

Indian Prairie Public Library Board Agenda
August 17 – 6:30 p.m.

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

- A. Roll Call
 Donald Damon, Marian Krupicka, Crystal Megaridis,
 Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

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

 Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. White to Bukovac re: Per Capita Grant Page 3
 - 2. Illinois Library Association Annual Conference Page 4
 - 3. Peregrine, Stime Memo re: Filling Trustee Vacancies Page 10
 - 4. Peregrine, Stime Memo re: Appointing a Treasurer Page 13
 - 5. Peregrine, Stime Memo re: Committees on Local Page 17
 Government Efficiency
 - 6. Peregrine, Stime Memo re: Collecting Information Page 22
 About Vendors

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, June 22, 2022 Page 30
 - 2. Action on Bills/Additional Bills Page 32
 - 3. Approval of 2022 Illinois Public Library Annual Report Page 41
 - 4. Approval of Proposed Photo and Video Policy Page 61
 - 5. Approval of Illinois Libraries Present Intergovernmental Page 65
 Agreement
 - 6. Resolution #2022-A Authorizing Distribution of Trustee Page 76
 Election Materials and Acceptance of Petitions
 - 7. Determination to Dispose of Library Property Page 77
 - 8. Ordinance #2022-4 Amending Budget and Page 78
 Appropriation Ordinance for the Fiscal Year 2021-2022

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Information

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H.	Department Reports		Information
	1. Assistant Director	Page 79	
	2. Marketing	Page 81	
	3. Guest Services	Page 89	
	4. Programming & Outreach	Page 94	
	5. Resource Services	Page 102	
	6. Technology & Maker Services	Page 105	
I.	Reports		
	1. Treasurer's Report	Page 120	Information
	2. RAILS	Page 135	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
J.	Unfinished Business		
	None		
K.	New Business		
	1. Proposal to Replace Reheat Valves in VAV Boxes	Page 140	Action
	2. License Plate Sticker Service	Page 141	Action
	3. Adopt Tentative Budget and Appropriation	Page 142	Action
	4. Ordinance #2022-3 Determining to Levy an Additional Tax of .02%	Page 144	Action
	5. Audit of Secretary's Minutes and Review of Closed Session Minutes		Action
L.	Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.		
M.	Return to Open Session and Report of Any Action Taken		
N.	Scheduled Meetings		
	None		
O.	Adjournment		



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

Jamie Bukovac, Library Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, Illinois 60561-4207

Dear Director Bukovac:

I am pleased to award the Indian Prairie Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$64,740.70. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 43,892. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Victoria Suriano
Indian Prairie Public Library District Per Capita File
JW:isl



Library Trustee Forum

Illinois Library Association

The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. Click [here](#) to view the full schedule of conference programming.

Tuesday, October 18

9:00 – 10:30 a.m.

Opening General Session featuring Amy Tureen

ILA is excited to welcome Amy Tureen to the present the keynote at the 2022 Annual Conference.

Amy Tureen is the Head, Library Liaison Program at the University of Nevada, Las Vegas. In this role she works collaboratively with multiple stakeholders to establish, expand, and support initiatives that support student learning, research production, and the adoption of open educational resources and low-cost textbooks. She leads a team of thirteen faculty and staff members who provide extensive liaison services and manage two on-campus specialty branch libraries. In past library positions Amy has worked in circulation, ILL, collection development, space management, co-curricular programming, reference, and as a liaison to multiple subjects in the arts, humanities, and theology.

Amy holds a BA (Honors) in English from Scripps College, an MA in Gender and Cultural Studies from Simmons University (then College), and a MLIS from Drexel University's iSchool. Currently Amy is pursuing an EdD from the University of La Verne. Her dissertation will focus on stress levels and stress abatement techniques of academic library leaders.

Amy's research and general interests include wellness, leadership, diversity, and building anti-racist collections. She also has developed an increasing interest in the development of culturally responsive OER textbooks. Her most recent book, co-edited with Acadia University's Cynthia Alexander, will be published by IGI in July 2022. It is titled *Leadership Wellness and Mental*

Register
Online

Registration Rates
and Deadlines

EVENTS

Calendar

Statement of
Appropriate Conduct

ILA Noon Network

Annual Conference

- Conference Advertising
- COVID-19 Safety Measures and Requirements
- Conference Store
- Exhibitor Information
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- Hotel Information
- Participant Verification Process
- Poster Session Presenter Information
- Speaker Resources
- Registration Rates & Deadlines
- Registration Schedule
- Sponsorship Opportunities
- Trustee Program Schedule

Health Concerns in Higher Education. Amy believes that managers have an integral role in creating healthy and humane workplaces for both themselves and employees.

10:45 – 11:45 a.m.

Build Your Facilitation Skills for Better Meetings and Increased Community Engagement

Some meetings drag on seemingly without end, while others are engaging and productive. The difference – skilled facilitation! In this session, you will learn about facilitation skills you can practice to improve your meetings. We'll discuss group dynamics, facilitation core competencies, and tools to use in group meetings. You'll leave this session ready to facilitate more productive staff meetings and lively community conversations.

Speakers: Amanda Standerfer, Fast Forward Libraries and Cindy Fesemyer, Fesemyer Consulting

1:30 – 2:30 p.m.

It Takes A Village: The Connection Between Public Libraries and Public Health

The well-being of a community can be measured in many ways. However, new research supports the notion that the most important factor in longevity and health is interpersonal relationships. More precisely, it's impacted by two fundamental types of relationships: close friends and frequent acquaintances. As the demographics of many areas change over the coming decades, anchor institutions such as libraries will play an increasing important role in the social determinates of health within the communities they serve. It's a role libraries should understand and embrace.

Speakers: Zachary Benedict, MKM architecture + design

2:45 – 3:45 p.m.

Ready, Set, Advocate! Unlock Your Advocacy Potential (session 1)

"Ready, Set, Advocate!" Is ILA's new advocacy toolkit and training program designed to help you become a powerful advocate for your library at the local level, and a powerful advocate for libraries at the state, national - and even international - level.

The most successful libraries understand that advocacy involves everyone. They also know that sometimes the best advocates can be found in unexpected places. Whether you're extroverted or introverted - whatever your "comfort zone" - you can make a critical contribution to advancing your library and community through some easy-to-use steps that you can use back at home today.

Whether you're a seasoned pro or newbie, a director, staff member, trustee or friend, involved with a public, academic, school, or special library, "Ready, Set, Advocate!" will help you hone your advocacy skills and increase community support for your library.

The session will also provide an overview of the new ILA "Ready Set Advocate!" toolkit and in-depth online training modules, available through the ILA web site.

Speakers: Betsy Adamowski, Wheaton Public Library and Keith Michael Fiels, ILA Advocacy Committee

Marketing Forum
August Roundtable

Reaching Forward
South Conference

Reaching Forward
Conference

Legislative Meet-ups

Webinar Archive

Future ILA Annual
Conferences

Illinois Youth Services
Institute

Past ILA Annual
Conferences

#ILAAC22

Leadership Partners



LIRA
Libraries of Illinois Risk Agency

Platinum Partners



4:00 – 5:00 p.m.

Ready, Set, Advocate! Putting Your Advocacy Skills to Work – Today (session 2)

This interactive session would provide participants with an opportunity to work together in small groups to put some of the key elements of successful advocacy into practice: creating their library's message, developing a powerful library story and identifying specific action steps that they can begin working on today.

Speakers: Betsy Adamowski, Wheaton Public Library and Keith Michael Fiels, ILA Advocacy Committee

Wednesday, October 19

9:00 – 10:00 a.m.

Laying the Foundation: Everything You Need to Know

There are many steps that must be followed to form a 501(c)(3) public library foundation. While none of them are particularly complicated, they are all necessary in order for the IRS to approve 501(c)(3) status (which potential donors will be looking for). We formed the Ela Public Library Foundation in 2021, and are happy to share the process with you.

Speakers: Kathy Caudill and Lauren Rosenthal, Ela Area Public Library District

9:00 – 10:00 a.m.

The First Amendment and Illinois Libraries

Libraries, like other public bodies, are increasingly facing situations that implicate the First Amendment, including First Amendment "auditors," public commenters at meetings, demonstrations and protests in and around the library, and social media posts and comments. This session will discuss the legal rights of these "speakers" and best practices for handling these situations.

Speakers: Julie Tappendorf, Ancel Glink, PC

10:15 – 11:45 a.m.

ILA Membership Meeting and President's Program

Learn more about what happened in your association in the past year and what we're looking forward to in the coming year. Non-members are invited to attend the Membership Meeting. A presentation by a Speaker to be named will follow the Membership Meeting.

1:45 – 2:45 p.m.

Fundraising - Don't Make It Complicated

Thinking of starting a foundation to raise funds for your library? Don't! This session will discuss the benefits of fundraising through your local community foundation, as well as ideas for donor development, creating an annual calendar of activities and provide examples on how to get started with fundraising.

Speakers: Alissa Williams, Morton Public Library and Amanda Standerfer, Fast Forward Libraries



Gold Partners



Silver Partners



Public Finance



3:00 – 4:00 p.m.

Advocacy Tips & Tricks from Legislators

The Illinois Library Association's Advocacy Committee wants to provide some insights about how to communicate with local legislators – and who better to provide those insights than lawmakers themselves. Join Advocacy Committee members as they host a panel discussion with a few of our legislators. Hear what these lawmakers have to say about best practices and their recommendations for delivering your message. After the moderator-led discussion, there will be plenty of time for questions from the audience.

Thursday, October 20

8:00 – 9:00 a.m.

Trustee Day Continental Breakfast

This breakfast of croissants, danish, muffins, bagels and cream cheese, assorted fruit breads, seasonal sliced fruit, assorted yogurts, juices, and fresh brewed coffee and hot tea is included in the registration price for trustees. This is the start to a day designed to support library trustee education by providing programming and networking opportunities. The Trustee Continental Breakfast is made possible by the generous support of Ancel Glink.

9:00 – 10:00 a.m.

Why the Levy Should be Easy for Trustees - But a Little Harder for Directors!

Illinois Municipal Library budgets are around 94% funded from property taxes, which means getting the levy right is of the highest importance. Want more clarity on the whole levy and budgeting process? To start, we'll briefly review the mechanics of the levy and explain the various limitations that Illinois law places on the maximum amount of property taxes extendable. Then, we'll focus on the difference between the the tax levy and the tax extension, and the role of each in the entire budgeting and planning cycle. We'll review the various levy cycle documents and how they relate to the budget. As importantly, we'll make it clear where these two processes part ways. Time permitting, we'll discuss the role of restricted funds in a Library's financial reporting, and relate those back to levy decisions. So why should the levy be easy for Trustees, but a little harder for Directors? Come to this seminar to find out!

Speakers: James Rachlin, Meristem Advisors LLC

9:00 – 10:00 a.m.

So My Library Formed a Union.... Now What?

Are you new to working in a union environment? Are you a manager who needs some tips? Are you an employee that is interested in knowing where you should turn for information? Are you working in a library that is considering or has recently formed a union and just want more information? Join these panelists from different type and size libraries that have unions and hear some of what they have learned along the way. The session will end with break out sessions by library type/size for Q & A. Also, questions received in advance will be selected and answered by the panelists.

Speakers: Brenda Blough, Aurora Public Library; Colleen Waltman, Homewood Public Library; D'awnna Mims, Rockford Public Library; Debra Nelson, Elk Grove Village Public Library; Jeanne Hamilton, Bloomington Public Library; Terra Jacobson, Moraine Valley Community College; Thomas Melody, Klein, Thorpe & Jenkins, Ltd.; Troy Swanson, Moraine Valley Community College

11:00 a.m. – 12:00 p.m.

FOIA as related to Patron Privacy and the Library Records Confidentiality Act

In this session, we will discuss the application of the Freedom of Information Act and the Library Records Confidentiality Act, as related to requests for library records. You will learn the many restrictions on the public dissemination of library records, and what types of information and/or statistics that a library can release to the public for sake of transparency and an open relationship with the public.

Speakers: Carmen Forte, Jr. and Mall Milluzzi, Klein Thorpe & Jenkins

11:00 a.m. – 12:00 p.m.

Step Up, Step Back - But Don't Step Away: Knowing the Difference

Being a library trustee can be rewarding and scary. Trustees aren't library professionals and don't know the day-to-day aspects of running a library. Trustees rely on the library director to serve as technical advisor to the board in order to make necessary decisions for the library. There is so much to know and where the line is between the responsibilities of the library director and trustee. Sometimes trustees overstep or are not comfortable asking necessary questions. They need to learn how to foster a healthy relationship with and be able to trust their director to keep them apprised of trends and issues that arise in the library, and to bring all pertinent details to them in a timely manner. This program will be conducted by a retired library director who is a former trustee and a current board president for a suburban library district. They will explain the basic responsibilities of a library trustee and differentiate between the duties of a trustee and the library director, learn how to build a healthy relationship between the board and director, and if necessary, discuss when it is appropriate to speak up when things don't seem to make sense or feel quite right.

Speakers: Kathy Parker, Kathy Parker Consulting and Vickie Williams, Riverdale Public Library District

12:00 – 1:30 p.m.

Trustee Day Luncheon

This box lunch includes a choice of grilled chicken breast sandwich, oven roasted beef sandwich, or Mediterranean salad and includes individual bags of potato chips and cookie is included in the registration price for trustees. This is a great break to meet fellow trustees and share what you've learned. The Trustee Luncheon is made possible by the generous support of Klein, Thorpe, and Jenkins.

1:45 – 2:45 p.m.

Say What? Giving Feedback to Employees

Most people feel that feedback from managers is always negative. But that's not what feedback should be. Learn what feedback actually is and why managers should provide it on an ongoing basis for every employee. Watch

live feedback scenarios and weigh in on what works and what doesn't.

Discover the dos and don'ts of sharing feedback. Walk away with tips on providing ongoing feedback that will help your employees learn and grow.

Speakers: Kate Hall, Northbrook Public Library and Kathy Parker, Kathy Parker Consulting

1:45 – 2:45 p.m.

Post COVID-19 and the Library Employer-Employee Relationship

This presentation, geared for management and HR officials, will examine the impact of a post-COVID-19 world on various aspects of the relationship between a library as the employer and its workforce. Issues explored will include recruitment, hiring, and attracting, retaining talent and evaluating employees, the scope and availability of hybrid/remote and flexible schedules for certain positions, and the challenges of managing an evolving work force.

We will also discuss employer readiness and operational safety and health considerations in the face of another pandemic and related issues. Finally, we will explore application of what we learned over the last couple of years.

Speakers: Carlos Arevalo, Carmen Forte, Jr. and Jason Guisinger, Klein Thorpe & Jenkins

3:00 – 4:00 p.m.

"At the Heart of It: Library Trusteeship For New AND Seasoned Trustees"

What is the role of a library trustee? What duties do trustees perform? Are there things that trustees should NOT be doing? What is ROI (return on investment) and why does it matter? How can libraries become more inclusive and promote equity? What is your "why" for being involved in serving your library? How can trustees most effectively serve their library and their community? Join two veteran trustees as they engage in a "fireside chat" to answer these questions (and more!)

Speaker: Kathy Caudill, Ela Area Public Library District and Christine Westerlund, Chatham Area Public Library District

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

MEMO RE: FILLING TRUSTEE VACANCIES

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 20, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Trustee vacancies "shall be filled within 90 days after a vacancy has been declared".

The statute prior to the amendment made by this Public Act required that Trustee vacancies "shall be filled forthwith" (75 ILCS 5/4 -4 and 75 ILCS 16/30 - 25).

Relevant to Library Districts, this Public Act authorizes the State Librarian to appoint someone to fill a Board vacancy if the Board fails to fill the vacancy within 90 days. The State Librarian has 60 days to appoint someone to fill the vacancy.

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/MEMO/Memo re Filling Trustee Vacancies.docx

AN ACT concerning local government.

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

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

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.

(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

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

MEMO RE: APPOINTING A TREASURER

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 21, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Library Districts may appoint a non-Trustee to serve as Treasurer and compensate such Treasurer, i.e.:

“(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.”

Note to Local Libraries: Public Act 102-0977 provides Library Districts with an option re: appointing a Treasurer. This Public Act did not amend the Local Library Act which provides in relevant part (75 ILCS /4-6):

“The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office.”

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo re Appointing a Treasurer.docx

AN ACT concerning local government.

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

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

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.
(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

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

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WHEATON, ILLINOIS 60187-0564
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EMAIL: ritzman@psnrb.com

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

MEMO RE: COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 24, 2022

The Memo addresses requirements applicable to Library Districts per Public Act 102-1088 (Decennial Committees on Local Government Efficiency Act) ("the Act"; copy attached).

In plain English, before June 9, 2023 (next June), Library Districts "must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board".

NOTES ON APPLICABILITY OF THE ACT

1. The Act applies to governmental units defined as "units of local government that may levy any tax, except municipalities and counties".
2. Local Libraries (City and Village Libraries) do not have authority to levy taxes. Accordingly, the requirements of the Act do not apply to Local Libraries.
3. Municipalities and Counties are excluded from the requirements of the Act.

NOTES ON COMPLIANCE TIMEFRAME

1. The Act is effective June 10, 2022.

2. The Committee must be formed within one year after the effective date of the Act (June 9, 2023).
3. The first report is due "no later than 18 months after the formation of the Committee".
4. The Act also requires at least one additional report within the next 10 years.

NOTES ON COMMITTEES

1. Membership of the Committee:

Each Committee's membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents of the governmental unit, who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and any chief executive officer or other officer of the governmental unit.

2. Committee Meetings:

- a. Committees shall meet at least 3 times.

- b. Committees may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the Committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of each Committee are present at the Committee's meeting.

- c. The Committee shall meet in accordance with the Open Meetings Act and the Committee shall be a public body to which the Freedom of Information Act applies.

3. Committee Role/Duties:

The duties of the Committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.

4. Committee Report:

Each Committee shall summarize its work and findings in a written report to the County Board which shall include recommendations in respect to increased accountability and efficiency.

SB3789 Enrolled

AN ACT concerning local government.

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

Section 1. Short title. This Act may be cited as the
Decennial Committees on Local Government Efficiency Act.

Section 5. Definition. As used in this Act, "governmental
unit" includes all units of local government that may levy any
tax, except municipalities and counties.

Section 10. Formation of committee; members; vacancy;
administrative support.

(a) Within one year after the effective date of this Act
and at least once every 10 years thereafter, each governmental
unit must form a committee to study local efficiencies and
report recommendations regarding efficiencies and increased
accountability to the county board in which the governmental
unit is located.

(b) Each committee's membership shall include the elected
or appointed members of the governing board of the
governmental unit; at least 2 residents of the governmental
unit, who are appointed by the chair of the board of the
governmental unit, with the advice and consent of the board;
and any chief executive officer or other officer of the
governmental unit. The committee shall be chaired by the
president or chief elected or appointed official of the
governing board of the governmental unit, or his or her
designee. The chairperson may appoint additional members to
the committee as he or she deems appropriate.

Committee members shall serve without compensation but may
be reimbursed by the governmental unit for their expenses
incurred in performing their duties.

(c) A committee may employ or use the services of
specialists in public administration and governmental
management and any other trained consultants, analysts,
investigators, and assistants it considers appropriate, and it
may seek assistance from community colleges and universities
as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the
vacancy shall be filled in the same manner as the appointments
under subsection (b).

(e) Each governmental unit shall provide administrative
and other support to its committee.

Section 15. Duties of a committee. The duties of a
committee include, but are not limited to, the study of the
governmental unit's governing statutes, ordinances, rules,
procedures, powers, jurisdiction, shared services,
intergovernmental agreements, and interrelationships with
other governmental units and the State. The committee shall
also collect data, research, and analysis as necessary to
prepare the report described in Section 25.

Section 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting.

Section 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee. The report shall be made available to the public.

Section 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

Section 85. The School Code is amended by changing Section 17-1.1 as follows:

(105 ILCS 5/17-1.1)

Sec. 17-1.1. Shared service reporting and fiscal efficiency.

(a) Annually, each school district shall complete a report developed by the State Board of Education, to accompany the annual financial report and to be published on the State Board of Education's Internet website, that summarizes district attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year. The report must be primarily in checklist form and approximately one page in length. It shall include, but shall not be limited to, the incidence of the following shared service options: insurance; employee benefits; transportation; personnel recruitment; shared personnel; technology services; energy purchasing; supply and equipment purchasing; food services; legal services; investment pools; special education cooperatives, vocational cooperatives, and other shared educational programs; curriculum planning; professional development; custodial services; maintenance services; grounds maintenance services; food services; grant writing; and science, technology, engineering, and mathematics (STEM) program offerings. The report shall also include a list of potential shared services or outsourcing the district may consider or investigate for the next fiscal year and any anticipated barriers to implementation. This report must be approved by the school board at an open meeting that allows for public comment, and it shall be published on the Internet website of the school district, if any.

(b) Based on data supplied by school districts through the annual financial report, regional superintendents of schools shall publish annually a regional report summarizing district attempts to improve fiscal efficiency through shared services or outsourcing within the educational service region. This report shall include a list of all joint purchasing initiatives, joint agreements between districts, attempts to reduce or eliminate duplication of services and duplicative expenditures, and identification of any overlapping regional service delivery systems.

(c) For school districts required to develop and submit to the State Board of Education a deficit reduction plan under Section 17-1 of this Code, the regional superintendent of schools and the school district shall jointly prepare a shared services and outsourcing plan that considers actions that may improve the district's fiscal efficiency and how future savings associated with shared services or outsourcing are to be utilized.

(Source: P.A. 97-357, eff. 1-1-12.)

Section 90. The State Mandates Act is amended by adding Section 8.46 as follows:

(30 ILCS 805/8.46 new)

Sec. 8.46. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act.

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 6/10/2022

*Law Offices of
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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
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MARK A. RITZMAN

MEMO RE: COLLECTING INFORMATION ABOUT VENDORS

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 21, 2022

This Memo addresses the need for some Library Districts to collect and report information about vendors.

The vendor information collection and reporting requirement is contained in P.A. 102-0265 (copy attached).

Stated simply, this P.A. requires Library Districts that have an annual property tax levy of more than \$5 million to make a good faith effort to collect information as to whether a vendor is a minority, women or veteran-owned business.

Important points about the applicability of this P.A:

1. The vendor information requirements apply only to Library Districts. The requirements apply to "taxing districts". Taxing districts are defined as:

Any unit of local government, school district or community college district with the power to levy taxes. (35 ILCS 200/1-150).

2. The requirements apply only to Library Districts with an annual levy of more than \$5 million.
3. Local Libraries (City Libraries and Village Libraries) are not “taxing districts” as defined.
4. We recommend that Local Libraries confer with City/Village representatives as to collecting information about vendors of the Library.

The good faith process of collecting and reporting vendor information should begin relatively soon. This P.A. applies “beginning in levy year 2022”.

Recommendations for Library Districts with an annual levy of more than \$5 million:

- a. Ask vendors to complete a questionnaire – samples attached;
- b. Perhaps request questionnaires used by other “taxing districts”;
- c. We encourage you to “customize” the questionnaire;
- d. Periodically publish the vendor data on the Library District’s website, e.g., monthly or quarterly.

Attached are two (2) memos which you may find helpful, i.e., memos from the Illinois Municipal League and the Association of School Business Officials.

Reminder: This P.A. simply requires a “good faith effort”.

HB0453 Enrolled

AN ACT concerning revenue.

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

Section 5. The Property Tax Code is amended by adding
Section 18-50.2 as follows:

(35 ILCS 200/18-50.2 new)

Sec. 18-50.2. Vendor information reporting. Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards. This Section is a denial and limitation of home rule powers and functions under subsection (i) of Section 6 of Article VII of the Illinois Constitution on the concurrent exercise by home rule units of powers and functions exercised by the State.

The taxing district may use existing software to comply with this Section.

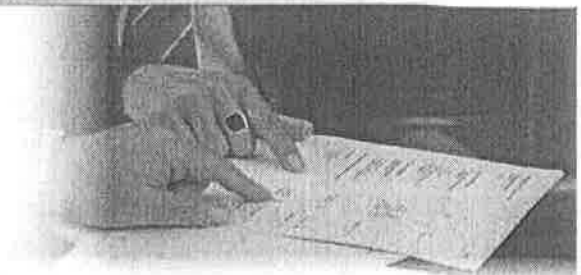
Section 90. The State Mandates Act is amended by adding
Section 8.45 as follows:

(30 ILCS 805/8.45 new)

Sec. 8.45. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by this amendatory Act of the 102nd General Assembly.

FACT SHEET

MUNICIPAL REPORTING ON CONTRACTS



Public Act (P.A.) 102-0265, mandates specified taxing districts, including both home rule and non-home rule municipalities, to make a good faith effort to collect and publish certain demographic information provided by vendors and subcontractors doing business with the taxing district.

November 12, 2021

Specifically, all municipalities that have an annual property tax levy of more than \$5 million are required to make a good faith effort to collect information as to whether the vendor or subcontractor is a minority-¹ women-² or veteran-owned³ business.

REPORTING REQUIREMENTS

The Act provides that taxing bodies must make a good faith effort to begin collecting and reporting data beginning on January 1, 2022. The collected data must be published electronically, which could include on the municipality's website. The Act does not provide an alternative publication method.

Specifically, taxing districts should make a good faith effort to report:

1. Whether the vendor or subcontractor is a minority-¹ women-² or veteran-owned³ business as defined in the Business Enterprise for Minorities, Women and Persons with Disabilities Act (available via this link);⁴
2. Whether the vendor or subcontractor holds any certifications for those categories or, if they are self-certifying, whether the vendor or subcontractor qualifies as a small business under U.S. Small Business Administration (SBA) standards (available via this link).

WHAT SHOULD MUNICIPALITIES DO?

Municipalities that have a property tax levy of more than \$5 million must make a good faith effort to do the following:

- Develop a certification process that requires all vendors and subcontractors to disclose whether they hold any certifications as a minority-¹ women-² or veteran-owned³ business, and whether they are certified as a small business or meet the certification requirements as a small business under SBA standards.
- Track all purchasing by the municipality, including information about any certifications held by vendors and subcontractors.
- Develop a vendor report to include all vendors and subcontractors doing business with the municipality. The report should note whether each vendor and subcontractor is certified as a minority-¹ women-² or veteran-owned³ business or as an SBA small business.
- Publish the data electronically, which could include on the municipality's website.

If there are any questions or concerns regarding compliance with this new requirement, municipal officials should consult with their retained legal counsel.

¹ 30 ILCS 575/2(A)(3)

² 30 ILCS 575/2(A)(4)

³ While not provided in the Business Enterprise for Minority, Women and Persons with Disabilities Act, the Illinois Procurement Code provides the definition of "qualified veteran-owned small business" at 30 ILCS 500/45.57(c).

⁴ 30 ILCS 575/0.01 et seq.





SCHOOL DISTRICT REPORTING ON VENDORS AND SUBCONTRACTORS

Illinois School Code (105 ILCS 5/10-17), mandates specified taxing districts, including both home rule and non-home rule municipalities, to make a good faith effort to collect and publish certain demographic information provided by vendors and subcontractors doing business with the taxing district.

Specifically, all school districts that have an annual property tax levy of more than \$5 million are required to make a good faith effort to collect information as to whether the vendor or subcontractor is a minority¹, women² or veteran-owned³ business.

REPORTING REQUIREMENTS

The Act provides that taxing bodies must make a "good faith effort" to begin collecting and reporting data beginning on January 1, 2022. The collected data must be published electronically, which can include posting on the district's website. The Act does not provide an alternative publication method.

Specifically, taxing districts should make a good faith effort to report:

1. Whether the vendor or subcontractor is a minority,¹ women² or veteran-owned³ business as defined in the **Business Enterprise for Minorities, Women and Persons with Disabilities Act**;⁴
2. Whether the vendor or subcontractor holds any certifications for those categories or, if they are self-certifying, whether the vendor or subcontractor qualifies as a small business under **U.S. Small Business Administration (SBA) standards**.

WHAT SHOULD SCHOOL DISTRICTS DO?

Districts that have a property tax levy of more than \$5 million should make a good faith effort to comply with this new law. Here are some ideas to consider:

- Develop a process that requires all vendors and subcontractors to disclose whether they hold any certifications as a minority,¹ women² or veteran-owned³ business, and whether they are certified as a small business or meet the certification requirements as a small business under SBA standards.
- Track all purchasing by including information about any certifications held by vendors and subcontractors. This information could be collected using a vendor information form in place of the standard W-9 form. **See a sample vendor request form here.**
- Develop a vendor report to include all vendors and subcontractors doing business with the district. The report should note whether each vendor and subcontractor is certified as a minority¹, women² or veteran-owned³ business or as an SBA small business.
- Publish the data electronically, which could include on the district's website.

If there are any questions or concerns regarding compliance with this new requirement, district officials should consult with their retained legal counsel.

¹ 30 ILCS 575/2(A)(3)

² 30 ILCS 575/2(A)(4)

³ While not provided in the Business Enterprise for Minority, Women and Persons with Disabilities Act, the Illinois Procurement Code provides the definition of "qualified veteran-owned small business" at **30 ILCS 500/45-57(e)**.

⁴ 30 ILCS 575/0.01 et seq

Vendor Information Form

As per Public Act 10-0265 the Indian Trails Public Library District is required to collect and publish data from all vendors and subcontractors doing business with the Library. Please complete the form and return to the Library.

Part 1 General Information:

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Part 2 Tax Status:

- ☐
- Individual/Sole Proprietor

- ☐
- C Corporation

- ☐
- S Corporation

- ☐
- Partnership

- ☐
- Trust/Estate

- ☐
- Limited Liability Company

- ☐ C Corporation ☐

- S Corporation ☐

- Partnership
- ☐

- ☐
- Other _____

Part 3 Minority Status:

- ☐ Minority Owned Certification NO YES _____
Certification ID

- ☐ Women-Owned Certification NO YES Certification ID

- ☐ Veteran-Owned Certification NO YES _____ Certification ID

Part 4 Small Business Status:

NAICS Code _____

Number of Employees _____ OR Annual Receipts _____

Part 5 Completed By:

Name _____ Phone _____

Date _____ Email _____

Please return this form
to the following address:

Indian Trails Public Library
Attention Business Office
355 Schoenbeck Road
Wheeling, IL 60090

Form may be emailed to:
sbeal@indiantrailslibrary.org

Sample Vendor Request Form

Prior to processing a payment for goods and/or services a New Vendor Request form must be completed and submitted to the Business Services department. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Vendor Information

Type of Vendor: ☐ Business ☐ Small Business ☐ Government Agency ☐ Government Agency
☐ Other Not-for-Profit Organization

Name: _____ Certifying Entity: _____

Phone Number: _____ Fax Number: _____

E-Mail (Used for PO Submissions): _____

Business Classification (if applicable)*: ☐ Minority Owned ☐ Female Owned
☐ Owned by Persons with Disabilities ☐ Veteran Owned

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax Payer Identification

This section does not need to be completed if a W-9 form is attached. Please refer to IRS form W-9 for guidance if necessary.

Tax Classification: ☐ Individual/Sole Proprietor or single-member LLC ☐ C - Corporation ☐ S - Corporation
☐ P - Partnership ☐ Trust/Estate ☐ Limited Liability Company (Insert Type): _____
☐ Other: _____

Federal Tax ID Number: _____ or Social Security Number: _____

Payment Processing Instructions

Would you like to sign-up for electronic payments (ACH)? ☐ Yes ☐ No

Approval

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes. I further certify that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name of Vendor Representative: _____

Vendor Representative Signature: _____

Date: _____

Sample Vendor Request Form

Prior to processing a payment for goods and/or services a New Vendor Request form must be completed and submitted to the Business Services department. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Vendor Information

Type of Vendor: ☐ Business ☐ Small Business ☐ Government Agency ☐ Government Agency
☐ Other Not-for-Profit Organization

Name: _____ Certifying Entity: _____

Phone Number: _____ Fax Number: _____

E-Mail (Used for PO Submissions): _____

Business Classification (if applicable)*: ☐ Minority Owned ☐ Female Owned
☐ Owned by Persons with Disabilities ☐ Veteran Owned

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax Payer Identification

This section does not need to be completed if a W-9 form is attached. Please refer to IRS form W-9 for guidance if necessary.

Tax Classification: ☐ Individual/Sole Proprietor or single-member LLC ☐ C - Corporation ☐ S - Corporation
☐ P - Partnership ☐ Trust/Estate ☐ Limited Liability Company (Insert Type): _____
☐ Other: _____

Federal Tax ID Number: _____ or Social Security Number: _____

Payment Processing Instructions

Would you like to sign-up for electronic payments (ACH)? ☐ Yes ☐ No

Approval

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes. I further certify that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name of Vendor Representative: _____

Vendor Representative Signature: _____

Date: _____

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 22, 2022

**Board of Trustees Regular Meeting
June 22, 2022 – 6:30 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:35 p.m. Secretary Megaridis called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez

Absent: Victoria Suriano

Staff Present: Laura Birmingham, Maria Wlosinski

Others: none

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

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

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

C. Public Comment - none

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 18, 2022

2. Action on Bills/Additional Bills

3. Ordinance #2022-2 Establishing Regular Meeting Date

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Assistant Library Directors Report

With respect to Election Day, Birmingham reported that the county is now sending different equipment that will fit in our elevator so the polls will be set up in the meeting room as in past years.

H. Department Reports

Birmingham shared the customer service initiative staff developed titled Guest First.

I. Reports

1. Treasurer's Report – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report
4. Finance Committee Minutes June 7, 2022 - this was removed from the agenda.
5. Planning/Outreach Committee – no report
6. Policy Committee – no report

J. Unfinished Business - none

K. New Business

1. Capital Projects and Financial Forecast – The packet contains an informational list of capital projects and a financial forecast to the year 2030. Birmingham noted that the Finance Committee asked for the parking lot cobblestones to be added to the budget.
2. Operating Budget 2022/2023 – The operating budget includes a summary of expenditures and revenue and specific income information. Krupicka moved, Rao seconded to approve the Operating Budget for 2022/2023. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.
3. FY 22/23 Salary Scale – The packet contains information comparing IPPL starting salaries for benchmark positions with other area libraries. Damon noted that we try to keep IPPL salaries in the middle range compared to other libraries. The proposed salary schedule contains a 3.5% increase. Rodriguez moved, Megaridis seconded to approve the Salary Schedule for 2022/2023. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.
4. Notary Service – Due to major changes in the law for notaries in Illinois as of July 1, 2022, the Board agreed that the library will no longer offer notary service. Rao moved, Krupicka seconded to no longer provide notary services effective July 1, 2022. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.
5. Advocacy – Birmingham showed the Trustee Advocacy form on Google Docs. This is where the Trustees can track/report their advocacy interactions. The link to the form will be sent to the Trustees each month with the board packet. Our marketing department is working on a fact sheet for the Trustees to use in their interactions.
6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Krupicka and Rodriguez will be on the committee.

L. Adjournment

At 7:16 p.m. Megaridis moved, Rao seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS JUNE, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1443 - 1569	\$ 346,956.16
Republic Paper Pay Checks	2034 - 2037	\$ 1,331.23
Republic Direct Deposits		\$ 122,576.78
MONTH'S TOTAL:		\$ 470,864.17

Indian Prairie Public Library District
Bill Payment List
 June 1 - 30, 2022

Date	Num	Vendor	Amount
06/01/2022	1443	Accurate	87.00
06/01/2022	1444	AEP Energy, Inc.	3,720.97
06/01/2022	1445	American Association of Individual Investors	49.00
06/01/2022	1446	Asma Bohra	180.00
06/01/2022	1447	Baddour, Natalie	17.54
06/01/2022	1448	Baker & Taylor	10,959.35
06/01/2022	1449	Blackstone Publishing, Inc.	490.73
06/01/2022	1450	Canon Financial Services, Inc.	221.00
06/01/2022	1451	Cengage Learning, Inc.	146.36
06/01/2022	1452	Center Point Large Print	180.27
06/01/2022	1453	Children's Plus Inc.	2,362.86
06/01/2022	1454	Clinton, Jeanine	13.00
06/01/2022	1455	Colonial Life & Accident Insurance Co.	82.53
06/01/2022	1456	Dancing Cranes Yoga Inc.	240.00
06/01/2022	1457	Dell Marketing L.P.	4,639.12
06/01/2022	1458	DEMCO	971.60
06/01/2022	1459	Grasso Graphics	481.11
06/01/2022	1460	Hagg Press, Inc.	8,152.00
06/01/2022	1461	Hinsdale Humane Society	250.00
06/01/2022	1462	Ingram Library Services	233.17
06/01/2022	1463	Jim Gill Inc	1,350.00
06/01/2022	1464	Mary Colleen Klimczak	150.00
06/01/2022	1465	Lucarelli, Anthony	247.07
06/01/2022	1466	Nancy McCully	200.00
06/01/2022	1467	Michelle Petersen	2,538.61
06/01/2022	1468	Midwest Tape	5,664.92
06/01/2022	1469	OverDrive, Inc.	11,153.28
06/01/2022	1470	Peek a Boo Facepainting LLC	200.00
06/01/2022	1471	Rivistas Subscription Services	164.84
06/01/2022	1472	Scott Green Magic Inc.	595.00
06/01/2022	1473	Sheehan, Deborah	11.47
06/01/2022	1474	TRexplorers, LLC.	395.00
06/01/2022	1475	Today's Business Solutions, Inc.	508.96
06/01/2022	1476	Tom Kastle	526.00
06/01/2022	1477	Unique	49.25
06/09/2022	1478	Baker & Taylor	6,913.59
06/09/2022	1479	Alarm Financial SVC	76.50
06/09/2022	1480	Alphagraphics	219.50
06/09/2022	1481	Bullseye Cleaning Services, Inc.	3,000.00
06/09/2022	1482	Colley Elevator Co.	218.00

06/09/2022	1483	Darien Woman's Club	75.00
06/09/2022	1484	Elisha Hall	0.00
06/09/2022	1485	FSS Technologies	112.50
06/09/2022	1486	Grasso Graphics	385.98
06/09/2022	1487	Guest Enterprises, Inc.	600.00
06/09/2022	1488	Hayes Mechanical LLC	2,247.00
06/09/2022	1489	Illinois Dept of Innovation & Technology	500.00
06/09/2022	1490	Indian Prairie Library Foundation & Friends	40.00
06/09/2022	1491	kristinZkreations	825.00
06/09/2022	1492	Lauterbach & Amen, LLP	275.00
06/09/2022	1493	Merda, Amy E	69.56
06/09/2022	1494	NAMI DuPage	125.00
06/09/2022	1495	Premier Landscape Contractors	27.25
06/09/2022	1496	Runco Office Supply	101.50
06/09/2022	1497	The Davey Tree Expert Company	258.00
06/14/2022	1498	DuPage County Public Works	860.15
06/14/2022	1499	Groot Industries, Inc.	486.17
06/14/2022	1500	Kanopy	225.15
06/14/2022	1501	OverDrive, Inc.	3,712.11
06/14/2022	1502	Unique	29.55
06/14/2022	1503	Wingren Landscape, Inc	2,158.50
06/16/2022	1504	Bullseye Cleaning Services, Inc.	9,000.00
06/16/2022	1505	Hagg Press, Inc.	1,246.00
06/16/2022	1506	Premier Landscape Contractors	25,342.28
06/16/2022	1507	United States Treasury	72.54
06/20/2022	1508	Baddour, Natalie	8.98
06/20/2022	1509	Baker & Taylor	9,355.13
06/20/2022	1510	Bank of America	16,221.41
06/22/2022	1511	Blackstone Publishing, Inc.	3,248.62
06/22/2022	1512	Body & Brain Yoga and Health Centers, Inc.	100.00
06/22/2022	1513	Canon Financial Services, Inc.	221.00
06/22/2022	1514	Cengage Learning, Inc.	599.83
06/22/2022	1515	Center Point Large Print	74.44
06/22/2022	1516	Chris Fascione	400.00
06/22/2022	1517	DEMCO	590.44
06/22/2022	1518	Garvey's Office Products	6.68
06/22/2022	1519	Harris, Marquitta	17.02
06/22/2022	1520	Midwest Tape	7,465.70
06/22/2022	1521	NCPERS Group Life Insurance	64.00
06/22/2022	1522	OverDrive, Inc.	11,633.63
06/22/2022	1523	Principal Life Insurance Company	1,522.32
06/22/2022	1524	Quill LLC	2,039.01
06/22/2022	1525	Runco Office Supply	63.93
06/22/2022	1526	Specialty Mat Service	65.35
06/22/2022	1527	Thomson Reuters West	94.66
06/22/2022	1528	VSP Vision Service Plan (IL)	232.99
06/22/2022	1529	Wenstrup, Gary	225.00

06/23/2022	1530	Birmingham, Laura	26.45
06/23/2022	1531	Ice Cream on Wheels Inc.	709.00
06/23/2022	1532	Ryan Productions	400.00
06/23/2022	1533	Zagotta, Sarah	24.39
06/23/2022	1534	kristinZkreations	400.00
06/24/2022	1535	Allard, Jamie	16.97
06/24/2022	1536	Blue Cross Blue Shield of Illinois	18,349.67
06/24/2022	1537	Hayes Mechanical LLC	114,450.00
06/24/2022	1538	Highland Park Public Library	71.42
06/24/2022	1539	Patron Point, Inc.	258.90
06/24/2022	1540	PitneyBowes	175.98
06/24/2022	1541	The Davey Tree Expert Company	258.00
06/30/2022	1542	Alarm Financial SVC	76.50
06/30/2022	1543	Allard, Jamie	49.43
06/30/2022	1544	Allcomm Systems, Inc.	1,412.50
06/30/2022	1545	Alphagraphics	508.70
06/30/2022	1546	Brian Zabel & Associates, PC	500.00
06/30/2022	1547	Case Lots Inc.	700.50
06/30/2022	1548	Chicago SunTimes	431.60
06/30/2022	1549	Colonial Life & Accident Insurance Co.	82.53
06/30/2022	1550	Dell Marketing L.P.	5,642.00
06/30/2022	1551	Heritage House Florist	64.95
06/30/2022	1552	Merda, Amy E	13.73
06/30/2022	1553	Peerless Network, Inc.	260.74
06/30/2022	1554	Sally Burke	40.26
06/30/2022	1555	AEP Energy, Inc.	2,988.71
06/30/2022	1556	Allcomm Systems, Inc.	1,412.50
06/30/2022	1557	Baker & Taylor	3,666.63
06/30/2022	1558	Blackstone Publishing, Inc.	558.29
06/30/2022	1559	Cengage Learning, Inc.	345.49
06/30/2022	1560	Center Point Large Print	28.46
06/30/2022	1561	Ingram Library Services	284.23
06/30/2022	1562	Midwest Tape	1,221.47
06/30/2022	1563	OverDrive, Inc.	5,305.16
06/30/2022	1564	Runco Office Supply	314.51
06/30/2022	1565	Baker & Taylor	1,162.40
06/30/2022	1566	Bank of America	8,761.70
06/30/2022	1567	Illinois Dept of Innovation & Technology	500.00
06/30/2022	1568	Kanopy	272.65
06/30/2022	1569	Midwest Tape	4,525.76

Total for 10127 Republic Bank
Operating Account

\$ 346,956.16

Bills for approval – Electronic Payments & Automatic Withdrawals

June 2022

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	06/08/2022	22,725.28
Federal & IL	Payroll taxes	06/22/2022	23,721.14
IMRF	Payroll Pension	06/30/2022	21,216.67
ExpertPay	Garnishments	06/08/2022	705.68
ExpertPay	Garnishments	06/22/2022	724.98
Mission Square	457 Plan	06/10/2022	2,750.00
Mission Square	457 Plan	06/23/2022	2,750.00
Nationwide	457 Plan	06/09/2022	50.00
Nationwide	457 Plan	06/23/2022	50.00
DAC	Deposit to HRA	06/01/2022	779.17
DAC	Deposit to HRA	06/07/2022	483.24
DAC	Deposit to HRA	06/10/2022	219.93
DAC	Deposit to HRA	06/14/2022	627.35
DAC	Deposit to HRA	06/22/2022	114.66
DAC	Deposit to HRA	06/28/2022	8.00
Nicor	Gas	06/14/2022	1,742.02
INB	Credit Card Fee	06/22/2022	116.59

ACTION ON BILLS JULY, 2022

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	1570 - 1641	\$ 212,289.75
Republic Paper Pay Checks	2038 - 2041	\$ 1,238.02
Republic Direct Deposits		\$ 122,257.89
MONTH'S TOTAL:		\$ 335,785.66

Indian Prairie Public Library District
Bill Payment List
July 2022

Operating Account	Date	Num	Vendor	Amount
	07/06/2022	1570	Bullseye Cleaning Services, Inc.	6,000.00
	07/06/2022	1571	Capoeira Chicago	400.00
	07/06/2022	1572	Case Lots Inc.	1,307.10
	07/06/2022	1573	Cheryl Brown	285.00
	07/06/2022	1574	Dancing Cranes Yoga Inc.	540.00
	07/06/2022	1575	DuPage Children's Museum	105.00
	07/06/2022	1576	Easy on Hold	150.00
	07/06/2022	1577	EBSCO Information Services	2,850.48
	07/06/2022	1578	Grey House Publishing, Inc.	3,795.00
	07/06/2022	1579	Groot Industries, Inc.	491.33
	07/06/2022	1580	Kamm Insurance Group	19,101.00
	07/06/2022	1581	Leslie Goddard	400.00
	07/06/2022	1582	Morningstar Inc.	4,854.00
	07/06/2022	1583	News Bank, Inc.	8,293.00
	07/06/2022	1584	Niche Academy	1,530.00
	07/06/2022	1585	OverDrive, Inc.	10,000.00
	07/06/2022	1586	Premier Landscape Contractors	1,128.15
	07/06/2022	1587	Pronunciator LLC	1,800.00
	07/06/2022	1588	ProQuest LLC	2,533.31
	07/06/2022	1589	Record Information Services, Inc.	769.00
	07/06/2022	1590	Tumbleweed Press, Inc.	639.20
	07/06/2022	1591	U.S. Postal Service (PostageByPhone)	4,500.00
	07/06/2022	1592	Value Line Publishing, Inc.	4,575.00
	07/06/2022	1593	World Book School and Library	2,562.00
	07/06/2022	1594	World Trade Press	693.60
	07/07/2022	1595	Brainfuse, Inc.	4,860.00
	07/13/2022	1596	Bank of America	521.06
	07/13/2022	1597	Casc Lots Inc.	313.45
	07/13/2022	1598	Dancing Cranes Yoga Inc.	240.00
	07/13/2022	1599	Eskew, Joe	129.62
	07/13/2022	1600	Lauterbach & Amen, LLP	275.00
	07/13/2022	1601	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	1,237.50
	07/13/2022	1602	Unique	49.25
	07/13/2022	1603	Wlosinski, Maria	8.19
	07/13/2022	1605	Friendly Stiches Sew & Vac	135.95
	07/14/2022	1606	LinkedIn	6,440.00
	07/14/2022	1607	Marcia LautanenRaleigh	150.00
	07/14/2022	1608	Vitson, Robyn S.	200.00
	07/20/2022	1609	Heights	12.99
	07/20/2022	1610	Baker & Taylor	717.91

07/20/2022	1611	Canon Financial Services, Inc.	221.00
07/20/2022	1612	Canon Solutions America Inc.	362.32
07/20/2022	1613	Case Lots Inc.	385.90
07/20/2022	1614	Cengage Learning, Inc.	172.74
07/20/2022	1615	Colley Elevator Co.	414.00
07/20/2022	1616	Dell Marketing L.P.	852.45
07/20/2022	1617	InfoUSA Marketing, Inc.	3,700.00
07/20/2022	1618	JoAnn Stores, LLC	1,320.00
07/20/2022	1619	Lucarelli, Anthony	46.72
07/20/2022	1620	OverDrive, Inc.	3,221.29
07/20/2022	1621	Principal Life Insurance Company	1,475.68
07/20/2022	1622	Quill LLC	355.92
07/20/2022	1623	Runco Office Supply	58.24
07/20/2022	1624	Schultz, Jack	13.92
07/20/2022	1625	Springshare LLC	1,412.00
07/20/2022	1626	SWAN	21,519.68
07/20/2022	1627	Thomson Reuters West	94.66
07/20/2022	1628	Today's Business Solutions, Inc.	300.00
07/20/2022	1629	VSP Vision Service Plan (IL)	225.02
07/20/2022	1630	Hayes Mechanical LLC	54,914.00
07/26/2022	1631	Anne Lyons	50.00
07/26/2022	1632	AT&T	170.97
07/26/2022	1633	Bank of America	7,932.15
07/26/2022	1634	Blue Cross Blue Shield of Illinois	17,734.18
07/26/2022	1635	Body & Brain Yoga and Health Centers, Inc.	100.00
07/26/2022	1636	Chalmer Davee Library	110.00
07/26/2022	1637	Fox Valley Fire & Safety	227.99
07/26/2022	1638	Jumana Saylawala	100.00
07/26/2022	1639	Merda, Amy E	24.13
07/26/2022	1640	Sarah Sullivan	50.00
07/26/2022	1641	Specialty Mat Service	131.70

Total for 10127 Republic
Bank Operating Account

TOTAL

\$ 212,289.75

Bills for approval – Electronic Payments & Automatic Withdrawals

July 2022

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	07/07/2022	22,870.76
Federal & IL	Payroll taxes	07/21/2022	23,545.47
IMRF	Payroll Pension	07/26/2022	21,329.09
ExpertPay	Garnishments	07/07/2022	707.46
ExpertPay	Garnishments	07/21/2022	691.94
Mission Square	457 Plan	07/07/2022	1,750.00
Mission Square	457 Plan	07/21/2022	750.00
Nationwide	457 Plan	07/07/2022	50.00
Nationwide	457 Plan	07/21/2022	50.00
DAC	Deposit to HRA	07/06/2022	206.02
DAC	Deposit to HRA	07/11/2022	245.51
DAC	Deposit to HRA	07/12/2022	405.78
DAC	Deposit to HRA	07/19/2022	41.08
DAC	Deposit to HRA	07/26/2022	1,226.32
Nicor	Gas	07/12/2022	1,208.39
INB	Credit Card Fee	07/15/2022	196.43

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30366
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	401 Plainfield Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Darien
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60561
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6308878760
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6308871018
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ippl.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jamie Bukovac
1.15 Title	Director
1.16 Library Director's E-mail	jamieb@ippl.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

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Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]

DuPage

1.21b If the administrative entity's county has changed, then enter the updated answer here.

1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]

No

1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]

43,892

1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.

1.23c Documentation of legal population change

1.25a This library is currently a member of what Illinois library system?

RAILS

1.25b If the library's system has changed, then enter the updated answer here.

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

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

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?

Yes

1.27 Does this library have paid staff?

Yes

1.28 Does this library have an established schedule in which services of the staff are available to the public?

Yes

1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?

Yes

1.30 Is this library supported in whole or in part with public funds?

Yes

1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]

Yes

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

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2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NDIAN PRAIRIE P.L.D.	INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NDIAN PRAIRIE P.L.D.	30366	3036600

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
NDIAN PRAIRIE P.L.D.	401 PLAINFIELD ROAD		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NDIAN PRAIRIE P.L.D.	DARIEN		60561	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NDIAN PRAIRIE P.L.D.	DuPage		6308878760	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NDIAN PRAIRIE P.L.D.	43,394		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

ANNUAL REPORT DATA (3.1 - 3.7)

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Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jamie Bukovac
3.5 Telephone Number of Person Preparing Report	630-887-8760
3.6 FAX Number	630-887-1018
3.7 E-Mail Address	jamieb@ippl.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?

No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Themis Raftis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	themisr@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60562

Second member

5.5 Name	Donald Damon
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dond@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Third member

5.5 Name	Marian Krupicka
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	mariank@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL

Fourth member

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5.5 Name	Victoria Suriano
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	victorias@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Fifth member

5.5 Name	Crystal Megaridis
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	crystalm@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Sixth member

5.5 Name	Christina Rodriguez
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	christina4@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Seventh member

5.5 Name	Sri Rao
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	srir@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	960
6.3 Total Number of Study Rooms	8
6.3b Total number of times study room(s) used by the public during the fiscal year	4,294

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$13,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

[IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
--------------	--

7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

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Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$1,505,028 in corporate fund reserves; 22,024 in Building and Maintenance Fund;

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
--	----

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,893,228
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,930,322

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$62,730
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$62,730

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$0
8.14 Other receipts intended to be used for operating expenditures	\$179,196
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$179,196
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,135,154
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,018,779
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,136,803
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$566,766
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,703,569

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$172,373
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$190,222
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$63,183
10.3b Please provide an explanation of the other types of material expenditures.	audio, video, kits, console games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$425,778

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

ing expenditures not included above (supplies, utilities, legal fees, etc.)

\$584,409

51

xpenditures (9.3 + 10.4 + 11.1) [PLSC 358]

\$3,713,756

D EXPENDITURES (12.1 - 12.7)

Information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount received, not the entire grant award.

Funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales

\$0

12.1b Local Government: Other

\$0

12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]

\$0

12.2 State Government [PLSC 401]

\$0

12.3 Federal Government [PLSC 402]

\$0

12.4 Other Capital Revenue [PLSC 403]

\$0

12.5 If Other, please specify

-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]

\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$388,760

d in the library's budget whether those positions are filled or not. Report position figures as of the last day of
y paid employees. Do NOT include volunteers.

52

ropriate categories based on the type of library work being performed rather than on an employee's

t/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per
d report each staff member's hours per week based on the number of hours worked. If your library considers
full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a
to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report
ed on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-
ulation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of
Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	13	13	\$484.78	487.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$75.18	37.50
	Assistant Director	Assistant Library Director	\$58.05	37.50
	Head of Resource Services	Reference	\$41.02	37.50
	Head of Maker and Technology	Automation/Technology/Systems	\$48.48	37.50
	Librarian	Adult Services	\$37.23	37.50
	Librarian	Adult Services	\$32.95	37.50
	Librarian	Adult Services	\$26.81	37.50
	Librarian	Children's Services	\$25.57	37.50
	Librarian	Children's Services	\$25.56	37.50
	Librarian	Children's Services	\$26.34	37.50
	Librarian	Young Adult Services	\$25.51	37.50
	Librarian	Automation/Technology/Systems	\$29.73	37.50
	Librarian	Automation/Technology/Systems	\$32.35	37.50
				0.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 12.19

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education
(non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work
that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its
mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary				0.00
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Group B Total

53

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	12.19

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,060.00
13.14 Minimum hourly rate actually paid	\$13.00
13.15 Maximum hourly rate actually paid	\$48.48
13.16 Total FTE Group C employees (13.13 / 40)	26.50

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	256.00
13.18 Minimum hourly rate actually paid	\$13.00
13.19 Maximum hourly rate actually paid	\$16.67
13.20 Total FTE Group D employees (13.17 / 40)	6.40

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	55.50
13.22 Minimum hourly rate actually paid	\$20.00
13.23 Maximum hourly rate actually paid	\$32.65
13.24 Total FTE Group E employees (13.21 / 40)	1.39
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	34.29
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	46.48

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable) 59

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	299,684
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs

sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	201	3,038	81	3,157
Children (6-11)	175	2,163	81	3,138
Children's Total	376	5,201	162	6,295
Young Adults (12-18)	111	473	18	542
Adults (19 and older)	410	4,188	9	290
General Interest	33	873	3	408
Total	930	10,735	192	7,535

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	784	6,828
Synchronous In-Person Offsite Program Sessions	53	2,139
Synchronous Virtual Program Sessions	93	1,768
Total	930	10,735

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

Special Programming

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15.39a Did the library provide any special programming for patrons on the autism spectrum? No

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	23,931
16.2a Total Number of Unexpired Non-resident Cards	846
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$94,984.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	24,777
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	112,420
17.2 Current Print Serial Subscriptions	251
17.3 Total Print Materials (17.1+17.2)	112,671
17.4 E-books Held at end of the fiscal year [PLSC 451]	454,858
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	13,159
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	343,216
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,682
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	45,021
17.6c Other Circulating Physical Items [PLSC 462]	1,544
17.6d Total Physical Items in Collection [PLSC 461]	151,805

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	56
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	72

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	249,005
18.2 Number of young adult materials loaned	19,010
18.3 Number of children's materials loaned [PLSC 551]	162,382
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	430,397

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	309,495
18.6 Videos/DVDs- Physical	74,865
18.7 Audios (include music)- Physical	22,128
18.8 Magazines/Periodicals- Physical	7,021
18.9 Other Items- Physical [PLSC 561]	16,888
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	430,397
18.11 Use of Electronic Materials [PLSC 552]	103,755
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	534,152
18.13 Successful Retrieval of Electronic Information [PLSC 554]	316,765
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	420,520
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	850,917
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	32,638
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	48,293

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	44,400
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	3,755
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	94
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	52
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	769 - 1.4 Mbps
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,063
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	41
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	9,487
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	504,186 --Select--

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$12,418
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,011.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We built a maker studio
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	Yes

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Marian Krupicka
25.4 Second board member completing the audit	Christina Rodriguez
25.5 Date the Secretary's Audit was completed	2022-07-01

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

2.12 Increased hours since COVID (0-2022-08-12)

MEMORANDUM

To: Deirdre Brennan

From: Julie Tappendorf
David Warner

Subject: Photography & Filming in Libraries and Sample Photo and Video Policy

Date: May 2, 2019

Recently, government entities have been encountering people entering public spaces to take photographs and video/film employees, members of the public, and the library buildings and grounds. As we understand it, the purpose of these “First Amendment Audits,” as they are commonly referred to, is to identify government policies and practices that allegedly infringe on an individual’s constitutionally-protected right to take photographs and videos in public places. Public libraries are a frequent location for these audits, and RAILS has received questions from members about what they can do about this conduct. You asked us to provide some guidance on the legal issues, which are addressed in this memorandum. We have also prepared a sample photo and video policy that libraries may use to regulate these activities consistent with First Amendment and Open Meetings Act protections.

Right to Photograph/Video in Public Spaces

While it may appear unusual to see someone taking photographs or videos inside a public library building, libraries need to be aware that the act of doing so is included within the First Amendment’s guarantee of speech and press rights. Because photographs and audiovisual recordings are a means of disseminating ideas and information, courts have held that they are similar to speech. So, when the government restricts someone from taking photographs or videos, it is potentially interfering with an individual’s First Amendment rights.

This does not mean a library has no authority to prohibit or regulate the taking of photographs and videos. Instead, library regulations (assuming they are content neutral) need to be written in a way that reasonably protects an individual’s right to free speech while also recognizing the privacy interests of staff and patrons and the purposes served by the library.

Summary of Draft Policy

The attached Sample Library Photography and Video Policy (“*Policy*”) is intended to balance an individual’s First Amendment right to take photographs and make videos inside a public library building against the privacy rights of library staff and patrons. It enables library staff to maintain an environment that allows for free access to information and resources without infringing on constitutionally-protected rights.

ANCEL GLINK, P.C.
May 2, 2019
Page 2

Under the Policy, permission is not required for a person to take photographs or videos in public areas of the building for personal, noncommercial, use if no specialized equipment is necessary. Libraries do have the right, however, to regulate requests for filming that may require, for example, setting up lights and tripods. Similarly, photographs and videos taken for commercial purposes do not have the same level of constitutional protection and libraries may limit when and where such use is permitted and impose a charge.

Many areas of the library are also off-limits to the taking of photographs and videos such as areas where personal privacy is protected, such as bathrooms and nursing areas, and areas restricted for staff use only. In addition, no one is permitted to take photographs or videos that harass, intimidate or threaten the safety or well-being of staff or patrons.

Photographs and videos of the building exterior and the surrounding library grounds is generally permissible as long as it does not impede access to the library or pose a threat to safety. In addition, the Policy reserves to libraries the right to film its own events and programs.

Note also that the Illinois Open Meetings Act permits individuals to photograph or video meetings of the Board and its subsidiary bodies, so that has been addressed in the Policy. In addition, the Freedom of Information Act exempts from disclosure circulation and order records identifying library users with specific materials so photographs or videos of such information is prohibited under the Policy.

Attachment: Sample Photo & Video Policy

Proposed Photography and Video Policy

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

I. General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

III. Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

IV. Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

VII. Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

VII. Right Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs and videos.

Approval of Illinois Libraries Presents Intergovernmental Agreement

In 2021 a group of libraries launched a new cooperative to provide high-quality online events at equitable prices for participating libraries of all sizes and budgets. The group will be offering 12 programs from September 2022 – June 2023. In order to join, the Library Board must approve and sign an intergovernmental agreement. The cost for the library to join is \$1,500. This provides unlimited access to all online events. The amount will be paid for out programming monies donated by the Foundation. More information is attached.

Mission

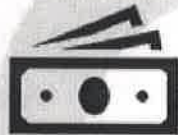
Illinois Libraries Present provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets; We connect communities and audiences across the state through shared event experiences



Goals



To provide high-quality, high-profile events



To reduce costs and maximize reach



To allow access for all libraries as equitably as possible



To define clear and distinct roles for committees



September 2022- June 2023 Programming

Operating Budget	Total Cost
\$0-\$249,999	\$80.00
\$250,000-\$749,999	\$150.00
\$750,000-\$1,499,999	\$400.00
\$1,500,000-\$2,999,999	\$750.00
\$3,000,000-\$4,999,999	\$1,500.00
\$5,000,000+	\$2,300.00

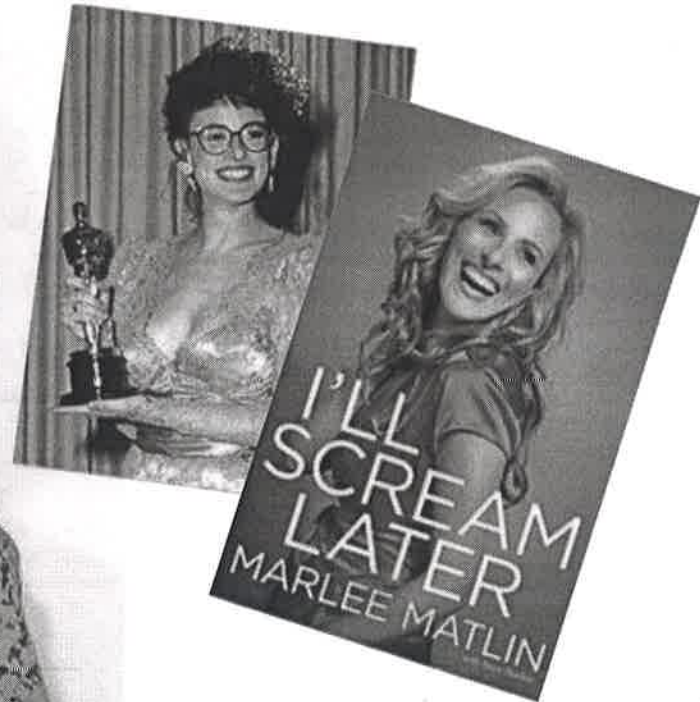


What you get

- ✓ **Access** to at least 12 programs offered over 10 months
- ✓ Professionally designed **marketing materials**
- ✓ Easy **online sign-up** for patrons
- ✓ High quality **event production** & tech support
- ✓ Post **program attendance** and data analysis
- ✓ Monthly financials with a **detailed accounting** of expenditures
- ✓ Access to an affordable **Zoom license for other collaborative events**



Season Kickoff: Oscar-winning Marlee Matlin!



**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this August 17, 2022, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and Indian Prairie Public Library LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a "CONTRACTING PROVIDER OF THE PROGRAM") so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the "Services") to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM's Contract, except as to services for the LIBRARY, without Northbrook Library's express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY's sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY's payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the Indian Prairie Public Library

401 Plainfield Road, Darien, IL 60561

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

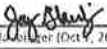
H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 6, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

RESOLUTION #2022-A

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION AUTHORIZING DISTRIBUTION OF
TRUSTEE ELECTION MATERIALS AND ACCEPTANCE OF PETITIONS

BE IT RESOLVED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage County, Illinois, that its Secretary of the Board, as local election official, be empowered to designate the following authorized individuals to distribute trustee election materials and to accept petitions for candidacy: Employees of the Indian Prairie Public Library District.

RESOLVED this 17th day of August, 2022.

Ayes:

Nays:

Absent:

Victoria Suriano, President

Attest:

Crystal Megaridis, Secretary

Determination to Dispose of Library Property

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

- 10 desktop computers and parts
- 14 laptops
- 1 DVD player
- 3 restick printers
- 3 printers
- 1 Battery Back-up
- 2 monitors
- 3 iMac

The equipment will be disposed of using a recycling service who will recycle or dispose the equipment properly.

8/2022

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2021-2022

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2021-4, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2021 and ending June 30, 2022; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Ordinance 2021-4, the Budget and Appropriation Ordinance for the fiscal year 2021-2022, be and is amended in the following respects:

- A. The appropriation for "Insurance" is decreased to \$20,000.00 from \$25,000.00.
- B. The appropriation for "Communications" is increased to \$55,000.00 from \$50,000.00.

SECTION 2: The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 17th day of August, 2022 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Crystal Megaridis, Secretary, Board of Library Trustees

Director's Report August 2022

Agenda

Omnibus:

The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries.

There is an ordinance to adjust appropriation figures. To accommodate the Communications line that went over the appropriation originally set, we're reducing the appropriation for the Insurance line, keeping the total appropriation dollars the same as was originally approved by the board.

The board also has to pass a resolution to allow the distribution of election materials for the spring trustee election.

Budget

FY21/22 ended on a good note. We underspent the personnel lines by \$201,668. Paying for the software for the HVAC system out of the operating budget was easily covered by this. In addition, we received an extra \$52,268 more in the desk monies than I anticipated as well as an additional \$9,569 from the per capita grant and \$2,234 in interest.

Because the CPI has been healthy the last several years the budget is in very good shape. For FY 21/22 the county used 2.3%, for FY 22/23 the county used 1.4%, and for the fiscal year starting July 1, 2023 the county will use 5% which is the maximum. Using 1.4% for the current fiscal year meant an additional \$68,225 for this year's budget. With 5% next year, the library will have additional monies beyond what is needed for the operating budget providing opportunity to think about how to enhance the library.

Staff

There are several changes that have occurred regarding staff positions.

Guest Services

Shift Supervisor Rachel Hofstetter has been hired to be the Assistant Head of Guest Services, replacing Cindy Maiello Glueckich who is becoming the new department head Oct. 1.

Resource Services Department

Librarian Natalie Baddour resigned in July to take a position at the St. Charles Library.

Programming & Outreach

Jen Ripka decided to take Natalie's position managing fiction collection development for adults and reader's advisory.

Laura has taken on the role of liaison to businesses.

We created two Specialists roles to support programming instead of hiring a librarian.

Programming & Outreach Associate Kate Kresek was promoted to the Specialist focusing on adult programming.

Guest Services Associate Chrissy Wesolowski was promoted to the Specialist position focusing on youth programming.

Maker and Technology Services

Guest Services Associate Beth Skolba was promoted to Technology and Maker Specialist to provide assistant to patrons in the studio, teach classes, and help cover the Technology Desk.

Network Specialist Brett Butcher resigned to take a position as a head of technology at the Helen Plum Library in Lombard. Currently Ann Stovall and Librarian Tony Lucarelli are managing Brett's responsibilities along with assistance from a consultant we've used on and off through the years. We are exploring the concept of working with a consultant rather than hiring a replacement for Brett.

Also, in Resource Services, I'm very pleased to announce that Gail Graziani will be joining us as the new department head August 22. Gail worked at IPPL at the Tech Desk and as a substitute librarian 2012 – 2014, also working at the Westmont Library as Adult Services Librarian. She started at Lisle Library in 2015 as Adult Services Librarian and has been the Assistant Director of Adult Services there since February 2017. She has a strong background in reference, reader's advisory, collection development, overseeing staff, technology, training, and project management.

In her cover letter Gail said:

"I have integrated the philosophies of customer service that I learned at Indian Prairie Public Library into my daily activities, such as to make someone's day whenever possible and to always bring a positive attitude to the library....My passion is working with patrons of all ages, improving user experience for all, supporting and leading staff, and continually working to improve library services. I welcome change and believe that libraries must continually evolve to remain relevant, useful, and fun. As a department head, I will prioritize relationship building with staff and the community, continuing education and involvement in professional organizations for staff, and will proactively seek out and act on feedback and ideas from the community or staff."

Meetings

One Resource Services Librarian meeting

Two Department Head meetings

33 meetings with 15 staff

Four interviews for the Head of Resource Services

Jamie Bukovac, Director

Assistant Director's Report – June & July 2022

Building:

A team of 15 Girl Scouts from Lace and Cass Schools donated two 6-foot benches to the library that were made entirely of recycled plastics. The troop collected thousands of plastic bottle caps and container lids, which they exchanged for the benches at Green Tree Plastics in Evansville, Indiana. The benches are located in the north end of the Gardens and they look great!

Hayes Mechanical has completed the HVAC work on the VAV boxes and the installation of the new automation system.

Joe studied our lawn irrigation system and, with Kyle's help, made many improvements which created more efficient watering. They saved the library money by doing the repair work themselves.

Joe identified the problem causing the flooding in the east slope of the lawn just west of the Gardens. He found a broken irrigation pipe, which he replaced and the flooding is no longer an issue.

Joe and Kyle installed the new pergola and it looks great! The black color really adds some elegance to our outside spaces.

The Lawrence Family planted some flowers and other pollinator plants into Bea's Garden bed. The bed is now located towards the south area of the Gardens.

Interviews:

Jamie and I interviewed two candidates for the Resource Services Department Head position.

I participated in 2 interviews with Cindy and Debbie for Guest Services Associates.

IPPL Foundation & Friends:

We received a \$141.49 check from Better World Books for our used materials.

The Book Sale brought in \$330 in June and \$227 in July.

Marketing Highlights:

- Here are the five most visited web pages on our website:

June:

1. Hours/Location - 796
2. Summer at IPPL - 774
3. Catalog - 651
4. eBooks - 424
5. Reserve a Room – 392

July:

1. Hours/Location – 799
2. Catalog - 585
3. Notary Public Services – 474
4. eBooks – 393
5. Databases All Topics - 38

- The fall newsletter has been sent to the printer and will be in mailboxes in late August.
- Jill's June and July Marketing reports are attached.

Meetings:

6/22 Library Board Meeting

In June, I had 12 one-on-one with 8 staff. In July, I had 14 one-on-ones with 8 staff.

Report Submitted by: Laura Birmingham

Jill Yott, Communications Coordinator, Report for Board of Trustees June 2022

I had several vacation days in June, but it was still a busy month.

Training

Paul and I did some training with Natalie and Jamie A. to teach them how to do newsletters in Patron Point.

Paul and I had an additional call/training session with Patron Point in early June.

In the Gallery—June

Display cases: Jordan Stein

1st & 2nd floor gallery: Gary Skogg

Other Notable Projects

Bookmarks for book discussions

Flier for Maker Studio services

Notary flier

Set up buffer for social media

Set up We Suggest template and Catch the Wave template.

Website

Updates were made to the following pages: summer reading, supporting students, booklists, movies, teens, notary services, magazines, and ebooks.

LGBTQ Booklist Aspen	24
LGBTQ Booklist hoopla	14
LGBTQ Booklists eMediaLibrary	14
Summer at IPPL Note: This is a rolling total since the end of May as of July 14.	499
Booklist—American Reads	24
Jim Gill Concert	39
Pollinator Party	23
Juneteenth Booklist	5
Juneteenth History	3
A to Z	18
CreativeBug	12
Magazines	17

Yelp & Google

People are using Yelp and Google to access the library.

In the month of June, 48 people called us by searching for us through Yelp.

In the month June, through Google . . .

- 449 called us
- 865 asked for directions to get to us
- 6,082 Googled our name

Yelp User Steve, left this review for us in June:

"IPL will get You what ever info You need. The research staff is great. It's a good place to study. There's a coffee machine as well. If You are an old schooler like me, there are also newspapers, periodicals (say that there times, fast) and magazines. IPL provides a delightful library experience, go try it for yourself..."

Enews

We started using PatronPoint for enews on June 2. In May, we imported all of our Constant Contact data with the help of the PatronPoint team. In addition, we also now automatically get the new cardholders added to the enews mailing rather than us doing it manually.

General Enews Subscribers

Since we switched over to PatronPoint, we gained a lot new subscribers. They are patrons that were not part of our Constant Contact lists but are cardholders. If they ever unsubscribed from enews as part of our Constant Contact list, then that list was brought over so they aren't getting any unwanted communication from us. It's exciting to have another 3,200 people getting our communications.

May 31	17,319
June 30	20,523
Loss/Gain in subscribers	+ 3,204

Specialty Enews Subscribers

When we brought over the Business Connect subscribers, there were 26 emails that were no longer valid. I discovered these emails were bouncing back on Constant Contact. Patron Point caught this when we did the import.

I also will start providing the statistics for Recommends, which was a pull over from the booklists that we sent through Library Aware previously. I will start reporting on Recommends in my July report as the blast went out July 1.

Newsletter	Subscribers	+/-
Business Connect subscribers	262	-26
Recommends	730	NEW

Enews Open Rate

With privacy filters being what they are in not giving accurate click through rates, I am going to only report the open rate on enews. The open rate does let us know when someone opens it—privacy filters do prevent us from knowing the actual percentage of desktop/mobile/tablet opens. It will report the majority of opens from devices as “unknown.”

Overall, our open rate trend continues to be healthy at over 30 percent.

Date	Open Rate
June 2	30.4
June 9	33.4
June 16	32.4
June 23	32.8
June 30	33.1

Social Media

Social media growth continues on everything but YouTube, which lost a follower. The growth on our channels is all organic, which is the most authentic way to grow your accounts.

Social Media Channel	Likes/Followers	+/- (May 30)
Facebook (likes)	2,150	+14
Instagram	970	+11
Twitter	1,150	+6
LinkedIn	199	+4
YouTube	217	-1

Social Media Posts

Our most engaging posts for June were about the summer kick-off party—leading up to the party and the cute chalk drawings (pictured) that we shared after. In addition, Amy did a short video for us (I took a screenshot here), playing the ukulele to advertise the Jim Gill concert. We also got great engagement on photos of the Gardens at IPPL, featuring Keshav's Garden (pictured).



**Jill Yott, Communications Coordinator, Report for Board of Trustees
July 2022**

Training

I had the monthly Patron Point call in July to connect with our account is doing. They were impressed with our open rate numbers our weekly enews.

In the Gallery—July

Display cases: Laura Lein-Svcencer

1st & 2nd floor gallery: Nannette Patterson

Other Notable Projects

Additional bookmarks for book discussions

LittleTown Rules (in process with Laura, Erin, and the graphic designer)

Hoopla and Roku promotions with TJ

Website

Updates were made to the following pages: Comics Plus, VOX books, and booklists. Dave is working on the new Mid-Kids page.

Summer at IPPL Note: This is a rolling total since the end of Aug. 8	564
Booklist—Grilling	43
Booklist—American Independence	18
Link to library calendar of programs	158
Consumer Reports Database	18
Consumer Health Complete Database	12
Magazines on Overdrive	27

Yelp & Google

People are using Yelp and Google to access the library.

In the month of July, 26 people called us by searching for us through Yelp.

In the month July, through Google . . .

- 369 called us
- 780 asked for directions to get to us
- 6,082 Googled our name

Google user Zahra tagged us in a photo on Google of our book display on RED (Taylor's Version.)



Enews

We started using PatronPoint for enews on June 2. So far, it's going well. We are noticing extra traffic coming to the website on Thursdays after enews goes out—which is great! That means we are engaging people enough to visit the website. Thanks to streamlining the booklists from Library Aware to Aspen, we are getting a better picture of our usage. The reason: Some of our old booklists were attracting bot traffic.

Special Enews: Family Bingo Night

When Amy came to marketing about needing a boost for the Family Bingo Night Family Program, I decided to do a specialty enews using Patron Point. Because it was targeted, we got a 48 percent open rate—which is great! In addition, Amy went from hardly any registrations to 80 (which was her max.) We did some extra pushing on social media, too, but the email seemed to garner the bigger return on registrations.

General Enews Subscribers

June 30	20,523
July 31	20,437
Loss/Gain in subscribers	-94

Specialty Enews Subscribers

When we signed up for Patron Point, one of the features we signed up was Recommends. Recommends is a booklist recommendation service that will email lists of titles based on the genres our guests select. We offered a similar service through Library Aware.

Newsletter	Subscribers	+/-
Business Connect subscribers	262	No change
Recommends	760	-30

Enews Open Rate

With privacy filters being what they are in not giving accurate click through rates, I am going to only report the open rate on enews. The open rate does let us know when someone opens it—privacy filters do prevent us from knowing the actual percentage of desktop/mobile/tablet opens. It will report the majority of opens from devices as “unknown.”

Overall, our open rate trend continues to be healthy at over 30 percent for regular enews. I don't have anything to Recommend service to. It will be interesting to note.

Date	Open Rate
July 7	33.68
July 14	33.53
July 21	33.03
July 28	33.57
Business Connection	29.02
Recommends	46.39

Social Media

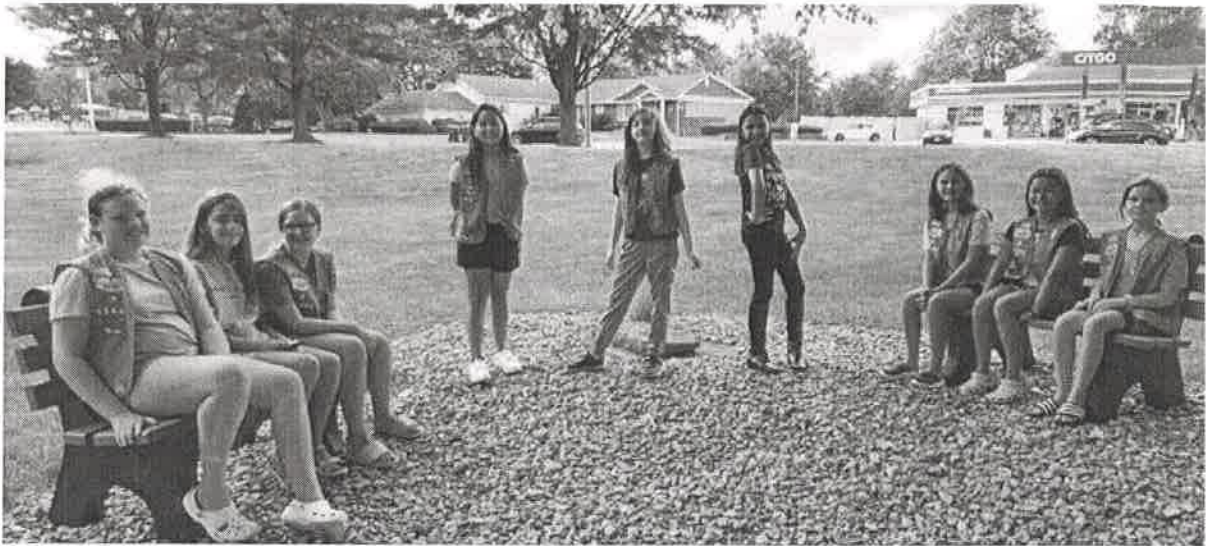
There was social media growth on each of our channels.

Social Media Channel	Likes/Followers	+/- (June 30)
Facebook (likes)	2,162	+12
Instagram	970	+5
Twitter	1,154	+4
LinkedIn	201	+2
YouTube	218	+1

Social Media Posts

We experimented with reels on Instagram for July, and we did one about the Family Bingo. It got to 208 accounts with three likes. While this is not a stellar number, for five minutes of effort on our part, we were pleased with the results. The goal is to do more with reels in the future.

Our most engaging posts for July on our Facebook, Twitter, and Instagram accounts included us wishing our community Eid Al-Adha, the change in notary service, and the donation of recycled bottle top bench from the Girl Scouts. In addition, the post that Paul did about Roger Hargreaves' popular Little Miss and Mr. Men series trended well on Instagram. He capitalized on it at the right moment.



Indian Prairie Public Library

Published by Buffer · July 9 ·



Today is Eid Al-Adha. To our friends who celebrate, Eid Al Adha Mubarak.

Learn more about this article from People.
<https://buff.ly/3RyftXh>

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14

1 Share



Like



Comment



Share



All comments ▼



Moona Jamil

Thank you



Love Reply Hide 4w



Danya Shakfeh

Thank you!



2



Guest Services

June 2022

Circulation

78% of our checkouts and renewals were done by self-service. 19% of our checkouts and renewals were done at the desk and 3% were done at the drive up.

We had 803 patrons use the drive up in June.

We checked out or renewed 1,573 items at the drive up. 905 holds were placed in June for pickup at the drive up.

There were 201 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 55 passports in June. It is typical for passports to be lower this time of year. They will go up at the end of the summer as people start to think about holiday travel. This fiscal year we accepted 964 passports. This is the most we have accepted in any year since we began in 2016.

FY 2016-2017	253
FY 2017-2018	728
FY 2018-2019	855
FY 2019-2020	668 (Covid)
FY 2020-2021	325 (Covid)
FY 2021-2022	964

Library Cards: We issued 242 resident library cards. 37 were initiated remotely.

Notary Public: We notarized 151 documents in June. June was the last month we will be doing notary, due to the change in the law.

Staff

We had our first in-person Staff Institute in two years on June 10. Since most of the Guest Services staff were not here two years ago, they were very excited about attending. Everyone thought the day was informative and enjoyable. We only had 3 staff members unable to attend.

Meetings

6/15	SWAN Circulation User Group	Debbie	Zoom
6/20	Patron Point	Debbie & Cindy	Zoom
6/23	ELS (License Plate Renewal)	Debbie & Cindy	Google
6/28	SWAN Updates	Debbie	Zoom

Debbie Sheehan
Head of Guest Services

				Circulation Statistics								
	2012	2013	2014	2015	2016	2017	2018	2019		2020		2021
Month	2013	2014	2015	2016	2017	2018	2019	2020		2021		2022
July	87,216	87,602	80,022	75,425	67,595	59,767	& 65,323	64,326	#	38,174	#	48,269
Aug.	80,915	77,621	72,824	67,971	63,720	56,603	61,591	60,815	#	44,438	#	44,949
Sept.	67,864	65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	#	44,419	#	40,926
Oct.	74,123	70,857	65,894	60,141	56,236	51,829	56,250	56,681	#	45,228	#	43,085
Nov.	71,019	68,912	64,203	59,906	53,280	51,105	53,902	53,513	#	43,386	#	42,654
Dec.	66,499	62,642	62,656	56,512	50,932	48,477	51,627	50,504	#	39,447	#	42,669
Jan.	78,554	71,590	69,608	64,231	58,950	53,767	56,972	57,138	#	42,870	#	47,860
Feb.	70,512	65,225	60,286	60,625	54,369	52,259	53,962	54,801	#	40,445	#	42,102
Mar.	78,612	74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	#	46,377	#	47,000
Apr.	71,161	68,376	71,904	^ 60,424	54,820	52,453	54,270	# 11,631	#, \$	29,586	#	44,598
May	67,429	61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	#	45,473	#	42,153
June	79,392	74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	#	46,565		47,887
Yearly												
Total	893,296	850,187	810,215	758,241	690,893	644,477	671,280	540,961		506,408		534,152
& Ill sent added												
^Missing data--used an average number to get a total												
*Parking lot construction												
#Covid 19												
\$-closed 2 weeks												

Guest Services July 2022

Circulation

The total checkouts and renewals for July was 50,710. This is the first time we have been over 50,000 for a month since February 2020.

76% of our checkouts and renewals were done by self-service. 21% of our checkouts and renewals were done at the desk and 3% were done at the drive up.

We had 832 patrons use the drive up in July.

We checked out or renewed 1,624 items at the drive up. 998 holds were placed in July for pickup at the drive up.

There were 212 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 67 passports in July.

Library Cards: We issued 153 resident library cards. 10 were initiated remotely.

License Plate Renewals: We are hoping to begin providing this service to the community in September.

Staff

Chrissy Wesolowski has been hired as a full time Programming and Outreach Specialist. Beth Skolba has been hired as a full time Maker Studio Specialist. Both will continue to work in the Guest Services Department until we are able to hire new Associates.

Meetings

July 26

SWAN Updates

Zoom

Debbie Sheehan

Head of Guest Services

Programming and Outreach Department – June & July 2022

Staffing Changes:

Jen has taken Natalie Baddour's position in Resources, leaving Programming & Outreach. Jamie and I have decided not to replace the Business Librarian position. I will take over outreach to the businesses and the Chambers.

With Jen's move, we now have two Programming and Outreach Specialists. Kate Kresek, who was hired in May and was helping with kids programming, will now specialize in adult programs and outreach. Kate's background is in adult programming (she formerly worked at White Oak Library in senior outreach) and behavioral health. She will work primarily with Marquitta and Cindy.

We advertised the open Specialist position in-house. I interviewed and hired Chrissy Wesolowski, Guest Services Associate, as our new full-time Specialist who will help support early literacy and mid-kids programming and outreach. She will primarily work with Erin and Amy. Chrissy is currently working a hybrid schedule in the two departments until a new Guest Services Associate is hired.

Community:

Volunteers from the Community House Camp came to the library twice this summer. Volunteers did a variety of tasks such as cleaning, shelf-reading and helping in Keshav's Garden.

Amy, Erin and Kate all took turns providing weekly 2-hour visits to the Willowbrook Corner Summer Day Camp, held at Anne M. Jeans School. They brought a variety of activities over an 8-week period. Campers were able to participate in our Summer Reading program because our staff brought logs and books to them each week.

Amy hosted local Girl Scout Troop #55229 in a lesson about candle-making in June.

Amy and Kate visited Seton Montessori's summer camp for 6-9 year olds. Many of their campers are library cardholders.

I attended the Willowbrook/Burr Ridge Chamber networking meeting in July. It was held at Compass Arena in Willowbrook.

Summer Reading 2022:

We are accepting Summer Reading logs and math packets through August 15, so I don't have a final participation number at the time of this report. So far, we have received 475 completed reading logs and 155 completed "Mission Math" packets. I will report the final number next month.

Reading Buddies was a success this summer. It was offered on Thursdays and Saturdays over a 7-week period. A teen volunteer was paired up with a younger reader, each taking turns to read aloud from a favorite book. Staff have enjoyed watching the positive interactions between the teens and the kids.

Chess Club was very successful. The 6-week series (off one week due to 4th of July) gave kids the opportunity to practice their chess skills. Many learned chess for the first time. The energy in the room was always high and obvious that the kids were having a good time while building chess skills and knowledge, as well as making new friends. Since parents expressed interest in the library continuing the program during the school year, Amy and Sarah are currently planning some regular chess drop-ins for kids.

Programs - JUNE 2022

In June, we hosted 91 programs and 1,966 people attended.

Early Lit

6/5	Open Play	Jordan	10
6/6	Kinder Cooks	Erin	25
6/7	Family Storytime	Erin	25
6/7	Stories at Sundown	Jordan	11
6/8	Science and Stories	Jordan	36
6/13	Kinder Cooks	Erin	22
6/14	Family Storytime	Erin	22
6/14	Stories at Sundown	Jordan	24
6/17	Park Hopper Storytime	Erin	20
6/20	Kinder Cooks	Erin	18
6/21	Family Storytime	Erin	13
6/21	Stories at Sundown	Jordan	15
6/21	Science & Stories	Jordan	25
6/24	Park Hopper Storytime	Erin	28
6/24	Ice Cream Story Craft	Erin	17
6/27	Kinder Cooks	Erin	27
6/28	Family Storytime	Erin	18
6/28	Stories at Sundown	Jordan	9

Families

6/4	Henna Tattoos	Jordan	30
6/4	Magic Show with Scott Green	Amy	129
6/4	Chalk the Walk	Sarah	104
6/4	Community Sea Shanty Singalong	Sarah	35

6/6	Cat Café	Sarah	120
6/9	Family Night: T-Rexplorers	Erin	73
6/11	Saturday Social: Jim Gill Concert	Amy	109
6/12	Love Family Dance Party	Amy	18
6/15	Energy Bike with SCARCE	Jen	13
6/16	Family Night: Tie Dye	Erin	150
6/23	Family Night: Juggling Funny Stories	Erin	34
6/26	Pollinator Party	Jen	43
6/30	Family Night: Bike Decorating	Erin	31

Mid-Kids

6/6	Read to a Pet	Amy	8
6/7	Middle School Dungeons & Dragons	Sarah	4
6/14	Chess Club	Amy/Sarah	31
6/17	Science Lab in Keshav's Garden	Amy	11
6/19	Middle School Dungeons & Dragons	Sarah	1
6/21	Chess Club	Amy	30
6/24	Science Lab in Keshav's Garden	Amy	12
6/28	Chess Club	Amy	37
6/28	Craft; No Sew Plushies	Sarah	11
6/29	Circuit Smarts: Build a Lantern	Amy	15

Teens

6/11	Deep Breathing & Meditation Workshop	Sarah	4
6/23	Teen STEM Challenge	Sarah	9
6/27	Crafternoon: Faux Stained Glass	Sarah	7

Adults

6/1	Teen Mental Health: A Program for Parents	Sarah	2
6/2	Afternoon Movie: Belfast	TJ	33
6/6	Birds, Bees & Butterflies	Jen	64
6/7	Let's Talk Downsizing	Cindy	17
6/8	Online Chair Yoga	Cindy	24
6/9	DIY Together: Wine Bottle Craft	Marquitta	3
6/13	Parks of Montana and the Dakotas	Cindy	16
6/15	Online Chair Yoga	Cindy	22
6/15	Writing Wednesdays: Beginnings	Sarah	2
6/18	Afternoon Movie: Marry Me	TJ	18
6/20	Genealogy After-Hours	Joe	10
6/21	Job-Seekers: Transferrable Skills	Jen	4
6/22	Adult Dungeons & Dragons	Sarah	6

6/22	Online Chair Yoga	Cindy	21
6/25	Learn Irish Ceili Dancing	Jen	46
6/29	Writing Wednesdays: Writer's Block	Sarah	4
6/29	History of the Band Chicago	Cindy	27
6/29	Online Chair Yoga	Cindy	19
6/30	Gaming for Grandparents	Sarah	3

Groups

6/1	Gen Lilt Book Discussion	Jen	1
6/1	Great Decisions Group	Jen	8
6/2	Online English Conversation Group	Joe	6
6/2	Nonfiction at Night Book Discussion	Joe	6
6/6	Adult Chess	Laura	7
6/8	Crime Readers Book Discussion	Tori	11
6/8	Online English Conversation Group	Joe	4
6/13	Adult Chess Group	Laura	8
6/16	Online English Conversation Group	Joe	2
6/16	Novel Idea Book Discussion	Natalie	17
6/18	English Conversation Group	Joe	5
6/20	Adult Chess	Laura	5
6/22	Great Decisions	Jen	5
6/23	Vibrant Adults	Marquitta	4
6/23	Genealogy Group	Joe	17
6/27	Adult Chess	Laura	6
6/29	English Conversation Group	Joe	2

Passive Programs

6/1-6/4	Flower Trace and Count	Early Lit	Erin	25
6/4-6/11	Camping Measurement	Early Lit	Erin	100
June	Teen Post	Teens	Sarah	40
June	Sticker Challenge	Mid-Kids	Sarah	70
6/12-6/19	Father's Day Cards	Mid-Kids	Amy/Kate	60
6/15-6-23	Summer Find and Count	Early Lit	Erin	150
6/20-6/23	Juneteenth Flag Craft	Mid-Kids	Amy/Kate	22
6/24-6/30	4 th of July Fireworks	Mid-Kids	Amy/Kate	25
6/25-6/30	4 th of July Coloring	Early Lit	Erin	100

Programs - JULY 2022

In July, we hosted 90 programs and 1,590 people attended.

Early Lit

7/1	Park Hopper Storytime	Erin	13
7/1	Flashing Fireworks	Erin	30
7/3	Open Play	Jordan	0
7/5	Family Storytime	Erin	20
7/5	Stories at Sundown	Jordan	13
7/6	Science & Stories	Jordan	21
7/11	Happy Campers: Bear Hunt	Erin, Kate	28
7/12	Family Storytime	Kate	20
7/12	Stories at Sundown	Jordan	10
7/15	Firefly Storycraft	Erin	27
7/18	Happy Campers: Fishing Fun	Erin, Kate	25
7/19	Family Storytime	Erin	25
7/19	Stories at Sundown	Jordan	11
7/20	Science & Stories	Jordan	18
7/22	Park Hopper Storytime	Erin, Megan	17
7/25	Happy Campers: Campfire & S'mores	Erin	17
7/27	Dinosaur Adventures	Erin	35

Families

7/7	Family Night: Picnic	Erin	23
7/14	Family Night: Camp Read S'more	Erin	53
7/16	Healing Through Hands: Reiki	Laura	10
7/21	Family Night: Lego Fest	Erin	75
7/23	Saturday Social: Scavenger Hunt	Erin	17
7/28	Family Night: Camp Bingo	Amy, Erin	63
7/30	Rout 66 Flyway: Meet the Butterflies	Jen	379

Erin's Family Night programs were a great draw this summer. She had a wide variety of programs with the most popular being the Lego Fest which had 75 attendees.

Jen worked with the Darien Garden Club to set up the *Route 66 Flyway: Meet the Butterflies* program on July 30th. The Salt Creek Butterfly Farm brought a tent of live Monarch butterflies that participants could interact with. People of all ages loved the experience. A whopping 379 people attended.

Mid-Kids

7/1	Science Lab in Keshav's Garden	Amy	14
7/5	Middle School Dungeons & Dragons	Sarah	6
7/7	Brushing Up on Books (Inklude Art Studio)	Marquitta	7
7/7	Reading Buddies	Amy	1
7/9	Mission Mars	Amy, Jack	15
7/10	Pokémon Movie & Paint	Amy	5
7/11	Read to a Pet	Amy	8
7/12	Chess Club	Amy, Sarah	28
7/12	Mile School Craft: Woven Wall Hangings	Sarah	9
7/14	Reading Buddies	Amy	4
7/14	Brushing Up on Books (Inklude Art Studio)	Marquitta	11
7/16	Reading Buddies	Amy	1
7/17	Middle School Dungeons & Dragons	Sarah	4
7/19	Chess Club	Amy, Sarah	17
7/21	Reading Buddies	Amy	1
7/21	Brushing Up on Books (Inklude Art Studio)	Marquitta	8
7/22	Science Lab in Keshav's Garden	Amy	13
7/23	Reading Buddies	Amy	2
7/26	Middle School Craft: Duct tape	Sarah	7
7/26	Chess Club	Amy, Sarah	35
7/28	Reading Buddies	Amy	2
7/28	Brushing Up on Books (Inklude Art Studio)	Marquitta	4
7/29	Science Lab in Keshav's Garden	Amy	13
7/30	Reading Buddies	Amy	1

In July, we partnered with Little Friends' Inklude Studio for a 4-week program, Brushing Up on Books. Inklude Studio facilitators read one book each session and assisted with creating artwork based on the book's theme. The group focused on experimenting and building art skills, while learning about oneself and their community through the art-making process. Works created in the classes are now on display in our 2nd floor display cases.

Unfortunately, 2 of the Science Labs in Keshav's Garden were cancelled due to rain.

Teens

7/7	Teen STEM Challenge: Physics	Sarah	1
7/11	Crafternoon: Keychains	Sarah	2
7/16	Learn to Loom Knit	Sarah	4
7/25	Crafternoon: Fluid Art	Sarah	4

Adults

7/6	Online Chair Yoga	Cindy	20
7/7	Afternoon Movie: You Can't Take it With You	TJ	29
7/7	Artist's Way	Marquitta	13
7/9	Gingarte Capoeira Brazilian Dance Workshop	Sarah	24
7/11	Chicago's Sweet Bakeries Remembered	Cindy	32
7/13	Speaking Grief Documentary & Discussion	Marquitta	6
7/13	Online Chair Yoga	Cindy	20
7/13	Writing Wednesdays: Making Plot Happen	Sarah	3
7/14	Summer Sounds with Robyn Vitson	Marquitta	13
7/14	Artist's Way	Marquitta	13
7/15	Curative Properties of Tea	Marquitta	15
7/17	Houseplants Swap	Sarah	1
7/18	Remembering Route 66	Cindy	56
7/18	Adulting 101: Load N' Go Meals	Sarah	5
7/19	Online: The First 90 Days of a New Job	Jen	3
7/20	Online Chair Yoga	Cindy	21
7/20	Rejoining the Workforce	Marquitta	2
7/20	Adult Dungeons & Dragons	Sarah	5
7/21	Artist's Way	Marquitta	11
7/27	Online Chair Yoga	Cindy	11
7/27	Great Decisions	Jen	6
7/27	Writing Wednesdays: Revising & Re-writing	Sarah	3
7/28	Artist's Way	Marquitta	12
7/29	After – Hours: Crafting Herbal Mocktails	Sarah, Jen	15

The Curative Properties of Tea program on July 15th was held in the Café. It was a trial to see how a daytime program would work in the open space. Marquitta did a great job setting the space up and participants seemed to enjoy the change of scenery.

Marquitta is working with artist Laura Lein-Svencner to host a 14-week series, which started in July, on *The Artist's Way: A Course in Discovering and Recovering Your Creative Self* by Julia Cameron. Each week, participants discuss a chapter and do an art activity. Here is what Marquitta had to say about the workshop: "I'm learning a lot from Laura Lein-Svencner in her Artist's Way sessions. The mixture of doing art, reading, and group discussions are really helping the participants explore themselves. Many have talked about how they utilize the library's Maker Studio or just the study rooms to tap into their inner creative (I like the sound of that - inner creative 😊). I will definitely be adding this method to my DIY Together programs as well as Outreach Programs."

Business:

7/19	Social Media Marketing for Small Businesses	Jen	2
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Groups

7/2	English Conversation Group	Joe	6
7/6	Online English Conversation Group	Joe	3
7/7	Nonfiction at Night Book Discussion	Joe	5
7/11	Adult Chess	Laura	5
7/13	Online English Conversation Group	Joe	2
7/14	Crime Readers Book Discussion	Tori	5
7/16	English Conversation Group	Joe	8
7/18	Adult Chess Group	Laura	6
7/20	Online English Conversation Group	Joe	4
7/25	Adult Chess	Laura	7
7/27	Online English Conversation Group	Joe	3
7/28	Genealogy Group Meeting (Field Trip)	Joe	
7/28	Vibrant Adults	Marquitta	2

Passive Programs:

7/1-7/4	4 th of July Coloring	Little Kids	Erin	30
7/1-7/5	Star Art	Mid-Kids	Amy	21
7/5-7/25	Snail Craft	Mid-Kids	Erin, Kate	125
7/5-7/11	Summer Coloring	Little Kids	Erin	150
7/1-7/30	Sticker Challenge	Mid-Kids	Sarah	130
7/13-7/19	Color by Number	Little Kids	Erin	175
7/1-7/30	Seashell Scavenger Hunt	Mid-Kids	Sarah	35
7/22-7/30	Shark Coloring	Little Kids	Erin	130
7/26-7/27	Shark Cam Livestream	Mid-Kids	Amy	30
7/26-7/31	Shark Bookmark	Mid-Kids	Amy	70
7/26-7/31	Shark Scavenger Hunt	Mid-Kids	Amy	47
7/1-7/31	Teen Post: BFF	Teens	Sarah	50

Submitted by:

Laura Birmingham

Resource Services Monthly Report

June and July 2022

Submitted by Jamie Bukovac, Director

Comings & Goings

Natalie Baddour resigned July 15 to work at St. Charles Library. July 18, Jen Ripka moved from Programming & Outreach to take Natalie's position as a Resource Services Librarian responsible for adult fiction and genres plus adult ebooks and eaudiobooks. She is also responsible for the library's adult reader's advisory services. Jen realized she missed doing collection development and that this position was her preference. We were very happy to provide the opportunity. As she is learning the job, Jen has done a great job prioritizing tasks in her new position, including ensuring there was no lag in ordering materials.

Collections

Nearly 400 DVDs in great condition were donated to the library. T.J. and Technical Services staff worked on identifying titles we didn't own and replacing titles we do own with these donations.

Jordan received various high school summer reading lists. She created displays and promotions about the lists including curating titles in hoopla and Overdrive to provide digital access to titles. For promotion of the titles available online, Jordan created bookmarks with QR codes.

Anna is working with Maker Studio staff to plan how to add new items to the Library of Things Collection and determine the best way to organize and manage the collection.

As staff work on projects in the collections, they are replacing faded labels to assure nice looking collections.

Recently Anna conducted a time study for management of our serials collection and is identifying processes that can be managed by other staff to ensure efficiency and timeliness.

Jeanine developed a new electronic invoice record system that cut down on paper.

Jeanine set up new ordering procedures with a vendor which will provide improved accuracy and efficiency.

Library Material Displays for June and July

Both floors

LGBTQIA+ Pride Month

Juneteenth

1st floor

Great Outdoors Month

Alzheimer's & Brain Awareness Month

Audiobook Month

Vacation Films

Staff Favorites

All About Summer

Grilling Season

Biographies and Biopics

Sweet Treats for Summer

2nd floor

Read Beyond the Beaten Path (to tie in with Summer Reading)

Summer is Here!

High School Reading Lists Books

Summer Fun

4th of July

Summer Treats

Shark Week

Monthly Highlights

- T.J. and Jill created a more efficient and precise signage system in the CD collection to indicate where each music category starts. They also created an effective way to promote new television series and movies that are available through our Roku.
- T.J. and Dave created a new webpage for movie lists to aid patrons in finding movies of interest.
- T.J. has started a "We Suggest" enews for new DVDs.
- When we stopped providing notary services, Joe prepared a referral list for our guests.
- Jordan started a "We Suggest" enews for kids & teens materials.
- Jordan researched and proposed we add Comics Plus to our eresources which provides online access to comics and graphics novels for all ages.

Community

- Tori prepared book club discussion materials for nine area book clubs, five on new titles never before requested and four on titles that another club previously requested.
- Joe contacted the VFW to see if any veterans would like to be interviewed for the Veterans History Project. As it's summer, he hasn't received responses yet.

Continuing Education & Contributing to the Profession

- Joe attended the ELSUM meeting in June. ELSUM is a networking group focused around research databases.
- Jordan attended webinars/workshop on the following topics:
 - Fall book preview
 - SWAN analytics training
 - Picture books
 - Comics Plus Demonstration
 - Library subscription boxes for middle school and high school
 - 2 webinars on new non-fiction books
 - Graphic novels

Technology & Maker Services Board Report June & July 2022

Technology Services

Classes/Programs

June- 4 classes & 1 program - Total attendance: 27

July- 7 classes & 1 program - Total attendance: 37

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Wed. 6/8	9:30-11 a.m.	Computer Basics Part 1	Adult	Ann	3
Wed. 6/15	9:30-11 a.m.	Computer Basics Part 2	Adult	Ann	3
Sat. 6/18	10-11:30 a.m.	Photography Best Practices	Adult	Luke	14
Mon. 6/27	2-3 p.m.	iPhone Features Maps & Navigation	Adult	Dave	2
Thur. 6/30	2-3 p.m.	Android/Samsung Features Maps & Navigation	Adult	Ann	5
Sat. 7/9	12-1:30 p.m.	Mission Mars	Kids	Jack	15
Mon. 7/11	9:30-11 a.m.	VHS Tape/Film digital drop-in	Adult	Ann	2
Mon. 7/18	9:30-11 a.m.	Record/cassette to digital drop-in	Adult	Ann	1
Tue. 7/19	6:30-8 p.m.	Computer Basics Part 1	Adult	Ann	1
Thu. 7/21	2-3:30 p.m.	iPhone/iPad: Camera & Photos	Adult	Ann	3
Mon. 7/25	2-3:30 p.m.	iPhone/iPad: Camera & Photos	Adult	Dave	7
Tue. 7/26	3:30-5 p.m.	Scratch Coding	Kids	Jack	4
Tue. 7/26	6:30-8 p.m.	Computer Basics Part 2	Adult	Ann	4

Statistics

- Computer Usage June
 - Adult Users: 1,509 Hours: 1,139
 - Adult laptop: 33 Hours: 50
 - K&T Users: 554 Hours: 241
 - K&T Laptops: 24 Hours: 30
- Computer Usage July
 - Adult Users: 1,589 Hours: 1,184
 - Adult laptop: 19 Hours: 26
 - K&T Users: 516 Hours: 246
 - K&T Laptops: 13 Hours: 20
- Drive-thru Printing- June-0 & July-0
- Technology Desk Assistance- June- 768 & July- 878
- 1-on-1 Training: June-215 & July- 221
- Wireless Usage- Total Unique Access: June- 7,786 & July – 6, 659

Maker Services/Maker Studio

Added an iMac for digital editing to the Maker Studio. Guests can now edit or create professional photos, videos and audio recordings. Software installed: Adobe creative suite, Final Cut Pro, Logic Pro and other photo, audio and video software.

Dave created a price list for supplies available for purchase in the Maker Studio. It's very handy list for patrons.

Classes/Programs/1-on-1

- June classes: 11- Total attendance: 170
- July classes: - 12 -Total attendance: 96
- Passive programs
 - June - Summer Reading Buttons - Total attendance: 64
 - July- 3D Printed Robots - Total attendance: 29
- 1-on-1 training: June-44 & July- 49
- Maker Assistance: June- 189 & July- 346

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Sat. 6/4	10-2p.m.	Summer Reading MS Kick-off Bookmarks & Buttons	Ages 8+	Ann/Luke/Anthony	116
Mon. 6/6	10-11a.m.	Intro. To 3D Printing	Adult/Teen	Dave	8
Tue. 6/7	6:30-8p.m.	Garden Apron Vinyl Decoration	Ages 8+	Ann	6
Sat. 6/11	10-11:30a.m.	Intro. To Machine Embroidery	Adult/Teen	Dave	7
Mon. 6/13	10-11:30 a.m.	Intro. to Poster Printing	Adult/Teen	Ann	6
Sun. 6/19	1:15- 2:24p.m.	Pride Inspired Laser Art on Canvas	Teen	Dave	2
Mon. 6/20	9:30-11a.m.	Maker Studio Tours for 60+	Adult	Ann	3
Wed. 6/22	10-11:30a.m.	Intro to Laser Engraving	Ages 8+	Ann	4
Wed. 6/22	6:30-8p.m.	Pride Inspired Laser Art on Canvas	Ages 8+	Dave	6
Sat. 6/25	10-11:30a.m.	Garden Apron Vinyl Decoration	Ages 8+	Dave	3
Sat. 6/29	10-11:30a.m.	Intro to Machine Wood Carving	Adult/Teen	Jack	9
Wed. 7/6	10-11:30a.m.	Intro to Machine Embroidery	Adult/Teen	Jack	7
Thu. 7/7	6:30-8p.m.	Laser Cut Lanterns	Adult/Teen	Jack	9
Sat. 7/9	1-3p.m.	Maker Studio Tours for 60+	Adult	Jack	3
Tue. 7/12	3:30-5p.m.	Embroidered Patches	Kids	Dave/Jack	8

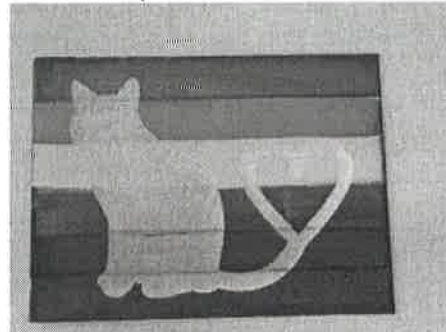
Wed. 7/13	10-11:30a.m.	Intro. to Vinyl Cutters	Adult	Jack	4
Thu. 7/14	5-6:30p.m.	Laser Cut Jewelry	Teen	Jack	4
Fri. 7/15	6-8:30p.m.	Sip & Create	Adult (21+)	Jack/Dave/Ann	24
Sun. 7/17	1:15-2:30p.m.	3D Printed & Embroidered Keychains	Kids	Jack	3
Wed. 7/20	3:30-5p.m.	Outdoor Photo Art Laser Engraved Canvas	Kids	Jack	9
Wed. 7/20	10-11a.m.	Intro to 3D Printing	Adult	Ann	7
Thu. 7/21	6:30-8p.m.	Among Us Felt Stuffies	Teen	Jack	12
Wed. 7/27	10-11a.m.	Intro to Poster Printing	Adult	Jack	6

Made in a class

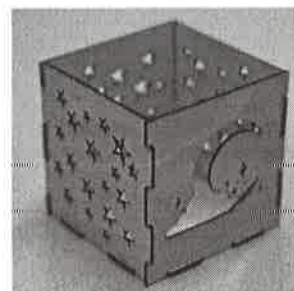
Garden Aprons- Vinyl Cutter



Pride Inspired Art - Laser Cutter



Laser Cutter Lantern



Summer Reading Kickoff- Bookmark



Summer Reading Kickoff- Buttons



Sip & Create- Heat Transfer Vinyl Bags

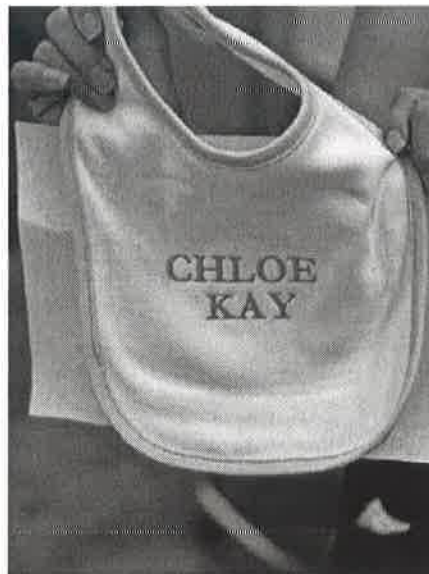


Made Using Equipment

Laser Engraved Photo



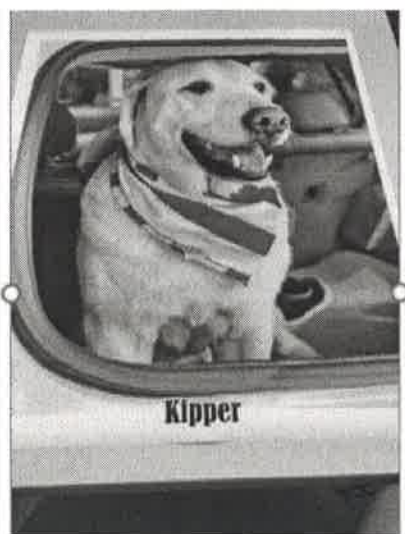
Embroidered Bib



Heat Transfer Vinyl T-shirt



Poster Printer



Embroidered Onesies



Equipment Usage

June	July
• 3D Printers- 23 • Button Maker – 23 • Candle Maker- 2 • Carving Machine- 10 • Cricut (Vinyl)- 2 • Ellison Dig Cut- 3 • Embroidery Machine- 25 • Knitting Machine- 0 • Laser Cutter- 39 • Poster Printer – 17 • Sewing Machine- 13 • Silhouette (Vinyl)- 18 • Sizzix (die cut/embossing) -7	• 3D Printers- 34 • Button Maker – 16 • Candle Maker- 29 • Carving Machine- 3 • Cricut (Vinyl)- 1 • Ellison Dig Cut- 2 • Embroidery Machine- 40 • Knitting Machine- 0 • Laser Cutter- 72 • Poster Printer – 19 • Sewing Machine- 42 • Silhouette (Vinyl)- 32 • Sizzix (die cut/embossing) - 15

Websites

All booklists and other pages on our website using Library Aware content was revised with a brand new style and features new collection spotlights for the homepage and teen pages.

Dave trained Natalie, Jordan, and Tori on Joomla module Page Builder CK so they are able to update the new book list page.

Statistics

June

- Maker Studio Website Users- 889 Page Views- 2,045
- IPPL Website Users – 12,131 Page Views- 33,728

July

- Maker Studio Website Users- 1,086 Page Views- 2,172
- IPPL Website Users – 10,528 Page Views- 32,025

Library of Things (LOT)

Checkout Statistics (Includes eLibrary Devices)

- June- 122 Unique Users – ; Total checkouts – 167
- July – 138 Unique Users – ; Total checkouts – 211

Ann M. Stovall, Head of Technology & Maker Services, August 11, 2022

STATISTICS FOR	Jun-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	19,491	18,050	229,422	213,274	7.57%
Teen	1,707	1,777	15,746	15,539	1.33%
Kids	15,487	14,132	152,591	130,264	17.14%
ILLS Sent	2,210	3,132	32,638	27,001	20.88%
TOTAL	38,895	37,091	430,397	386,078	11.48%
Electronic Circulation	8,992	9,474	103,755	120,330	-13.77%
GRAND TOTAL CIRC.	47,887	46,565	534,152	506,408	5.48%
% Reciprocal Borrowing	9%	8%	9%	6%	
Patron Visits	34,838	21,115	299,684	131,035	128.71%
<u>Current Cards</u>					
Resident	242	145	23,931	22,850	4.73%
Non-Resident	107	128	846	786	7.63%
TOTAL	349	273	24,777	23,636	4.83%
<u>Patron Assistance</u>					
Adult - Reference	2,708	1,416	22,380	16,236	37.84%
Kids - Reference	1,447	1,483	9,315	9,901	-5.92%
Technology - Reference	957	1,564	12,705	13,808	-7.99%
TOTAL REFERENCE	5,112	4,463	44,400	39,945	11.15%
Adult - Other	273	279	2,404	2,006	19.84%
Kids - Other	142	78	1,865	175	965.71%
Technology - Other	45	29	731	246	197.15%
TOTAL OTHER	460	386	5,000	2,427	106.02%
GRAND TOTAL ASST.	5,572	4,849	49,400	42,372	16.59%
<u>ILL/Reserves</u>					
Holds	6,795	6,395	85,662	90,910	-5.77%
ILLS Sent	2,210	2,310	32,638	26,179	24.67%
ILLS Checked Out	4,060	3,132	43,448	42,018	3.40%
ILLS Received	4,521	3,532	48,293	42,861	12.67%
<u>Programs - Adult</u>					
# Programs	24	11	191	134	42.54%
Attendance	580	191	3,238	2,722	18.96%
<u>Technology Classes</u>					
# Programs	16	0	203	77	163.64%
Attendance	197	0	1,371	823	66.59%
<u>Individual Technology Training</u>					
# of Patrons	335	249	3,755	1,314	185.77%
<u>Groups</u>					
# Programs	19	4	140	40	250.00%
Attendance	129	40	832	390	113.33%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	2	2	65	99	-34.34%
Attendance	13	11	307	538	-42.94%
<u>Programs - Kids</u>					
# Programs	46	46	405	560	-27.68%
Attendance	1,255	1,087	5,357	6,158	-13.01%
GRAND TOTAL ATT.	2,509	1,578	14,860	11,945	24.40%

STATISTICS FOR	Jun-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2		25		
Attendance	20		845		
<u>Passive Programs - Teen</u>					
# Programs	2		30		
Attendance	52		682		
<u>Passive Programs - Kids</u>					
# Programs	9		87		
Attendance	594		6,169		
<u>Computers - Patron Use</u>					
Adult Computers	1,509	1,259	17,497	13,357	30.99%
Kids Computers	554	80	2,449	892	174.55%
Teen Laptop	24	3	148	55	169.09%
Adult Laptop	33	19	239	101	136.63%
TOTAL PATRON USE	2,120	1,361	20,333	14,405	41.15%
<u>Hours Used</u>					
Adult Computers	1,129	933	13,475	9,265	45.44%
Kids Computers	135	25	1,110	487	127.93%
Teen Laptop	30	17	162	120	35.00%
Adult Laptop	241	23	522	139	275.54%
TOTAL HOURS USED	1,535	998	15,269	10,011	52.52%
Wireless Total Connections	7,786	4,456	77,573	52,586	47.52%
IPPL Total Web Site Access	16,511	15,652	173,176	429,508	-59.68%
IPPL Total Page Views	55,487	41,470	504,186	661,210	-23.75%
Subscription Database Logins	2,902	2,756	35,479	34,654	2.38%
<u>Outreach-Homebound</u>					
Items Delivered	120	149	1,551	1,511	2.65%
<u>Volunteers</u>					
Number Active	62	38	127	41	
Hours Worked	297	162	952	614	55.05%
Staff Training Hours	108	69	1,001	919	8.92%
<u>Room Use</u>					
Conference Rooms	462	94	4,294	470	813.62%
Meeting Rooms					
Library	83		578		
Non-Library	10		98		
Board Room					
Library	19		161		
Non-Library	22		123		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	552	90	54	588	200	137	290	191
Non-Fiction	39293	94	25	39362	5069	6136	5163	6161
Fiction	31627	392	84	31935	7235	10506	7627	10590
ADULT TOTALS	71472	576	163	71885	12504	16779	13080	16942
KIDS								
Non-Fiction	11735	181	17	11899	1372	973	1553	990
Fiction	23731	235	73	23893	4693	3786	4928	3859
KIDS TOTALS	35466	416	90	35792	6065	4759	6481	4849
TEEN								
Non-Fiction	560	16	0	576	200	80	216	80
Fiction	4107	73	13	4167	989	691	1062	704
TEEN TOTALS	4667	89	13	4743	1189	771	1278	784
BOOK TOTALS	111605	1081	266	112420	19758	22309	20839	22575

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	7073	81	15	7139	1107	333	1188	348
Music CDs	4399	49	22	4426	504	1929	553	1951
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20556	125	103	20578	2428	2677	2553	2780
ADULT TOTALS	32396	255	140	32511	4045	4947	4300	5087
KIDS								
Audiobooks on CD	590	1	1	590	115	63	116	64
Music CDs	295	0	0	295	28	2	28	2
Playaway	110	0	0	110	8	5	8	5
DVDs (DVD & Blu-ray)	4106	3	5	4104	383	575	386	580
KIDS TOTALS	5101	4	6	5099	534	645	538	651
TEEN								
Audiobooks on CD	195	15	0	210	65	76	80	76
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	211	15	0	226	67	518	82	518
AUDIOVISUAL TOTALS	37708	274	146	37836	4646	6110	4920	6256

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	211	4	0	215	67	10	71	10
Tech Takeout (except digital content devices)	150	1	0	151	41	6	42	6
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	360	5	0	365	108	52	113	52
KIDS								
Kits (STEM, Book bundles, etc.)	179	36	0	215	45	23	81	23
Puzzles (New Aug. 2018)	23	0	0	23	9	2	9	2
Playaway Launch Pads	18	0	0	18	0	4	0	4
KIDS TOTALS	220	36	0	256	54	29	90	29
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	783	14	1	796	151	34	165	35
Board Games	123	0	1	122	35	9	35	10
TEEN TOTALS	911	14	2	923	186	44	200	46
OTHER TOTALS	1491	55	2	1544	348	125	403	127
COLLECTION TOTALS	151743	1410	414	152739	26034	28835	26162	28958

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

June 2022

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	423,266	0	423,266	N/A	N/A
eMedia (Overdrive Consortium)	24,291	28	24,319	898	926
eMedia (Overdrive Advantage)	7,039	84	7,123	941	1025
Preloaded eReaders	150	0	150	61	61
eBook Totals	454,746	112	454,858	1900	2012
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	69,272	23797	93,069	N/A	N/A
eMedia (Overdrive Consortium)	6,439	27	6,466	526	553
eMedia Advantage (Overdrive)	1,795	30	1,825	407	437
Preloaded Adult Audiobook iPods	150	2	152	76	78
Audiobook Total	125,250	23856	101,512	1009	1068
Music					
Hoopla- Year	241,704	0	241,704	N/A	N/A
Videos					
Hoopla- Year (includes TV Episodes)	15,037		15,037	N/A	N/A
Preloaded Adult Roku Titles	1,314	16	1,330	88	104
Preloaded Family Roku Titles	200	0	200	14	14
Video Totals	16,551	16	16,567	102	118
Total Audiovisual	407,344	23,872	359,783	1,153	1,186
Collection Totals	862,079	23,984	814,641	3,042	3,198

STATISTICS FOR	Jul-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	20,912	20,271	20,912	20,271	3.16%
Teen	1,817	1,638	1,817	1,638	10.93%
Kids	14,869	14,554	14,869	14,554	2.16%
ILLS Sent	3,434	3,006	3,434	3,006	14.24%
TOTAL	41,032	39,469	41,032	39,469	3.96%
Electronic Circulation	9,678	8,800	9,678	8,800	9.98%
GRAND TOTAL CIRC.	50,710	48,269	50,710	48,269	5.06%
% Reciprocal Borrowing	9%	8%	9%	8%	
Patron Visits	31,338	23,981	31,338	23,981	30.68%
<u>Current Cards</u>					
Resident	153	135	22,419	23,931	-6.32%
Non-Resident	115	103	834	885	-5.76%
TOTAL	268	238	23,253	24,816	-6.30%
<u>Patron Assistance</u>					
Adult - Reference	2,187	1,453	2,187	1,453	50.52%
Kids - Reference	1,113	937	1,113	937	18.78%
Technology - Reference	1,224	1,410	1,224	1,410	-13.19%
TOTAL REFERENCE	4,524	3,800	4,524	3,800	19.05%
Adult - Other	167	239	167	239	-30.13%
Kids - Other	167	99	167	99	68.69%
Technology - Other	25	32	25	32	-21.88%
TOTAL OTHER	359	370	359	370	-2.97%
GRAND TOTAL ASST.	4,883	4,170	4,883	4,170	17.10%
<u>ILL/Reserves</u>					
Holds	7,369	6,680	7,369	6,680	10.31%
ILLs Sent	3,434	3,006	3,434	3,006	14.24%
ILLs Checked Out	3,805	2,768	3,805	2,768	37.46%
ILLs Received	4,179	3,409	4,179	3,409	22.59%
<u>Programs - Adult</u>					
# Programs	25	10	25	10	150.00%
Attendance	344	150	344	150	129.33%
<u>Technology Classes</u>					
# Programs	19	9	19	9	111.11%
Attendance	126	59	126	59	113.56%
<u>Individual Technology Training</u>					
# of Patrons	318	231	318	231	37.66%
<u>Groups</u>					
# Programs	13	5	13	5	160.00%
Attendance	69	21	69	21	228.57%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	4	1	4	1	300.00%
Attendance	11	6	11	6	83.33%
<u>Programs - Kids</u>					
# Programs	48	26	48	26	84.62%
Attendance	1,166	480	1,166	480	142.92%
GRAND TOTAL ATT.	2,034	947	2,034	947	114.78%

STATISTICS FOR	Jul-22	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2		2		
Attendance	7		7		
<u>Passive Programs - Teen</u>					
# Programs	2		2		
Attendance	50		50		
<u>Passive Programs - Kids</u>					
# Programs	12		12		
Attendance	972		972		
<u>Computers - Patron Use</u>					
Adult Computers	1,589	1,348	1,589	1,348	17.88%
Kids Computers	516	95	516	95	443.16%
Teen Laptop	13	6	13	6	116.67%
Adult Laptop	19	16	19	16	18.75%
TOTAL PATRON USE	2,137	1,465	2,137	1,465	45.87%
<u>Hours Used</u>					
Adult Computers	1,184	1,078	1,184	1,078	9.83%
Kids Computers	246	58	246	58	324.14%
Teen Laptop	20	5	20	5	300.00%
Adult Laptop	26	23	26	23	13.04%
TOTAL HOURS USED	1,476	1,164	1,476	1,164	26.80%
Wireless Total Connections	6,659	4,892	6,659	4,892	36.12%
IPPL Total Web Site Access	14,527	15,961	14,527	15,961	-8.98%
IPPL Total Page Views	46,277	39,228	46,277	39,228	17.97%
Subscription Database Logins	3,178	2,306	3,178	2,306	37.81%
<u>Outreach-Homebound</u>					
Items Delivered	162	135	162	135	20.00%
<u>Volunteers</u>					
Number Active	62	21			
Hours Worked	159	45	159	45	253.33%
Staff Training Hours	18	61	18	61	-70.49%
<u>Room Use</u>					
Conference Rooms	452	136	452	136	232.35%
Meeting Rooms					
Library	66		66		
Non-Library	7		7		
Board Room					
Library	21		21		
Non-Library	10		10		

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	588	58	19	627	290	191	348	210
Non-Fiction	39362	59	19	39402	5163	6161	5222	6180
Fiction	31935	323	68	32190	7627	10590	7950	10658
ADULT TOTALS	71885	440	106	72219	13080	16942	13520	17048
KIDS								
Non-Fiction	11899	23	10	11912	1553	990	1576	1000
Fiction	23893	143	92	23944	4928	3859	5071	3951
KIDS TOTALS	35792	166	102	35856	6481	4849	6647	4951
TEEN								
Non-Fiction	576	9	0	585	216	80	225	80
Fiction	4167	39	6	4200	1062	704	1101	710
TEEN TOTALS	4743	48	6	4785	1278	784	1326	790
BOOK TOTALS	111605	654	214	112860	19758	22309	21493	22789

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	7139	22	11	7150	1188	348	1210	359
Music CDs	4426	15	78	4363	553	1951	568	2029
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20578	87	177	20488	2553	2780	2640	2957
ADULT TOTALS	32511	124	266	32369	4300	5087	4424	5353
KIDS								
Audiobooks on CD	590	3	1	592	116	64	119	65
Music CDs	295	2	0	297	28	2	30	2
Playaway	110	0	0	110	8	5	8	5
DVDs (DVD & Blu-ray)	4104	9	9	4104	386	580	395	589
KIDS TOTALS	5099	14	10	5103	538	651	552	661
TEEN								
Audiobooks on CD	210	1	0	211	80	76	81	76
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	226	1	0	227	82	518	83	518
AUDIOVISUAL TOTALS	37708	139	276	37699	4646	6110	5059	6532

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	219	0	1	218	71	10	71	11
Tech Takeout (except digital content devices)	152	3	0	155	42	6	45	6
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	370	3	1	372	113	52	116	53
KIDS								
Kits (STEM, Book bundles, etc.)	215	2	2	215	81	23	83	25
Puzzles (New Aug. 2018)	23	0	0	23	9	2	9	2
Playaway Launch Pads	18	0	0	18	0	4	0	4
KIDS TOTALS	256	2	2	256	90	29	92	31
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	796	0	6	790	165	35	165	41
Board Games	122	0	2	120	35	10	35	12
TEEN TOTALS	923	0	8	915	200	46	200	54
OTHER TOTALS	1549	5	11	1543	403	127	408	138
COLLECTION TOTALS	150862	798	501	151159	24807	28546	26960	29459

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

July 2022

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	423,266	259,788	683,054	N/A	259,788
eMedia (Overdrive Consortium)	24,319	28	24,293	926	954
eMedia (Overdrive Advantage)	7,123	84	7,167	1025	1109
Preloaded eReaders	150	8	158	61	69
eBook Totals	454,858	259,908	714,672	2012	261,920
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	93,069	75661	168,730	N/A	75661
eMedia (Overdrive Consortium)	6,466	27	6,477	553	580
eMedia Advantage (Overdrive)	1,825	30	1,831	437	467
Preloaded Adult Audiobook iPods	152	1	153	78	79
Audiobook Total	101,512	75719	177,191	1068	76787
Music					
Hoopla- Year	241,704	78673	320,377	N/A	78673
Videos					
Hoopla- Year (includes TV Episodes)	15,037	9417	24,454	N/A	9417
Preloaded Adult Rokus Titles	1,330	6	1,336	104	110
Preloaded Family Roku Titles	200	1	201	14	15
Video Totals	16,567	9424	25,991	118	9542
Total Audiovisual	359,783	163,816	523,559	1,186	165,002
Collection Totals	814,641	423,724	1,238,231	3,198	426,922

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

6/30/2022

Balance on hand as of May 31, 2022.....	2,402,447.88
Cash Receipts for June.....	1,480,620.78
Cash Disbursements for June.....	542,684.45
Cash on hand as of June 30, 2022.....	3,340,384.21

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.119%

General.....	267,795.34
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 0.61%.....	1,587,880.20
Republic Bank - Checking General.....	59,365.21
Republic Bank - Payroll Account.....	3,564.86
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2022.....	3,340,384.21

FUND BALANCES AS OF 6/30/2022

Corporate Fund.....	1,505,028.30
Building & Maintenance Fund.....	22,023.84
I.M.R.F. Fund.....	-
Liability Fund.....	-
Social Security Fund.....	-
Special Reserve Fund.....	(123,028.84)
Deferred Taxes.....	2,103,649.18
Current Liabilites.....	(167,288.27)
Grand Total All Funds.....	3,340,384.21

Indian Prairie Public Library District
Consolidated Revenue Report for June 2022

(21)

Percent of Year: 100.00

	RECEIVED June 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,891,603.91	100.76%	3,862,097.00	-29,506.91
41150 · Non-current Property Taxes	0.00	1,621.47	0.00%	0.00	-1,621.47
43100 · Interest-Tax Levy	0.00	3.00	0.00%	0.00	-3.00
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,893,228.38	100.81%	3,862,097.00	-31,131.38
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	62,730.28	118.00%	53,161.00	-9,569.28
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	62,730.28	118.00%	53,161.00	-9,569.28
INTEREST					
43500 · Interest - Investment	941.33	2,234.56	0.00%	0.00	-2,234.56
TOTAL INTEREST	941.33	2,234.56	0.00%	0.00	-2,234.56
DESK MONIES					
45100 · Copier	211.45	2,058.65	89.51%	2,300.00	241.35
45120 · Computer Copies	990.84	12,010.15	160.14%	7,500.00	-4,510.15
45130 · Fax	208.30	3,830.09	191.51%	2,000.00	-1,830.09
45200 · Fines/Fees	579.71	16,979.48	102.91%	16,500.00	-479.48
45250 · Gifts/Donations	0.00	1.00	0.40%	250.00	249.00
45300 · Lost Materials	827.93	5,763.83	144.10%	4,000.00	-1,763.83
45350 · Non-Resident Fees	8,781.30	94,983.62	126.65%	75,000.00	-19,983.62
45450 · Hot Picks	26.00	101.00	0.00%	0.00	-101.00
45550 · Meeting Room Rental	62.50	906.25	0.00%	0.00	-906.25
45600 · ILL Fees	49.65	201.28	40.26%	500.00	298.72
45650 · Maker Studio	396.75	2,292.64	458.53%	500.00	-1,792.64
45700 · Passport Fees	2,275.00	33,530.60	268.25%	12,500.00	-21,030.60
45750 · Notary Fees	181.00	1,460.00	208.57%	700.00	-760.00
TOTAL DESK MONIES	14,590.43	174,118.59	143.01%	121,750.00	-52,368.59
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	2,594.40	518.88%	500.00	-2,094.40
46800 · Collection Agency Fee	29.21	247.96	495.92%	50.00	-197.96
49000 · Operating Transfer In	62,992.28	122,855.65	0.00%	0.00	-122,855.65
TOTAL OTHER INCOME	63,021.49	125,698.01	22854.18%	550.00	-125,148.01
GRAND TOTAL	78,553.25	4,258,009.82	105.46%	4,037,558.00	-220,451.82

Operating Transfer In reflects \$122,855.65 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape \$25,730.00, Pergola \$6,706.00, Security camera system \$17,342.87, Fire Alarm Systems Services and Horn Strobe \$5,571.50, Kroeschell fan work \$4,513.00, Premier Landscape \$18,542.28, Hayes Mechanical \$44,450.00

Indian Prairie Public Library District Consolidated Expenditures Report for June 2022

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Percent of Year: 100.00

	June 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	173,000.50	2,136,803.47	93.14%	2,294,105.00	157,301.53		
61310 · Benefits - Medical / Life Ins.	16,303.65	177,353.35	92.64%	191,452.00	14,098.65		
61330 · Benefits - IMRF	15,242.04	223,925.57	99.33%	225,440.00	1,514.43		
61340 · Benefits - FICA	12,101.51	158,154.24	90.12%	175,500.00	17,345.76		
61400 · Staff Development	4,976.29	12,417.92	55.94%	22,200.00	9,782.08		
61600 · Board Development	0.00	525.00	52.50%	1,000.00	475.00		
61710 · Workers Compensation	0.00	5,933.00	104.38%	5,684.00	-249.00		
61720 · Unemployment Insurance	0.00	1,400.22	46.67%	3,000.00	1,599.78		
61730 · Data Expense Reimbursement	78.00	102.20					
TOTAL PERSONNEL	221,701.99	2,716,614.97	93.09%	2,918,381.00	201,868.23	3,250,000.00	83.59%
MATERIALS							
62100 · Books	16,369.53	144,232.51	90.74%	158,950.00	14,717.49		
62200 · Periodicals	700.41	19,025.60	72.27%	26,325.00	7,299.40		
62300 · Audio	5,299.79	27,417.57	84.75%	32,350.00	4,932.43		
62400 · Video	6,637.68	29,011.76	68.34%	42,450.00	13,438.24		
62500 · Multi-Media	568.97	1,179.77	58.99%	2,000.00	820.23		
62600 · eMaterials	29,253.75	190,222.84	103.55%	183,700.00	-6,522.84		
62700 · Console Games	887.89	5,574.28	79.63%	7,000.00	1,425.72		
62800 · Damaged Item Replacement	292.95	9,115.31	151.92%	6,000.00	-3,115.31		
62900 · Materials Supplies	5,435.51	24,200.35	115.24%	21,000.00	-3,200.35		
TOTAL MATERIALS	65,446.48	449,979.99	93.79%	479,775.00	29,795.01	525,000.00	85.71%
BUILDING							
63200 · Cleaning Service	12,065.35	74,096.84	96.48%	76,800.00	2,703.16		
63300 · Utilities (1-8-11 · Gas)	1,742.02	14,828.57	98.86%	15,000.00	171.43		
63300 · Utilities (1-8-12 · Electric)	2,988.71	47,826.35	82.46%	58,000.00	10,173.65		
63300 · Utilities (1-8-13 · Telephone)	693.00	5,605.80	93.43%	6,000.00	394.20		
63300 · Utilities (1-8-14 · Water/Sewer)	860.15	2,977.59	37.22%	8,000.00	5,022.41		
63300 · Utilities (1-8-15 · Garbage Disposal)	486.17	5,226.91	104.54%	5,000.00	-226.91		
63350 · Building Supplies	0.00	3,390.30	56.51%	6,000.00	2,609.70		
63400 · Maintenance Supplies	3,898.56	15,014.44	136.50%	11,000.00	-4,014.44		
63500 · Security System Monitoring	265.50	756.00	108.00%	700.00	-56.00		
63600 · Property Maintenance	10,335.89	44,359.93	110.90%	40,000.00	-4,359.93		
63800 · Building Maintenance/Repair	4,244.00	43,568.63	145.23%	30,000.00	-13,568.63		
TOTAL BUILDING	37,579.35	257,651.36	100.45%	256,500.00	-1,151.36	350,000.00	73.61%
OPERATIONS							
64200 · Supplies - Office	1,876.87	12,267.40	111.52%	11,000.00	-1,267.40		
64300 · Photocopy Supplies	41.47	2,133.73	35.56%	6,000.00	3,866.27		
64400 · Guest Services Supplies	0.00	1,866.00	53.31%	3,500.00	1,634.00		
64500 · Postage	-90.52	1,886.46	37.73%	5,000.00	3,113.54		
64550 · Passport Postage	268.50	3,466.18	138.65%	2,500.00	-966.18		
64600 · Non-Payment Reimbursement	0.00	-960.42	-64.03%	1,500.00	2,460.42		
64700 · Travel	161.61	677.68	45.18%	1,500.00	822.32		
64800 · Organizational Memberships	0.00	3,511.00	100.31%	3,500.00	-11.00		
64900 · Bank Fees	116.59	2,508.23	100.33%	2,500.00	-8.23		
TOTAL OPERATION	2,374.52	27,356.26	73.94%	37,000.00	9,643.74	42,000.00	65.13%
TECHNOLOGY							
65100 · Supplies-Public Toner	913.54	6,314.92	63.15%	10,000.00	3,685.08		
65150 · Supplies-Staff Toner	510.95	4,049.55	57.85%	7,000.00	2,950.45		
65160 · Supplies-Technology Services	0.00	387.19	129.06%	300.00	-87.19		
65170 · Supplies-Maker Studio	749.31	2,770.57	110.82%	2,500.00	-270.57		
65200 · Technology-Prof Services	0.00	1,500.00	50.00%	3,000.00	1,500.00		
65300 · Purchase of Equipment	44.97	17,707.03	104.16%	17,000.00	-707.03		

Indian Prairie Public Library District Consolidated Expenditures Report for June 2022

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Percent of Year: 100.00

	June 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65350 · Tech Takeout	3,358.80	4,171.73	139.06%	3,000.00	-1,171.73		
65360 · Kits	1,432.85	2,784.34	53.04%	5,250.00	2,465.66		
65400 · Technology Equip Mnt/Repair	6,246.36	17,614.74	95.55%	18,436.00	821.26		
65500 · Software	910.55	13,420.51	94.72%	14,169.00	748.49		
65600 · SWAN	0.00	47,944.13	101.10%	47,422.00	-522.13		
65700 · Telecommunications	1,395.70	14,300.62	95.62%	14,955.00	654.38		
TOTAL TECHNOLOGY	15,563.03	132,965.33	92.96%	143,032.00	10,066.67	200,000.00	66.48%
CONTRACTUAL SERVICES							
66100 · General Professional Services	3,049.50	17,666.00	108.38%	16,300.00	-1,366.00		
66200 · Credit Bureau	78.80	581.90	48.49%	1,200.00	618.10		
66300 · Copier	221.00	2,652.00	88.40%	3,000.00	348.00		
66400 · Copier Maintenance Contract	0.00	921.13	30.70%	3,000.00	2,078.87		
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00		
TOTAL CONTRACTUAL SERVICES	3,349.30	21,871.03	92.21%	23,720.00	1,848.97	35,000.00	62.49%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,925.00	100.00%	11,925.00	0.00		
67200 · Bonding	0.00	1,356.00	116.90%	1,160.00	-196.00		
67300 · Officers & Directors Liability	0.00	2,009.00	100.00%	2,009.00	0.00		
67400 · Umbrella Liability	0.00	2,275.00	100.00%	2,275.00	0.00		
TOTAL INSURANCE	0.00	17,565.00	101.13%	17,369.00	-196.00	25,000.00	70.26%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	35,796.49	143.19%	25,000.00	-10,796.49		
68111 · eNewsletter	0.00	7,000.00	350.00%	2,000.00	-5,000.00		
68210 · Marketing Advertising	84.00	179.00	22.38%	800.00	621.00		
68310 · Marketing Supplies	292.50	2,847.05	406.72%	700.00	-2,147.05		
68410 · Marketing-Information Printing	4,876.14	7,607.57	50.72%	15,000.00	7,392.43		
68500 · Legal Notices	0.00	873.24	58.22%	1,500.00	626.76		
TOTAL COMMUNICATIONS	5,252.64	54,303.35	120.67%	45,000.00	-9,303.35	50,000.00	108.61%
PROGRAMMING							
68600 · Programming	6,809.18	35,448.99	96.59%	36,700.00	1,251.01		
TOTAL PROGRAMMING	6,809.18	35,448.99	96.59%	36,700.00	1,251.01	45,000.00	78.78%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	124,914.00	166,284.87	237.55%	70,000.00	-96,284.87		
69200 · Special Reserve Fund	0.00	222,352.47	0.00%	0.00	-222,352.47		
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00		
69800 · Operating Transfer Out	62,992.28	122,855.65	0.00%	0.00	-122,855.65		
69900 · Contingency	2,894.66	11,153.24	111.53%	10,000.00	-1,153.24		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00		
70000 · Operating Transfer Purchases	62,992.28	122,855.65	0.00%	0.00	-122,855.65		
GRAND TOTAL	611,869.71	4,359,258.16	107.97%	4,037,477.00	-321,781.16	4,522,000.00	96.40%

Operating Transfer Out reflects \$122,855.65 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape \$25,730.00, Pergola \$6,706.00, Security camera system \$17,342.87,

Fire Alarm Systems Services and Horn Strobe \$5,571.50, Kroeschell fan work \$4,513.00

Premier Landscape \$18,542.28, Hayes Mechanical \$44,450.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

7/31/2022

Balance on hand as of June 30, 2022.....	3,340,384.21
Cash Receipts for July.....	49,291.76
Cash Disbursements for July.....	410,692.01
Cash on hand as of July 31, 2022.....	2,978,983.96

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.593%

General.....	279,290.09
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 0.77%.....	1,231,170.27
Republic Bank - Checking General.....	38,420.77
Republic Bank - Payroll Account.....	8,324.23
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2022.....	2,978,983.96

FUND BALANCES AS OF 7/31/2022

Corporate Fund.....	3,012,146.68
Building & Maintenance Fund.....	19,382.11
I.M.R.F. Fund.....	9,228.15
Liability Fund.....	(5,310.98)
Social Security Fund.....	12,819.42
Special Reserve Fund.....	(123,028.84)
Current Liabilites.....	53,747.42
Grand Total All Funds.....	2,978,983.96

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**Indian Prairie Public Library District
Consolidated Revenue Report for July 2022**

Percent of Year: 8.33

	RECEIVED July 2022	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,131,030.14	2,131,030.14	54.22%	3,930,322.00	1,799,291.86
41150 · Non-current Property Taxes	3.68	3.68	0.00%	0.00	-3.68
43100 · Interest-Tax Levy	0.02	0.02	0.00%	0.00	-0.02
TOTAL PROPERTY TAX & LEVY INTEREST	2,131,033.84	2,131,033.84	54.22%	3,930,322.00	1,799,288.16
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	53,161.00	53,161.00
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	53,161.00	53,161.00
INTEREST					
43500 · Interest - Investment	1,277.28	1,277.28	0.00%	4,000.00	2,722.72
TOTAL INTEREST	1,277.28	1,277.28	0.00%	4,000.00	2,722.72
DESK MONIES					
45100 · Copier	202.20	202.20	10.11%	2,000.00	1,797.80
45120 · Computer Copies	1,192.18	1,192.18	9.94%	12,000.00	10,807.82
45130 · Fax	485.73	485.73	9.72%	5,000.00	4,514.27
45200 · Fines/Fees	497.46	497.46	9.95%	5,000.00	4,502.54
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	616.04	616.04	11.20%	5,500.00	4,883.96
45350 · Non-Resident Fees	10,641.82	10,641.82	11.82%	90,000.00	79,358.18
45450 · Hot Picks	32.00	32.00	0.00%	0.00	-32.00
45550 · Meeting Room Rental	331.25	331.25	0.00%	500.00	168.75
45600 · ILL Fees	171.48	171.48	34.30%	500.00	328.52
45650 · Maker Studio	376.50	376.50	18.83%	2,000.00	1,623.50
45700 · Passport Fees	2,345.00	2,345.00	9.38%	25,000.00	22,655.00
45750 · Notary Fees	8.00	8.00	0.00%	0.00	-8.00
TOTAL DESK MONIES	16,899.66	16,899.66	11.45%	147,600.00	130,700.34
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	0.00	0.00	0.00%	2,000.00	2,000.00
46800 · Collection Agency Fee	0.00	0.00	0.00%	200.00	200.00
TOTAL OTHER INCOME	0.00	0.00	0.00%	2,200.00	2,200.00
TOTAL	2,149,210.78	2,149,210.78	51.95%	4,137,283.00	1,988,072.22
49000 · Operating Transfer In					
GRAND TOTAL	2,149,210.78	2,149,210.78	51.95%	4,137,283.00	1,988,072.22

**Indian Prairie Public Library District
Consolidated Expenditures Report for July 2022**

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Percent of Year: 8.33

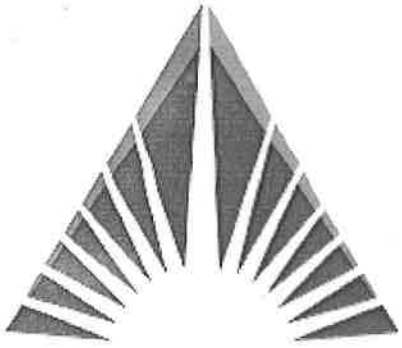
	July 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION
PERSONNEL						
61100 · Salaries	169,803.21	169,803.21	7.15%	2,375,154.00	2,205,350.79	
61310 · Benefits - Medical / Life Ins.	15,546.45	15,546.45	7.32%	212,360.00	196,813.55	
61330 · Benefits - IMRF	15,322.77	15,322.77	7.54%	203,246.00	187,923.23	
61340 · Benefits - FICA	11,888.05	11,888.05	6.90%	172,400.00	160,511.95	
61400 · Staff Development	0.00	0.00	0.00%	22,400.00	22,400.00	
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	
61710 · Workers Compensation	6,424.00	6,424.00	100.00%	6,424.00	0.00	
61720 · Unemployment Insurance	0.00	0.00	0.00%	3,500.00	3,500.00	
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00	
TOTAL PERSONNEL	218,984.48	218,984.48	7.31%	2,996,484.00	2,777,499.52	
MATERIALS						
62100 · Books	954.92	954.92	0.60%	159,200.00	158,245.08	
62200 · Periodicals	0.00	0.00	0.00%	18,300.00	18,300.00	
62300 · Audio	0.00	0.00	0.00%	29,850.00	29,850.00	
62400 · Video	0.00	0.00	0.00%	40,450.00	40,450.00	
62500 · Multi-Media	6.48	6.48	0.32%	2,000.00	1,993.52	
62600 · eMaterials	72,044.87	72,044.87	36.74%	196,075.00	124,030.13	
62700 · Console Games	0.00	0.00	0.00%	7,000.00	7,000.00	
62800 · Damaged Item Replacement	30.39	30.39	0.38%	8,000.00	7,969.61	
62900 · Materials Supplies	0.00	0.00	0.00%	21,000.00	21,000.00	
TOTAL MATERIALS	73,036.66	73,036.66	15.16%	481,875.00	408,838.34	
BUILDING						
63200 · Cleaning Service	6,131.70	6,131.70	7.05%	87,000.00	80,868.30	
63300 · Utilities (1-8-11 · Gas)	1,208.39	1,208.39	8.06%	15,000.00	13,791.61	
63300 · Utilities (1-8-12 · Electric)	0.00	0.00	0.00%	48,500.00	48,500.00	
63300 · Utilities (1-8-13 · Telephone)	0.00	0.00	0.00%	5,000.00	5,000.00	
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	8,000.00	8,000.00	
63300 · Utilities (1-8-15 · Garbage Disposal)	491.33	491.33	9.83%	5,000.00	4,508.67	
63350 · Building Supplies	0.00	0.00	0.00%	5,500.00	5,500.00	
63400 · Maintenance Supplies	1,846.50	1,846.50	16.79%	11,000.00	9,153.50	
63500 · Security System Monitoring	0.00	0.00	0.00%	700.00	700.00	
63600 · Property Maintenance	1,163.79	1,163.79	2.33%	50,000.00	48,836.21	
63800 · Building Maintenance/Repair	663.59	663.59	1.90%	35,000.00	34,336.41	
TOTAL BUILDING	11,505.30	11,505.30	4.25%	270,700.00	259,194.70	
OPERATIONS						
64100 · Payroll Service	0.00	0.00	0.00%	3,399.00	3,399.00	
64200 · Supplies - Office	19.74	19.74	0.26%	7,601.00	7,581.26	
64300 · Photocopy Supplies	368.90	368.90	10.54%	3,500.00	3,131.10	
64400 · Guest Services Supplies	0.00	0.00	0.00%	3,700.00	3,700.00	
64500 · Postage	4,373.68	4,373.68	87.47%	5,000.00	626.32	
64550 · Passport Postage	304.30	304.30	10.14%	3,000.00	2,695.70	
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00	
64700 · Travel	10.00	10.00	1.00%	1,000.00	990.00	
64800 · Organizational Memberships	139.00	139.00	3.76%	3,700.00	3,561.00	
64900 · Bank Fees	196.43	196.43	7.86%	2,500.00	2,303.57	
TOTAL OPERATION	5,412.05	5,412.05	15.73%	34,400.00	28,987.95	
TECHNOLOGY						
65100 · Supplies-Public Toner	0.00	0.00	0.00%	8,000.00	8,000.00	
65150 · Supplies-Staff Toner	142.56	142.56	2.85%	5,000.00	4,857.44	
65160 · Supplies-Technology Services	0.00	0.00	0.00%	300.00	300.00	
65170 · Supplies-Maker Studio	0.00	0.00	0.00%	2,800.00	2,800.00	
65200 · Technology-Prof Services	0.00	0.00	0.00%	3,000.00	3,000.00	

**Indian Prairie Public Library District
Consolidated Expenditures Report for July 2022**

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Percent of Year: 8.33

	July 22	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION
65300 · Purchase of Equipment	1,107.95	1,107.95	5.36%	20,672.00	19,564.05	
65350 · Library of Things	44.00	44.00	0.53%	8,250.00	8,206.00	
65400 · Technology Equip Mnt/Repair	0.00	0.00	0.00%	19,564.00	19,564.00	
65500 · Software	3,032.00	3,032.00	17.84%	17,000.00	13,968.00	
65600 · SWAN	12,639.68	12,639.68	25.62%	49,335.00	36,695.32	
65700 · Telecommunications	170.97	170.97	1.14%	14,995.00	14,824.03	
TOTAL TECHNOLOGY	17,137.16	17,137.16	11.51%	148,916.00	131,778.84	
CONTRACTUAL SERVICES						
66100 · General Professional Services	0.00	0.00	0.00%	18,500.00	18,500.00	
66200 · Credit Bureau	0.00	0.00	0.00%	1,200.00	1,200.00	
66300 · Copier	221.00	221.00	7.37%	3,000.00	2,779.00	
66400 · Copier Maintenance Contract	362.32	362.32	12.08%	3,000.00	2,637.68	
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	
TOTAL CONTRACTUAL SERVICES	583.32	583.32	2.25%	25,920.00	25,336.68	
INSURANCE						
67100 · Multi Peril-Physical Assets	13,068.00	13,068.00	100.00%	13,068.00	0.00	
67200 · Bonding	1,356.00	1,356.00	100.00%	1,356.00	0.00	
67300 · Officers & Directors Liability	2,153.00	2,153.00	107.17%	2,009.00	-144.00	
67400 · Umbrella Liability	2,524.00	2,524.00	99.96%	2,525.00	1.00	
TOTAL INSURANCE	19,101.00	19,101.00	100.75%	18,958.00	-143.00	
COMMUNICATIONS						
68110 · Marketing Newsletter	0.00	0.00	0.00%	38,400.00	38,400.00	
68111 · eNewsletter	0.00	0.00	0.00%	9,670.00	9,670.00	
68210 · Marketing Advertising	0.00	0.00	0.00%	1,000.00	1,000.00	
68310 · Marketing Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	
68410 · Marketing-Information Printing	0.00	0.00	0.00%	13,000.00	13,000.00	
68500 · Legal Notices	0.00	0.00	0.00%	1,500.00	1,500.00	
TOTAL COMMUNICATIONS	0.00	0.00	0.00%	64,570.00	64,570.00	
PROGRAMMING						
68600 · Programming	2,596.39	2,596.39	6.48%	40,100.00	37,503.61	
TOTAL PROGRAMMING	2,596.39	2,596.39	6.48%	40,100.00	37,503.61	
CAPITAL OUTLAY & CONTINGENCY						
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00	
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00	
69800 · Operating Transfer Out	0.00	0.00	0.00%		0.00	
69900 · Contingency	150.00	150.00	0.50%	30,000.00	29,850.00	
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00	
TOTAL	348,506.36	348,506.36	8.48%	4,111,923.00	3,763,416.64	
70000 · Operating Transfer Purchases	0.00	0.00	0.00%			
GRAND TOTAL	348,506.36	348,506.36	8.48%	4,111,923.00	3,763,416.64	



MPI Wealth Management, LLC.
15 Salt Creek Lane, Suite 404
Hinsdale, IL 60521

Client Update Report

6/30/2022

Account

Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790



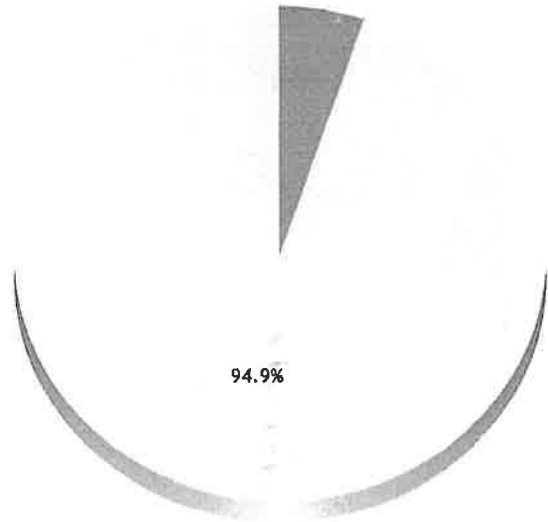
Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Holdings Overview

US Dollar
6/30/2022

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Portfolio Allocation as of 6/30/2022



Asset Class

Cash and Equivalents

Fixed Income

Equity Total

Market Value

% Equity

% Assets

67,187.68

5.1

5.1

1,249,418.03

94.9

94.9

1,316,605.71

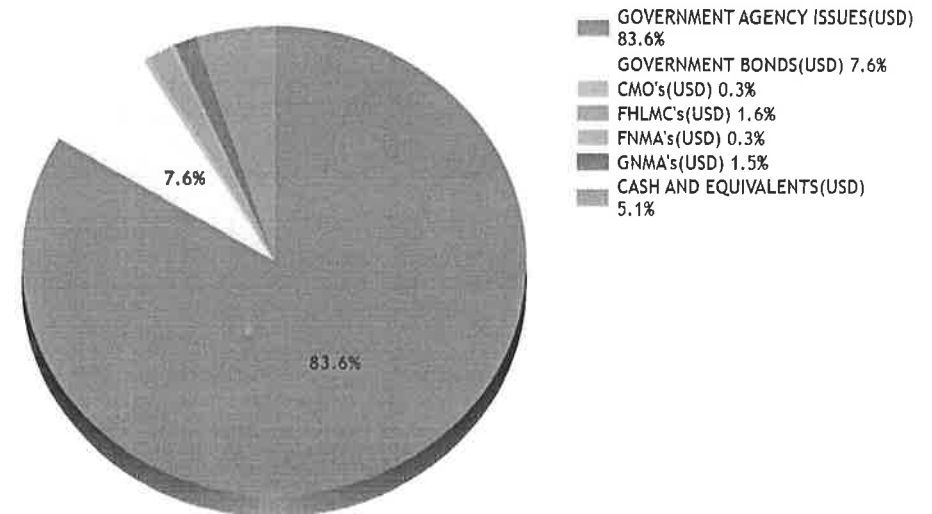
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Top 10 Holdings

Symbol	Security	Market Value	% Assets
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	144,710.05	11.0
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	135,611.99	10.3
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	134,597.53	10.2
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	134,195.01	10.2
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	130,220.45	9.9
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	128,005.35	9.7
912828yk0	United States Treas Nts 1.375% Due 10/15/2022	100,083.76	7.6
3137eaeq8	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	98,087.67	7.5
3137eaer6	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	97,963.89	7.4
3133emyx4	Federal Farm Credit Banks 0.125% Due 5/10/2023	97,723.46	7.4
Top 10 Holdings Total		1,201,199.16	91.2

Equity Allocation by Security Type





Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Performance by Asset Class

Net of Fees | US Dollar
12/31/2021 - 6/30/2022

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2021	396,327.86	0.00	992,213.24	0.00	1,388,541.10
Accrued Interest	0.00	0.00	3,336.47	0.00	3,336.47
Purchases/Contributions	71,280.86	0.00	398,379.63	0.00	0.00
Sales/Withdrawals	-398,379.63	0.00	-71,280.86	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-728.45	0.00	-728.45
Unrealized Gains	0.00	0.00	-79,496.14	0.00	-79,496.14
Interest Income	9.83	0.00	7,195.64	0.00	7,205.47
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-201.49	0.00	-201.49
Management Fees	-2,051.24	0.00	0.00	0.00	-2,051.24
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 6/30/2022	67,187.68	0.00	1,246,283.06	0.00	1,313,470.74
Accrued Interest	0.00	0.00	3,134.98	0.00	3,134.98
Average Capital Base	164,095.89	0.00	1,227,781.68	0.00	1,391,877.57
Total Fees	-2,051.24	0.00	0.00	0.00	-2,051.24
Total Gain after Fees	-2,041.41	0.00	-73,230.45	0.00	-75,271.86
IRR for 0.50 Years	-1.24%	0.00%	-5.96%	0.00%	-5.41%



Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
6/30/2022

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Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Unrealized Gain/Loss
GOVERNMENT AGENCY ISSUES(USD)							
100,000	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	99.52	99,521.32	98.01	98,014.75	7.4	-1,506.57
100,000	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	99.45	99,450.17	97.91	97,906.60	7.4	-1,543.57
100,000	Federal Farm Credit Banks 0.125% Due 5/10/2023	99.25	99,254.48	97.71	97,706.10	7.4	-1,548.38
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.98	149,967.38	90.23	135,349.49	10.3	-14,617.89
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	107.00	160,505.94	96.08	144,119.43	10.9	-16,386.51
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.96	149,937.76	89.26	133,896.93	10.2	-16,040.84
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.63	149,448.31	89.40	134,102.74	10.2	-15,345.57
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	86.52	129,778.78	9.9	-20,221.22
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.96	149,932.88	85.05	127,576.02	9.7	-22,356.86
	Accrued Interest				2,664.57	0.2	
			1,208,018.24		1,101,115.40	83.6	-109,567.41
GOVERNMENT BONDS(USD)							
100,000	United States Treas Nts 1.375% Due 10/15/2022	100.05	100,054.58	99.80	99,797.30	7.6	-257.28
	Accrued Interest				286.46	0.0	
			100,054.58		100,083.76	7.6	-257.28
CMO's(USD)							
1,415,000	FNMA REMIC Trust2003-27 4.000% Due 4/25/2033	108.00	3,701.69	100.64	3,449.32	0.3	-252.37
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	913.72	105.99	895.85	0.1	-17.87
	Accrued Interest				14.79	0.0	
			4,615.41		4,359.96	0.3	-270.24
FHLMC's(USD)							
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	411.89	102.76	392.13	0.0	-19.76
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	2,600.31	104.00	2,469.68	0.2	-130.63



Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
6/30/2022

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Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Unrealized Gain/Loss
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	3,162.43	99.78	3,018.50	0.2	-143.92
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	11,948.95	101.22	11,270.17	0.9	-678.78
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	3,399.13	102.39	3,247.10	0.2	-152.03
	Accrued Interest				67.96	0.0	
			21,522.70		20,465.55	1.6	-1,125.12
FNMA's(USD)							
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	531.69	100.15	488.50	0.0	-43.19
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	3,964.49	101.13	3,760.13	0.3	-204.35
	Accrued Interest				14.14	0.0	
			4,496.18		4,262.78	0.3	-247.55
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	1,045.95	100.43	946.55	0.1	-99.40
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	2,914.58	103.79	2,800.87	0.2	-113.71
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	6,150.89	101.81	5,594.69	0.4	-556.19
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,039.05	104.64	2,917.94	0.2	-121.11
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,956.89	108.36	1,945.58	0.1	-11.32
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,401.87	104.68	2,306.62	0.2	-95.25
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,220.79	105.80	1,183.43	0.1	-37.36
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	878.11	109.65	897.93	0.1	19.82
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	447.62	109.50	449.94	0.0	2.31
	Accrued Interest				87.06	0.0	
			20,055.75		19,130.60	1.5	-1,012.21



Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

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Portfolio Appraisal

US Dollar
6/30/2022

Quantity	Security	Adj Unit Cost	Total Adjustec Cost	Price	Market Value	% Assets	Unrealized Gain/Loss
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		67,187.68		67,187.68	5.1	
			67,187.68		67,187.68	5.1	
Total Portfolio			1,425,950.55		1,316,605.71	100.0	-112,479.81



A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at (630)325-6900. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

RAILS News

E-News August 10, 2022

Date Extended! Now Is the Time to Join Find More Illinois!

Find More Illinois is growing quickly, which makes it a better resource for all participating libraries. Anyone can search multiple library catalogs at one time, and patrons and staff of participating libraries can place interlibrary loan requests.

It's an especially good time to join Find More Illinois. For libraries that join before June 2023, all setup fees are waived. No annual fees will be billed until July 1, 2023. This includes current library participants as well.

Welcome to these libraries that recently joined:

- Batavia High School Library
- Oswego Public Library
- Paw Paw Public Library District
- Richard A. Mautino Memorial Library

RAILS Back to School Fest, August 17

Attention school libraries! Don't miss the RAILS Back-to-School Fest on Wednesday, August 17 from 2:30 to 4:00 p.m. This 90-minute online forum will help school library staff learn more about RAILS programs and services.

There will be seven short presentations on:

- Library Directory & Learning Calendar (L2)
- RAILS Continuing Education
- Deals & Discounts
- eRead Illinois & Inkie.org
- Grants for School Libraries
- School Library Data Project
- Networking & Email Lists

Each session will be recorded and posted to the RAILS YouTube page. There will also be time for questions. Any school library worker at any RAILS library is welcome to attend. **Attendees could win one of four \$25 Barnes & Noble gift cards.**

Continuing Education

"Crisis Communications for Libraries" Webinar, September 13

In this webinar, you will learn how to create a Crisis Communications Plan so you can be prepared and know how you will communicate in the event of a crisis. This includes who will communicate, what they will say, what audiences need to hear the message, and how you will reach them. This webinar is on Tuesday, September 13 from 10 to 11 a.m. [Register via L2](#).

"Design for Access-Making Online Content Accessible" Webinar, September 7

This webinar will teach you why accessibility is important and how to explain universal access to others. Attendees will learn what goes into making digital content accessible to the widest audiences (people with visual, auditory, motor skills, and cognitive disabilities) and what resources can help them create accessible content. This webinar is on Wednesday, September 7 from 1:00 to 2:30 p.m. [See more details and register on L2](#).

"Emergency Preparedness: The Basics" Webinar, August 25

Learn how to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. Prepare for and limit various types of damage through risk assessment, disaster planning, recovery procedures, and more! Get more details and register for this [webinar on Thursday, August 25 from 11:00 a.m. to 12:30 p.m.](#)

"Strategic Sprints: Results-Focused Planning in Bite-Sized Chunks" Webinar, August 31

Does strategic planning sound like a daunting task that your library can't ever seem to fit in? Using a strategic sprints framework, you'll learn how your library can be strategic in smaller and more manageable ways.

[Register for "Strategic Sprints" on Wednesday, August 31 at noon!](#) Registrants will receive a link to the recording the day after the webinar.

Networking

SLA Illinois Leadership Forum, August 31

Become a leader in the specialized library field! Learn more about volunteer opportunities from Special Libraries Association Illinois leaders. On Wednesday, August 31 from noon to 1 p.m., SLA Illinois will host its first-ever Leadership Forum.

Past and current presidents of SLA Illinois will talk about what it means to lead a community and the leadership skills they've developed through volunteering. There will be time for participants to learn more about current openings and ask questions about volunteering. [Register via Eventbrite](#).

"Ask Us Anything: Escape Rooms," August 23

Is your library looking to offer escape room events either online or in-person? Learn from three libraries that have successfully implemented an escape room program. This event, on [August 23 from 10 to 11 a.m.](#), is open to anyone working in an Illinois library. The presentation portion of this event will be recorded and saved to the [RAILS YouTube page](#).

E-Resources

New EMI Video to Share with Patrons

Explore More Illinois (EMI), RAILS' online cultural and recreational pass program, created [a new travel video about popular EMI attractions in Rockford, Illinois](#). The video highlights attractions like Anderson Japanese Gardens, Discovery Center Museum, Rockford Art Museum, and Volcano Falls Adventure Park. It's perfect to share on your social media accounts or on in-house digital signage.

Watch for more travel videos that highlight other popular EMI attractions that are sure to get your patrons excited about their next adventure!

If you have questions about the video or about how your library can join Explore More Illinois, contact RAILS' Special Projects Librarian [Jessica Barnes](#) or 630.734.5181.

Explore More Illinois Welcomes Joliet Slammers

Explore More Illinois, RAILS' online cultural and recreational pass program for Illinois libraries, welcomes its newest attraction, Joliet Slammers, a professional minor

league baseball team in Joliet, Illinois. [Read more about the Joliet Slammers and their Explore More Illinois special offer on the RAILS website.](#)

Explore More Illinois users can access and reserve passes from any of our attractions via their participating library's website. Please [visit the Explore More Illinois website](#) for a list of current attractions. For more information, please contact [Jessica Barnes](#) or 630.734.5181.

"Scoping eRead Illinois Axis 360 for Schools" Webinars

We invite eRead Illinois Axis 360 school library members to join us for this webinar on how schools can use Axis 360's scoping tool. Learn how to control what content automatically flows into your Axis 360 site and also how you can manage titles individually.

Speakers for this panel presentation include Baker & Taylor Customer Success Trainer Josie Wrucke and RAILS E-Content Specialist Anna Behm. Attendees will have an opportunity to ask questions. Register for one session of this webinar:

- [Tuesday, August 30 at 8 a.m.](#) or
- [Thursday, September 1 at 4 p.m.](#)

The webinar will be recorded and saved to the [RAILS YouTube page](#).

Deals, Discounts, Grants

Brainfuse HelpNow/JobNow Webinar, August 24

[Register for a Brainfuse HelpNow/JobNow webinar](#) on Wednesday, August 24 at 10 a.m. RAILS members are eligible for [advantageous pricing for these Brainfuse resources](#).

Brainfuse HelpNow is a tutoring and study suite designed for patrons of all ages. Users can connect with live tutors, prep for classroom and standardized tests, get critiques of papers in the Writing Lab, FAFSA support, and more. Brainfuse JobNow is a suite of services and tools to help users in their job search, including live job coaches, resume coaches, interview coaches, and unemployment benefits navigators.

Conference News

Apply for a Scholarship to Attend the ILA Annual Conference

[Fast Forward Libraries](#) is giving you a chance to attend the [2022 ILA Annual Conference](#) by offering four scholarships of \$500 each to offset the cost of attending the conference. The conference registration fee will be paid directly to ILA (\$275) with the remaining balance given to the library to offset travel and hotel costs (\$225).

The applicant's library must be a public library member of RAILS or IHLS. Read more about the [other criteria and apply](#). The deadline is August 29.

AISLE Conference Registration Is Open!

Early bird registration is now open for the 2022 AISLE conference! The conference will be from Thursday to Saturday, November 3-5, at the Tinley Park Convention Center. Check out the [conference website for more information](#) and to book your conference group-rate hotel.

[Register now](#). Early bird rates are available through September 23.

2023 ALA Annual Conference - Call for Program Proposals Now Open

If you have developed successful best practices or strategies that you'd like to share with your colleagues and peers at ALA Annual, [ALA invites you to submit an education program proposal](#).

The 2023 ALA Annual Conference & Exhibition is June 22-27, in Chicago.

Proposal to Replace Reheat Valves in VAV Boxes

We've always had areas of the building where it has been difficult to control the temperature, particularly in the winter with areas of the building that don't warm up. Joe spends a lot of time trying to manipulate the system to warm up or cool down areas.

When Hayes installed the new control software every VAV box was tested to ensure they responded to the software and worked well. They discovered that in 28 VAV boxes the reheat valves are defective. This has been the reason for overheating and no heat.

The cost to replace the 28 reheat valves is \$27,161.00. There is an excess of \$25,360.00 in the operating budget. I request we apply those monies to the repair of these valves. The additional cost can be covered by the building maintenance operating budget.

License Plate Sticker Service

There is another service that we can provide our patrons and that is selling license plate stickers. This is a new service we are seeing in many libraries. We work with a company to manage the service and the process is very simple. The question is the amount of the fee we should charge for the services. The company we work with would charge the library \$1.65 per sticker to process the sticker applications. Also, as with everything else, there is a 3% credit card fee so on a license plate sticker fee of \$151 (the normal plate fee) we would pay \$4.53.

I suggest a \$9.00 fee which is in line with what we've seen elsewhere. This is not going to bring much revenue but is a nice convenience for people.

**TENTATIVE ORDINANCE NO. 2022-5
BUDGET AND APPROPRIATION ORDINANCE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DU PAGE & COOK COUNTIES, ILLINOIS
FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023**

This Ordinance constitutes the Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage and Cook Counties, Illinois for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Estimate of Expenditures from Corporate Fund

	<u>Appropriation</u>
Personnel	3,250,000
Materials	525,000
Building Operations	350,000
Office Operations	42,000
Technology & Maker	200,000
Contractual Services	35,000
Insurance	25,000
Communications/Publicity	70,000
Programs	50,000
Total Corporate Fund	4,547,000

Estimate of Expenditures from Special Tax Funds

Audit	0
IMRF	63,000
Social Security	55,000
Liability Insurance	19,000
Building and Equipment (.02% Special Tax)	125,000

Summary

Corporate	4,547,000
Audit	0
IMRF	63,000
Social Security	55,000
Liability Insurance	19,000
Building and Equipment (.02%)	125,000
Special Reserve	0
Total Appropriation	4,809,000

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

- a. The cash on hand at the beginning of the fiscal year is \$3,340,384
- b. The estimated cash expected to be received during the fiscal year from all sources is \$4,137,283
- c. The estimated expenditures for the fiscal year are \$4,137,283
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$3,340,384
- e. The estimated amount of taxes to be received during the fiscal year is \$3,930,322
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$206,961

SECTION 3. Funds in the total amount of \$4,809,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

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

AYES:

NAYS:

ABSENT:

PASSED by the Board of Library Trustees on August 17, 2022.

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2022-2023 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2022-2023 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2022-2023:

FURTHER, a copy of this Ordinance shall be published in The Doings newspaper within 15 days after the date of adoption.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 17th day of August, 2022, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 17th day of August, 2022, the Board of Trustees of the Indian Prairie Public Library District ordained to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The text of said Ordinance is set forth below.

The question of the adoption of said Ordinance shall be submitted to the electors of the District if a petition is filed with the District signed by 3,128 voters asking that the question of levying such .02% tax be submitted to the electors of the District. Said petition must be filed within 30 days after publication of this notice. The date of the prospective referendum is April 4, 2023.

Crystal Megaridis, Secretary
Indian Prairie Public Library District



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.