.69%	9,500.00	8,959.29		
68500 · Legal Notices	151.17	625.85	62.59%	1,000.00	374.15		
TOTAL COMMUNICATIONS	11,725.88	24,698.63	33.91%	72,840.00	48,141.37	78,000.00	31.66%
PROGRAMMING							
68600 · Programming	2,719.44	11,582.38	30.48%	38,000.00	26,417.62		
TOTAL PROGRAMMING	2,719.44	11,582.38	30.48%	38,000.00	26,417.62	42,000.00	27.58%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	200.00	0.00%		-200.00		
69900 · Contingency	1,183.53	6,962.69	77.36%	9,000.00	2,037.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	356,516.17	1,924,725.14	41.83%	4,601,662.00	2,676,936.86		
70000 · Operating Transfer Purchases	0.00	200.00	0.00%				
GRAND TOTAL	356,516.17	1,924,925.14	41.83%	4,601,662.00	2,676,736.86	4,603,000.00	41.82%

Operating Transfer Out reflects $200.00 from Corporate Reserves

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

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2024

Balance on hand as of November 30, 2024	4,159,159.44
Cash Receipts for December	98,950.05
Cash Disbursements for December	322,738.69
Cash on hand as of December 31, 2024	3,935,370.80

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.688%	
General	1,156,003.86
MPI Investment (Corporate Fund)	1,422,792.05
Republic Bank - Savings - Rate 3.29%	1,239,546.51
Republic Bank - Checking General	(24,309.99)
Republic Bank - Payroll Account	133,301.99
Republic Bank - License Sticker Account	7,432.38
Petty Cash/Circulation	604.00
Balances as of December 31, 2024	3,935,370.80

FUND BALANCES AS OF 12/31/2024

Corporate Fund	3,820,546.82
Building & Maintenance Fund	(38,462.33)
I.M.R.F. Fund	(11,643.47)
Liability Fund	(10,296.64)
Social Security Fund	(14,427.97)
Special Reserve Fund	-
Current Liabilites	189,654.39
Grand Total All Funds	3,935,370.80

Indian Prairie Public Library District
Consolidated Revenue Report for December 2024

Percent of Year: 50.00

	RECEIVED Dec 2024	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	64,005.87	4,386,716.26	100.99%	4,343,827.00	-42,889.26
41150 · Non-current Property Taxes	202.66	665.67	0.00%	800.00	134.33
43100 · Interest-Tax Levy	0.00	4,240.22	0.00%	0.00	-4,240.22
TOTAL PROPERTY TAX & LEVY INTEREST	64,208.53	4,391,622.15	101.08%	4,344,627.00	-46,995.15
INTERGOVERNMENTAL					
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
TOTAL INTERGOVERNMENTAL	0.00	65,179.62	100.00%	65,180.00	0.38
INTEREST					
43500 · Interest - Investment	8,084.12	56,237.65	93.73%	60,000.00	3,762.35
TOTAL INTEREST	8,084.12	56,237.65	93.73%	60,000.00	3,762.35
DESK MONIES					
45100 · Copier	215.80	1,283.90	61.14%	2,100.00	816.10
45120 · Computer Copies	1,349.98	9,159.55	76.33%	12,000.00	2,840.45
45130 · Fax	188.40	1,802.83	36.06%	5,000.00	3,197.17
45200 · Fines/Fees	646.42	2,583.64	64.59%	4,000.00	1,416.36
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	340.63	3,075.91	55.93%	5,500.00	2,424.09
45350 · Non-Resident Fees	8,900.00	64,499.52	70.11%	92,000.00	27,500.48
45550 · Meeting Room Rental	93.75	1,731.25	115.42%	1,500.00	-231.25
45600 · ILL Fees	19.34	115.56	33.02%	350.00	234.44
45650 · Maker Studio	1,085.65	5,661.45	75.49%	7,500.00	1,838.55
45700 · Passport Fees	1,785.00	14,875.00	49.58%	30,000.00	15,125.00
45800 · License Stickers	334.40	1,786.00	71.44%	2,500.00	714.00
TOTAL DESK MONIES	14,959.37	106,602.61	65.58%	162,550.00	55,947.39
OTHER INCOME					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	0.00	300.00	20.00%	1,500.00	1,200.00
46800 · Collection Agency Fee	39.21	244.53	244.53%	100.00	-144.53
TOTAL OTHER INCOME	39.21	1,089.53	51.88%	2,100.00	1,010.47
TOTAL	87,291.23	4,620,731.56	99.70%	4,634,457.00	13,725.44
49000 · Operating Transfer In	0.00	200.00			
GRAND TOTAL	87,291.23	4,620,931.56	99.71%	4,634,457.00	13,525.44

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 December 2024

Percent of Year: 50.00

	Dec 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	201,421.86	1,278,778.52	49.49%	2,583,941.00	1,305,162.48		
61310 · Benefits - Medical / Life Ins.	21,415.43	117,258.00	45.61%	257,063.00	139,805.00		
61330 · Benefits - IMRF	21,391.28	135,323.79	47.72%	283,555.00	148,231.21		
61340 · Benefits - FICA	14,950.67	94,980.30	48.05%	197,671.00	102,690.70		
61400 · Staff Development	739.20	9,744.05	52.96%	18,400.00	8,655.95		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	0.00	1,629.97	54.33%	3,000.00	1,370.03		
TOTAL PERSONNEL	259,918.44	1,642,147.63	49.04%	3,348,843.00	1,706,695.37	3,400,000.00	48.30%
MATERIALS							
62100 · Books	11,214.00	60,395.57	36.60%	165,040.00	104,644.43		
62200 · Periodicals	52.99	7,646.94	41.79%	18,300.00	10,653.06		
62300 · Audio	724.67	7,935.12	32.32%	24,550.00	16,614.88		
62400 · Video	2,310.59	11,690.10	35.43%	33,000.00	21,309.90		
62500 · Multi-Media	241.23	1,489.82	27.09%	5,500.00	4,010.18		
62600 · eMaterials	11,577.42	143,530.35	59.78%	240,090.00	96,559.65		
62700 · Console Games	105.67	2,576.04	42.93%	6,000.00	3,423.96		
62800 · Damaged Item Replacement	524.11	3,671.43	61.19%	6,000.00	2,328.57		
62900 · Materials Supplies	1,803.95	10,561.74	49.12%	21,500.00	10,938.26		
TOTAL MATERIALS	28,554.63	249,497.11	47.98%	519,980.00	270,482.89	530,000.00	47.07%
BUILDING							
63200 · Cleaning Service	6,611.26	32,604.82	39.28%	83,000.00	50,395.18		
63300 · Utilities (1-8-11 · Gas)	1,504.93	4,642.54	16.58%	28,000.00	23,357.46		
63300 · Utilities (1-8-12 · Electric)	6,620.74	45,799.27	64.51%	71,000.00	25,200.73		
63300 · Utilities (1-8-13 · Telephone)	243.04	1,347.62	53.91%	2,500.00	1,152.38		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	7,011.99	70.12%	10,000.00	2,988.01		
63300 · Utilities (1-8-15 · Garbage Disposal)	285.00	1,710.00	34.20%	5,000.00	3,290.00		
63350 · Building Supplies	846.24	6,195.32	41.30%	15,000.00	8,804.68		
63400 · Maintenance Supplies	1,646.32	4,966.18	41.39%	12,000.00	7,033.82		
63500 · Security System Monitoring	112.50	775.00	77.50%	1,000.00	225.00		
63600 · Property Maintenance	2,654.00	16,834.54	55.02%	30,600.00	13,765.46		
63800 · Building Maintenance/Repair	0.00	47,506.34	72.42%	65,600.00	18,093.66		
TOTAL BUILDING	20,524.03	169,393.62	52.33%	323,700.00	154,306.38	225,000.00	75.29%
OPERATIONS							
64100 · Payroll Service	0.00	3,375.00	42.19%	8,000.00	4,625.00		
64200 · Supplies - Office	514.03	2,005.28	40.11%	5,000.00	2,994.72		
64300 · Photocopy Supplies	259.75	1,329.07	44.30%	3,000.00	1,670.93		
64400 · Guest Services Supplies	0.00	168.18	21.02%	800.00	631.82		
64500 · Postage	-237.80	-1,672.81	-33.46%	5,000.00	6,672.81		
64550 · Passport Postage	240.35	1,869.14	37.38%	5,000.00	3,130.86		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	196.17	713.98	47.60%	1,500.00	786.02		
64800 · Organizational Memberships	0.00	988.90	32.96%	3,000.00	2,011.10		
64900 · Bank Fees	251.56	1,839.87	52.57%	3,500.00	1,660.13		
TOTAL OPERATION	1,227.06	10,616.61	30.08%	35,300.00	24,683.39	45,000.00	23.59%
TECHNOLOGY							
65100 · Supplies-Toner	83.99	7,361.37	40.90%	18,000.00	10,638.63		
65160 · Supplies-Technology Services	29.90	29.90	14.95%	200.00	170.10		
65170 · Supplies-Maker Studio	991.34	4,628.69	66.12%	7,000.00	2,371.31		
65200 · Technology-Prof Services	0.00	10,172.50	46.24%	22,000.00	11,827.50		
65300 · Purchase of Equipment	556.15	5,408.07	50.31%	10,750.00	5,341.93		
65350 · STEM Kits	0.00	498.31	24.92%	2,000.00	1,501.69		

Indian Prairie Public Library District
Consolidated Expenditures Report for December 2024

Percent of Year: 50.00

	Dec 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	9.99	2,660.63	16.84%	15,800.00	13,139.37		
65500 · Software	12.61	16,213.69	42.41%	38,235.00	22,021.31		
65600 · SWAN	0.00	22,980.87	50.41%	45,584.00	22,603.13		
65700 · Telecommunications	1,010.05	5,622.29	43.06%	13,056.00	7,433.71		
TOTAL TECHNOLOGY	2,694.03	75,576.32	43.78%	172,625.00	97,048.68	195,000.00	38.76%
CONTRACTUAL SERVICES							
66100 · General Professional Services	745.00	21,816.90	42.36%	51,500.00	29,683.10		
66200 · Credit Bureau	68.95	561.45	56.15%	1,000.00	438.55		
66300 · Copier	219.59	1,276.38	42.55%	3,000.00	1,723.62		
66400 · Copier Maintenance Contract	65.45	538.60	26.93%	2,000.00	1,461.40		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	1,098.99	24,193.33	41.93%	57,700.00	33,506.67	62,000.00	39.02%
INSURANCE							
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		
TOTAL INSURANCE	0.00	23,674.00	100.00%	23,674.00	0.00	26,000.00	91.05%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	22,834.20	45.96%	49,680.00	26,845.80		
68111 · eNewsletter	15.01	129.68	1.40%	9,260.00	9,130.32		
68210 · Marketing Advertising	0.00	402.00	40.20%	1,000.00	598.00		
68310 · Marketing Supplies	0.00	181.20	7.55%	2,400.00	2,218.80		
68410 · Marketing-Information Printing	76.41	617.12	6.50%	9,500.00	8,882.88		
68500 · Legal Notices	0.00	625.85	62.59%	1,000.00	374.15		
TOTAL COMMUNICATIONS	91.42	24,790.05	34.03%	72,840.00	48,049.95	78,000.00	31.78%
PROGRAMMING							
68600 · Programming	1,733.39	13,315.77	35.04%	38,000.00	24,684.23		
TOTAL PROGRAMMING	1,733.39	13,315.77	35.04%	38,000.00	24,684.23	42,000.00	31.70%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	200.00	0.00%		-200.00		
69900 · Contingency	0.00	6,962.69	77.36%	9,000.00	2,037.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	315,841.99	2,240,567.13	48.69%	4,601,662.00	2,361,094.87		
70000 · Operating Transfer Purchases	0.00	200.00	0.00%				
GRAND TOTAL	315,841.99	2,240,767.13	48.70%	4,601,662.00	2,360,894.87	4,603,000.00	48.68%

Operating Transfer Out reflects $200.00 from Corporate Reserves

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

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community. After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.

Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes.*

Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes.*

Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)

Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.

Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)

Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*

Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

Core 15 The board of trustees annually reviews the performance of the library administrator.

Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

Core 18 The library utilizes a variety of methods to communicate with its community.

Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

Core 22 The library board and staff promote the collections and services available to its community.

Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Governance and Administration Checklist

- ☐ Library has an elected or appointed board of trustees.
- ☐ Library has a qualified library administrator.
- ☐ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☐ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☐ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☐ Library has a mission statement and a long-range/strategic plan.
- ☐ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☐ Library board reviews library policies on a regular basis.
- ☐ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☐ Library develops an orientation program for new board members.
- ☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☐ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☐ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☐ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☐ Library maintains insurance covering property and liability, including volunteer liability.
- ☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

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Illinois Library Association
LIBRARY LEGISLATIVE
MEETUPS

104th Illinois General Assembly

| 2025 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Compensation Reporting Requirements

Since 2012, the Illinois General Assembly has required Illinois Municipal Retirement Fund (IMRF) participating employers to post within six business days of approving its budget employee information for those who earn a total compensation package of at least $75,000. IMRF employers are also required to publicly post proposed compensation packages for any person who will earn at least $150,000 for at least six days prior to an employer approving an employee compensation package. This proposal seeks to amend the Open Meetings Act to adjust current statutory dollar amounts for posting purposes to $125,000 and $200,000, respectively, to account for inflation and reduce small public employer administrative burdens.

Libraries Connected Broadband

The Illinois Century Network provides a geographically diverse and redundant connection ensuring high availability of internet access to the public. This proposal, in part, amends the Illinois Century Network Act to establish schools and libraries as primary anchor institutions for purposes of connection to this high-speed internet network.

Licensed School Librarians Task Force

The Association of Illinois School Library Educators (AISLE) and its partners will propose the creation of the "Licensed School Librarian Task Force" to make legislative recommendations on how to ensure Illinois public elementary and high schools consider, budget appropriate resources for, and employ Licensed School Librarians in future academic years from state and local resources available to them.

ILA

Illinois Library Association
560 W. Washington Blvd, Suite 330
Chicago, IL 60661
e: ila@ila.org w: ila.org

@ILLibraryAssoc @IllLibraryAssoc illibraryassociation Illinois Library Association

The State of Illinois School Libraries

Every student succeeds with licensed librarians

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AISLE
Association of Illinois School Library Educators

www.aisled.org
advocacy@aisled.org

RECENT LEGISLATION

- **License to Read Act** provides that the State Librarian may negotiate with publishers of eBooks and audiobooks on behalf of libraries.
- **Banning Book Bans** requires libraries to adhere to the ALA's Library Bill of Rights and to create written policies against the practice of banning books in order to qualify for state grants.
- **Media Literacy** requires every public high school to include in its curriculum a unit of instruction on media literacy; sets forth what topics the unit of instruction shall include.

THE SLATE PROJECT

In response to large gaps in the data representing Illinois school libraries discovered by the SLIDE Project, RAILS launched the School Library Data Project in January 2022 and created the SLATE database (School Library Advocacy Through Education). This database allows users to look at individual schools or districts and find statistics about their library programs, including the collection size, dollars spent, and number of licensed librarians employed. Visit SLATE using the QR code.

STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois and across the country, the majority of elementary and high schools that have a physical library are not staffed by those who have earned library certification from an accredited academic institution.

AISLE and its partners will propose the creation of the 'Licensed School Librarian Task Force' which will be filed for the Illinois General Assembly Spring 2025. The goal of this task force is to make legislative recommendations on how to ensure that Illinois K-12 schools consider, budget for, and employ licensed school librarians in future academic years using the state and local resources available to them.

In cooperation with our state partners

ILA

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

IHLS
Illinois Heartland Library System

Federal Funding for Libraries in Illinois: IMLS/LSTA

Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided $5.8 million for Illinois Libraries in FY2023 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget.**

In FY2023 this funding impacted Illinois libraries through:

Efficiently Sharing Resources: 10.7 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for an average of 3,809 delivery stops to be made during each week of the fiscal year through ground delivery services provided by the regional library systems. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

Additionally, through subscriptions for WorldCat Discovery/ FirstSearch services Illinois libraries conducted 1,260,073 citation searches between July 1, 2022 and June 30, 2023 to serve their library patrons and support their library operations. Academic and college libraries constituted (17.99%) 226,765 of searches; public libraries (62.14%) 783,042; K-12 school libraries (18.08%) 227,865 and special libraries such as medical, law, corporate, and government (1.7%) 22,401. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.

Project Next Generation Grants: This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens have benefited. In FY2023, 30 libraries received more than $500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received $12,500 to implement a Project Next Generation program at its Lincoln Branch. Other communities benefitting from this program included Normal for a program entitled, "Code Club"; Highwood for "STEAM Powered Teens"; and Chicago Ridge for "You Can Be – Dream Big at Your Library."

Professional Development: The Illinois Library Association receives funding from the Illinois State Library and partners with the Reaching Across Illinois and the Illinois Heartland library systems to provide library leadership training for library directors, those who are brand new or those newer to the position, via "Directors' University." These programs enable library leaders to make the most out of local tax dollars which support the bulk of public library operations in this state.

Questions? Contact Executive Director Cynthia Robinson, crobinson@ila.org, 312-644-1897

Illinois Library Association
560 W. Washington Blvd, Suite 330 Chicago, IL 60661
o: 312-644-1897 f: 312-644-1899 w: ila.org

Illinois Public Libraries by the Numbers FY2022

Illinois has **640** Public libraries with a service area population of **11,795,276**.*

4,018,681 Illinois residents have library cards, about **33%**.

Illinoisans checked out **90,669,914** materials – that's **6** per resident.

E-books, e-audiobooks, and e-videos were downloaded **16,761,285** times.

Illinois residents visited libraries **36,250,320** times.

4,091,202 Illinoisans attended **217,940** library programs either in person or virtually.

Illinois residents connected to library Wi-Fi **23,701,627** times.

Illinois libraries do all this for only **$70** per person!

Illinois Library Association
560 W. Washington Blvd, Suite 330 Chicago, IL 60661
o: 312-644-1897 f: 312-644-1899 w: ila.org

**1 Million Illinois residents do not have public library services.*

Indian Prairie Public Library

Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.