

Indian Prairie Public Library Board Agenda
June 18, 2025

**Board of Trustees Regular Meeting
June 18, 2025 – 6:30 p.m.**

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

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|----|--|--|-------------|
| A. | Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab | | |
| B. | Mission Statement: We enrich our community by providing
opportunities to explore, connect, learn and create.

Vision Statement: People are inspired and empowered. Dreams
are developed and realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together. | | |
| C. | Public Comment | | |
| D. | Communications and Announcements
1. Ritzman Memo re: Opioid Medication and Trained Staff | Page 3 | |
| E. | Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, May 21, 2025
2. Action on Bills/Additional Bills
3. Ordinance #2025-3 Establishing a Regular Meeting Date
4. 635 Art Exhibits Policy
5. 802.5 Breaks - Personnel Policy
6. 900 Financial Policy | Page 7
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Page 17 | Action |
| F. | Items Deleted from Omnibus Consent Agenda | | Action |
| G. | Library Director's Report | Page 28 | Information |
| H. | Department Reports
1. Deputy Director's Report
2. Marketing
3. Guest Services
4. Programming & Outreach
5. Resource Services
6. Technology & Maker Services | Page 29
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Page 44 | Information |
| I. | Staff Report
None | | |

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|----|--|---------|-------------|
| J. | Reports | | |
| | 1. Treasurer's Report | Page 52 | Information |
| | 2. Building and Grounds Committee (Krupicka) | | Information |
| | 3. Building and Grounds Committee Meeting Minutes, 5/28/25 | Page 56 | Action |
| | 4. Finance Committee (Raftis) | | Information |
| | 5. Finance Committee Meeting Minutes, 6/3/25 | Page 57 | Action |
| | 6. Planning/Outreach Committee (no report) | | |
| | 7. Policy Committee (no report) | | |
| K. | Unfinished Business | | |
| | None | | |
| L. | New Business | | |
| | 1. Financial Forecast and Capital Projects | Page 58 | Information |
| | 2. Operating Budget 2025/2026 | Page 59 | Action |
| | 3. FY25/26 Salary Schedule | Page 65 | Action |
| | 4. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit | | |
| | 5. Ordinance #2025-B Honoring Marian Krupicka | Page 66 | Action |
| | 6. Ordinance #2025-C Honoring Donald Damon | Page 67 | Action |
| | 7. Ordinance #2025-D Honoring Laura Birmingham | Page 68 | Action |
| M. | Scheduled Meetings | | |
| N. | Adjournment | | |

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

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

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE (1928 – 2022)
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

OPIOID MEDICATION AND TRAINED LIBRARY STAFF

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: June 3, 2025

This memorandum advises you of proposed legislation (Illinois House Bill 1910) requiring Public Libraries (at least "Local Libraries") to:

- a. Maintain on site opioid medication (opioid antagonists);
- b. Have at least one person present during operating hours who has completed training in how to recognize and respond to opioid overdose, including the administration of an opioid antagonist.

Relevant excerpts from the synopsis of this House Bill are:

"Provides that all libraries open to the general public in the State shall maintain a supply of opioid antagonists in an accessible location. Provides that any authorized personnel may administer an opioid antagonist to any person whom the authorized personnel believes, in good faith, to be having an opioid overdose (i) on library grounds; (ii) in the immediate vicinity of the library; or (iii) at a library-sponsored event. Requires libraries to ensure that during all operating hours, there is at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist. Requires the Director of the Department of Public Health to identify organizations qualified to offer the training. Provides that the health department of any county where a library is located may provide, either directly or through providing necessary funds, a supply of opioid antagonists to the library."

A copy of the House Bill 1910 is attached.

According to the Legislature's website, as of May 21, 2025, House Bill 1910 "Passed Both Houses." The bill awaits Governor Pritzker's signature.

While House Bill 1910 amends the Local Library Act (adds a new section, i.e., 75 ILCS 5/1-8), the bill refers to "all libraries open to the general public."

Did the Legislature intend to include Library Districts?

We will monitor developments and provide follow up information. Please stay tuned.

Roger A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
Phone (630) 665-1900
Facsimile (630) 665-0407

https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/MEMO/Opiod Medication and trained library staff - 2025.doc

1 AN ACT concerning local government.

2 Be it enacted by the People of the State of Illinois,
3 represented in the General Assembly:

4 Section 5. The Illinois Local Library Act is amended by
5 adding Section 1-8 as follows:

6 (75 ILCS 5/1-8 new)

7 Sec. 1-8. Opioid antagonists.

8 (a) As used in this Section:

9 "Authorized personnel" means an employee or volunteer of
10 the library who has completed training under subsection (d).

11 "Department" means the Department of Human Services.

12 "Library" means a public library established under or
13 otherwise subject to the requirements of this Act.

14 "Opioid antagonist" means a drug approved by the federal
15 Food and Drug Administration or recommended for use by the
16 World Health Organization that, when administered, negates or
17 neutralizes in whole or in part the pharmacological effects of
18 an opioid in the body. "Opioid antagonist" shall be limited to
19 medications approved by the Department for such purpose.

20 (b) All libraries open to the general public in this State
21 shall maintain a supply of opioid antagonists in an accessible
22 location.

23 (c) Any authorized personnel may administer an opioid

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1 antagonist to any person whom the authorized personnel
2 believes, in good faith, to be having an opioid overdose (i) on
3 library grounds, (ii) in the immediate vicinity of the
4 library, or (iii) at a library-sponsored event. Authorized
5 personnel may carry an opioid antagonist while in the library
6 or at a library-sponsored activity.

7 (d) During operating hours, a library shall take
8 reasonable steps necessary to have at least one person present
9 in the library who has completed training in how to recognize
10 and respond to an opioid overdose, including the
11 administration of an opioid antagonist. Training may be
12 conducted by an organization recognized for providing such
13 training or may be created by the library using free resources
14 available on the website of the Department or the website of
15 the Department of Public Health.

16 (e) A library and its authorized personnel are immune from
17 liability for the administration of an opioid antagonist under
18 this Section, except for wilful or wanton misconduct.

19 (f) The Director of Public Health may identify
20 organizations qualified to offer the training required by
21 subsection (d) and may make a list of such organizations
22 available on the Department's website.

23 (g) A public library may receive an opioid antagonist from
24 any lawful source.

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 21, 2025

**Board of Trustees Regular Meeting
May 21, 2025 – 6:30 p.m.**

A. Trustee Oaths of Office – Krupicka administered the Oath of Office to Themis Raftis, Christina Rodriguez and Samia Wahab.

B. Roll Call

President Suriano called the meeting to order at 6:35 p.m. Secretary Krupicka called the roll.
Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano
Absent: Samia Wahab
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski,
Others: Willowbrook resident Emily Kiang was at the meeting to observe.

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

C. Election of Officers - The Nominating Committee presented the following slate for officers. President, Victoria Suriano; Vice-President, Christina Rodriguez; Treasurer, Themis Raftis; Secretary, Stacy Palmisano. Damon moved, Palmisano seconded to approve the slate as presented. Motion carried unanimously.

D. Mission Statement: Secretary Palmisano read the library mission statement. We enrich our community by providing opportunities to explore, connect, learn and create.

Vision Statement: Secretary Palmisano read the library vision statement. People are inspired and empowered. Dreams are developed and realized.

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

E. Public Comment - none

F. Communications and Announcements

1. Giannoulis to Birmingham re: Legislative Update
2. Foster to Popowitch re: AARP Tax-Aide

G. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 16, 2025
2. Action on Bills/Additional Bills
3. Review of Policies
 - 200 By-Laws
 - 431 Overdue Fines
 - 440 Information Services
 - 450 Library Sponsored Programming

455 Group Tours/Programs
 456 Proctoring
 471 Social Media
 474 Maker Studio
 475 Miscellaneous Equipment
 490 Patron Grievance
 613 Health Guidelines
 650 Conference Rooms
 660 Meeting Rooms
 680 Video Surveillance
 690 Photography & Video
 700 Identity Protection
 800 Personnel
 1000 Emergency Closing

4. Motion to Delete Executive Session Tapes from January 18, 2023 and November 15, 2023
 Damon moved, Rodriguez seconded to approve the Omnibus Consent Agenda. Ayes:
 Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Wahab
 Motion carried unanimously.

H. Items Deleted from Omnibus Consent Agenda - none

I. Library Director's Report

J. Department Reports

Lawson recapped her written report from the packet. The boiler project is going well.

K. Staff Report – Summer Reading 2025, Kristen Lawson, Deputy Director

To date, 172 families have registered for summer reading. We've visited 9 schools, talked to 3,000 students, and distributed 3,500 flyers. A promotional video was distributed to 25 served schools. The kick-off party will be from 5-8 p.m. on June 5 and includes magic shows, face painting, a Glow Stick party, an ice-cream cart, and button making in the Maker Studio. Chick-fil-A is bringing food and the Slammers mascot will be here for photo-ops. Based on user feedback, we will have 2 rounds of prizes this year. The 4 grand prizes include a Nintendo Switch Lite, a gift card for the DuPage Children's Museum, a Lego set, and a gift certificate for Anderson's Bookshop. Reading participants will be able to track either the number of books or the number of minutes they read. Tracking can be done with a paper log or through Reader Zone (app & website available).

L. Reports

1. Treasurer's Report - backup in packet.
2. Building and Grounds Committee – no report
3. Finance Committee – no report
4. Planning/Outreach Committee – no report
5. Policy Committee – Damon reported that the committee met on April 29 to review various policies. The Board approved the revisions in tonight's Omnibus.
6. Policy Committee Meeting Minutes, 4/29/25 – Damon moved, Raftis seconded to approve the Policy Committee Meeting Minutes dated 4/29/25. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Wahab. Motion carried unanimously.

M. Unfinished Business - none

N. New Business

Committee Appointments - Suriano reviewed the committees. No one asked for changes. Suriano stated that the committees will remain the same.

O. Meetings Scheduled

Building & Grounds Committee - May 28 at 6 p.m.

Finance Committee - June 3 at 6 p.m.

P. Adjournment

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

Stacy Palmisano, Secretary

ACTION ON BILLS MAY, 2025

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3906 - 3972	\$ 147,606.16
Republic Paper Pay Checks		\$ -
Republic Direct Deposits		\$ 144,910.69
MONTH'S TOTAL:		\$ 292,516.85

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Indian Prairie Public Library District

Bill Payment List

May 2025

	Date	Num	Vendor	Amount
10127 Republic Bank Operating Account				
	05/02/2025	3906	LIMRICC UCGA	1,347.84
	05/07/2025	3907	Lauterbach & Amen, LLP	695.00
	05/07/2025	3908	Kate Kresek	51.80
	05/07/2025	3909	Dancing Cranes Yoga Inc.	520.00
	05/07/2025	3910	Alphagraphics	1,078.50
	05/07/2025	3911	Wenstrup, Gary	300.00
	05/07/2025	3912	Case Lots Inc.	1,414.70
	05/07/2025	3913	Darien Garden Club	200.00
	05/07/2025	3914	Cathy Streett	199.22
	05/07/2025	3915	Illinois Library Association	525.00
	05/07/2025	3916	Dell Marketing L.P.	160.25
	05/07/2025	3917	kristinZkreations	1,540.00
	05/07/2025	3918	Love on a Leash, Inc.	50.00
	05/07/2025	3919	CONSTELLATION NEWENERGY, INC.	8,392.97
	05/07/2025	3920	Hagg Press, Inc.	2,529.15
	05/07/2025	3921	U.S. Postal Service (PostageByPhone)	1,000.00
	05/07/2025	3922	Erin Fergus	42.49
	05/22/2025	3923	Ann Stovall	100.00
	05/22/2025	3953	Premier Mechanical, Inc	7,200.00
	05/22/2025	3925	AT&T	365.15
	05/22/2025	3943	Illinois Dept of Innovation & Technology	475.00
	05/22/2025	3962	Wlosinski, Maria	19.60
	05/22/2025	3959	Today's Business Solutions, Inc.	1,093.88
	05/22/2025	3940	FSS Technologies	112.50
	05/22/2025	3927	Canon Financial Services, Inc.	237.94
	05/22/2025	3951	Pocketalk Inc.	704.00
	05/22/2025	3955	Staples Inc.	484.17
	05/22/2025	3950	Playaway Products LLC	37.99
	05/22/2025	3934	Darien Garden Club	200.00
	05/22/2025	3928	Canon U.S.A. Inc.	72.00
	05/22/2025	3930	Center Point Large Print	187.26
	05/22/2025	3937	DEMCO	527.58
	05/22/2025	3952	Premier Landscape Contractors	9,562.00
	05/22/2025	3960	Unique Management Services, Inc.	78.80
	05/22/2025	3957	The Davey Tree Expert Company	588.00
	05/22/2025	3932	CONSTELLATION NEWENERGY, INC.	7,545.85
	05/22/2025	3942	Hagg Press, Inc.	8,833.00
	05/22/2025	3947	Midwest Tape	8,690.85
	05/22/2025	3926	Blackstone Publishing, Inc.	515.69
	05/22/2025	3949	OverDrive, Inc.	16,614.43

Indian Prairie Public Library District
Bill Payment List
May 2025

Date	Num	Vendor	Amount
05/22/2025	3944	Ingram Library Services	12,681.27
05/22/2025	3945	Jarir Bookstore	201.75
05/22/2025	3924	Allard, Jamie	56.00
05/22/2025	3958	Thomas Klise/Crimson Multimedia	344.87
05/22/2025	3929	Cengage Learning, Inc.	240.72
05/22/2025	3938	DuPage County Public Works	858.50
05/22/2025	3941	Groot Industries, Inc.	345.04
05/22/2025	3946	Kanopy	299.20
05/22/2025	3956	SWAN	784.37
05/22/2025	3936	Dell Marketing L.P.	78.09
05/22/2025	3939	Fox Valley Fire & Safety	471.85
05/22/2025	3961	Village of Willowbrook	6,066.90
05/22/2025	3931	Children's Plus Inc.	1,888.25
05/22/2025	3954	Specialty Mat Service	132.26
05/22/2025	3948	NCPERS Group Life Insurance	64.00
05/22/2025	3933	Dames, Mary	49.62
05/22/2025	3935	Darien Historical Society	50.00
05/29/2025	3963	Blue Cross Blue Shield of Illinois	26,832.26
05/29/2025	3965	Dearborn Life Insurance Company	88.16
05/29/2025	3964	Cigna Health & Life Insurance Company	1,621.38
05/30/2025	3966	BHFX LLC	455.50
05/30/2025	3967	Bank of America	3,159.67
05/30/2025	3968	Bank of America	1,575.00
05/30/2025	3969	Bank of America	1,974.59
05/30/2025	3970	Bank of America	1,304.06
05/30/2025	3971	Bank of America	411.42
05/30/2025	3972	Bank of America	1,278.82
Total for 10127 Republic Bank Operating Account			\$ 147,606.16

Bills for approval – Electronic Payments & Automatic Withdrawals

MAY 2025

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	5/7/2025	25,154.15
Federal & IL	Payroll taxes	5/21/2025	25,349.59
ExpertPay	Garnishments	5/7/2025	71.39
ExpertPay	Garnishments	5/21/2025	71.39
IMRF	Payroll Pension	5/20/2025	31,876.41
Mission Square	457 Plan	5/9/2025	50.00
Mission Square	457 Plan	5/23/2025	50.00
Nationwide	457 Plan	5/8/2025	50.00
Nationwide	457 Plan	5/22/2025	50.00
DAC	Deposit to HRA	5/6/2025	2,501.00
DAC	Deposit to HRA	5/8/2025	237.53
DAC	Deposit to HRA	5/13/2025	638.00
DAC	Deposit to HRA	5/20/2025	447.15
DAC	Deposit to HRA	5/28/2025	830.01
Nicor	Gas	5/13/2025	2,041.49
ELS	License Stickers		5,187.00
ELS	ELS Fee (April)	5/5/2025	96.90
INB & Republic	Cr Card & Bank Fees	5/15/2025	317.18

ORDINANCE #2025-3

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2025 through June, 2026 shall be held on the third Wednesday of each month at 6:30 p.m. at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

July 16, 2025
August 20, 2025
September 17, 2025
October 15, 2025
November 19, 2025
December 17, 2025
January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 17, 2026

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 18th day of June, 2025.

Victoria Suriano, President

ATTEST:

Stacy Palmisano, Secretary

635 Art Exhibits

The library's gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. Artwork may also be exhibited in the second floor display cases if they are available. Artwork by children may also be exhibited in the kids & teens area. Normally the exhibit period is one month. Exhibits do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Public Library Board members.

Library staff are responsible for determining whether or not an artist's work is of a nature, format and quality appropriate for the gallery area. The library will publicize the exhibit on the library's website. The Communications Coordinator must approve all publicity that is posted in the library for the exhibit.

The exhibit is limited to the art molding display area in the second floor lobby/gallery, 1st floor café, stairs, and the quiet study area. The work must be framed, mounted or otherwise prepared for hanging on the hooks provided by the library. No modification of the library facility will be permitted for the installation of an exhibit. No additional exhibit space is permitted. Artists are responsible for setting up and taking down their exhibits. The exhibit must be assembled during the first week of the exhibit period and the items are expected to remain on display until the last week of the exhibit period. The Library and the artist will determine the dates and times for the exhibit to be set up and taken down. Library staff may dispose of artwork not picked up at the end of the exhibit period.

~~Prices of the artwork may not be displayed in the exhibit.~~ The library will not act as the artist's agent in the sale of his/her work. The artist may provide a list of the art works, including the price and the artist's telephone number, which will be kept at the Guest Services Desk and made available to patrons at their request.

The library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive to library functions. The library reserves the right to withdraw the privilege of the use of exhibit areas if board policies regarding its use are not followed. The exhibitor shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed.

802.5 Breaks

- Employees are allowed one paid 15-minute break when they work at least 4 hours and less than 7.5 hours. An unused break cannot be used to adjust the employee's scheduled arrival or departure time. No compensation will be given for breaks not taken.
- Employees scheduled for less than 4 hours may work an extra 15 minutes in order to take an unpaid 15-minute break, provided this is approved by the supervisor.
- When ~~scheduled to work~~ **working** continuously for 7.5 hours or more, employees receive a paid 30-minute break, **provided that there is no PTO time used within the 7.5 hours. If PTO is used, employees are allowed one paid 15-minute break if they work at least 4 consecutive hours.** Non-exempt employees must take this break no later than 5 hours after the start of the work period.
- With approval of their supervisor, a staff person may take a break longer than 30 minutes and make up the time either at the start of their shift or at the end of their shift.

Financial Policy

The Finance Committee reviewed the policy and have no recommended changes.

FINANCIAL POLICY

TABLE OF CONTENTS

900	Policy Statement
910	Sources of Revenue
920	Investment of Funds
930	Budgeting of Funds
940	Accounting
950	Expenditures
960	Conflict of Interest

FINANCIAL POLICY

900 - It is the policy of the library to be soundly financed at all times; to insure adequately against all risks anticipated, to the extent possible; to protect the residents' investment through adequate controls; to undertake financing at least cost to the district; and to explain the costs and benefits of the library in the simplest financial terms possible.

The library's financial affairs encompass six principal areas: sources of revenue, investment of funds, budgeting, accounting, and expenditures. The responsibility of the Finance Committee is to present recommendations to the board for its approval regarding the development, installation, and operation of plans, practices, and policies in these five principal areas.

910 Sources of Revenue

910.1 Tax Levy

The board shall levy taxes sufficient to establish, maintain and support high quality library services and facilities. Special assessments shall be considered from time to time as deemed necessary. (75/ILCS 16/35-5, 16/35-25)

910.2 Borrowing Funds

910.2-1 Buildings and Equipment

As authorized by statute, the trustees may borrow money and execute a mortgage to purchase a site or building; to construct, remodel, or repair or improve a new or existing building or for the purchase of any equipment or materials as is provided in the library's building plan. (75 ILCS 16/40-5, 16/40-25)

910.2-2 Tax Anticipation Warrants

When there is insufficient money in the general fund to defray the necessary expenses of the district the Board may issue tax anticipation warrants. (75 ILCS 16/30-105)

910.2-3 Issuance of Bonds

With the approval of the majority of voters at a regular election, the Board may issue bonds to purchase a site or building, or to construct, remodel, repair, or improve a new or existing building. (75 ILCS 16/40-10, 16/40-15)

910.3 Donations of Money or Property

The Indian Prairie Public Library is grateful for gifts of money, personal property, stocks, bonds and real estate. (See also #1100 Gifts).

FINANCIAL POLICY

910.3-1 All restricted donations, except commemorative book donations, are subject to the recommendation of the Executive Director and the approval of the Library Board of Trustees.

Any person or persons desiring to make donations of money, personal property, or real estate for the benefit of a library may vest title to the donation in the board of library trustees of the district receiving the donation. The money or property shall be held and controlled by the trustees when accepted according to the terms of the deed, gift, legacy, or bequest of the donation. The board shall be held and considered to be a special trustee of the donated property (75 ILCS 16/30-75).

910.3-2 Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution.

910.3-3 Disbursements of donated funds shall be processed in the same manner as other library disbursements consistent with Governmental Accounting & Financial Reporting Principles.

910.4 Sale or Disposition of Property

The Board may sell or dispose of real or personal property no longer useful for library purposes. (75 ILCS 16/30-55.32)

910.5 General Operating Receipts

The library receives money through miscellaneous operating sources including fines, fees, gifts, non-resident card fees, lost library materials, etc. The Board shall provide a schedule of fines and fees for library materials and special services. (75 ILCS 16/30-55.60, 16/30-55.65)

910.6 Grants

Grant funding shall be sought for services, programs, and library facilities providing that grant objectives are compatible with the library's mission strategic plan. Other organizations may seek grant funding on behalf of the Indian Prairie Public Library upon formal approval of the Library Board of Trustees.

920 Investment of Funds

920.1 General Policy: It is the policy of the Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library while conforming to all federal, state and local statutes governing the investment of public funds.

920.2 Scope: This policy applies to all funds governed by the Board of Library Trustees.

920.3 Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

FINANCIAL POLICY

- 920.4 Delegation of Authority: Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees. The responsibility for investment transactions and for the establishment of internal controls and written procedures may be delegated to the Executive Director.
- 920.5 Objectives: In selecting financial institutions and investment instruments to be used, the following objectives should be considered in the priority listed:
- 920.5-1 Legality-conformance with federal, state and other legal requirements
- 920.5-1-1 Investments will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF or the FDIC. Deposit accounts in banks or savings and loan institutions must be collateralized at not less than 100%. Pledged collateral will be witnessed by a written agreement and held by the district or in safekeeping by an independent third party institution in the name of the Library. Acceptable securities for collateral in order of preference: Obligations of the U.S. Government, Treasury Bills, Certificates of Indebtedness, Notes, and Bonds; Obligations of U.S. Government Agencies; Obligations of various states.
- 920.5-1-2 Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the Illinois Funds Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
- 920.5-2 Safety-Protection of Investment Principal. (See also 920.5-1-1 and 920.5-1-2.)
- 920.5-2-1 All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety.
- 920.5-2-2 The Library is required to keep receipts and a written record of all transactions.
- 920.5-3 Liquidity-Maintenance of sufficient liquidity to meet operating requirements. The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any fund.
- 920.5-4 Yield-Return on Investment: Attainment of market rates of return.
- 920.5-5 Diversity of Investments: The library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

FINANCIAL POLICY

- 920.5-6 Maximum Maturities: To the extent possible the district shall attempt to match its investments with anticipated cash flow requirements.
- 920.5-7 Simplicity of Management: The time required by library administrative staff to manage investments shall be kept to a minimum.
- 920.5-8 Local Considerations
- 920.5-8-1 Whenever possible, the district will maintain operating and investment accounts in local financial institutions.
 - 920.5-8-2 Current statements of condition for each financial institution named as depository will be maintained for review. The refusal of any institution to provide such data may serve as sufficient cause for the withdrawal of district funds.
- 920.6 Ethics and Conflicts of Interest: Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.
- 920.7 Operational Procedures/Internal Control:
- 920.7-1 Investments are perused each month noting when the investments are maturing and what the cash needs are within each fund.
 - 920.7-2 The Executive Director and the Administrative Office Coordinator shall discuss the cash needs within the respective funds and determine investment or reinvestment in accordance to the highest rates and terms available at that time.
 - 920.7-2-1 As permitted by law, the district may pool the cash of various funds to maximize earnings. Investment income will be allocated to the various funds based upon their respective participation.
 - 920.7-3 Investments that comply with this policy will be executed by the signatories between regularly scheduled Board meetings. Action so taken will be presented to the Board for approval at the next regularly scheduled Board meeting.
 - 920.7-4 The Executive Director executes the trades as approved by the Board of Trustees.
 - 920.7-5 No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library.
 - 920.7-6 Bank confirmations are to be received on all investment transactions and all transfers between funds.

FINANCIAL POLICY

920.7-7 Receipts shall be deposited in an approved financial institution within two working days (Monday-Friday) of receipt. When deposits are not needed for immediate disbursement, they shall be invested within two working days at prevailing rates or better. (30 ILCS 225/1)

920.8 Authorized Financial Dealers and Institutions

920.8-1 Investments will be made with financial institutions who meet the requirements set in this policy.

920.8-2 Should it become necessary to use an investment advisor the Finance Committee shall be responsible for determining the appropriate parameters and making a recommendation to the board as to selection of an investment advisor.

920.9 Reporting

920.9-1 The Treasurer shall provide a monthly investment report for the Board of Trustees. The report should be in a format suitable for review by the general public.

920.9-2 Information about investment vehicles will be presented as it is provided by financial institutions.

930 Budgeting of Funds

930.1 The Executive Director shall prepare an annual projection of revenue, and a working budget for review by the Finance Committee to be presented to the Board. A budget and appropriations ordinance and a tax levy ordinance will be developed by the Executive Director for presentation to the Board as set by law.

930.2 The Executive Director and Treasurer shall establish procedures to fulfill all legal requirements of the budget process.

930.3 The Executive Director and Finance Committee shall monitor the budgets and recommend necessary revisions for board approval.

930.4 The Building and Grounds Committee and/or the Executive Director shall recommend a Replacement Schedule for fixed assets and facility maintenance costing \$3,000 or more. Anticipated expenditures will be included in the annual capital budgets.

FINANCIAL POLICY

940 Accounting

- 940.1 The fiscal year shall be July 1st through June 30th. (75 ILCS 15/3-7)
- 940.2 The library maintains fund accounting. Each fund is considered a separate entity. (75 ILCS 15/3-6)
- 940.3 Transactions are recorded in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.
- 940.4 The Executive Director is responsible for internal controls which shall be reviewed by the Finance Committee on an annual basis.
- 940.5 An annual audit shall be conducted by a C.P.A. (75 ILCS 15/4-10)

950 Expenditures

950.1 Purchases

- 950.1-1 The procurement of library materials, services, and equipment is the responsibility of the Executive Director who is authorized to enter into contracts for such purchases on behalf of the district subject to the other provisions within this section.
- 950.1-2 No prior board approval is required for purchases of goods or services of \$3,000 or less, for which there is authority in the approved budget.
- 950.1-3 For purchases of at least \$1,000 three quotes shall be secured whenever possible. In some cases this may not be possible depending on the product.
- 950.1-4 Where purchase is required by law to be on the basis of competitive bids the purchase will be made on the basis of the lowest bid or quotation received from a responsible supplier whose product or service meets the bid or quotation specifications and whose record of service indicates a satisfactory contract or order performance. Further, the Board reserves the right to reject any or all bids. (75 ILCS 15/5-9)
- 950.1-5 In the event purchases are made through joint purchasing programs of the Department of General Services, State of Illinois, or other inter-governmental cooperatives the above requirements are waived.
- 950.1-6 Bids or quotations are not required for the following purchases:
 - Salaries and wages of employees
 - Library materials
 - Goods or services which are economically procurable from only one source
 - Professional, technical, or artistic skill services
 - Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or his authorized agent

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- 950.1-7 In the event that a purchase is deemed to be required by an emergency, as determined by the available officers of the board, a purchase may be made on the basis of a single quotation on such basis as is deemed prudent by available officers of the board in response to the emergency.
- 950.1-8 All advertisements for bids shall be published in a newspaper of general circulation in the Indian Prairie district. Bid notices shall be published at least once at least fourteen days prior to the time set for bid opening.
- 950.1-9 The purchase of any single item of furniture, equipment or materials costing \$5,000 or more will be treated as a capital item purchase. The Executive Director is responsible for maintaining an inventory of such items which shall be recorded as fixed assets for GASB 34.
- 950.1-10 Whenever practical, the library will purchase supplies and paper products made of recycled materials as well as items which may be recycled as long as the additional expense does not exceed 10% of the cost of a comparable non-recycled item.
- 950.1-11 Credit card purchases using the Library's credit card
- 950.1-11-1 The following staff are authorized to make credit card purchases using an Indian Prairie Public Library credit card issued in the employee's name: Executive Director, Deputy Director, Administrative Specialist, Resource Services Department Head, Technology Services Department Head, Programming and Outreach Department Head. The Executive Director may give permission for a card to be used by another employee. The Board of Trustees and/or the Executive Director may revoke a library credit card at any time.
 - 950.1-11-2 The Library credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, or to pay invoices, provided that the purchases have been authorized in advance by the Executive Director.
 - 950.1-11-3 Purchases may be made in person, online or by telephone.
 - 950.1-11-4 Employees may not charge personal expenses to the Library's account.
 - 950.1-11-5 Employees must notify the credit card company and the Administrative Office Coordinator immediately upon loss of a credit card.

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950.2 Disbursements

950.2-1 Disbursements are contingent upon available budget appropriations or amendments. (75 ILCS 15/4-15, 4-16)

950.2-2 Disbursements are subject to the following limitations:

950.2-2-1 Disbursements other than payroll must be authorized by the Executive Director and require two of the following check signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Executive Director.

950.2-2-2 Payroll checks require two of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Executive Director.

950.2-2-3 Donations From the Library to Organizations or Individuals

Because Indian Prairie Public Library is tax-supported, library funds and/or services may not be donated to support or fund other organizations or individuals. The library may, however, participate in community organizations or activities to promote library services.

950.2-2-4 No payments, including those for credit card charges, may be made by telephone.

950.2-3 Suitable documentation and controls shall be provided for all expenditures, and in their absence, the Board shall be apprised of the reason for an expenditure and formal board approval obtained. All expenditures, including wire transfer payments, must be documented in monthly reports to the Board of Trustees.

950.2-4 The Executive Director shall present a monthly financial report and list of bills for approval to the board. One Trustee, as assigned on a rotating schedule, will review the bills, checks, and documentation before each board meeting.

950.2-5 Bills will be paid promptly to avoid interest and late fee charges and to comply with the Local Government Prompt Payment Act. (75 ILCS 16/30-55.12)

950.2-6 The district shall publish an annual statement of receipts and disbursements. (30 ILCS 15/1, 15/2, 15/2.1, 15/3, 15/3a, 15/4, 15/4a, 15/5, 15/6)

FINANCIAL POLICY

960 Conflict of Interest

No Board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work or business of the library, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No Board member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the library, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the library.

Adopted 12/21/88, Rev. 4/19/89, 5/17/89, 2/20/91, 3/11/92, 8/16/00, 1/21/04, 12/21/05 (eff. 12/27/05), complete review & revision approved 6/20/07, Rev. 6/17/09, 5/18/11, complete review & revision approved 6/18/14, 6/17/15, complete review & revisions 6/21/17, complete review & revisions approved 6/19/19, complete review 6/16/21

Executive Director's Report June 2025

Omnibus:

You will see two policy changes under the Omnibus.

The first update is to the Art Exhibits policy (635) removing the statement that prices will not be displayed. This is a common question that guests have and not displaying prices creates work for library staff as they must be the go-between the art and the artist. With this change, if the artist wishes to display prices, they may.

The second update is a minor clarification of the Personnel Code policy on Breaks (802.5) when employees used PTO as part of their shift.

Personnel:

Evan Stoner resigned as a Guest Services Associate as of May 23. He will stay as a substitute.

Faye Lindsey has been hired as our Summer P&O Associate as of May 27.

Khadija Choudy and Summer Invie both started as Guest Services Associates on June 10.

Gail Cybulski, Tech and Maker Support Associate, resigned on June 9.

Summer Reading:

The kickoff party was a great success as 1,308 people attended. This was the first time in trying the kickoff event on a weekday evening and it worked out very well.

Willowbrook/Burr Ridge Chamber of Commerce:

This month's Chamber meeting featured the Village of Willowbrook. Mayor Frank Trilla gave the keynote and highlighted the great partnership with the library in his address. Chief Laruen Kaspar also spoke, and she highlighted the ways IPPL has partnered with the police this past year, including several events such as the Trades Fair, Summer Reading Kickoff and the Pages with Police program.

IPPL Foundation & Friends:

The Book Sale brought in \$206 and we received \$31.50 in movie donations in April.

Meetings:

5/22 Department Head Meeting
5/22 PIC Training
5/27 SWAN Fireside Chat
5/28 Building & Grounds Committee
6/3 Finance Committee
6/4 WBBR Chamber: The State of Willowbrook
6/5 SWAN Quarterly
6/18 Library Board Meeting

In May, I had 41 one-on-ones with staff.

Continuing Education:

No Dumping Zone: Balancing Support and Boundaries (1 hour)
Driven Not Drained: Living Your Strengths (1 hour)

Submitted by: Laura Birmingham

Deputy Director's Report: May 2025

Building & Grounds:

The boiler replacement project ran into a few snags; some third-party subcontractors were not able to complete some tasks the first time they visited and had to come back. As of this writing we do not have an exact finish date yet, but we are hoping it will be done by the time the Board meets on June 18.

We have sent all the information that Engberg Anderson requested as part of our Capital Needs Assessment project. We currently have a site visit scheduled with them for June 17, which is the next step in the process.

The paper recycling containers at the back of the parking lot will be taken away, due to cost factors of providing the service.

Additionally, Joe closed 24 building tickets in May. Highlights include: 1) Changed lights above copy machine so the digital display could be read more easily, 2) Repaired the storytime flannel board, and 3) Fixed a broken book drop chute.

Meetings:

Department Head meetings, 5/8 & 5/22

Library Board meeting, May 21

Building & Grounds committee meeting, May 28

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

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

Staff Training:

I conducted PIC training about our security camera system, showing the teams the ins and outs of the interface. We also discussed safe methods of cleaning up messes that involve body fluids.

Technology Highlights:

At long last, on May 27 we finally completed our Microsoft tenant migration. This was a large change to many of our IT systems and so of course, it resulted in many unexpected issues. Luckily, all but 2-3 of them affected staff only, though patrons trying to use our printing services were affected for about 24 hours. To get everything resolved, Tony has been working with

NobleTec on identifying and solving each issue as it came up, and I have been working on tracking the issues and communicating progress to staff.

Tony closed 41 technology tickets in May. Highlights include: 1) Fixed an issue with the TV monitor in study room 101, 2) Provided access to T&M systems for Lucas K on his laptop, and 3) Fixed two issues with the receiving room doorbell.

The WorkNet DuPage Kiosk stats for May were 9 sessions.

Report Submitted by: Kristen Lawson

**Jill Yott, Communications Coordinator, Report for Board of Trustees
May 2025**

In the Gallery—May

1st Floor Gallery: Diane Peterson and Dianne Cho

2nd Floor Gallery: Nicole McNamara

Display Cases: Darien Garden Club

Notable Projects/Meetings/Workshops

- Fernanda attended a marketing workshop presented by ILA in Schaumburg.
- Met with Gail regarding upcoming projects.
- Met with Sharon about some Maker Studio signs and kit updates.
- Met with Jeanine about STEM kits.
- Met with Tony about signs for small conference rooms.
- Met with Amy regarding summer reading.
- Worked promo items for 2024-2025 budget.
- Talked with Jordan about doing additional promotions for the services she's in charge of.
- Did signs for Summer Kick Off Party and Summer Reading promotion.
- Had regular 1-1 meetings with Laura.
- Had regular 1-1 meetings with Fernanda.
- Had 1-1 call with Patron Point—discussed Summer Reading.
- Worked on summer reading emails.
- Created new spice club flier.
- Sent summer logs to the printer.
- Did other signs as requested by the P & O team.

Newsletter

The newsletter delivered to households on May 21. Starting to write the stories for the September/October/November newsletter. Hard to believe we are ready to start another cycle.

Outreach

- Pulled together the outreach items for P & O team's visits in May.
- Placed an ad on the Darien Marquee for Summer Reading. (Below)



Website

- Did minor updates to the site as requested by Kristen, Gail, Sharon, Amy, and Jordan.
- Updated the home page to reflect the current happenings in the library.
- Updated the Mission Math section of the site to reflect the new packets.

Yelp & Google

People are using Yelp and Google to access the library.

May Google website clicks: 3,548

May Google directions: 1,043

May Google phone calls: 434

May Yelp calls: 26

A user left us a 5-star review on Yelp and said . . .

I have been patronizing the Indian Prairie Library it seems forever, since the days of the bookmobile library. Nowadays, it is a state-of-the-art facility which caters to all age groups and I am getting to learn about what it has to offer (too much to note honestly). First of all, I will note that the staff are excellent - very pleasant, diverse and helpful, not only to someone like myself (with not obvious "disabilities") but to others as well. It is very quiet areas. I have been utilizing the private rooms for peace and quiet to accomplish computer activities and it is definitely much quieter than it was back in 2012 when I would frequent the library while in school for a degree. There is a wide variety of materials to be checked out: I learned about the "Library of Things", which are literally "things" that can be checked out and taken home with you (one of the many perks of being in the IPL district). If you don't know how to utilize the many services, feel free to ask Guest Services and a friendly person there can assist you. My best recommendation is to check out the link to their website: <https://ippl.info> for more information. No one library is perfect but I believe they would be open to suggestions. :)

General Enews Subscribers

We lost subscribers thanks for the semi- annual purge of no longer valid emails.

April 30	22,865
March 31	21,198
Loss/Gain in subscribers	-1,667

Enews Open Rate

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

Date	Open Rate
May 1	37.1 percent
May 8	36.5 percent
May 15	38.01 percent
May 22	40 percent
May 29	42.46 percent
Recommends	51 percent
Birthday Campaign Open Rate	56 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74 percent
Welcome two	65 percent
Welcome three	59 percent

Social Media

Facebook likes are no longer reported as it's not in the metrics provided from Facebook. Overall, the social media channels grew across the board. X is stable.

Likes/Follows

Social Channel	Likes/Followers	+/- (April)
Facebook (follows)	2,880	+14
Instagram	1,287	+27
X (formerly Twitter)	1,114	No change.
LinkedIn	259	+1
YouTube	221	+1
Threads	231	+4
BlueSky	90	+8

Popular Facebook, Instagram, and Threads posts

This month, we did some reels for Instagram and Facebook. They performed really well. Favorite posts by our guests on the Meta platform included the caterpillars, the call for Volunteens, the reel about the li-berry, the photo of the card we received from a guest, and the reel on coming to the library.



Meet our newest friends: caterpillars! Come witness t...



Photo ·



Indian Prairie Public Library



Photo ·



Hey, teens: Serve your community while earning s...



Photo ·



Indian Prairie Public Library



Just call us the "li-berry". ❤️ . . . #ipplinfo #ippl #libra...



Reel ·



Indian Prairie Public Library



Just call us the "li-berry". ❤️ . . . #ipplinfo #ippl #libra...



Reel ·



ipplinfo



We just had to share this card we received recently! ...



Photo ·



Indian Prairie Public Library



Any day is a good day when you come to the library! ...



Reel ·



ipplinfo

Guest Services

May 2025

35

Circulation

The total checkouts and renewals for May were 52,470;

71% of our checkouts and renewals were done by self-service, 25% were done at the desk and 4% were done at the drive-up.

The library had 31,708 in-person visitors.

712 patrons used the drive-up. 2,380 items were checked out or renewed at the drive-up. 954 holds were placed for pickup.

Community

Passports: Staff accepted 78 passports

License plate sticker renewals: Staff sold 38 License plate stickers

Library Cards: 226 library cards were issued; 167 resident and 59 non-resident. 24 were initiated remotely.

Total number of Current IPPL Library cards: 24,780

Birthday gift: Staff handed out 33 birthday gifts in May.

Cindy Maiello Gluecklich

Head of Guest Services

& 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 – May 2025

Staffing Updates

Teen Librarian Sarah Zagotta's last day at IPPL was in early May. Monet Welsh was promoted to Teen Liaison this month. Faye Lindsey joined the P & O Dept. at the end of May as a part-time P & O Temporary Associate. She is a music teacher at Eisenhower Jr. High.

Kate Kresek, Monet Welsh, Betty Cornfield, Beth Skolba, and Laura Warner all attended the Reaching Forward North Conference on May 1. At the conference, Kate Kresek was awarded the Oberman and Rich Reaching Forward Conference Grant.

Community

On May 5, Monet Welsh and Amy Merda, Dept. Head, promoted the Teen Volunteer program and the Summer Reading Program to 17 members of the Red Devil Service Club at Hinsdale Central High School.

Jean Carroll, Adult Librarian, and Kate Kresek, Specialist, provided mobile library service on May 6 to 14 residents at Harvester Place Senior Living.

Also on May 6, Laura Warner, Mid-Kids Liaison, presented on the Summer Reading Program and Kickoff Party to 200 students at Kingswood Academy.

On May 9, Laura Warner promoted summer programs and the Kickoff Party to 200 students at Cass Junior High.

Jean Carroll represented IPPL at the LADSE Employer Appreciation Luncheon held on May 9. Student and program staff speakers shared their positive experiences during the event.

On May 13, Laura Warner facilitated an engaging activity with 25 students in the Spark Youth after-school program held at Anne M. Jeans School.

Kate Kresek and Jean Carroll provided mobile library service to 6 residents at Eden Vista Burr Ridge on May 13.

Also on May 13, Erin Fergus facilitated an engaging outreach storytime to 18 guests at the Willowbrook Chick-fil-A.

On May 15, Laura Warner represented IPPL at the Maercker School Fine Arts Fair, sharing a hands-on activity and information on upcoming summer programming.

Laura Warner, Monet Welsh, and Amy Merda presented throughout the day on May 16 to 400 students at Eisenhower Junior High, sharing information on summer programming and the Kickoff Party.

Also on May 16, Jean Carroll provided mobile library service to 9 residents at Burr Ridge Senior Living.

Beth Skolba represented IPPL on May 20 at Holmes School's Family Literacy Night, providing information on upcoming programs and sharing a hands-on origami butterfly activity.

On May 21, Laura Warner promoted upcoming summer programs and the Kickoff Party to 600 students at Gower Middle School.

On May 23, Jean Carroll represented IPPL at the District 86 Partner Appreciation Breakfast. Information was shared about the impact of the various partnerships during the event.

Amy Merda presented to 80 students on upcoming summer programs at Gower Middle School on May 28.

On May 29, Laura Warner and Beth Skolba presented a Garden Party program at the new Garden View Park in Darien in partnership with the Darien Park District. Twenty-five attendees enjoyed the new splash pad and playground along with kite-making, playing a game, and frisbee throwing.



Two hundred and eighty-six packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Associate, and generously sponsored by the Darien Garden Club.

In addition to the presentations and table events that IPPL staff facilitated in May to promote the diverse palette of summer programming, including the Summer Reading Program and the Kickoff Party, was enhanced with the addition of the Summer Reading promotional video that was shared out to all served schools and the distribution of 3,411 promotional flyers to all of our served schools who requested paper flyers.

Programs – May 2025

In May, we had 61 programs attended by 1,970 guests.

Early Literacy/Families

5/10	Mother's Day Craft	Erin	18
5/12	Baby Playdate (canceled due to low registration)	Erin	0

Mid-Kids

5/3	Illinois Libraries Present: Dan Santat	Jen	0
5/14	Read to a Pet	Monet	12
5/28	Homeschooling SMART: Mysteries in Archaeology	Laura	6

Teens

5/8	Try Snacks from Around the World: Greece	Monet	8
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5/10	Teen Advisory Service Committee	Monet	5
5/13	Middle School D & D Social Hour (canceled due to presenter illness)	Monet	0
5/27	Summer Volunteer Training	Monet, Amy	11
5/28	Summer Volunteer Training	Monet	5
5/29	Summer Volunteer Training	Monet	

Adults

5/1	Thursday Afternoon Movie: Secretariat	T.J.	18
5/4	Spring Birding Experience Drop-In	Amy	60
5/4	Spring Birding Educational Presentations	Amy	43
5/5	Willie Nelson: His Life and Music	Jean	57
5/7	Safety Conversations: Argonne National Laboratory	Jean, Monet	8
5/7	Learn Spanish for Adults (series class)	Monet	9
5/7	Online: Chair Yoga	Kate	28
5/13	Online: Illinois Libraries Present: Matthew Desmond	Jen	2
5/14	Learn Spanish for Adults (series class)	Monet	8
5/14	Online: Chair Yoga	Kate	23
5/15	Thursday Afternoon Movie: Wicked	T.J.	33
5/15	Inventing the Florida Vacation with Leslie Goddard	Kate	44
5/20	Puzzle Swap	Jean	25
5/20	Keshav's Garden Planting Party Drop-In	Amy, Laura, Jack	14
5/21	Learn Spanish for Adults (series class)	Monet	8
5/21	Online: Chair Yoga	Kate	26
5/28	Adult Dungeons & Dragons	Monet	19
5/29	Adult Button Art: Flower Meadow	Kate	16



On May 20, the community was invited to help staff plant the raised beds in Keshav's Garden. Though it was a slightly chilly and windy day, 14 guests of all ages chose to participate. After learning about the history of the garden and planting together, guests enjoyed a drawing for 4 free Morton Arboretum tickets (courtesy of the Morton Arboretum) and were then invited into the Maker Studio to make their own nature-themed buttons.

All guests who added the Adult Button Art: Flower Meadow program on May 29 came away with a lovely work of art.



Groups

5/3	ESL Conversation Group	Joe	4
5/5	Adult Chess Group Drop-In	Jean	11
5/8	Crime Readers	Tori	10
5/10	Nonfiction at Night: A Taste for Poison	Joe	8
5/12	Adult Chess Group Drop-In	Jean	11

5/13	Booked for the Afternoon	Tori	8
5/17	ESL Conversation Group	Joe	6
5/19	Adult Chess Group Drop-In	Jean	9
5/19	Novel Idea Book Discussion	Jen	19
5/22	Genealogy Group	Joe	22

Passive, Pick-Up, and Pop-Up Programs

Early Literacy/Mid-Kids

5/1-5/31	AISLE brochure turn-ins	Jordan	1
5/1-5/31	Mid-Kid Book Bag requests	Jordan	2
5/1-5/31	Scavenger Hunt: Animals	Beth	22
5/1-5/11	Frog and Flower coloring	Erin	15
5/1-5/5	Little Makers @ Home: I-Spy Pizza	Erin	15
5/1-5/13	Little Makers @ Home: Lightning	Erin	110
5/1-5/11	Mother's Day Coloring	Erin	200
5/1-5/11	Handprint Flower	Beth	89
5/4	Pop-Up: May the Fourth Coloring	Beth	40
5/12-5/20	Lizard Craft	Beth	210
5/19-5/27	Giraffe Coloring	Erin	120
5/19-5/27	Butterfly I-Spy	Erin	65
5/21-5/31	Butterfly Bracelets	Beth	120
5/28-5/31	Unicorn Donut Coloring	Erin	100
5/28-5/31	Little Makers @ Home: Flower Tracing	Erin	30
5/30	Pop-Up: Butterfly Release Outside	Laura, Monet, Amy, Erin	5

Teen

5/1-5/31	Teen Post	Monet	41
5/14-5/21	Teen Coloring Sheet	Monet	62
5/22-5/28	Teen Coloring Sheet	Monet	35
5/27	Pop-Up: Watercolor Painting	Monet	15

Adult

5/1-5/31	Adult Puzzles in Café	Kate	33
5/6	Pick-up Program: Spice of the Month: Cumin	Kate	20

Submitted by:

Amy Merda, P & O Dept. Head

6/13/25

Resource Services May 2025 Report

Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, updated the following Kids & Teens book lists located on the website: I Love My Library!, Historical Fiction for Mid-Kids, Historical Fiction for Teens, Science Fiction for Mid-Kids, Science Fiction for Teens, Graphic Novels for Mid-Kids, and Manga for Mid-Kids.
- Jeanine Clinton, Resource Services Librarian, along with tech-focused staff, prepared the new collection of Memory Kits for their rollout in the next few weeks, including creating labels and tags, quick start guides, and bibliographic records.
- Joe Popowitch, Resource Services Librarian, is working with volunteers to digitize a collection of local history newspaper clippings to make them more accessible.
- Jen Ripka, Resource Services Librarian, is preparing new pre-loaded Kindle Paperwhite devices to replace the older models, with a launch date expected in July.
- T.J. Szafranski, Senior Resource Services Librarian, worked with tech-focused staff to plan the processing for the new Nintendo Switch 2 games, arriving soon.

Collection Totals

Print Books	98,373
A/V Materials	34,085
Other Materials (Kits, Devices, Games, Puzzles)	1,428
Total Physical Formats	133,886
eBooks (eMediaLibrary & Hoopla)	1,070,024
eAudio & eMusic (eMediaLibrary & Hoopla)	813,550
Digital Video (Hoopla & Kanopy)	70,498
Total Electronic Formats	1,954,072
TOTAL Physical & Electronic Materials	2,087,958

Displays

1st Floor

- Bottom Shelf Books, Family Sagas, True Crime

2nd Floor

- Butterflies, National Pet Month, Mental Health Awareness Month, Celebrating Mothers, AANHPI Voices

Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, completed the *Chicago Tribune* digital pilot program offered through Reaching Across Illinois Libraries (RAILS). T.J. monitored technical aspects of the product and shared feedback about the user experience with RAILS. The *Chicago Tribune* digital is now available to libraries throughout Illinois.
- Jen Ripka, Resource Services Librarian, hosted the May meeting of the Novel Idea Book Discussion with 19 people attending to discuss *James* by Percival Everett.

- Joe Popowitch, Resource Services Librarian, completed training to facilitate the Homebound program as a back up for the Homebound Services Coordinator.
- Jeanine Clinton, Resource Services Librarian, received notification that she will be part of a panel presenting on various aspects of Library of Things collections at the Illinois Library Association's annual conference this fall.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, created an onboarding packet for new staff working in the Kids & Teens Department, including detailed collection and readers' advisory information.

On-Call Librarian Interactions

Assistance	115	66 phone / 37 in-person / 11 chat, 1 email
Reference	160	50 phone / 98 in-person / 8 chat / 4 email
One-to-One Training	7	2 phone / 5 in-person
Readers' Advisory	7	7 in-person
Directional	4	4 phone

Community

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

Programs

Date	Name	Program	Attendance
5/01/25	T.J.	Thursday Afternoon Movie	19
5/01/25	Joe	Nonfiction at Night Book Discussion	7
5/03/25	Jen	Illinois Libraries Present: Dan Santat	1
5/03/25	Joe	ESL Conversation Group	4
5/08/25	Tori	Crime Readers Book Discussion	10
5/13/25	Jen	Illinois Libraries Present: Matthew Desmond	2
5/13/25	Tori	Booked for the Afternoon Book Discussion	8
5/15/25	T.J.	Thursday Afternoon Movie	15
5/17/25	Joe	ESL Conversation Group	6
5/19/25	Jen	Novel Idea Book Discussion	19
5/22/25	Joe	Genealogy	22

Youth Passive Programs

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

Continuing Education & Contributing to the Profession

- T.J. Szafranski attended the following webinars/meetings:
 - SWANK Streaming informational session
- Jen Ripka attended the following webinars/meetings:
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Committee Meeting (ALA)
 - Collection Development Meeting (RAILS)
 - Best Book Club Picks (Booklist)
- Jeanine Clinton attended the following webinars/meetings:
 - iCamp Meeting (RAILS)
 - Acquisitions & Cataloging Users Group (SWAN)
 - Identifying Resources (RAILS)
 - I'm a Manager, Now What? (RAILS)
 - Becoming a Manager Your Team Loves (LinkedIn Learning)
- Tori Castro attended the following webinars/meetings:
 - Genre Study (RAILS)
 - Summer Scares (Booklist)
- Jordan Calabrese attended the following webinars/meetings:
 - Emergent Literacy Meet Up (RAILS)

Technology & Maker Services Board Report May 2025

Classes/Programs

Number of Classes: 5 Total Attendance: 36

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
5/3	930-11a	Laser & Sub Keychain & Earrings	Kids	Jack	9
5/8	6-730p	Laser Etched Jars & Candles	Kids	Jack	12
5/13	930-1030a	Intro to Laser Etching	Adult	Luke	4
5/17	930-11a	Intro to Vinyl Cutters	Adult	Luke	7
5/27	930-11a	Intro to Embroidery	Adult	Luke	4

Statistics

- Computer Usage
 - Adult Users: 1477 Hours: 1,257
 - Adult laptop: 10 Hours: 10
 - K&T Users: 431 Hours: 223
 - K&T Laptops: 5 Hours: 7

Technology Desk Assistance- 53

- Assistance 906
- Directional 53
- 1-on-1 Training- 7

Wireless Usage- Total Unique Access: 10,251

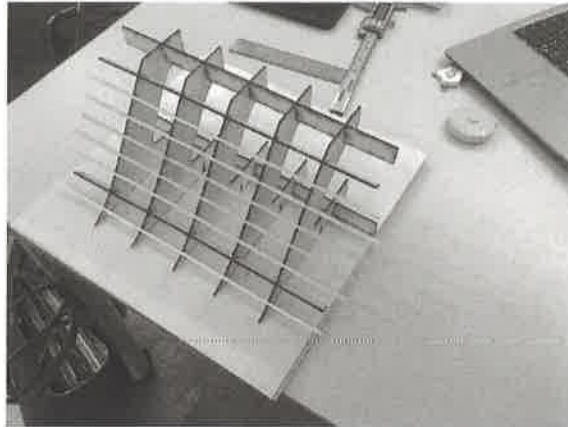
Maker Services/Maker Studio

Made Using Equipment

Vinyl Cutter – Adhesive vinyl on mirror



Laser cutter – Support scaffolding for model



WTP – Pieces of flair on jacket



Laser cutter – cake topper



Statistics

Technology Desk

- Assistance 906
- 1 on 1 Training 7
- Directional 53

Maker Studio

- Maker Assistance- 57
- Maker 1-on-1 Training- 190

Equipment Usage

- 3D Printers- 7
- Button Maker- 9
- Candle Maker- 1
- Cricut (Vinyl)- 5
- Digital Editing (iMac)- 1
- Embroidery Machine- 15
- Hat/ Mug Press- 21
- Knitting Machine- 2
- Laminator- 3
- Laser Cutter- 41
- Poster Printer- 18
- Sewing Machine- 10
- Serger- 10
- Silhouette (Vinyl)- 13
- Sizzix (die cut/embossing)- 3
- Sublimation Printer- 20
- White Toner Printer- 11

Outreach, training, projects

- Sharon attended Basic Copyright for Library Staff (ALA Webinar)
- Luke updated the Maker Studio display shelves with new pieces for 3D printing display shelf, as well as the embroidery and dye sublimation display areas.
- Luke is in the process of updating the program outlines for the various MS introduction classes, including Intro to Embroidery, Intro to Laser Etching/Cutting, Intro to 3D Printing and Intro to Vinyl Cutting and Intro to Dye Sublimation.
- Lucas completed the 3D printed numbers to identify the guest computers in the technology area.
- Sharon and Gail completed several display projects for a Spring atmosphere in the studio.

Submitted by Sharon Byerly, June 12, 2025

STATISTICS FOR	May-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	21,407	22,605	251,161	264,580	-5.07%
Teen	1,057	983	12,417	12,959	-4.18%
Kids	14,849	14,500	175,394	180,114	-2.62%
ILLS Sent	2,903	2,544	30,073	30,865	-2.57%
TOTAL	40,216	40,632	469,045	488,518	-3.99%
Electronic Circulation	12,254	11,538	123,021	121,774	1.02%
GRAND TOTAL CIRC.	52,470	52,170	592,066	610,292	-2.99%
% Reciprocal Borrowing	10%	11%	10%	10%	
Patron Visits	31,790	30,824	337,818	328,988	2.68%
<u>Current Cards</u>					
Resident	167	132	22,578	24,997	-9.68%
Non-Resident	59	58	2,202	2,279	-3.38%
TOTAL	226	190	24,780	27,276	-9.15%
<u>Patron Assistance</u>					
Adult - Reference	1,603	2,380	20,718	27,488	-24.63%
Kids - Reference	1,134	752	10,326	9,999	3.27%
Technology - Reference	963	1,483	12,283	14,324	-14.25%
TOTAL REFERENCE	3,700	4,615	43,327	51,811	-16.37%
Adult - Other	31	67	583	998	-41.58%
Kids - Other	37	22	330	493	-33.06%
Technology - Other	53	8	929	147	531.97%
TOTAL OTHER	121	97	1,842	1,638	12.45%
GRAND TOTAL ASST.	3,821	4,712	45,169	53,449	-15.49%
<u>ILL/Reserves</u>					
Holds	7,343	7,284	77,275	89,974	-14.11%
ILLs Sent	2,903	2,544	30,073	30,865	-2.57%
ILLs Checked Out	3,335	3,012	54,498	42,483	28.28%
ILLS Received	4,038	3,941	45,221	50,280	-10.06%
<u>Programs - Adult</u>					
# Programs	18	11	166	146	13.70%
Attendance	441	196	4,226	3,098	36.41%
<u>Programs - Tech & Maker</u>					
# Programs	5	12	131	151	-13.25%
Attendance	36	94	1,139	1,235	-7.77%
<u>Individual Technology Training</u>					
# of Patrons	33	71	431	1,708	-74.77%
<u>Groups</u>					
# Programs	10	12	113	118	-4.24%
Attendance	108	74	1,051	1,048	0.29%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	6	5	50	75	-33.33%
Attendance	35	26	442	579	-23.66%
<u>Programs - Kids</u>					
# Programs	5	8	203	199	2.01%
Attendance	36	150	5,081	4,745	7.08%
GRAND TOTAL ATT.	689	611	12,370	12,413	-0.35%

STATISTICS FOR	May-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	2	27	31	-12.90%
Attendance	53	34	1,713	723	136.93%
<u>Passive Programs - Teen</u>					
# Programs	4	9	22	32	-31.25%
Attendance	153	182	1,059	386	174.35%
<u>Passive Programs - Kids</u>					
# Programs	16	13	154	167	-7.78%
Attendance	1,144	1,185	14,121	16,691	-15.40%
<u>Computers - Patron Use</u>					
Adult Computers	1,477	1,555	17,630	17,295	1.94%
Kids Computers	431	628	6,199	7,113	-12.85%
Teen Laptop	5	0	43	36	19.44%
Adult Laptop	10	5	92	151	-39.07%
TOTAL PATRON USE	1,923	2,188	23,964	24,595	-2.57%
<u>Hours Used</u>					
Adult Computers	1,257	1,246	14,742	13,738	7.31%
Kids Computers	223	286	3,258	3,353	-2.83%
Teen Laptop	7	0	41	35	17.14%
Adult Laptop	12	8	116	170	-31.76%
TOTAL HOURS USED	1,499	1,540	18,157	17,296	4.98%
<u>Wireless Total Connections</u>	10,251	7,279	94,268	79,333	18.83%
<u>IPPL Total Web Site Access</u>	14,463	13,413	140,405	143,855	-2.40%
<u>IPPL Total Page Views</u>	51,801	54,892	512,326	541,864	-5.45%
<u>Subscription Database Logins</u>	3,978	2,053	52,009	27,943	86.13%
<u>Outreach-Homebound</u>					
Items Delivered	82	105	1,163	1,711	-32.03%
<u>Volunteers</u>					
Number Active	17	23			
Hours Worked	40	52	949	1,117	-15.04%
<u>Staff Training Hours</u>	86	100	1,243	860	44.53%
<u>Room Use</u>					
Conference Rooms	820	860	8,710	8,952	-2.70%
Meeting Rooms					
Library	37	49	621	591	5.08%
Non-Library	21	22	204	210	-2.86%
Board Room					
Library	31	18	252	216	16.67%
Non-Library	15	30	213	270	-21.11%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2025

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	112	0	0	112
Non-Fiction	27,993	224	185	28,032
Fiction	28,810	285	90	29,005
ADULT TOTALS	56,915	509	275	57,149
KIDS				
Non-Fiction	12,926	36	5	12,957
Fiction	23,604	183	160	23,627
Books + Audio (Vox, WonderBooks)	214	0	1	213
KIDS TOTALS	36,744	219	166	36,797
TEEN				
Non-Fiction	753	2	2	753
Fiction	3,647	31	4	3,674
TEEN TOTALS	4,400	33	6	4,427
BOOK TOTALS	98,059	761	447	98,373

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	5,794	37	167	5,664
Music CDs	4,344	23	1	4,366
Vinyl Records	32	0	0	32
Playaway	318	9	2	325
ADULT TOTALS	10,488	69	170	10,387
KIDS				
Audiobooks on CD	353	0	0	353
Music CDs	211	0	0	211
Playaway	145	2	0	147
KIDS TOTALS	709	2	0	711
TEEN				
Audiobooks on CD	105	0	0	105
Playaway	17	0	0	17
TEEN TOTALS	122	0	0	122
AUDIO TOTALS	11,319	71	170	11,220

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,136	104	124	19,116
ADULT TOTALS	19,136	104	124	19,116
KIDS				
DVD & Blu-ray	3,748	3	2	3,749
KIDS TOTALS	3,748	3	2	3,749
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	22,884	107	126	22,865

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	15	0	0	15
Library of Things	94	0	0	94
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	556	7	1	562
CD-ROMs	0	0	0	0
ADULT TOTALS	727	7	1	733
KIDS				
Kits (STEM, Book bundles, etc.)	201	0	0	201
Puzzles	22	1	0	23
Tablets (Fire HD, Launchpads)	26	0	0	26
Console Games	333	0	0	333
Board Games - Juvenile	16	4	1	19
KIDS TOTALS	598	5	1	602
TEEN				
Equipment (CD Players, etc.)	25	0	6	19
Console Games	0	0	0	0
Board Games	71	3	0	74
TEEN TOTALS	96	3	6	93
OTHER TOTALS	1,421	15	8	1,428
COLLECTION TOTALS	133,683	954	751	133,886

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - May 2025

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,041,722	2	1,041,724
eMedia (OverDrive Consortium)	19,776	2	19,778
eMedia (OverDrive Advantage)	8,357	-62	8,295
Preloaded Adult eReaders	227	0	227
eBook Totals	1,070,082	-58	1,070,024
AUDIO	Previous Month Totals	+/- Items	Current Totals
Audiobooks			
Hoopla	296,384	8,740	305,124
eMedia (Overdrive Consortium)	7,274	52	7,326
eMedia (OverDrive Advantage)	2,565	-14	2,551
Preloaded Audiobook Tablets	182	1	183
Music			
Hoopla	482,016	16,350	498,366
Audio Total	788,421	25,129	813,550
VISUAL	Previous Month Totals	+/- Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	32,190	1,362	33,552
Kanopy	34,471	559	35,030
Preloaded Adult Roku Titles	1,663	9	1,672
Preloaded Family Roku Titles	244	0	244
Visual Totals	68,568	1,930	70,498
Total Audio/Visual	856,989	27,059	884,048
Collection Totals	1,927,071	27,001	1,954,072

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

5/31/2025

Balance on hand as of April 30, 2025.....	2,546,601.85
Cash Receipts for May.....	491,247.41
Cash Disbursements for May.....	386,121.34
Cash on hand as of May 31, 2025.....	2,651,727.92

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.415%

General.....	738,523.04
MPI Investment (Corporate Fund).....	1,422,792.05

Republic Bank - Savings - Rate 3.11%.....	461,269.46
Republic Bank - Checking General.....	19,093.39
Republic Bank - Payroll Account.....	603.80
Republic Bank - License Sticker Account.....	8,842.18
Petty Cash/Circulation.....	604.00
Balances as of May 31, 2025.....	2,651,727.92

FUND BALANCES AS OF 5/31/2025

Corporate Fund.....	1,967,872.84
Building & Maintenance Fund.....	(85,648.07)
I.M.R.F. Fund.....	(11,640.35)
Liability Fund.....	(10,295.60)
Social Security Fund.....	(14,425.11)
Special Reserve Fund.....	-
Deferred Taxes.....	621,725.23
Current Liabilities.....	805,864.21
Grand Total All Funds.....	2,651,727.92

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Indian Prairie Public Library District
Consolidated Revenue Report for May 2025

Percent of Year: 91.67

	RECEIVED May 2025	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	4,386,716.26	100.99%	4,343,827.00	-42,889.26
41150 · Non-current Property Taxes	74.23	974.76	0.00%	800.00	-174.76
43100 · Interest-Tax Levy	0.00	4,285.70	0.00%	0.00	-4,285.70
TOTAL PROPERTY TAX & LEVY INTEREST	74.23	4,391,976.72	101.09%	4,344,627.00	-47,349.72
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	3,676.12	83,196.61	138.66%	60,000.00	-23,196.61
TOTAL INTEREST	3,676.12	83,196.61	138.66%	60,000.00	-23,196.61
DESK MONIES					
45100 · Copier	164.75	2,383.95	113.52%	2,100.00	-283.95
45120 · Computer Copies	1,781.56	17,404.80	145.04%	12,000.00	-5,404.80
45130 · Fax	437.95	3,811.35	76.23%	5,000.00	1,188.65
45200 · Fines/Fees	381.21	4,589.51	114.74%	4,000.00	-589.51
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	458.02	5,317.18	96.68%	5,500.00	182.82
45350 · Non-Resident Fees	6,796.40	116,163.92	126.27%	92,000.00	-24,163.92
45550 · Meeting Room Rental	100.00	2,206.25	147.08%	1,500.00	-706.25
45600 · ILL Fees	15.00	253.90	72.54%	350.00	96.10
45650 · Maker Studio	764.30	8,592.38	114.57%	7,500.00	-1,092.38
45700 · Passport Fees	2,800.00	30,170.00	100.57%	30,000.00	-170.00
45800 · License Stickers	258.40	3,222.40	128.90%	2,500.00	-722.40
TOTAL DESK MONIES	13,957.59	194,143.64	119.44%	162,550.00	-31,593.64
OTHER INCOME					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	0.00	380.00	25.33%	1,500.00	1,120.00
46800 · Collection Agency Fee	20.00	363.74	363.74%	100.00	-263.74
TOTAL OTHER INCOME	20.00	1,288.74	61.37%	2,100.00	811.26
TOTAL	17,727.94	4,735,785.33	102.19%	4,634,457.00	-101,328.33
49000 · Operating Transfer In	7,655.50	153,393.79			
GRAND TOTAL	25,383.44	4,889,179.12	105.50%	4,634,457.00	-254,722.12

Operating Transfer In reflects \$153,393.79 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29,

Fox Valley Fire & Safety \$16,010.00, Premier Mechanical \$121,950.00.00,

BHFX LLC. \$455.50

Indian Prairie Public Library District Consolidated Expenditures Report for May 2025

Percent of Year: 91.67

	May 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	199,098.21	2,366,456.63	91.58%	2,583,941.00	217,484.37		
61310 · Benefits - Medical / Life Ins.	23,188.46	234,967.33	91.41%	257,063.00	22,095.67		
61330 · Benefits - IMRF	22,877.61	258,395.01	91.13%	283,555.00	25,159.99		
61340 · Benefits - FICA	14,546.29	174,550.04	88.30%	197,671.00	23,120.96		
61400 · Staff Development	156.93	15,430.58	83.86%	18,400.00	2,969.42		
61600 · Board Development	525.00	540.00	54.00%	1,000.00	460.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	1,347.84	3,418.07	113.94%	3,000.00	-418.07		
TOTAL PERSONNEL	261,740.34	3,058,190.66	91.32%	3,348,843.00	290,652.34	3,400,000.00	89.95%
MATERIALS							
62100 · Books	13,937.56	112,930.96	68.43%	165,040.00	52,109.04		
62200 · Periodicals	12.00	17,071.52	93.29%	18,300.00	1,228.48		
62300 · Audio	991.26	13,970.43	56.91%	24,550.00	10,579.57		
62400 · Video	1,268.49	21,170.91	64.15%	33,000.00	11,829.09		
62500 · Multi-Media	790.98	4,830.41	87.83%	5,500.00	669.59		
62600 · eMaterials	24,032.87	219,847.25	91.57%	240,090.00	20,242.75		
62700 · Console Games	651.23	5,106.85	85.11%	6,000.00	893.15		
62800 · Damaged Item Replacement	687.09	6,162.99	102.72%	6,000.00	-162.99		
62900 · Materials Supplies	1,515.21	18,728.32	87.11%	21,500.00	2,771.68		
TOTAL MATERIALS	43,886.69	419,819.64	80.74%	519,980.00	100,160.36	530,000.00	79.21%
BUILDING							
63200 · Cleaning Service	6,199.16	57,999.92	69.88%	83,000.00	25,000.08		
63300 · Utilities (1-8-11 · Gas)	2,041.49	15,043.19	53.73%	28,000.00	12,956.81		
63300 · Utilities (1-8-12 · Electric)	7,545.85	77,455.67	109.09%	71,000.00	-6,455.67		
63300 · Utilities (1-8-13 · Telephone)	242.62	2,560.57	102.42%	2,500.00	-60.57		
63300 · Utilities (1-8-14 · Water/Sewer)	858.50	9,366.47	93.67%	10,000.00	633.53		
63300 · Utilities (1-8-15 · Garbage Disposal)	345.04	4,247.04	84.94%	5,000.00	752.96		
63350 · Building Supplies	4.18	9,550.79	63.67%	15,000.00	5,449.21		
63400 · Maintenance Supplies	82.98	8,061.65	67.18%	12,000.00	3,938.35		
63500 · Security System Monitoring	787.50	1,675.00	167.50%	1,000.00	-675.00		
63600 · Property Maintenance	10,349.22	37,128.46	121.34%	30,600.00	-6,528.46		
63800 · Building Maintenance/Repair	-6,335.63	71,544.22	109.06%	65,600.00	-5,944.22		
TOTAL BUILDING	22,120.91	294,632.98	91.02%	323,700.00	29,067.02	225,000.00	130.95%
OPERATIONS							
64100 · Payroll Service	695.00	6,810.00	85.13%	8,000.00	1,190.00		
64200 · Supplies - Office	48.85	3,616.20	72.32%	5,000.00	1,383.80		
64300 · Photocopy Supplies	295.92	2,130.37	71.01%	3,000.00	869.63		
64400 · Guest Services Supplies	3.75	187.23	23.40%	800.00	612.77		
64500 · Postage	689.45	433.41	8.67%	5,000.00	4,566.59		
64550 · Passport Postage	313.10	3,654.44	73.09%	5,000.00	1,345.56		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	202.37	1,103.37	73.56%	1,500.00	396.63		
64800 · Organizational Memberships	1,925.00	3,922.90	130.76%	3,000.00	-922.90		
64900 · Bank Fees	317.18	3,300.22	94.29%	3,500.00	199.78		
TOTAL OPERATION	4,490.62	25,158.14	71.27%	35,300.00	10,141.86	45,000.00	55.91%
TECHNOLOGY							
65100 · Supplies-Toner	165.39	12,065.24	67.03%	18,000.00	5,934.76		
65160 · Supplies-Technology Services	0.00	46.83	23.42%	200.00	153.17		
65170 · Supplies-Maker Studio	1,405.84	7,392.36	105.61%	7,000.00	-392.36		
65200 · Technology-Prof Services	0.00	16,172.50	73.51%	22,000.00	5,827.50		
65300 · Purchase of Equipment	1,285.46	7,361.44	68.48%	10,750.00	3,388.56		
65350 · STEM Kits	0.00	520.29	26.02%	2,000.00	1,479.71		

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Indian Prairie Public Library District Consolidated Expenditures Report for May 2025

Percent of Year: 91.67

	May 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	1,451.18	13,370.16	84.62%	15,800.00	2,429.84		
65500 · Software	15.66	31,398.83	82.12%	38,235.00	6,836.17		
65600 · SWAN	784.37	46,573.39	102.17%	45,584.00	-989.39		
65700 · Telecommunications	840.15	11,085.26	84.91%	13,056.00	1,970.74		
TOTAL TECHNOLOGY	5,948.05	145,986.30	84.57%	172,625.00	26,638.70	195,000.00	74.86%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,540.00	35,662.86	69.25%	51,500.00	15,837.14		
66200 · Credit Bureau	78.80	886.50	88.65%	1,000.00	113.50		
66300 · Copier	210.27	2,361.84	78.73%	3,000.00	638.16		
66400 · Copier Maintenance Contract	72.00	1,037.95	51.90%	2,000.00	962.05		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	1,901.07	39,949.15	69.24%	57,700.00	17,750.85	62,000.00	64.43%
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	11,362.15	45,407.41	91.40%	49,680.00	4,272.59		
68111 · eNewsletter	15.00	9,349.43	100.97%	9,260.00	-89.43		
68210 · Marketing Advertising	0.00	417.00	41.70%	1,000.00	583.00		
68310 · Marketing Supplies	342.56	644.00	26.83%	2,400.00	1,756.00		
68410 · Marketing-Information Printing	1,078.50	1,695.62	17.85%	9,500.00	7,804.38		
68500 · Legal Notices	0.00	625.85	62.59%	1,000.00	374.15		
TOTAL COMMUNICATIONS	12,798.21	58,139.31	79.82%	72,840.00	14,700.69	78,000.00	74.54%
PROGRAMMING							
68600 · Programming	1,834.06	23,556.96	61.99%	38,000.00	14,443.04		
TOTAL PROGRAMMING	1,834.06	23,556.96	61.99%	38,000.00	14,443.04	42,000.00	56.09%
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	7,655.50	153,393.79	0.00%		-153,393.79		
69900 · Contingency	0.00	7,087.69	78.75%	9,000.00	1,912.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	370,030.95	4,402,982.41	95.68%	4,601,662.00	198,679.59		
70000 · Operating Transfer Purchases	7,655.50	153,393.79	0.00%				
GRAND TOTAL	377,686.45	4,556,376.20	99.02%	4,601,662.00	45,285.80	4,603,000.00	98.99%

Operating Transfer In reflects \$153,393.79 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29,

Fox Valley Fire & Safety \$16,010.00, Premier Mechanical \$121,950.00.00,
BHFX LLC. \$455.50

Indian Prairie Public Library
Building & Grounds Committee Minutes
May 28, 2025 – 6 p.m.

Meeting called to order at 6:02 p.m.

Present: Krupicka, Palmisano, Rodriguez, Birmingham, Lawson

The committee discussed the Japanese Maple at the front of the library and agreed that it should be replaced with something. Kristen will work with Premier on options.

Kristen reported that a handrail will be installed along the steps down to the gardens for safety reasons.

The committee discussed monument sign replacement options and gave Kristen some direction on design so she can start working on prices. This project will most likely have to go to bid.

The committee walked through the Kids and Teens areas. Study tables will be purchased to add to the Mid-Kid area along with purple study chairs. They agreed that the purple chair and 1/2 and the two purple Ikea chairs be removed from the floor as they are showing signs of age and wear. Additional laptop tables will be added to the teen area.

The committee walked the grounds. Kristen will work with the landscaping company to remove and replace plants that died over the winter.

The meeting adjourned at 7:05 p.m.

Indian Prairie Public Library District
Finance Committee Minutes
June 3, 2025 – 6 p.m.

Present: Raftis, Damon, Krupicka, Rodriguez, Suriano, Birmingham

Raftis called the meeting to order at 6:07 p.m.

The committee reviewed the Financial policy and there are no changes.

The committee reviewed the Financial Forecast. Christina recommended increasing the annual percentage increase for the Technology line. The upcoming capital needs assessment may cause some priorities to shift in the document.

The committee reviewed the proposed budget for FY25-26. Vicki asked if we had guests wanting to pay via Venmo or Zelle. Laura reported that she was not aware of any requests as the library can accept Apple Pay and PayPal in addition to cash, check and credit cards.

The committee reviewed the 25-26 Salary Schedule, which is a 2% increase to keep competitive with other libraries.

The meeting adjourned at 6:52 p.m.

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30

	Final 2024	Proposed 2025	2026	2027	2028	2029	2030	2031
Revenues								
Taxes	4,391,902	4,504,300	4,639,429	4,732,218	4,826,862	4,923,399	5,021,867	5,122,304
Per Capita Grant	65,180	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Desk monies	180,186	164,400	169,332	172,719	176,173	179,696	183,290	186,956
Interest	80,000	60,000	40,000	35,000	35,000	35,000	35,000	35,000
Miscellaneous	1,268	900	3,300	3,300	3,300	3,300	3,300	3,300
Total Revenues	4,718,536	4,794,600	4,917,061	5,008,236	5,106,335	5,206,396	5,308,458	5,412,561
Expenditures								
Personnel	3,348,843	3,463,783	3,567,696	3,674,727	3,784,969	3,898,518	4,015,474	4,135,938
Materials	515,680	517,721	522,898	528,127	533,408	538,743	544,130	549,571
Building	240,700	288,500	297,155	306,070	315,252	324,709	334,451	344,484
Technology	170,625	224,495	228,985	233,565	238,236	243,001	247,861	252,818
Operations	34,000	37,300	38,046	38,807	39,583	40,375	41,182	42,006
Contractual Service	57,500	53,000	53,000	53,000	53,000	53,000	53,000	53,000
Insurance	23,674	26,104	26,626	27,159	27,702	28,256	28,821	29,397
Communication/Programs	110,840	121,130	122,341	123,565	124,800	126,048	127,309	128,582
Contingency	9,000	20,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Expenditures	4,510,862	4,752,033	4,861,748	4,990,019	5,121,950	5,257,650	5,397,227	5,540,796
Excess revenues over (under) expenditures	207,674	42,567	55,313	18,217	-15,616	-51,254	-88,769	-128,236
District Fund Balance July 1	1,319,180	1,288,854	1,247,521	1,287,834	1,306,051	1,290,436	1,239,182	132,412
District Fund Balance June 30*	1,288,854	1,247,521	1,287,834	1,306,051	1,290,436	1,239,182	132,412	4,177
Capital Projects	22,000	4,000	15,000				12,000	
workroom		Clocks	HVAC bearings				humidifier	
200,000	60000						1,000,000	
boiler		Signs					renovation	
16,000	7,900							
alarm repair								
Capital needs								
		12000					6,000	
MidK Space							pumps	

Operating Budget 2025/2026 Overview

Expenditures		Percentage Operating	Revenue		Percentage Revenue
Personnel	\$3,463,783.26	72.89%	Property Taxes	\$4,505,100.00	93.95%
Materials	\$517,721.00	10.89%	State Grant	\$65,000.00	1.36%
Building	\$288,500.00	6.07%	Interest	\$60,000.00	1.25%
Operations	\$37,300.00	0.78%	Desk Monies	\$164,400.00	3.43%
Technology	\$224,495.00	4.72%	Other Income	\$900.00	0.02%
Contractual	\$53,000.00	1.12%			
Insurance	\$26,104.00	0.55%			
Communications/Programs	\$121,130.00	2.55%	Total	4,795,400.00	
Contingency	\$20,000.00	0.42%			
Total operating budget	\$4,752,033.26				
Capital Reserves	\$43,366.74				

	FY 2024-2025	FY 2025-26
Income		
41000 · Property Tax & Levy Interest		
41100 · Property Taxes	4,343,827.00	4,504,300.00
41150 · Non-current Property Taxes	800.00	800.00
43100 · Interest-Tax Levy		
Total 41000 · Property Tax & Levy Interest	4,344,627.00	4,505,100.00
42000 · Grants		
42200 · Per Capita Grant	65,180.00	65,000.00
Total 42000 · Grants	65,180.00	65,000.00
43000 · Interest		
43500 · Interest - Investment	60,000.00	60,000.00
Total 43000 · Interest	60,000.00	60,000.00
45000 · Desk Monies		
45100 · Copier	2,100.00	2,100.00
45120 · Computer Copies	12,000.00	14,000.00
45130 · Fax	5,000.00	3,500.00
45200 · Fines/Fees	4,000.00	4,000.00
45250 · Gifts/Donations	100.00	50.00
45300 · Lost Materials	5,500.00	5,000.00
45350 · Non-Resident Fees	92,000.00	95,000.00
45550 · Meeting Room Rental	1,500.00	1,500.00
45600 · ILL Fees	350.00	250.00
45650 · Maker Studio	7,500.00	8,000.00
45800-License Stickers	2,500.00	3,000.00
45700 · Passport Fees	30,000.00	28,000.00
Total 45000 · Desk Monies	162,550.00	164,400.00
46000 · Other Income		
OCLC Refund	500.00	500.00
46700 · Miscellaneous	1,500.00	100.00
46800 · Collection Agency Fee	100.00	300.00
Total 46000 · Other Income	2,100.00	900.00
Total Income	4,634,457.00	4,795,400.00

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FY 2024-2025

FY 2025-26

Expense

61000 · Personnel

61100 · Salaries	2,583,941.00	2,637,560.00
61310 · Benefits - Medical / Life Ins.	257,063.00	298,587.00
61330 · Benefits - IMRF	283,555.00	297,972.00
61340 · Benefits - FICA	197,671.00	201,773.26
61400 · Staff Development		
1-18-09 · Staff Development - General	5,000.00	3,000.00
1-18-10 · Staff Development - Admin	1,500.00	4,000.00
1-18-11 · Staff Development-Natl/State Cc	8,000.00	5,000.00
1-18-12 · Staff Development - Staff Institute		3,000.00
2-18-10 · Staff Development - P&O	1,500.00	2,000.00
3-18-10 · Staff Development - GS	400.00	500.00
5-18-10 · Staff Development - RS	1,500.00	1,500.00
6-18-10 · Staff Development - Tech & Mak	500.00	1,000.00
Total 61400 · Staff Development	18,400.00	20,000.00
61600 · Board Development	1,000.00	500.00
61710 · Workers Compensation	4,213.00	4,391.00
61720 · Unemployment Insurance	3,000.00	3,000.00
Total 61000 · Personnel	3,348,843.00	3,463,783.26

62000 · Resources

62100 · Books

2-1-10 · Books - Youth Fiction	24,804.00	24,804.00
2-1-11 · Books - Youth Graphic Novel	3,350.00	3,350.00
2-1-12 · Books - Youth Non-Fiction	14,040.00	14,040.00
2-1-20 · Books - Teen Fiction	5,512.00	5,512.00
2-1-21 · Books - Teen Non-Fiction	1,560.00	1,560.00
2-1-22 * Books - Popular Titles	2,080.00	2,080.00
2-1-23 * Books - Graphic Novel/Manga	1,500.00	1,500.00
5-1-10 · Books - Adult Fiction	42,640.00	43,900.00
5-1-11 · Books - General Reference	2,000.00	2,000.00
5-1-12 · Books - Non-Fiction	43,264.00	43,264.00
5-1-14 · Books - Professional Collection	1,000.00	1,000.00
5-1-16 · Books - Large Print	14,040.00	14,882.00
5-1-17 · Trending	6,500.00	6,700.00
5-1-18 · Adult Fiction in Foreign Language	2,000.00	2,200.00
5 - 1 - 19 - ESL	750.00	750.00
Total 62100 · Books	165,040.00	167,542.00

62200 · Periodicals

2-2-10 · Periodicals - K&T	1,200.00	1,200.00
5-2-10 · Periodicals - Adult	17,100.00	17,468.00
Total 62200 · Periodicals	18,300.00	18,668.00

62300 · Audio

2-3-10 · Audiobooks - K&T	3,050.00	2,550.00
5-3-10 · Audiobooks - Adult	18,500.00	17,000.00
5-3-11 · Audio Music - Adult	3,000.00	3,000.00
Total 62300 · Audio	24,550.00	22,550.00

62400 · Video

2-4-10 · DVD - Kids Fiction	4,500.00	4,500.00
2-4-11 · DVD- Kids NF	500.00	500.00
5-4-10 · DVD - Adult	28,000.00	28,000.00
Total 62400 · Video	33,000.00	33,000.00

62500 · Multi-Media

2-5-10 · Kits	1,500.00	500.00
2-5-20 · Library of Things	4,000.00	4,000.00
2-5-30 · STEM		1,800.00
2-5-40 · K&T Technology		1,000.00
Total 62500 · Multi-Media	5,500.00	7,300.00

62600 · eMaterials

2-6-10 · eBooks - Youth	6,500.00	6,500.00
2-6-10 · Online Databases -Youth	5,850.00	6,503.00

	FY 2024-2025	FY 2025-26
2-6-10 - Online Databases	62,190.00	55,234.00
5-6-20 - eBooks- Adult	46,000.00	46,000.00
5-6-30 - eBooks Subscription	5,000.00	5,000.00
5-6-40 - eMagazines	7,500.00	8,100.00
5-6-50 - eAudio Books - Adult	27,800.00	29,000.00
5-6-55 - eAudio Books - Youth	3,250.00	3,750.00
5-6-60 - Streaming	71,700.00	73,574.00
5-6-70 - Hoopla Flex	4,300.00	4,300.00
Total 62600 - eMaterials	235,790.00	233,661.00
62700 Console Games	6,000.00	6,000.00
62800 - Damaged Item Replacement	6,000.00	6,500.00
62900 - Materials Supplies		
6-9-10 Processing & Repair Supplies	21,000.00	22,000.00
6-9-11 Collection Supplies	500.00	500.00
Total 62900 Materials Supplies	21,500.00	22,500.00
Total 62000 - Materials	515,680.00	517,721.00

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FY 2024-2025

FY 2025-26

63000 · Building		
63200 · Cleaning Service		
1-2-01 · Cleaning service	83,000.00	73,000.00
1-2-02 · Window cleaning		3,200.00
1-2-03 · Carpet cleaning		9,500.00
	83,000.00	85,700.00
63300 · Utilities		
1-8-11 · Gas	28,000.00	21,000.00
1-8-12 · Electric	71,000.00	99,500.00
1-8-13 · Telephone	2,500.00	3,000.00
1-8-14 · Water/Sewer	10,000.00	9,000.00
1-8-15 · Garbage Disposal	5,000.00	4,750.00
Total 63300 · Utilities	116,500.00	137,250.00
63350 · Building Supplies	15,000.00	12,000.00
63400 · Maintenance Supplies	12,000.00	11,000.00
63500 · Security System Monitoring	1,000.00	1,200.00
63600 · Property Maintenance	30,600.00	52,300.00
63800 · Building Maintenance/Repairs	65,600.00	75,000.00
Total 63000 · Building	240,700.00	288,750.00
64000 · Operations		
64100 · Payroll	8,000.00	8,500.00
64200 · Supplies - Office	5,000.00	6,000.00
64300 · Photocopy Supplies	3,000.00	3,300.00
64400 · Guest Services Supplies	800.00	0.00
64500 · Postage	5,000.00	6,000.00
64550 · Postage - Passports	5,000.00	5,000.00
64700 · Travel	1,500.00	1,500.00
64800 · Organizational Memberships	3,000.00	3,500.00
64900 · Bank Fees	3,500.00	3,500.00
Total 64000 · Operations	34,800.00	37,300.00
65000 · Technology and Maker		
65100 · Supplies toner	18,000.00	18,000.00
65160 · Supplies Technology Services	200.00	200.00
65170 · Supplies Maker Studio	7,000.00	7,900.00
65200 · Technology-Prof Services	22,000.00	28,800.00
65300 · Purchase of Equipment	10,750.00	40,000.00
65400 · Technology Equip Mnt/Repair	15,800.00	22,800.00
65500 · Software	38,235.00	44,260.00
65600 · SWAN	45,584.00	48,979.00
65700 · Telecommunications	13,056.00	13,556.00
Total 65000 · Technology	170,625.00	224,495.00
66000 · Contractual Services		
66100 · General Professional Services		
1-10-10 · General Professional Svcs	20,000.00	15,000.00
1-10-11 · Legal	10,000.00	9,000.00
1-10-12 · Audit	6,500.00	7,000.00
1-10-13 Graphic Artist	14,000.00	15,000.00
1-10-14 · Background Screenings	1,000.00	1,000.00
Total 66100 · General Professional Services	51,500.00	47,000.00
66200 · Credit Bureau	1,000.00	1,000.00
66300 · Copier	3,000.00	3,000.00
66400 · Copier Maintenance Contract	2,000.00	2,000.00
Total 66000 · Contractual Services	57,500.00	53,000.00

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	FY 2024-2025	FY 2025-26
67000 · Insurance		
67100 · Multi Peril-Physical Assets	16,924.00	19,340.00
67200 · Bonding	1,367.00	1,381.00
67300 · Officers & Directors Liability	2,358.00	2,358.00
67400 · Umbrella Liability	3,025.00	3,025.00
Total 67000 · Insurance	23,674.00	26,104.00
68000 · Public Information		
68100 · Marketing		
68110 · Marketing Newsletter	49,680.00	52,000.00
68111 · eNewsletter	9,260.00	9,330.00
68210 · Marketing Advertising	1,000.00	1,000.00
68310 · Marketing Supplies	2,400.00	400.00
68410 · Marketing-Information Printing	9,500.00	18,500.00
Total 68100 · Marketing	71,840.00	81,230.00
68500 · Legal Notices	1,000.00	1,000.00
68600 · Programming		
1-21-10 · Outreach & Gen	2,000.00	2,000.00
1-21-20.Passive	1,500.00	1,500.00
2-21-10 Early Literacy	2,500.00	2,500.00
2-21-20.Mid Kids	2,500.00	2,500.00
2-21-30 · Teen	2,000.00	2,000.00
2-21-40 · Summer Reading	3,000.00	3,000.00
2-21-50. Special Events	3,000.00	3,000.00
5-21-10 · Adult	17,000.00	17,000.00
5-21-40.Groups	500.00	400.00
5-21-41.Genealogy		500.00
5-21-50 Technology & Maker	4,000.00	4,500.00
Total 68600 · Programming	38,000.00	38,900.00
Total 68000 · Public Information	110,840.00	121,130.00
69000 · Capital Outlay & Contingency		
69900 · Contingency	9,000.00	20,000.00
Total E Total 69000 · Capital Outlay & Contingency	9,000.00	20,000.00
	4,511,662.00	4,752,283.26
	122,795.00	43,116.74

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2025-2026

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Grade Level and Position	Minimum	Maximum
Grade I NOT USED		
Grade II Guest Services Page Resource Services Associate I Programming & Outreach Support Associate Maker Studio Support Associate	15.30	21.12
Grade III Guest Services Associate Programming & Outreach Associate Resource Services Associate II Technology & Maker Services Associate Technology Services Associate Maker Studio Associate Substitute Associate	18.22	27.34
Grade IV Guest Services Supervisor I	19.45	29.19
Grade V Administration Specialist Programming and Outreach Specialist Resource Services Specialist I Guest Services Supervisor II Substitute Librarian Technology and Maker Services Specialist	20.69	30.98
Grade VI Communications and Brand Strategy Specialist Programming & Outreach Liaison Resource Services Specialist II	23.91 46,624.50	35.85 69,907.50
Grade VII Librarian Assistant Head of Guest Services Programming and Outreach Strategist	27.12 52,884.00	40.68 79,326.00
Grade VIII Senior Librarian Administration Office Coordinator Communications Coordinator Building Services Coordinator	30.65 59,767.50	45.98 89,661.00
Grade IX Department Head	35.31 68,854.50	52.97 103,291.50
Grade X Deputy Director	42.67 83,206.50	64.04 124,878.00
Grade XI Executive Director	To be set by Board	

**A Resolution Honoring Marian Krupicka
Indian Prairie Public Library District Board of Trustees**

WHEREAS, Marian Krupicka, was Indian Prairie Public Library Board President, Vice President, Secretary, and Treasurer;

WHEREAS, she served on the Indian Prairie Public Library District Board from 1985 and continues to be an active board member and;

WHEREAS, she was a member of the Finance, Personnel, Policy, and New Library Committees; and

WHEREAS, she served as chairperson of the Finance, Personnel, and New Library Committees; and

WHEREAS, she is a chairperson of the Building & Grounds Committee and a member of the Planning & Outreach Committee.

WHEREAS, during her tenure, she distinguishes herself as a dedicated and effective trustee and public official; and

WHEREAS, she shares her energy and enthusiasm for the library's mission and vision; and

WHEREAS, she thoughtfully participates in discussions relating to library policies and services with the best interests of the community in mind; and

WHEREAS, through her work on the Indian Prairie Public Library District Board, she helps nurture, enhance, and perpetuate an important community service, thereby enriching the quality of life for the residents of Darien, Willowbrook, and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to Marian its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to Marian its best wishes for continued success in serving on the library's Board of Trustees.

Adopted this 18th day of June, 2025.

AYES:

NAYS:

ABSENT:

ATTEST:

Victoria Suriano, President

Stacy Palmisano, Secretary

**A Resolution Honoring Donald Damon
Indian Prairie Public Library District Board of Trustees**

WHEREAS, Donald Damon, was Indian Prairie Public Library Board Vice President;

WHEREAS, he served on the Indian Prairie Public Library District Board from 2013 and continues to be an active board member and;

WHEREAS, he is a member of the Finance and Policy Committees;

WHEREAS, he serves as chairperson of the Policy Committee;

WHEREAS, during his tenure, he distinguishes himself as a dedicated and effective trustee and public official; and

WHEREAS, he shares his energy and enthusiasm for the library's mission and vision; and

WHEREAS, he thoughtfully participates in discussions relating to library policies and services with the best interests of the community in mind; and

WHEREAS, through his work on the Indian Prairie Public Library District Board, he helps nurture, enhance, and perpetuate an important community service, thereby enriching the quality of life for the residents of Darien, Willowbrook, and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to Donald its sincere appreciation for his wise council and sound judgment; commends him for his exemplary service to it and to the library; and congratulates him for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to Donald its best wishes for continued success in serving on the library's Board of Trustees.

Adopted this 18th day of June, 2025.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Stacy Palmisano, Secretary

**A Resolution Honoring Executive Director Laura Birmingham
Indian Prairie Public Library District
On Her 25th Library Employment Anniversary**

WHEREAS, Laura Birmingham, Executive Director, was hired by the Indian Prairie Public Library (IPPL) District, on June 11, 2000;

WHEREAS, she served as IPPL's Assistant Director until November 1, 2022;

WHEREAS she took on the dual role of Assistant Director and Head of Programming & Outreach from May 2021 until October 2022;

WHEREAS she was appointed IPPL's Executive Director on November 1, 2022;

WHEREAS, throughout her employment, she distinguishes herself as a dedicated and effective team member and leader of the Indian Prairie Public Library District;

WHEREAS, through her understanding of the community and the need to provide relevant services, she helps enrich the quality of life in Darien, Willowbrook, and Burr Ridge by providing opportunities for the community to explore, connect, and be inspired;

WHEREAS, she is a mentor to all library staff, guiding them to develop new ideas for the patrons of the Indian Prairie Public Library District;

WHEREAS, she has passion for building relationships and advocating for library services, while developing and implementing long-term plans to benefit the library community and staff;

WHEREAS she continues to lead one of the great libraries and library teams in the Chicago area, known for wonderful customer service and amazing services and programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board expresses to her its sincere appreciation for her great leadership and dedication of service; commends Laura for her exemplary service to the library and the residents in the district; and wishes her continued success and happiness as an employee of the Indian Prairie Public Library District; and

BE IT FURTHER RESOLVED, that the Board extends to Laura Birmingham its heartfelt wishes for a happy library anniversary.

Adopted this 18th day of June, 2025.

AYES:

NAYS:

ABSENT:

ATTEST:

Victoria Suriano, President

Stacy Palmisano, Secretary



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.