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Indian Prairie Public Library Board Agenda
March 19, 2025

**Board of Trustees Regular Meeting
March 19, 2025 – 6:30 p.m.**

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

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

- B. Mission Statement: We enrich our community by providing
opportunities to explore, connect, learn and create.

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

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Kelly to Birmingham re: Networking Luncheon Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, February 19, 2025 Page 4
 - 2. Action on Bills/Additional Bills Page 7
 - 3. Close the Library for Staff Institute, September 26, 2025

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 11 Information

- H. Department Reports Information
 - 1. Deputy Director's Report Page 17
 - 2. Marketing Page 18
 - 3. Guest Services Page 25
 - 4. Programming & Outreach Page 26
 - 5. Resource Services Page 31
 - 6. Technology & Maker Services Page 34

- I. Staff Report – *IPPL Online Resources* Information
 - Gail Graziani, Head of Resource Services &
 - T.J. Szafranski, Resource Service Senior Librarian

Board Meeting – March 19, 2025 – page 2

- J. Reports
 - 1. Treasurer’s Reports Page 43 Information
 - 2. Building and Grounds Committee (no report)
 - 3. Finance Committee (no report)
 - 4. Planning/Outreach Committee (no report)
 - 5. Policy Committee (no report)

- K. Unfinished Business
 - 1. Logo Refresh Action

- L. New Business
 - 1. Solar Study Page 47 Discussion

- M. Scheduled Meetings
 - Set Policy Meeting 4/28, 4/29, 4/30
 - Set Building & Grounds Meeting 5/22, 5/27, 5/28
 - Set Finance Meeting 6/2, 6/3, 6/4, 6/10

- N. Adjournment



Re: Event Invite - March Membership Meeting and Networking Luncheon

From Robyn Kelly <info@hhabn.com>
Date Sun 3/9/2025 2:42 PM
To Laura Birmingham <laurab@ippl.info>
Cc info wbrchamber.org <info@wbrchamber.org>

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Laura,

Thank you so much for the meeting space Wednesday and for Gail and Joe sharing with our members all about the library benefits that could be helpful to businesses. Please pass along our appreciation to them!

I did hear some talking about different things they learned after the event that they plan to look into. (I will be in soon for a couple projects myself!)

We appreciate the IPPL library and staff and look forward to future opportunities. Hope to have encouraged more interest into library programs and services as well.

Dr. Robyn Kelly, DAc
HHP, LMT, CLT, CHt

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 19, 2025

**Board of Trustees Regular Meeting
February 19, 2025 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Krupicka called the roll.
Present: Marian Krupicka, Stacy Palmisano, Themis Raftis (arrived at 6:39 p.m.), Christina Rodriguez, Victoria Suriano, Samia Wahab
Absent: Donald Damon
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Jill Yott, Fernanda Diaz
Others: none

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

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

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

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

C. Public Comment

D. Communications and Announcements

1. DuPage Crisis Recovery Center
2. ILA Library Trustee Forum Spring Webinars

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 15, 2025
2. Action on Bills/Additional Bills
3. Determination to Dispose of Personal Property
4. Ordinance #2025-1 Prohibiting Public Camping on Property Owned by IPPL
5. Resolution #2025A Approving & Authorizing the Execution of an Intergovernmental Agreement for Custodial Services

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

F. Items Deleted from Omnibus Consent Agenda - none

Yott introduced our new Communications Specialist, Fernanda Diaz, to the Board. The Board continued with item 1 of Unfinished Business, Logo Refresh. Yott and Diaz left at 7 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham wrote letters on two different grants for the city of Darien – she reported that they were awarded both grants, a \$100,000 tree grant and a \$600,000 grant to the park district for park improvements.

H. Department Reports

Lawson recapped her written report from the packet. Fox Valley Fire & Safety has finished fixing all of the issues found in our fire detection system. Krupicka noted that PopCon was a great program. Birmingham said it was a very well planned event – more families attended than adults so next year we will gear it towards family fun.

I. Staff Report

None

J. Reports

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

K. Unfinished Business

1. Logo Refresh – At the January meeting, Yott asked the Trustees what they were looking for in a new logo. The common feedback was: fresh and vibrant, modern and welcoming, simple, complimentary colors, movement, updated font, reproducible. Tonight Yott presented the logos created by the graphic artist. The Board liked the updated fonts and modern look of the designs. There was consensus on two of the logos – the Board would like to see their two choices with different font options, upper/lower case letters, and stacked words. Yott will give their feedback to the graphic artist.

New Business

1. Expansion of Cards for Kids Act – Birmingham is looking for direction from the Board. She was contacted by the librarian at Center Cass School District 66 to ask if we would consider granting students who go to Center Cass schools a library card when they live in an unserved area. To give background, Birmingham explained that Downers Grove Library recently did this with one of their schools - every kid who registered for school got a DG library card. We serve many, many school districts and Birmingham feels if we say yes to the librarian's request, then we would have to do the same for all of the other schools in our district that have students who live in unserved areas. Birmingham also explained the Cards for Kids Act - in the state of Illinois if a child is in the student lunch program (the family is at or below the poverty level), then they can get a library card at no cost for the child. Birmingham said that there are currently no students utilizing this program. She asked the librarian to get her the data on how many CC students are on the school lunch program. Suriano would not be opposed to automatically providing kids on the school lunch program with a library card as part of their enrollment at the start of the school year. But she has an issue with opening it up as a blanket because it affects our nonresident revenue and our tax paying population. The Board agreed with Suriano. They suggested we give the kids a vehicle (i.e. flyer) when they sign up for the school lunch program during school enrollment. Birmingham will see what the school administration can do to help us better work with the school lunch program. It was noted that we currently do workarounds to help our school districts that have kids who reside in unserved areas – our summer reading program is open

to all students who attend schools in our district and we give all the schools bar codes in order to access our databases.

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L. Meetings Scheduled – none

M. Adjournment

At 7:41p.m. Wahab moved, Rodriguez seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: Damon. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS FEBRUARY, 2025

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3732 - 3786	\$ 132,002.52
Republic Paper Pay Checks		\$ -
Republic Direct Deposits		\$ 140,678.02
MONTH'S TOTAL:		\$ 272,680.54

**Indian Prairie Public Library District
Bill Payment List
February 2025**

<u>Date</u>	<u>Num</u>	<u>Vendor</u>	<u>Amount</u>
10127 Republic Bank Operating Account			
02/07/2025	3732	Bullseye Cleaning Services, Inc.	6,300.00
02/07/2025	3733	Faith Styles	150.00
02/07/2025	3734	Hagg Press, Inc.	2,509.06
02/07/2025	3735	Kathleen Bradley	150.00
02/07/2025	3736	Lauterbach & Amen, LLP	695.00
02/07/2025	3737	RightSize Facility	13,013.29
02/19/2025	3738	Age of Learning, Inc.	1,786.22
02/19/2025	3739	Ann Stovall	300.00
02/19/2025	3740	AT&T	365.15
02/19/2025	3741	Blackstone Publishing, Inc.	629.62
02/19/2025	3742	Blue Cross Blue Shield of Illinois	28,253.32
02/19/2025	3743	Canon Financial Services, Inc.	500.88
02/19/2025	3744	Canon U.S.A. Inc.	72.00
02/19/2025	3745	Cengage Learning, Inc.	158.35
02/19/2025	3746	Colley Elevator Co.	1,440.00
02/19/2025	3747	Dearborn Life Insurance Company	99.11
02/19/2025	3748	DEMCO	576.00
02/19/2025	3749	Fox Valley Fire & Safety	948.00
02/19/2025	3750	FSS Technologies	112.50
02/19/2025	3751	Groot Industries, Inc.	285.00
02/19/2025	3752	Illinois Dept of Innovation & Technology	475.00
02/19/2025	3753	Ingram Library Services	11,438.96
02/19/2025	3754	Intentional Energy 3 LLC	425.00
02/19/2025	3755	Joe Eskew	13.30
02/19/2025	3756	Kanopy	355.30
02/19/2025	3757	kristinZkreations	1,250.00
02/19/2025	3758	Laura Warner	11.74
02/19/2025	3759	OverDrive, Inc.	5,844.03
02/19/2025	3760	PitneyBowes Purchase Power	298.99
02/19/2025	3761	Quill LLC	1,985.57
02/19/2025	3762	Specialty Mat Service	132.26
02/19/2025	3763	Staples Inc.	775.66
02/19/2025	3764	Sterling Services, Inc.	2,025.00
02/19/2025	3765	SWAN	18.65
02/19/2025	3766	Today's Business Solutions, Inc.	148.16
02/19/2025	3767	Unique Management Services, Inc.	68.95
02/19/2025	3768	Village of Willowbrook	2,000.00
02/28/2025	3769	Allard, Jamie	76.96
02/28/2025	3770	Animal Quest Entertainment, Inc.	200.00
02/28/2025	3771	Automated Forms & Graphics, Inc.	218.40

**Indian Prairie Public Library District
Bill Payment List
February 2025**

Date	Num	Vendor	Amount
02/28/2025	3772	BookPage	1,134.00
02/28/2025	3773	Cigna Health & Life Insurance Company	3,373.29
02/28/2025	3774	Dancing Cranes Yoga Inc.	520.00
02/28/2025	3775	Hagg Press, Inc.	8,702.00
02/28/2025	3776	Midwest Tape	15,173.65
02/28/2025	3777	NCPERS Group Life Insurance	64.00
02/28/2025	3778	NobleTec LLC	10,485.60
02/28/2025	3779	The Hunt Company	400.00
02/28/2025	3780	Thomas Klise/Crimson Multimedia	641.47
02/28/2025	3781	Bank of America	257.43
02/28/2025	3782	Bank of America	929.81
02/28/2025	3783	Bank of America	712.49
02/28/2025	3784	Bank of America	1,208.63
02/28/2025	3785	Bank of America	229.73
02/28/2025	3786	Bank of America	2,064.99
Total for 10127 Republic Bank Operating Account			\$ 132,002.52

Bills for approval – Electronic Payments & Automatic Withdrawals

FEBRUARY 2025

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	2/12/2025	25,359.24
Federal & IL	Payroll taxes	2/26/2025	24,708.49
ExpertPay	Garnishments	2/12/2025	478.40
ExpertPay	Garnishments	2/26/2025	478.40
IMRF	Payroll Pension	2/19/2025	46,695.34
Mission Square	457 Plan	2/14/2025	50.00
Mission Square	457 Plan	2/28/2025	50.00
Nationwide	457 Plan	2/13/2025	50.00
Nationwide	457 Plan	2/27/2025	50.00
DAC	Deposit to HRA	2/4/2025	440.12
DAC	Deposit to HRA	2/10/2025	236.17
DAC	Deposit to HRA	2/11/2025	727.70
DAC	Deposit to HRA	2/19/2025	2,690.19
DAC	Deposit to HRA	2/25/2025	911.60
Nicor	Gas	2/11/2025	2,069.78
ELS	License Stickers		6,230.00
ELS	ELS Fee (Jan)	2/04/2025	58.90
INB & Republic	Cr Card & Bank Fees	2/21/2025	312.19

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Executive Director's Report February 2025

Economic Interest Statements:

Trustees should have received an email from the DuPage County Clerk with the link to complete the 2025 Statement of Economic Interest. Once done, please forward the confirmation email to Maria (mariaw@ippl.info).

Food Drive:

The library is partnering with Project Rise of the Al-Masjid-al-Badri in Willowbrook on a food drive. They are collecting donations of rice, oil, jam, peanut butter, sugar, tea, dates, cereal, canned fruits, canned vegetables, beans and pasta. The drive will end on March 31.

Strategic Plan:

A report on the highlights of 2025 Strategic Plan activities is attached.

Personnel:

Giselle Marquez started as a Guest Services Associate on March 3rd.

Sharon Byerly has accepted the Head of Technology and Maker Services position and starts on March 17. Sharon comes to us with many years of experience in teaching technology and has worked in public, community college and elementary school libraries. She has a Masters in Library and Information Science from Dominican and a Masters in Education from Northeastern Illinois.

Isabella Welsh starts as P& O Specialist on March 24th.

IPPL Foundation & Friends:

The Book Sale brought in \$336 and we received \$6.50 in movie donations in February.

Meetings:

- 2/20 Interview for Head of Tech and Maker position
- 2/21 Interview for Head of Tech and Maker position
- 2/24 Interview for P&O Specialist position
- 2/25 Interview for P&O Specialist position
- 2/25 Person-In-Charge Training
- 2/26 Interview for P&O Specialist position
- 2/27 Department Head Meeting
- 3/5 Presented at Darien Woman's Club Meeting @ IPPL
- 3/6 SWAN Director's Quarterly @ Oak Brook Public Library
- 3/13 Department Head Meeting
- 3/19 Library Board Meeting

In February, I had 36 one-on-ones with staff.

Submitted by:

Laura Birmingham 
Executive Director

Highlights of Strategic Plan Activities: January and February 2025

I. Expanded Programs and Resources Beyond the Library's Walls:

- The new Spice of the Month Club kicked off in January. This new program allows guests to connect with the library with by sharing their own photos showcasing their dishes that were made using the spice.
- Working with the YWCA, the library is going to start hosting regular programs (i.e. story times, art, and STEM) at Hinsdale Lake Terrace's new clubhouse. This partnership will reach families that live in Willowbrook Corner who are unable to get to the library regularly. Residents of HLT will also be able to register for a library card at these events.

II. Optimized Staff and User-Centric Structure

- In January and February, the library filled four open positions.
- A survey about the Maker Studio was sent to guests in March. This survey gave us great feedback on topics for classes as well as the best dates and times for classes. This survey will help us continue to tweak the appointment model.

III. Refined Infrastructure Fully Optimized for Usability

- Major improvements to the library's fire detection system were made in January. This work included replacements of smoke detectors and heat sensors.
- Resource Services staff created a Phonics section in the Kids and Teens collection area. Staff recognized that phonics was a popular question and created the section by pulling out basic reading materials from the other collections in one area to make it easier for guests to find and use.
- Person-in-Charge staff all attend monthly training sessions so that they are better prepared to handle various emergencies.

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

- P&O hosted the annual MLK National Day of Service in January. Forty guests came to create blankets for Camden's Comfort Project. This event brings in many people who don't normally come to the library.
- Erin Fergus planned and hosted the first-ever Preschool Resources Fair at the library. This event brought in many families with young children.
- Jack Schultz attended the annual science fair at Westview Middle School.
- Laura Warner and Beth Skolba attended Gower West's annual STEM night. They provided an origami activity as well as information about the library.
- Erin Fergus attended the Center Cass District 66 Parent University and shared library information with attendees.
- Amy Merda attended Planet Friendship Day at the Masjid Anjuman-e Saifee (mosque) in Willowbrook in January. They presented a story time and shared information about the library.
- A staff committee planned and executed the library-wide "PopCon" event in February, bringing many guests to the library, possibly for the first-time.

STATEMENTS OF ECONOMIC INTERESTS



The Illinois Governmental Ethics Act (5 ILCS 420/) provides that certain elected municipal office holders, candidates, officials and employees are required to file a Statement of Economic Interests.¹

By February 1 of each year, each municipality is required to notify the local county clerk of individuals that are required to file a Statement of Economic Interests. The county clerk is then required to provide the appropriate form and instructions on how to file it. The Statement of Economic Interests must be filed by May 1 of each year.

MUNICIPAL OFFICIALS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected officials and candidates for elected office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
 - are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
 - have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of \$1,000 or greater;
 - have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
 - adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
 - have authority to issue or adopt rules and regulations; or,
 - have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

REQUIRED DISCLOSURES

Public Act (P.A.) 102-0664, effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

¹ 5 ILCS 420/4A-101.5



MUNICIPAL OFFICIALS, WHO ARE REQUIRED TO FILE, MUST DISCLOSE THE FOLLOWING INFORMATION

- Assets valued in excess of \$10,000, held individually, jointly with a spouse or jointly with a minor child or children;
- Assets in a trust, based on the total value of the assets, regardless of whether distributions have been made;
- Sources of income in excess of \$7,500 annually for the filer and spouse;
- The sale or transfer of assets resulting in capital gains in excess of \$7,500 and the date of the transaction;
- Creditors of a debt in excess of \$10,000 owed by the filer, jointly with a spouse or jointly with a minor child or children;
- Name of the unit of government for which the filer or spouse was an employee, contractor or office holder (not including the position for which the Statement is being filed);
- Names of lobbyists who have an economic relationship with, or are a family member of, the filer;
- The source and type of gifts, individually or in the aggregate, in excess of \$500 in the preceding year; and,
- Names of spouse and immediate family members employed by a public utility and the name of the public utility.²

The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.

ASSETS INCLUDE:

- Stocks;
- Bonds;
- Mutual funds;
- Exchange traded funds;
- Commodity futures;
- Investment real estate;
- Beneficial interests in trusts; and,
- Business and partnership interests.

ASSETS DO NOT INCLUDE:

- Personal residences;
- Personal vehicles;
- Savings or checking accounts;
- Bonds, notes or securities issued by federal, state or local governments;
- Medicare benefits;
- Inheritances or bequests;
- Diversified funds;
- Annuities;
- Pensions;
- Retirement accounts;
- College savings plans;
- Qualified tax-advantaged savings programs for disability-related expenses; and,
- Tangible personal property.

² See P.A. 102-0813 effective May 13, 2022.



DEBTS INCLUDE:

- Any money or monetary obligation owed at any time during the preceding calendar year to an individual, company or other organization, other than a loan that is from a financial institution, government agency or business entity that is granted on terms made available to the general public; or,
- Any debt not specifically exempted (see “Debts Do Not Include”).

DEBTS DO NOT INCLUDE:

- Debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts or loans secured by automobiles, household furniture or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them;
- Debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees or authorized committees registered with the Federal Election Commission; or,
- A loan from a member of the filer’s family not known by the filer to be registered to lobby under the Illinois Lobbyist Registration Act.

HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?

Each local county clerk will provide the form and may require the form to be filed electronically or to be filed in written form. An example of a [Statement of Economic Interests form](#) is available via [this link](#). A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to municipal officials unless a local ordinance requires that review.

Candidates for municipal office are required to include a receipt for filing a Statement of Economic Interests in their candidate submissions in order to appear on an election ballot.

DEFINITIONS IN THE ACT

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

CREDITOR: means an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

DIVERSIFIED FUNDS: means investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.



DEFINITIONS IN THE ACT (continued)

ECONOMIC RELATIONSHIP: means any joint- or shared-ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or, (ii) an amount in excess of the salary of the Governor (SFY 2022: \$184,800); or, (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or, (ii) an amount in excess of two times the salary of the Governor (SFY 2022: \$369,600).

FAMILY: means a filer’s spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer’s spouse, and any person living with the filer.

FILER: means a person required to file a Statement of Economic Interests pursuant to this Act.

INCOME: means pension income and any income from whatever source derived, required to be reported on the filer’s federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

INVESTMENT REAL ESTATE: means any real property, other than a filer’s personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

LOBBYING and LOBBYIST: mean engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

PERSONAL RESIDENCE: means a filer’s primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

SECTOR FUNDS: means investments in mutual funds or exchange traded funds invested in a particular industry or business.

SPOUSE: means a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is [available via this link \(5 ILCS 420/Art.1\)](#).

Municipal officials and candidates for municipal office should thoroughly review the Statement of Economic Interests, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.

The Office of the Illinois Secretary of State published guidance on the Statement of Economic Interests ([available via this link](#)).



Deputy Director's Report: February 2025

Building & Grounds:

A power outage caused a failure in our staff key card entry system that caused several staff members to lose access to the building in the mornings and on weekends. Joe tried replacing the circuit board that appeared to be causing the issue, but that solution did not work. We ended up asking AllComm to come and replace additional parts of the system to get us up and running again. Thankfully, the system is once again operating for our staff as of 3/3.

Additionally, Joe closed 42 building tickets in February. Highlights include: 1) Fixed the men's bathroom faucet, 2) Fixed the automatic door opener for the second floor accessible restroom, and 3) Finished swapping out old doorstops for new magnetic ones.

Meetings:

Department Heads meetings: 2/13 & 2/27

Library Board Meeting: 2/19

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

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

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

Regular check-in meetings with Luke, Kate, Gail C, Kasra, Bhargavi, Anthony, and Megan, twice/month (ongoing)

Staff Training:

In February I conducted Person-in-Charge training on a variety of topics, including a review of emergency closing procedures, tornado procedures, and vending machine troubleshooting.

Technology Highlights:

Due to various issues stemming from Microsoft, our tenet migration was delayed several times. As of 3/14 we are still waiting for conditions to allow us to conduct a successful migration. The staff have been very adaptive and understanding during this time, and luckily the delays have not caused any disruption in service.

Tony closed 32 technology tickets in February. Highlights include: 1) Fixed the self-check settings so running reports don't take so long, 2) Installed and configured a new printer for the T&M workroom, and 3) Added the Bambu Studio software to the Maker Studio laptops.

The WorkNet DuPage Kiosk stats for February were 26 sessions and 19 navigations.

Submitted by: Kristen Lawson, Deputy Director

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

In the Gallery—February

1st and 2nd Floor Gallery: Hinsdale South AP Art Students
Display Cases: Hinsdale South AP Art Students and Chris Carberry

March/April/May 2025 Newsletter

The newsletter arrived in the library on February 20.

Outreach

- Put an ad for the Trades Fair in the Stinger (attached)
- Did a virtual backpack for the grade schools (attached)
- Sent an ad to the Darien Park District for the summer. (attached)
- Arranged to get the Trades Fair on the Darien Marquee (attached)

Yelp & Google

People are using Yelp and Google to access the library.

February Google website clicks: 3,898

February Google directions: 892

February Google phone calls: 596

February Yelp calls: 26

General Enews Subscribers

We gained subscribers this month; holding steady, which is typical for this time of year.

February 28	22,742
January 31	22,703
Loss/Gain in subscribers	+39

Enews Open Rate

Both the regular enews and regular campaigns had steady opening rates. We sent out a special enews for a Maker Studio survey, which had a great response.

Date	Open Rate
Feb. 4	37 percent
Feb. 11	39 percent
Feb. 18	35 percent
Feb. 25	36 percent
Special enews Maker Studio 1	61 percent

Special enews Maker Studio 2	53 percent
Recommends	49 percent
Birthday Campaign Open Rate	54 percent
Anniversary Campaign Open Rate	48 percent
Library Welcome Emails	
Welcome one	75 percent
Welcome two	65 percent
Welcome three	59 percent

Social Media

February social media grew consistently, with the exception of X and YouTube. We are not active on YouTube; this is not surprising. We continue to grow on BlueSky, which we added back in late fall. Our engagement was back up on Facebook once PopCon passed. I suspect since we did a heavy blitz on PopCon, and it was an event, and Facebook wants you to buy advertising for events, our entire channel took a hit. That's just one theory. Fernanda has been posting reels weekly to Instagram in February, which does boost our engagement.

Likes/Follows

Social Channel	Likes/Followers	+/- (January)
Facebook (likes)	2,548	+8
Facebook (follows)	2,842	+11
Instagram	1,234	+7
X (formerly Twitter)	1,124	-2
LinkedIn	256	+7
YouTube	220	No change
Threads	222	+1
BlueSky	70	+24

Popular Facebook, Instagram, and Threads posts

On Facebook, Instagram, and Threads, these were the most loved posts by our followers, which included the family reading together in LittleTown, our staff's predictions for the Super Bowl, a recap of PopCon, a recap of Puzzle Swap, and a general post about using the library to work and study. Fernanda does a nice job capturing our guests at the library.



Our friends are reading their last book in the Monarc...

Photo · Indian Prairie Public Library

Boost

Mon Feb 24, 6:35am



It's Super Bowl Sunday! Chiefs, Eagles, da Bears, or S...

Photo · Indian Prairie Public Library

Boost

Sun Feb 9, 7:00am



We had a great time celebrating all things fandom an...

Photo · Indian Prairie Public Library

Boost

Thu Feb 6, 6:25am



We had a blast at last month's Puzzle Swap! There we...

Photo · Indian Prairie Public Library

Boost

Fri Feb 7, 7:15am

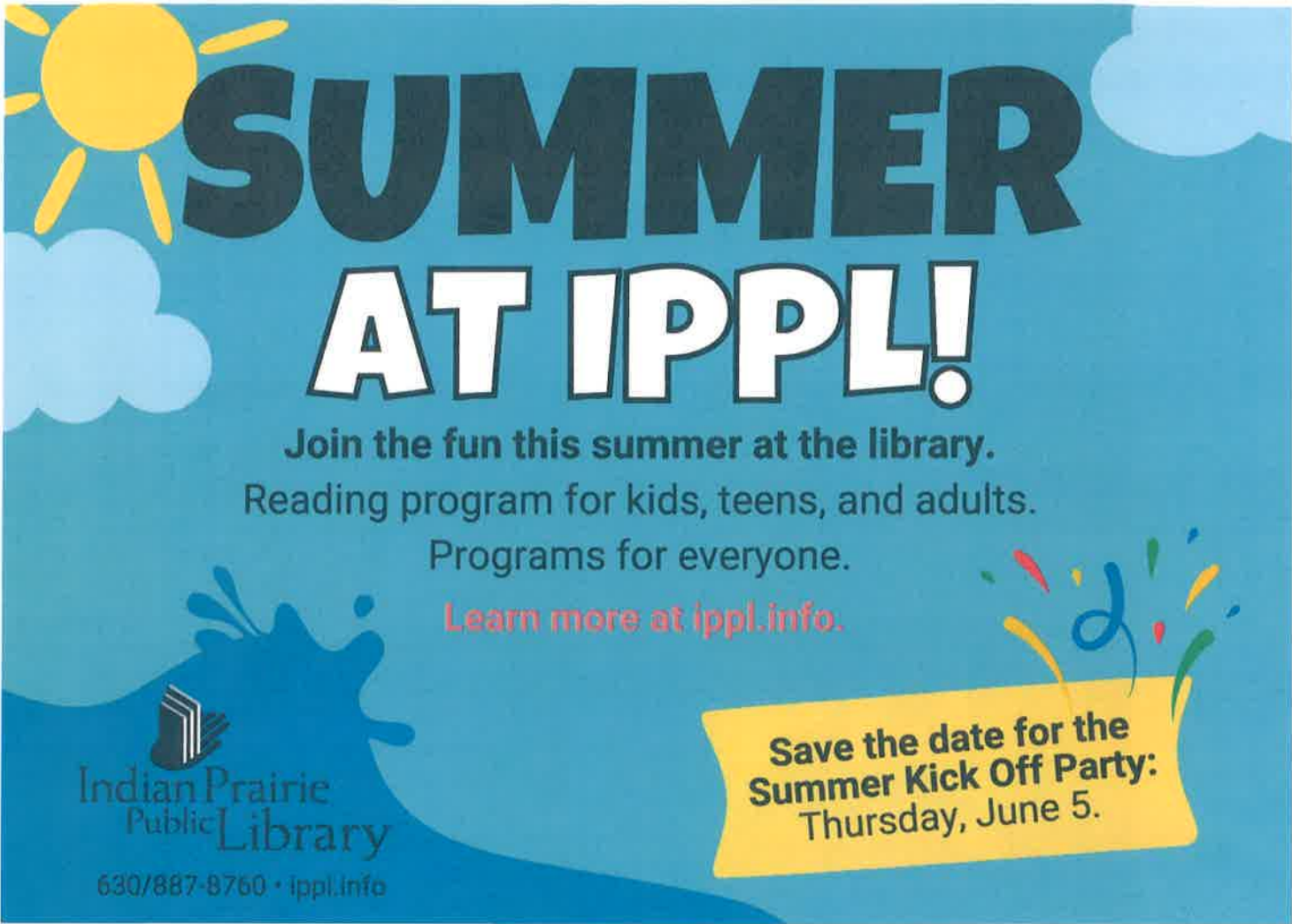


With various seating options, wi-fi, and wireless printi...

Photo · Indian Prairie Public Library

Boost

Thu Feb 20, 6:45am



SUMMER AT IPPL!

Join the fun this summer at the library.
Reading program for kids, teens, and adults.
Programs for everyone.

Learn more at ippl.info.


Indian Prairie
Public Library

630/887-8760 • ippl.info

Save the date for the
Summer Kick Off Party:
Thursday, June 5.

SPRING AT IPPL!

Join us during Spring Break! Register at calendar.ippl.info.

Learn more about other programs and events at calendar.ippl.info



MID-KIDS CRAFTERNOON DROP-IN

Wednesday, Apr. 2, 2–3 p.m.

For grades 1–6. Build a creation with cardboard boxes, paper towel rolls, and egg cartons.

HOLI COLOR FIGHT

Friday, Apr. 4, 4–4:30 p.m.

For ages 4+. Celebrate Holi, the Hindu festival of spring and colors, with a traditional color fight. Age-specific areas will be designated for each age group to keep things fair, safe, and fun. In the event of weather issues, this event is canceled.



MIDDLE SCHOOL ART CLUB

Saturday, Apr. 5, 2–3 p.m.

For grades 6–8. Make a paper plushie with an emoji or character of your own design.

MONEY MATTERS

Thursday, Apr. 17, 4–5 p.m.

For grades 1–6. April is Financial Literacy Month. Enjoy hands-on activities with staff from Darien Community Bank, a Wintrust Community Bank. Discover how money is earned, learn what banks do, and discover the importance of saving.



Be on the lookout for live butterfly eggs at the 2nd floor Kids & Teens Desk in early May and watch the butterfly life cycle progress throughout the month.


Indian Prairie
Public Library

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



For teens & adults.
Looking for a career change? Graduating soon?
Learn about trade and apprenticeship programs.
Meet representatives from various trade and technical schools.
Saturday, Mar. 22 • 10 a.m. – noon



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

Stinger

Learn more about career opportunities!

TRADES FAIR

Saturday, Mar. 22 • 10 a.m.-noon

Indian Prairie Public Library

Maravee

Guest Services

February 2025

Circulation

Total checkouts and renewals for February were 50,864

70% of our checkouts and renewals were done by self-service , 27% were done at the desk and 3% were done at the drive up.

The library had 27,004 in-person visitors.

709 guests used the drive-up. 1,479 items were checked out or renewed at the drive-up and 1,044 holds were placed for pickup at the drive-up.

Community

Passports: Staff accepted 86 passports

License plate sticker renewals: Staff sold 40 License plate stickers

Library Cards: Staff issued a total of 210 library cards: 110 resident and 100 non-resident. 19 were initiated remotely.

Total number of Current PPL Library cards: 27,538

Birthday gift: Staff handed out 40 birthday gifts.

Cindy Maiello Gluecklich

Head of Guest Services

Programming and Outreach Department – February 2025

Community

On Feb. 3, Jean Carroll, Adult Librarian, represented IPPL at the Downers Grove Township Senior Advisory Committee meeting.

On Feb. 5, Laura Warner, Mid-Kids Liaison, and Beth Skolba, Specialist, visited Lakeview Junior High during their Spartan Hour to facilitate well-received Keva Plank challenges with 14 students.

Jean Carroll and Kate Kresek, Specialist, provided mobile library service on Feb. 10 to 14 residents at Harvester Place Senior Living, which resulted in 18 checkouts and multiple browsing and connection opportunities.

Sarah Zagotta, Teen Librarian, and Laura Warner visited Anne M. Jeans School to facilitate a geodesic dome creation activity with 16 students in the Community House led after-school program.

On Feb. 18, Kate Kresek and Jean Carroll provided mobile library service to 7 residents at Eden Vista Burr Ridge, which resulted in 10 checkouts and 6 holds. This visit kicked off our new monthly standing visit schedule with this facility.

On Feb. 21, Jean Carroll provided mobile library service to 12 residents at Burr Ridge Senior Living, which resulted in 1 new resident card, 4 holds, and 18 checkouts.

Also on Feb. 21, Beth Skolba interacted with 232 attendees of Lace Elementary School's STEM Night to provide a hands-on robot activity and share information on library materials and services.

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

PopCon 2025

On Feb. 1, IPPL hosted PopCon: a celebration of all things pop culture that is generously sponsored by the IPPL Friends & Foundation. Hundreds of members of the IPPL community came out to enjoy the festivities of the day. In addition to the 14 vendors stationed throughout the library that guests could shop and enjoy, multiple programs were offered throughout the day for a variety of ages. These programs included: Maker Studio Drop-In, How to Draw Anything with Gene Ha, two Superhero Training Academies, craft-making in the Teen Space, a prize drawing, a Breaking into Comics panel, and more. Guests of all ages especially enjoyed interacting with the three organizations of cosplayers that visited for the day: The League of Enchantment, 501st Midwest Garrison, and Windy City Ghostbusters. The engaging day ended with a Cosplay Parade that weaved through both floors. Thank you to PopCon Committee members Anthony Molinaro, Jack Schultz, Kate Kresek, Sarah Zagotta, Beth Skolba, and Amy Merda along with all other staff members, adult volunteers, and teen volunteers who helped create a successful and enjoyable community event.



Programs – February 2025

In February, we had 79 programs attended by 3,392 guests.

Early Literacy/Families

2/1	PopCon: Maker Studio Drop-In	Jack, Kasra, Gail	114
2/1	PopCon: All interactions with cosplay groups	Mult. Staff	415
2/3	Preschool Play	Erin	34
2/4	Talented Toddlers	Amy, Beth	30
2/5	Nature Storytime w/Morton Arboretum	Beth	31
2/7	Baby Brilliance	Erin	25
2/8	Love Storycraft	Beth	18
2/10	Preschool Play	Erin	28
2/10	Baby Playdate	Erin	0
2/11	Talented Toddlers	Amy, Erin	20
2/12	Talented Toddlers	Beth	31
2/14	Baby Brilliance	Erin	19
2/17	Preschool Play	Erin	22
2/18	Talented Toddlers	Erin	26
2/19	Talented Toddlers	Beth	18
2/21	Snowman Catapults	Erin, Beth	19
2/21	Baby Brilliance	Erin	18

Mid-Kids

2/1	PopCon: Pop-Up Crafts Drop-In	Beth, Sarah	44
2/1	PopCon: Superhero Training Academy #1	Beth, Amy	60
2/1	PopCon: Superhero Training Academy #2	Beth, Amy	32
2/3	Mid-Kids Art Club	Laura W.	7
2/12	Read to a Pet	Amy	
	(canceled: presenter canceled due to weather)		
2/17	Pages with Police: Make a Book Buddy Drop-In	Laura	18
2/18	STEAM Station	Amy, Laura	15
2/26	Homeschooling SMART: Be an Inventor	Laura W.	15

On Feb. 26, multiple Mid-Kids learners stretched their inventing skills in the Homeschooling SMART: Be an Inventor program. Using the provided materials, attendees were invited to design and create a tent that was waterproof. Each creation

was unique and many met the presented challenge. Testing each design was a particularly enjoyable part of the program.



Teens

2/1	PopCon: Cosplay Parade	Sarah	15
2/4	Middle School Tech Take-Apart (canceled: scheduling change)	Sarah	
2/13	Teen Dungeons & Dragons	Sarah	2
2/15	Middle School Craft: Bracelet Beading (canceled: staff illness)	Sarah	
2/18	Middle School Dungeons & Dragons Social Hour	Sarah	0

Adults

2/1	PopCon: How to Draw Anything with Gene Ha	Anthony, Kate K.	67
2/1	PopCon: How to Break into Comics Panel	Anthony, Kate K.	22
2/3	Wildflower Watercolor Workshop	Jean	23
2/4	Illinois Libraries Present: James McBride	Jen	6
2/5	Online: Chair Yoga	Kate	33
2/5	Safety Conversations	Amy, Jean	4
2/6	Thursday Afternoon Movie: East Side Sushi	T.J.	17
2/6	Learn Spanish for Adults (6-week series)	Amy, Jean	15
2/11	Puzzle Swap	Jean	26
2/12	Online: Chair Yoga	Kate	33
2/13	Learn Spanish for Adults (6-week series)	Amy, Jean	18
2/19	Illinois Libraries Present: Amy Tan	Jen	16
2/19	Online: Chair Yoga	Kate	28
2/20	Thursday Afternoon Movie: Deli Man	T.J.	8
2/20	1619: The Musical	Kate K.	19
2/22	Book Art Workshop	Kate K.	17
2/23	Fruteland Jackson Presents the Blues	Jean	54
2/26	Adult Dungeons & Dragons	Sarah	20
2/26	Online: Chair Yoga	Kate K.	28
2/27	Leslie Goddard presents Lucille Ball	Kate K.	116



Attendees at the Book Art Workshop enjoyed socializing while creating a beautiful work of art to take home.

Groups

2/1	ESL Conversation Group	Joe P.	5
2/3	Adult Chess Group Drop-In	Jean	8
2/6	Nonfiction at Night Book Discussion	Joe P.	5
2/10	Adult Chess Group Drop-In	Jean	8
2/15	ESL Conversation Group	Joe P.	4
2/15	TASC Meeting (canceled: staff illness)	Sarah Z.	
2/17	Adult Chess Group Drop-In	Jean	8
2/17	Novel Idea Book Discussion: The Measure	Jen	16
2/18	Booked for the Afternoon	Joe P.	2
2/19	TASC Committee Meeting	Sarah Z.	4
2/27	Genealogy Group	Joe P.	15
2/28	Genealogy After-Hours	Joe P.	2

Passive and Pop-Up Programs

Early Literacy/Mid-Kids

2/1-2/28	Scavenger Hunt: Help us find the Penguins	Beth	121
2/1-2/28	Baby Book Bees registrations	Jordan	1
2/1-2/28	1,000 Books Before Kindergarten registrations	Jordan	7
2/1-2/28	AISLE Brochure turn-ins	Jordan	14
2/1-2/14	Activity Table: Valentine's Day cards	Beth	180
2/3-2/5	LEGO Superhero	Erin	90
2/3-2/5	Little Maker @ Home: Lunar New Year	Erin	70
2/6-2/16	Unicorn Valentine	Erin	130
2/6-2/28	Little Maker @ Home: Winter Scavenger Hunt	Erin	80
2/15-2/28	Activity Table: Black History Month bookmarks	Beth	175
2/17	Pop Up: Learn to Make Paper Airplanes	Beth	19
2/17-2/28	Mechanic coloring page	Erin	150

Teen

2/1-2/8	100 Books Before Graduation registrations	Jordan	1
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Adult

2/1-2/28	Adult Puzzles in Café	Kate K.	23
2/1	PopCon: Welcome table drawing participants	Mult. Staff	277
2/1	PopCon: Welcome Table Interactions	Mult. Staff	311
2/4	Pick-up Program: Spice of the Month: Za'atar	Kate K.	20
2/10-2/14	Old School Love Letter Station in Café	Kate K.	2



Guests had the unique opportunity to stop by and type out a lovely letter to someone special at the Old School Love Letter Station during the week of Valentine's Day.

Submitted by:

Amy Merda, P & O Dept. Head
3/13/25

Resource Services February 2025 Report
Submitted by Gail Graziani, Head of Resource Services

Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, updated the procedures for the annual AISLE award book purchases, along with revising the associated brochures and ballots to encourage reader participation.
- Tori Castro, Resource Services Librarian, created a display for Valentine's Day called, "Blind Date with a Book," including choosing titles, wrapping each book, and writing descriptions to attach to the books.
- Jeanine Clinton, Resource Services Librarian, collaborated with Anna Hinkley, Resource Services Specialist, to develop new subcategories for the Cooking collection to improve browsing.
- Anna Hinkley, Resource Services Specialist, and Hannah Frost, Resource Services Associate II, updated the processing manual for all collections with photos and step-by-step instructions to assist staff and ensure continuity.
- Jen Ripka, Resource Services Librarian, and T.J. Szafranski, Senior Resource Services Librarian, met with a representative from Midwest Tapes/Hoopla to review year-end statistics and to discuss service updates.

Collection Totals

Print Books	98,772
A/V Materials	34,383
Other Materials (Kits, Devices, Games, Puzzles)	1,426
TOTAL Physical Formats	134,581
eBooks (eMediaLibrary & Hoopla)	1,058,530
eAudio & eMusic (eMediaLibrary & Hoopla)	779,343
Digital Video (Hoopla & Kanopy)	69,200
TOTAL Electronic Formats	1,907,073

Library Displays

1st Floor

- Blind Date with a Book
- Romance
- Stone Cold Thrillers
- Black Joy

2nd Floor

- Valentine's Day
- Love, Love, Love
- PopCon
- Superheroes
- Celebrating Black History Month

Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, is managing IPPL's participation in a RAILS pilot program to evaluate a new Chicago Tribune digital product.

- Jen Ripka, Resource Services Librarian, created a “Sustainable Spring” book list for the library’s website.
- Joe Popowitch, Resource Services Librarian, as the liaison for the AARP Tax-Aide program held at IPPL, sent over 100 appointment confirmation emails, filled open appointments, and fielded inquiries about the program.
- Jeanine Clinton, Resource Services Librarian, worked with several vendors to set up new accounts in preparation for the purchase of the AISLE award books by the Foundation & Friends.
- Tori Castro, Resource Services Librarian, provided readers’ advisory assistance to various community book group leaders to help determine titles for the upcoming year.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, presented on best practices for offering readers’ advisory for kids, teens, and parents, at a staff meeting.

On-Call Librarian Interactions

Assistance	255	124 phone / 116 in-person / 15 chat
Reference	77	15 phone / 61 in-person / 1 email
One-to-One Training	11	3 phone / 8 in-person
Readers’ Advisory	11	1 phone / 6 in-person / 4 chat
Directional	1	1 phone

Community

- Tori Castro, Resource Services Librarian, checked out 118 items for Homebound program delivery, and prepared discussion questions for seven outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated three general volunteer hours.

Programs

Date	Name	Program	Attendance
2/01/25	Joe	In-Person ESL Conversation Group	5
2/04/25	Jen	Illinois Libraries Present: James McBride	6
2/06/25	T.J.	Thursday Afternoon Movie	17
2/06/25	Joe	NonFiction at Night Book Group	5
2/13/25	Tori	Crime Readers Book Group	12
2/15/25	Joe	In-Person ESL Conversation Group	4
2/17/25	Jen	Novel Idea Book Group	16
2/18/25	Joe	Booked for the Afternoon Book Group	2
2/19/25	Jen	Illinois Libraries Present: Amy Tan	16
2/20/25	T.J.	Thursday Afternoon Movie	8
2/27/25	Joe	Genealogy Group	15
2/28/25	Joe	Genealogy After-Hours	8

Passive Youth Programs

Program	Engagement
Monarch Challenge	8 completed brochures turned in
Bluestem Challenge	3 completed challenges turned in
Caudill Challenge	3 completed brochures turned in
1,000 Books Before Kindergarten	7 registrations
Baby Book Bees	1 registration
100 Books Before Graduation	1 registration
Mid-Kid Book Bags	n/a

Continuing Education & Contributing to the Profession

- T.J. Szafranski attended the following webinars/meetings:
 - Chicago Tribune Digital Pilot Program (RAILS)
 - Person in Charge Training
- Jen Ripka attended the following webinars/meetings:
 - “In the Mood to Swoon?” forthcoming romance (Booklist)
 - Adult Author Programs Networking Group (RAILS)
 - SustainRT Chairs Meeting
 - SustainRT Committee Meeting
 - Person in Charge Training
- Joe Popowitch attended the following webinars/meetings:
 - Person in Charge Training
- Jeanine Clinton attended the following webinars/meetings:
 - Spring Junior Nonfiction Series (Libraria)
 - “RDA Book Cataloging with Bobby Bothmann” (LACONI)
 - Acquisitions & Cataloging Networking Group (SWAN)
 - Person in Charge Training
- Tori Castro attended the following webinars/meetings:
 - Adult Reading Round Table Genre Study: Relationship Fiction
 - “Keeping Up with Books: 2024 a Year in Review” (EBSCO)
- Jordan Calabrese attended the following webinars/meetings:
 - Illinois Youth Services Institute Conference in Bloomington-Normal
 - Person in Charge Training

Technology & Maker Services Board Report

February 2025

Classes/Programs

Number of Classes: 15 Total Attendance: 197

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
2/1	11-4pm	PopCon	All	Jack, Kasra	114
2/6	11:30-12:30p	Quilting Basics	Adults, teens	Jack	3
2/8	9:30-10:30am	Intro to Laser	Adults, teens	Luke	8
2/10	6:30-7:30pm	Intro to Embroidery	Adults, teens	Kate	5
2/12	9:30-11am	Intro to Knitting: Flatbed	Adults, teens	Kate	3
2/13	11-12pm	Intro to Publisher	Adults, teens	Mark	Cancelled
2/13	4-5pm	Mid-Kids Studio Time	Kids	Jack	3
2/18	6:30-7:30pm	Intro to 3D Printing	Adults, teens	Mark	Cancelled
2/22	9:30-11am	Intermediate 3D: Fusion	Adults, teens	Kate	3
2/27	4-5pm	Mid-Kids Studio Time	Kids	Jack	6

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
2/3	9:30-11am	Adobe Photoshop	Adults, teens	Kate	4
2/5	4-5pm	Drawing with Sphero Bots	Kids	Jack	10
2/7	1-2:30pm	Android Basics	Adults	Jack	8
2/8	1:30-3pm	Generative AI Basics	Adults	Jack	23
2/12	4-5pm	Math Sphero Battle Bots	Kids	Jack	10

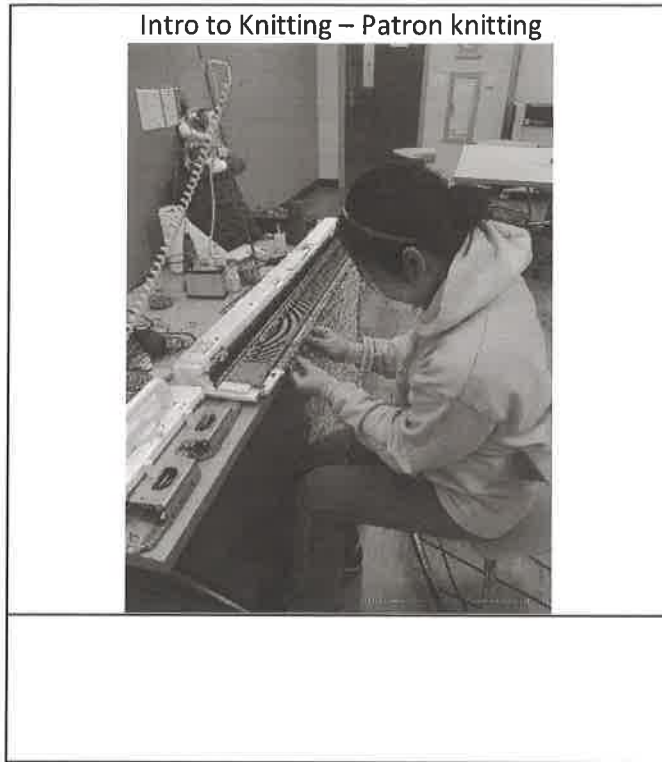
Statistics

- Computer Usage
 - Adult Users: 1528 Hours: 1327
 - Adult laptop: 7 Hours: 10
 - K&T Users: 342 Hours: 164
 - K&T Laptops: 0 Hours: 0
- Technology Desk Assistance- 1061

- 1-on-1 Training- 6
- Wireless Usage- Total Unique Access: 8534

Maker Services/Maker Studio

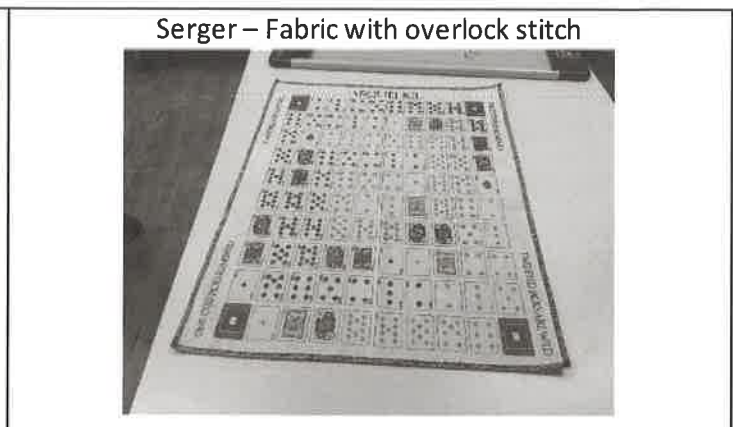
Made in a class



Made Using Equipment



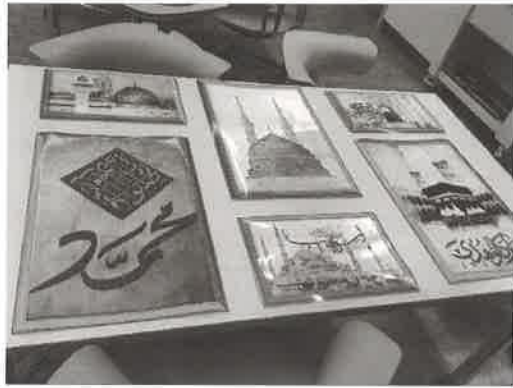
Flatbed knitting machine – blanket



Sizzix + laser cutter – Valentine's Day card



Poster Printer- wall decorations



Statistics

- Maker 1-on-1 Training- 128

Equipment Usage

- 3D Printers- 4
- Button Maker- 0
- Candle Maker- 0
- Cricut (Vinyl)- 8
- Digital Editing (iMac)- 1
- Embroidery Machine- 4
- Hat/ Mug Press - 25
- Knitting Machine- 3
- Laminator - 1
- Laser Cutter- 19
- Poster Printer- 18
- Serger- 3
- Sewing Machine- 12
- Silhouette (Vinyl)- 6

- Sizzix (die cut/embossing)- 3
- Sublimation Printer- 16
- White Toner Printer - 5

Outreach & Projects

- Kate created new example projects.
- Jack and Luke have been working on summer programming.
- Jack put together the new Bambu 3D printer and developed a comprehensive process guide for staff.
- Kate, Jack, and Luke have been participating in maintenance, research, and troubleshooting activities for the Maker Studio equipment.
- Kristen has been refining procedures for both the Maker Studio and Technology Desk and has been meeting regularly with team members throughout the month.

Submitted by Kristen Lawson, Interim Head of Technology & Maker Services

STATISTICS FOR	Feb-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	21,223	23,266	185,029	193,826	-4.54%
Teen	911	1,062	9,302	9,931	-6.33%
Kids	14,671	16,147	128,463	132,247	-2.86%
ILLS Sent	2,709	2,721	21,779	22,799	-4.47%
TOTAL	39,514	43,196	344,573	358,803	-3.97%
Electronic Circulation	11,350	10,636	86,352	87,007	-0.75%
GRAND TOTAL CIRC.	50,864	53,832	430,925	445,810	-3.34%
% Reciprocal Borrowing	10%	12%	10%	10%	
Patron Visits	27,713	30,165	238,038	234,585	1.47%
<u>Current Cards</u>					
Resident	110	174	25,136	24,871	1.07%
Non-Resident	100	27	2,399	2,247	6.76%
TOTAL	210	201	27,535	27,118	1.54%
<u>Patron Assistance</u>					
Adult - Reference	2,017	2,914	15,467	19,333	-20.00%
Kids - Reference	888	932	7,164	7,260	-1.32%
Technology - Reference	1,020	2,502	9,128	8,535	6.95%
TOTAL REFERENCE	3,925	6,348	31,759	35,128	-9.59%
Adult - Other	38	100	428	752	-43.09%
Kids - Other	52	62	229	349	-34.38%
Technology - Other	36	10	771	95	711.58%
TOTAL OTHER	126	172	1,428	1,196	19.40%
GRAND TOTAL ASST.	4,051	6,520	33,187	36,324	-8.64%
<u>ILL/Reserves</u>					
Holds	6,889	8,005	54,947	67,237	-18.28%
ILLS Sent	2,709	2,721	21,779	22,799	-4.47%
ILLS Checked Out	2,440	3,999	43,964	31,986	37.45%
ILLS Received	919	4,630	32,656	37,553	-13.04%
<u>Programs - Adult</u>					
# Programs	20	13	114	111	2.70%
Attendance	570	279	2,775	2,082	33.29%
<u>Programs - Tech & Maker</u>					
# Programs	15	10	106	99	7.07%
Attendance	197	68	946	728	29.95%
<u>Individual Technology Training</u>					
# of Patrons	23	188	343	1,327	-74.15%
<u>Groups</u>					
# Programs	12	10	83	83	0.00%
Attendance	77	93	733	760	-3.55%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	5	8	36	60	-40.00%
Attendance	17	61	284	380	-25.26%
<u>Programs - Kids</u>					
# Programs	25	21	152	146	4.11%
Attendance	1,059	470	4,041	3,485	15.95%
GRAND TOTAL ATT.	1,943	1,159	9,122	8,762	4.11%

STATISTICS FOR	Feb-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	4	2	20	23	-13.04%
Attendance	631	25	1,534	512	199.61%
Passive Programs - Teen					
# Programs	1	2	16	19	-15.79%
Attendance	1	7	865	144	500.69%
Passive Programs - Kids					
# Programs	12	15	108	120	-10.00%
Attendance	1,037	1,655	10,304	11,953	-13.80%
Computers - Patron Use					
Adult Computers	1,528	1,724	12,958	12,133	6.80%
Kids Computers	342	491	4,701	4,964	-5.30%
Teen Laptop	0	2	24	30	-20.00%
Adult Laptop	7	16	58	128	-54.69%
TOTAL PATRON USE	1,877	2,233	17,741	17,255	2.82%
Hours Used					
Adult Computers	1,327	1,424	10,889	9,678	12.51%
Kids Computers	164	233	2,514	2,312	8.74%
Teen Laptop	0	2	19	29	-34.48%
Adult Laptop	10	22	68	140	-51.43%
TOTAL HOURS USED	1,501	1,681	13,490	12,159	10.95%
Wireless Total Connections	8,534	7,421	64,174	57,623	11.37%
IPPL Total Web Site Access	12,754	13,026	99,655	104,888	-4.99%
IPPL Total Page Views	47,851	49,339	367,066	397,956	-7.76%
Subscription Database Logins	4,062	2,698	38,488	21,581	78.34%
Outreach-Homebound					
Items Delivered	118	111	911	1,323	-31.14%
Volunteers					
Number Active	19	15			
Hours Worked	64	65	792	926	-14.47%
Staff Training Hours	70	57	1,040	524	98.47%
Room Use					
Conference Rooms	746	918	6,287	6,191	1.55%
Meeting Rooms					
Library	67	61	441	394	11.93%
Non-Library	21	22	141	153	-7.84%
Board Room					
Library	25	16	170	161	5.59%
Non-Library	16	25	151	184	-17.93%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - February 2025

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	112	0	0	112
Non-Fiction	29,251	146	187	29,210
Fiction	28,706	217	106	28,817
ADULT TOTALS	58,069	363	293	58,139
KIDS				
Non-Fiction	12,802	42	28	12,816
Fiction	23,385	199	264	23,320
Books + Audio (Vox, WonderBooks)	211	1	0	212
KIDS TOTALS	36,398	242	292	36,348
TEEN				
Non-Fiction	751	5	1	755
Fiction	3,496	43	9	3,530
TEEN TOTALS	4,247	48	10	4,285
BOOK TOTALS	98,714	653	595	98,772

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,032	22	2	6,052
Music CDs	4,312	15	1	4,326
Vinyl Records	29	1	0	30
Playaway	312	0	1	311
ADULT TOTALS	10,685	38	4	10,719
KIDS				
Audiobooks on CD	343	4	0	347
Music CDs	211	0	0	211
Playaway	131	0	0	131
KIDS TOTALS	685	4	0	689
TEEN				
Audiobooks on CD	107	0	0	107
Playaway	20	0	0	20
TEEN TOTALS	127	0	0	127
AUDIO TOTALS	11,497	42	4	11,535

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,103	74	53	19,124
ADULT TOTALS	19,103	74	53	19,124
KIDS				
DVD & Blu-ray	3,732	0	8	3,724
KIDS TOTALS	3,732	0	8	3,724
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	22,835	74	61	22,848

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	15	0	0	15
Library of Things	112	0	14	98
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	551	8	10	549
CD-ROMs	0	0	0	0
ADULT TOTALS	740	8	24	724
KIDS				
Kits (STEM, Book bundles, etc.)	200	0	0	200
Puzzles	23	0	1	22
Tablets (Fire HD, Launchpads)	30	0	0	30
Console Games	334	2	1	335
Board Games - Juvenile	18	0	0	18
KIDS TOTALS	605	2	2	605
TEEN				
Equipment (CD Players, etc.)	25	0	0	25
Console Games	0	0	0	0
Board Games	73	0	1	72
TEEN TOTALS	98	0	1	97
OTHER TOTALS	1,443	10	27	1,426
COLLECTION TOTALS	134,489	779	687	134,581

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Feb 2025

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,196,094	-165,725	1,030,369
eMedia (OverDrive Consortium)	20,021	-237	19,784
eMedia (OverDrive Advantage)	7,950	200	8,150
Preloaded Adult eReaders	219	8	227
eBook Totals	1,224,284	-165,754	1,058,530
AUDIO	Previous Month Totals	+/- Items	Current Totals
Audiobooks			
Hoopla	288,620	843	289,463
eMedia (Overdrive Consortium)	7,249	-8	7,241
eMedia (OverDrive Advantage)	2,471	13	2,484
Preloaded Audiobook Tablets	180	1	181
Music			
Hoopla	474,988	4,986	479,974
Audio Total	773,508	5,835	779,343
VISUAL	Previous Month Totals	+/- Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	32,423	223	32,646
Kanopy	34,485	176	34,661
Preloaded Adult Roku Titles	1,640	10	1,650
Preloaded Family Roku Titles	241	2	243
Visual Totals	68,789	411	69,200
Total Audio/Visual	842,297	6,246	848,543
Collection Totals	2,066,581	-159,508	1,907,073

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2025

Balance on hand as of January 31, 2025.....	3,515,784.64
Cash Receipts for February.....	92,072.11
Cash Disbursements for February.....	382,859.54
Cash on hand as of February 28, 2025.....	3,224,997.21

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.504%	
General.....	1,247,687.22
MPI Investment (Corporate Fund).....	1,422,792.05
Republic Bank - Savings - Rate 3.11%.....	540,008.86
Republic Bank - Checking General.....	4,537.67
Republic Bank - Payroll Account.....	1,278.63
Republic Bank - License Sticker Account.....	8,088.78
Petty Cash/Circulation.....	604.00
Balances as of February 28, 2025.....	3,224,997.21

FUND BALANCES AS OF 2/28/2025

Corporate Fund.....	3,060,598.04
Building & Maintenance Fund.....	(49,824.80)
I.M.R.F. Fund.....	(11,643.47)
Liability Fund.....	(10,296.64)
Social Security Fund.....	(14,427.97)
Special Reserve Fund.....	-
Current Liabilites.....	250,592.05
Grand Total All Funds.....	3,224,997.21

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**Indian Prairie Public Library District
Consolidated Revenue Report for February 2025**

Percent of Year: 66.67

	RECEIVED Feb 2025	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	4,386,716.26	100.99%	4,343,827.00	-42,889.26
41150 · Non-current Property Taxes	0.00	665.67	0.00%	800.00	134.33
43100 · Interest-Tax Levy	0.00	4,285.70	0.00%	0.00	-4,285.70
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	4,391,667.63	101.08%	4,344,627.00	-47,040.63
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	65,179.62	100.00%	65,180.00	0.38
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	65,179.62	100.00%	65,180.00	0.38
INTEREST					
43500 · Interest - Investment	5,765.55	69,288.80	115.48%	60,000.00	-9,288.80
TOTAL INTEREST	5,765.55	69,288.80	115.48%	60,000.00	-9,288.80
DESK MONIES					
45100 · Copier	286.35	1,758.90	83.76%	2,100.00	341.10
45120 · Computer Copies	1,547.62	12,250.46	102.09%	12,000.00	-250.46
45130 · Fax	342.65	2,591.47	51.83%	5,000.00	2,408.53
45200 · Fines/Fees	286.06	3,347.18	83.68%	4,000.00	652.82
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	353.02	4,003.70	72.80%	5,500.00	1,496.30
45350 · Non-Resident Fees	11,391.60	90,121.12	97.96%	92,000.00	1,878.88
45550 · Meeting Room Rental	50.00	1,781.25	118.75%	1,500.00	-281.25
45600 · ILL Fees	57.00	185.90	53.11%	350.00	164.10
45650 · Maker Studio	481.35	6,641.58	88.55%	7,500.00	858.42
45700 · Passport Fees	2,835.00	20,930.00	69.77%	30,000.00	9,070.00
45800 · License Stickers	319.20	2,302.80	92.11%	2,500.00	197.20
TOTAL DESK MONIES	17,949.85	145,942.36	89.78%	162,550.00	16,607.64
OTHER INCOME					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	80.00	380.00	25.33%	1,500.00	1,120.00
46800 · Collection Agency Fee	39.21	303.74	303.74%	100.00	-203.74
TOTAL OTHER INCOME	119.21	1,228.74	58.51%	2,100.00	871.26
TOTAL	23,834.61	4,673,307.15	100.84%	4,634,457.00	-38,850.15
49000 · Operating Transfer In	0.00	14,978.29			
GRAND TOTAL	23,834.61	4,688,285.44	101.16%	4,634,457.00	-53,828.44

Operating Transfer In reflects \$14,978.29 from Corporate Reserves

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

Indian Prairie Public Library District Consolidated Expenditures Report for February 2025

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Percent of Year: 66.67

	Feb 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	194,775.78	1,769,645.40	68.49%	2,583,941.00	814,295.60		
61310 · Benefits - Medical / Life Ins.	25,191.65	162,618.56	63.26%	257,063.00	94,444.44		
61330 · Benefits - IMRF	22,242.66	190,548.28	67.20%	283,555.00	93,006.72		
61340 · Benefits - FICA	14,262.90	130,930.27	66.24%	197,671.00	66,740.73		
61400 · Staff Development	1,051.13	11,491.87	62.46%	18,400.00	6,908.13		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	0.00	2,070.23	69.01%	3,000.00	929.77		
TOTAL PERSONNEL	257,524.12	2,271,737.61	67.84%	3,348,843.00	1,077,105.39	3,400,000.00	66.82%
MATERIALS							
62100 · Books	10,709.41	79,115.17	47.94%	165,040.00	85,924.83		
62200 · Periodicals	1,134.00	14,969.01	81.80%	18,300.00	3,330.99		
62300 · Audio	891.10	10,012.22	40.78%	24,550.00	14,537.78		
62400 · Video	2,428.32	15,912.41	48.22%	33,000.00	17,087.59		
62500 · Multi-Media	29.76	3,020.94	54.93%	5,500.00	2,479.06		
62600 · eMaterials	19,720.70	167,943.86	69.95%	240,090.00	72,146.14		
62700 · Console Games	641.47	3,217.51	53.63%	6,000.00	2,782.49		
62800 · Damaged Item Replacement	301.37	4,167.78	69.46%	6,000.00	1,832.22		
62900 · Materials Supplies	1,795.45	13,740.34	63.91%	21,500.00	7,759.66		
TOTAL MATERIALS	37,651.58	312,099.24	60.02%	519,980.00	207,880.76	530,000.00	58.89%
BUILDING							
63200 · Cleaning Service	6,432.26	45,469.34	54.78%	83,000.00	37,530.66		
63300 · Utilities (1-8-11 · Gas)	2,069.78	8,935.44	31.91%	28,000.00	19,064.56		
63300 · Utilities (1-8-12 · Electric)	0.00	50,958.12	71.77%	71,000.00	20,041.88		
63300 · Utilities (1-8-13 · Telephone)	242.43	1,833.09	73.32%	2,500.00	666.91		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	7,800.71	78.01%	10,000.00	2,199.29		
63300 · Utilities (1-8-15 · Garbage Disposal)	285.00	2,832.00	56.64%	5,000.00	2,168.00		
63350 · Building Supplies	584.96	7,756.78	51.71%	15,000.00	7,243.22		
63400 · Maintenance Supplies	929.81	6,159.69	51.33%	12,000.00	5,840.31		
63500 · Security System Monitoring	112.50	887.50	88.75%	1,000.00	112.50		
63600 · Property Maintenance	2,000.00	22,824.54	74.59%	30,600.00	7,775.46		
63800 · Building Maintenance/Repair	13,920.48	69,729.86	106.30%	65,600.00	-4,129.86		
TOTAL BUILDING	26,577.22	225,187.07	69.57%	323,700.00	98,512.93	225,000.00	100.08%
OPERATIONS							
64100 · Payroll Service	695.00	5,420.00	67.75%	8,000.00	2,580.00		
64200 · Supplies - Office	291.16	2,773.80	55.48%	5,000.00	2,226.20		
64300 · Photocopy Supplies	175.74	1,538.53	51.28%	3,000.00	1,461.47		
64400 · Guest Services Supplies	2.80	177.83	22.23%	800.00	622.17		
64500 · Postage	-54.51	274.98	5.50%	5,000.00	4,725.02		
64550 · Passport Postage	353.50	2,634.34	52.69%	5,000.00	2,365.66		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	108.03	837.42	55.83%	1,500.00	662.58		
64800 · Organizational Memberships	139.00	1,947.90	64.93%	3,000.00	1,052.10		
64900 · Bank Fees	312.19	2,436.96	69.63%	3,500.00	1,063.04		
TOTAL OPERATION	2,023.01	18,041.76	51.11%	35,300.00	17,258.24	45,000.00	40.09%
TECHNOLOGY							
65100 · Supplies-Toner	2,433.33	10,405.97	57.81%	18,000.00	7,594.03		
65160 · Supplies-Technology Services	0.00	29.90	14.95%	200.00	170.10		
65170 · Supplies-Maker Studio	358.57	5,488.61	78.41%	7,000.00	1,511.39		
65200 · Technology-Prof Services	6,000.00	16,172.50	73.51%	22,000.00	5,827.50		
65300 · Purchase of Equipment	540.34	5,948.41	55.33%	10,750.00	4,801.59		
65350 · STEM Kits	0.00	520.29	26.02%	2,000.00	1,479.71		

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**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2025**

Percent of Year: 66.67

	Feb 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	4,955.91	10,859.63	68.73%	15,800.00	4,940.37		
65500 · Software	13.39	19,982.72	52.26%	38,235.00	18,252.28		
65600 · SWAN	18.65	34,394.27	75.45%	45,584.00	11,189.73		
65700 · Telecommunications	1,166.47	7,975.31	61.09%	13,056.00	5,080.69		
TOTAL TECHNOLOGY	15,486.66	111,777.61	64.75%	172,625.00	60,847.39	195,000.00	57.32%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,250.00	25,264.35	49.06%	51,500.00	26,235.65		
66200 · Credit Bureau	68.95	719.05	71.91%	1,000.00	280.95		
66300 · Copier	477.70	1,723.32	57.44%	3,000.00	1,276.68		
66400 · Copier Maintenance Contract	72.00	749.00	37.45%	2,000.00	1,251.00		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	1,868.65	28,455.72	49.32%	57,700.00	29,244.28	62,000.00	45.90%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	16,924.00	100.00%	16,924.00	0.00		
67200 · Bonding	0.00	1,367.00	100.00%	1,367.00	0.00		
67300 · Officers & Directors Liability	0.00	2,358.00	100.00%	2,358.00	0.00		
67400 · Umbrella Liability	0.00	3,025.00	100.00%	3,025.00	0.00		
TOTAL INSURANCE	0.00	23,674.00	100.00%	23,674.00	0.00	26,000.00	91.05%
COMMUNICATIONS							
68110 · Marketing Newsletter	11,211.06	34,045.26	68.53%	49,680.00	15,634.74		
68111 · eNewsletter	15.00	159.68	1.72%	9,260.00	9,100.32		
68210 · Marketing Advertising	0.00	402.00	40.20%	1,000.00	598.00		
68310 · Marketing Supplies	0.00	232.00	9.67%	2,400.00	2,168.00		
68410 · Marketing-Information Printing	0.00	617.12	6.50%	9,500.00	8,882.88		
68500 · Legal Notices	0.00	625.85	62.59%	1,000.00	374.15		
TOTAL COMMUNICATIONS	11,226.06	36,081.91	49.54%	72,840.00	36,758.09	78,000.00	46.26%
PROGRAMMING							
68600 · Programming	2,804.47	18,955.57	49.88%	38,000.00	19,044.43		
TOTAL PROGRAMMING	2,804.47	18,955.57	49.88%	38,000.00	19,044.43	42,000.00	45.13%
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	14,978.29	0.00%		-14,978.29		
69900 · Contingency	125.00	7,087.69	78.75%	9,000.00	1,912.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	355,286.77	3,083,054.76	67.00%	4,601,662.00	1,518,607.24		
70000 · Operating Transfer Purchases	0.00	14,978.29	0.00%				
GRAND TOTAL	355,286.77	3,098,033.05	67.32%	4,601,662.00	1,503,628.95	4,603,000.00	67.30%

Operating Transfer In reflects \$14,978.29 from Corporate Reserves

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

Rooftop Solar Panels at IPPL: An overview of costs and benefits

According to ComEd, here are some basic numbers:

- Upfront cost to install panels: \$451,000-\$552,000
- Estimated net cost after incentives and rebates: \$120,200
- They believe we will make back the \$120,200 after eight years
- Our electricity bill, on average, is \$7,279/month.

However, none of these numbers include upfront costs:

- Before we install panels, we need to get a building assessment done. Windfree Solar is a local company who is willing to do this, for the cost of \$10,000. No other solar company I contacted has expressed willingness to do this, and I reached out to at least 10.
- We can use the building assessment to determine:
 - What work needs to be done on our building's infrastructure to make it ready to handle solar panels and the associated equipment that will connect the panels to the grid
 - Given that the building will almost certainly need some upgrades, the cost of installing these (unknown) upgrades is not known and can't be known until we pay the \$10,000.

The assessment would be the product of professional electricians and structural engineers. It would include stamped calculations and recommendations for specific products we would need. In short, we could use it to create the basis for an RFP.

Questions:

1. Is this project worth pursuing further?
2. If we pursue this, how crucial is it that I get three quotes for the building assessment?
3. Where should the money for the building assessment come from?
4. Where should the money for the probable infrastructure upgrades come from?
5. Where should the money for the panels and panel infrastructure come from?



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.