

Indian Prairie Public Library Board Agenda
March 20, 2024

**Board of Trustees Regular Meeting
 March 20, 2024 – 7:15 p.m.**

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

- | | | | |
|----|---|--|-------------|
| A. | Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab | | |
| B. | Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together. | | |
| C. | Public Comment | | |
| D. | Communications and Announcements
1. Thank You from Oak Park Public Library
2. Darien Historical Society Newsletter | Page 3
Page 4 | |
| E. | Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, February 21, 2024
2. Action on Bills/Additional Bills
3. Determination to Dispose of Personal Property | Page 5
Page 8
Page 12 | Action |
| F. | Items Deleted from Omnibus Consent Agenda | | Action |
| G. | Library Director's Report | Page 13 | Information |
| H. | Department Reports
1. Deputy Director's Report
2. Marketing
3. Guest Services
4. Programming & Outreach
5. Resource Services
6. Technology & Maker Services | Page 19
Page 21
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Page 28
Page 32
Page 35 | Information |
| I. | Staff Report
None | | |

J. Reports

1. Treasurer's Report
2. Building and Grounds Committee (no report)
3. Finance Committee (no report)
4. Planning/Outreach Committee (no report)
5. Policy Committee (no report)

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Information

K. Unfinished Business

1. Strategic Planning

Information

L. New Business

None

M. Meetings To Be Scheduled

Building & Grounds Committee (May)

N. Adjournment

This month, staff from Oak Park Public Library came to observe our passport process and met with Amy Pearson, Guest Services Supervisor II. Amy shared some useful tips and strategies for making the passport process as accurate as possible as well as an enjoyable experience for the guest. They especially loved our dedicated passport office and also praised us for having a positive outlook on passport services.

Staff received this thank you note:

THANKS FOR SHARING THE
PROCESS, PRACTICE & SECRETS
OF PASSPORT SERVICES!

WE'RE SO GRATEFUL FOR YOUR
HOSPITALITY & ADVICE!

Julie & KELLY

Darien Historical Society



QUARTERLY NEWSLETTER

WINTER 2024

7422 S Cass Ave, Darien, IL 60561

www.darienilhistory.org

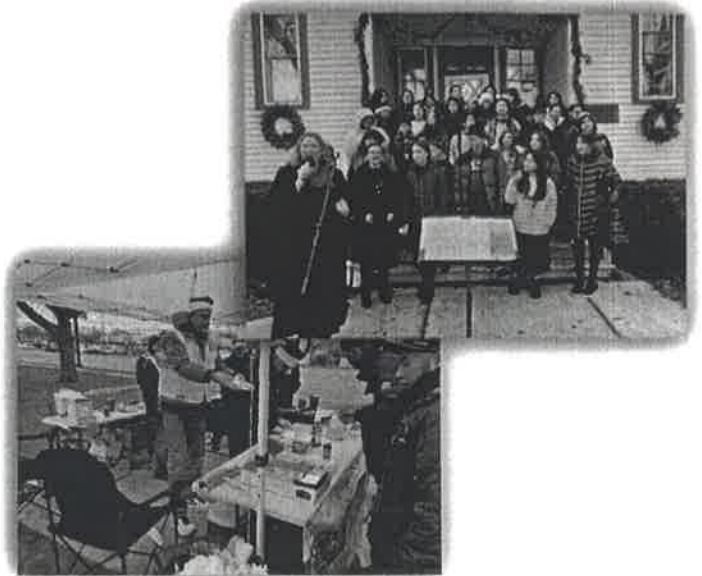
Annual Tree Lighting

On Sunday, December 3, 2023, the Darien Historical Society hosted the annual Tree Lighting Ceremony in front of the Old Lace Schoolhouse and Museum. For the second year in a row, the event was held in conjunction with the City of Darien's Community Holiday Celebration. As such, many more activities and interactions were offered to the guests above and beyond the Mayor's ceremonial lighting of the tree.



Of course, we had the usual fare of hot cocoa (served with help from the Darien Woman's Club), goodie bags (courtesy of Darien Community Bank) and a visit with Santa and Mrs. Claus (arriving by fire truck). We also brought back caroling, which this year was refreshingly provided by Lakeview Junior High's Chorus under the direction of Jennifer Rickert. Some other wonderful additions to the festivities included hot dogs provided by the Darien Lions Club, a story read with ukelele

accompaniment from Amy Merda of the IPPL, another joyful children's activity led by the Darien Garden Club, and even face-painting, which was enjoyed by children and adults alike!



Despite a bit of a chilly, dreary weather day, the turnout was fantastic, the tree was glorious, and the air was cheerful. We hope all participants enjoyed themselves immensely and come back in 2024. The Darien Historical Society owes a debt of gratitude and gives many thanks to all the people and organizations that helped make this event possible and a special thanks to management at Darien Home Depot for donating our live wreath and strands of garland that adorned the building throughout the holidays.

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

**Board of Trustees Regular Meeting
February 21, 2024 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:07 p.m. Secretary Krupicka called the roll.
Present: Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano

Absent: Donald Damon

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Jill Yott

Others: Samia Wahab, a Willowbrook resident interested in the open Trustee position

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

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

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

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

C. Public Comment

D. Communications and Announcements

1. Kleefisch to Birmingham re: Thank You
2. Darien Chamber to Birmingham re: Thank You
3. Atlas Admin & Trustee Workshop, March 12, 2024
4. The Way Forward in Art Group to IPPL re: Thank You

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 17, 2024
2. Action on Bills/Additional Bills
3. Review of Policies
 - 210 Public Comment
 - 410 Hours of Operation
 - 415 Closings
 - 420 Library Cards
 - 430 Circulation of Materials
 - 431 Fines and Charges
 - 433 Suspension and Limitations of Privileges
 - 465 Computer and Internet Services

470 Web Site

480 Privacy of Patron Records/Information

500 Materials Selection

600 Use of Library Facilities

805.6 Jury Duty

1100 Gifts and Donations

Krupicka moved, Raftis seconded to approve the Omnibus Consent Agenda. Ayes:

Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

With respect to the Strategic Plan, the community survey is live and highlighted in the newsletter. We've added a table in the lobby with information as to how people can help us plan for the library's future. Copies of the survey are at the service desks. We will also be sending out a special enews on Sunday. Community focus groups, as well as staff focus groups, have been scheduled. Birmingham reminded the Board that their focus group is next month prior to the Board meeting.

H. Department Reports

Lawson recapped her written report from the packet.

I. Staff Report – Jill Yott, Communications Coordinator, spoke to the Board about the various ways we reach our community. This includes our website, newsletter, social media, weekly enews, flyers, virtual backpacks, summer reading banners, and our outside sign. Our newsletter reaches 25,000 households across 53 postal routes. Our enewsletter includes library news and programs and is sent to 21,000 subscribers.

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 – Palmisano reported that the committee met on January 23 and reviewed various policies. The Board approved the revisions in tonight's omnibus.
6. Policy Committee Minutes, January 23, 2024 – Palmisano moved, Rodriguez seconded to approve the Policy Committee Minutes dated January 23, 2024. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

K. Unfinished Business

1. Trustee Vacancy – Samia Wahab is interested in the open Trustee position. She submitted an application and met with Birmingham to review the duties of a Trustee and the appointment process. The Trustees introduced themselves and gave some background information. Samia told the Board about herself and answered their questions. Suriano thanked Samia for her interest in serving.

L. New Business

1. Emergency Succession Plan – Birmingham noted that this is required by the Serving our Public Standards. The Policy Committee reviewed and approved the plan. Rodriguez moved, Raftis seconded to approve the Emergency Succession Plan. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.
2. Board Member Speaking for the Board to Public or Media Policy – The Policy Committee reviewed and approved the policy. It will be added to the by-laws. Raftis moved, Krupicka seconded to approve the Board Member Speaking for the Board to Public or Media Policy. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.
3. License Plate Sticker Fee Increase – The library currently charges a \$9 fee and the limit has been raised by the state to \$9.50 per sticker. Raftis moved, Rodriguez seconded to approve the License Plate Sticker Fee Increase to \$9.50 per sticker. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously. Birmingham noted that the increase will go into effect March 1.
4. Trustee Appointment – Raftis moved, Palmisano seconded to appoint Samia Wahab to the Board. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

M. Meetings to be Scheduled

N. Adjournment

At 8:58 p.m. Krupicka moved, Raftis seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano. Nays: none. Absent: Damon. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS FEBRUARY, 2024

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2921 - 2978	\$ 101,864.54
Republic Paper Pay Checks	2121 - 2128	\$ 2,165.55
Republic Direct Deposits		\$ 199,477.72
MONTH'S TOTAL:		\$ 303,507.81

Indian Prairie Public Library District
Bill Payment List
February 2024

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
02/06/2024	2921	Accurate	31.97
02/06/2024	2922	Age of Learning, Inc.	1,786.22
02/06/2024	2923	AT&T	365.15
02/06/2024	2924	Baker & Taylor	56.01
02/06/2024	2925	Bullseye Cleaning Services, Inc.	6,300.00
02/06/2024	2926	Case Lots Inc.	1,243.80
02/06/2024	2927	Center Point Large Print	29.21
02/06/2024	2928	DEMCO	105.64
02/06/2024	2929	Fox Valley Fire & Safety	879.95
02/06/2024	2930	Illinois Dept of Innovation & Technology	475.00
02/06/2024	2931	Joe Eskew	76.38
02/06/2024	2932	Kanopy	279.90
02/06/2024	2933	Kim Cosentino	150.00
02/06/2024	2934	kristinZkreations	1,305.00
02/06/2024	2935	Midwest Tape	2,784.25
02/06/2024	2936	OverDrive, Inc.	7,520.84
02/06/2024	2937	Quest College Consulting Inc	200.00
02/06/2024	2938	Jennifer Ripka	161.95
02/06/2024	2939	Specialty Mat Service	140.54
02/06/2024	2940	Wlosinski, Maria	14.74
02/09/2024	2941	LIMRiCC	420.25
02/12/2024	2942	Hagg Press, Inc.	2,816.07
02/16/2024	2943	Constance Martin	379.40
02/16/2024	2944	Leslie Goddard	400.00
02/16/2024	2945	Merda, Amy E	66.42
02/16/2024	2946	Nida Chaudhary	50.00
02/16/2024	2947	Smarty Pants World LLC	550.00
02/16/2024	2948	Susan Maddox	375.00
02/16/2024	2949	Tamarack Genealogy	200.00
02/28/2024	2950	AEP Energy, Inc.	4,312.28
02/28/2024	2951	Animal Quest Entertainment, Inc.	200.00
02/28/2024	2952	Baker & Taylor	88.85
02/28/2024	2953	Bank of America	11,274.53
02/28/2024	2954	Blackstone Publishing, Inc.	1,075.79
02/28/2024	2955	Blue Cross Blue Shield of Illinois	18,911.01
02/28/2024	2956	BookPage	1,116.00
02/28/2024	2957	Canon Financial Services, Inc.	228.88
02/28/2024	2958	Canon Solutions America Inc.	65.45
02/28/2024	2959	Case Lots Inc.	2,933.35
02/28/2024	2960	Cengage Learning, Inc.	461.41

Indian Prairie Public Library District

Bill Payment List

February 2024

Date	Num	Vendor	Amount
02/28/2024	2961	Center Point Large Print	121.34
02/28/2024	2962	Dearborn Life Insurance Company	95.66
02/28/2024	2963	DEMCO	265.86
02/28/2024	2964	Fox Valley Fire & Safety	604.00
02/28/2024	2965	FSS Technologies	112.50
02/28/2024	2966	Groot Industries, Inc.	506.81
02/28/2024	2967	Hagg Press, Inc.	8,702.00
02/28/2024	2968	Illinois Dept of Innovation & Technology	475.00
02/28/2024	2969	Ingram Library Services	10,175.39
02/28/2024	2970	Lauterbach & Amen, LLP	675.00
02/28/2024	2971	Love on a Leash, Inc.	50.00
02/28/2024	2972	NCPERS Group Life Insurance	48.00
02/28/2024	2973	Paddock Publications, Inc.	317.20
02/28/2024	2974	Quill LLC	981.49
02/28/2024	2975	ReThinking Libraries, LLC	6,475.00
02/28/2024	2976	Unique	128.05
02/28/2024	2977	Village of Willowbrook	2,000.00
02/28/2024	2978	Wenstrup, Gary	300.00
Total for 10127 Republic Bank Operating Account			\$ 101,864.54

Bills for approval – Electronic Payments & Automatic Withdrawals

FEBRUARY 2024

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	2/14/2024	24,399.99
Federal & IL	Payroll taxes	2/28/2024	24,842.04
ExpertPay	Garnishments	2/14/2024	470.80
ExpertPay	Garnishments	2/28/2024	464.62
Mission Square	457 Plan	2/02/2024	50.00
Mission Square	457 Plan	2/16/2024	50.00
Nationwide	457 Plan	2/01/2024	50.00
Nationwide	457 Plan	2/15/2024	50.00
Nationwide	457 Plan	2/29/2024	50.00
DAC	Deposit to HRA	2/06/2024	121.87
DAC	Deposit to HRA	2/08/2024	226.15
DAC	Deposit to HRA	2/13/2024	2,041.21
DAC	Deposit to HRA	2/21/2024	722.83
DAC	Deposit to HRA	2/27/2024	1,638.29
Nicor	Gas	2/13/2024	2,252.88
ELS	License Stickers		6,192.00
ELS	ELS Fee (January)	2/05/2024	61.05
INB & Republic	Cr Card & Bank Fees	2/13/2024	278.80

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

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

- 3 monitors
- 2 desktop computers
- 1 iMac
- 7 iPads
- 2 All-in-one computers
- 1 Portable DVD player
- 1 Boom box
- 1 color laser printer
- 2 adding machines
- 70 walkie talkie headsets
- 1 Leap Pad tablet
- Miscellaneous keyboards, mice, headphones, cables & wires

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

Executive Director's Report March 2024

Strategic Plan:

REMINDER: The Board's 90-minute focus group will be at the start of the March Board Meeting at 5:45 p.m. Since this is the regular Board meeting, the business agenda will start at the conclusion of the session at approximately 7:15.

The focus groups for staff and community began on Tuesday, March 12th and go through March 20th.

The surveys are coming in! At last look, just over 1,300 surveys were completed. For statistical significance, (95% confidence level, 5% margin of error) we needed 381 respondents, so we are well past that.

There will be an all-day Strategic Retreat on Friday, May 3rd. The retreat will be 15-25 people and a mix of Trustees, community members and staff. The retreat is where the actual decisions around the strategic plan will be made. It is important to participate if you can, so please save the date.

Statement of Economic Interest:

You all should have received an email notice from DuPage County to renew your Statement of Economic Interest Filing. I have included an article at the end of my report that helps clarify how to fill it out.

Partnership with Project Rise:

Project Rise of the Chicago Dawoodi Bohra Community (thedawoodibohras.com) is co-sponsoring an exhibit in celebration of Earth month. The display, *Where is Away?*, is on loan from S.C.A.R.C.E. (SCARCE.org) and will show where things go when they get dropped in the trash, recycling, or compost bins, as well as promote proper disposal techniques. Visit the exhibit in the lobby anytime during the month of April.

Personnel Updates:

Teuta Gorenca has been hired as a Guest Services Associate and she started on February 26th.

Jean Carroll has been hired as our new P&O Librarian. The position specializes in older adults and people with disabilities. Jean comes to us with lots of prior programming and library experience. Jean is also a Trustee at her home library, Thomas Ford, and she also serves on the RAILS Board.

Gail Cybulski has been hired as a Maker Studio Associate and starts on March 25th.

IPPL Foundation & Friends:

The Book Sale brought in \$238 and movie Donations were \$24 in February.

Meetings:

2/22 Department Head Meeting
2/27 SWAN Fireside Chat
2/29 Person-In-Charge Training
3/6 Willowbrook Burr Ridge Chamber Meeting
3/7 SWAN Quarterly
3/11 Orientation with Trustee Samia Wahab
3/14 Department Head Meeting
3/14 RAILS Member Update
3/20 Foundation and Board of Trustees Meeting

Continuing Education:

<i>Leading with Emotional Intelligence</i> (Webinar)	1.5 hour
<i>Managing Team Burnout</i> (Webinar)	1 hour
<i>The Feedback Loop</i> (Webinar)	1.5 hours
<i>Doing More With Less</i> (Webinar)	1 hour

In February, I had 38 one-on-ones (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

Submitted by:

Laura Birmingham
Executive Director

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 2024

Building & Grounds:

Premier Landscaping will be coming sometime between April 1-12 to do our spring cleanup work. I also plan to meet with our rep Pedro the morning of April 8 to discuss plans for the coming year.

Joe worked hard this month on sanding and finishing large butcher blocks to make a long, high-top computer table for the Teen Lounge. He installed the new table and four stools the last week of February and Tony quickly configured and deployed the additional Teen computers. Now, we have four computers in the Teen Lounge rather than two, plus more seating in that area than we had before.

Joe and Tony also both came in early in the morning on Tuesday 2/27 to conduct a test of our new generator. We now have a clear idea of what to expect when the power goes out. Our server room equipment (such as Wi-Fi equipment, our phone system, and our server), sump pumps, and stairwell lights will continue to be powered by the generator. Our battery-powered emergency lights will also switch on. Most overhead lights, outlets, and HVAC will not run.

Additionally, Joe closed 22 building tickets in February. Highlights include: 1) Unpacked and hung new Littletown sign, 2) Repaired a latch on one of our entry doors, and 3) Repaired the countertop in the Sanghani meeting room.

Meetings:

Strategic Planning meetings: 2/1, 2/2

Assistant Director's meetup, 2/2

Department Head meetings: 2/8 & 2/22

Library Board meeting: 2/21

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

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

Staff Training:

At the end of February, I conducted two training sessions for Persons-in-Charge about weather emergencies, with a focus on tornados. The training included a practice drill and information about what to expect during a power outage.

Technology Highlights:

We currently use Barracuda to provide physical and cloud backups, in addition to email spam filtering and phishing protection. However, the costs for these services are high. Tony has been doing research and checking with IT people at other libraries and municipalities and has identified three products that will deliver the same features: Checkpoint for email spam filtering and phishing protection, Veeam for physical backups, and Wasabi for cloud backups. In combination, our calculations show that this switch will save the library at least \$4,700 over the next two years – more if we can negotiate a good introductory rate from Checkpoint. Because of the significant cost savings, the testimonials from other libraries and municipalities on these products, plus the ease of use and higher level of functionality of the Checkpoint system in particular, we have decided to move forward with this change starting this spring.

In addition to closing 33 technology tickets in February, Tony completed a lot of back-end IT work for us. Highlights include: 1) Researched various ticketing systems and assisted with the transfer of tech tickets to OSTicket, 2) Tested many aspects of Checkpoint during a demo period and asked several questions, and 3) Learned how to restart our remote printing service on our end via the server.

The WorkNet DuPage Kiosk stats for February showed 23 navigations and 1 request for more information.

Report Submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Report for Board of Trustees February 2024

In the Gallery—February

Display cases: Roxanne Harris

1st & 2nd Floor Gallery: Natalya Zhoveva

Notable Projects/Meetings/Workshops

- I worked on my presentation for the Board of Trustees in February.
- I worked on my presentation for the Patron Point/Springshare workshop on February 29.
- I worked on my portion of the strategic agenda information.
- Got all the promotional materials together for the strategic agenda, plus updated the website.
- Gail and I met about Book Club to Go and other upcoming projects.
- Laura, Kristen, and I met with Rethinking Libraries regarding the Strategic Agenda.
- Mark and I met about programming and the website.
- Updated the Foundation donors.
- Amy and I met in February to talk about programs.
- I met with Patron Point about the webinar I'm presenting for on Feb. 29.
- Worked on Book Club to Go with Gail.
- Ordered bags for Homebound Delivery.
- Met with Laura and Cindy about business library cards.
- Worked on updated homebound delivery fliers.
- Reviewed Jordan's new endcap signs.

Outreach/Community Promotions (attached)

- Hinsdale South High School ads for March (two ads; will switch mid-month)

Website

Paul and I did various updates on the site. This ranged from making database revisions to simple revisions on existing pages.

Yelp & Google

People are using Yelp and Google to access the library.

In the month of February, through Yelp 32 people used us to find out more information about the library.

In the month February through Google . . .

- 513 called us
- 836 asked for directions to get to us
- 2,986 Googled our name

General Enews Subscribers

We gained some subscribers this month.

February 29	21,774
January 31	21,656
Loss/Gain in subscribers	+118

Enews Open Rate

Our enews had a steady open rate. The week we reminded people of program registration had the biggest open rate for a regular enews at 47 percent! We sent out two emails related to the strategic planning survey—one to all and one just to businesses.

Date	Open Rate
February 1	36 percent
February 8	38 percent
February 15	39 percent
February 22	47 percent
February 29	37 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74 percent
Welcome two	65 percent
Welcome three	58 percent

Social Media November/December

Wow! We gained a lot likes and followers on Facebook for the second month in a row. There is no single post that caused this according to Facebook.

Social Channel	Likes/Followers	+/- (January 31)
Facebook (likes)	2,466	+22
Facebook (follows)	2,688	+47
Instagram	1,122	+11
Twitter	1,155	No change
LinkedIn	232	+6
YouTube	222	-1

Some of our more popular posts included the following . . .



From Brookfield Zoo to the DuPage Children's Museum, there are plenty of options for you and your family to explore with Explore More Illinois and the Museum Adventure Pass programs. Take...

Mon, Feb 12



Amy M., the head of our Programming & Outreach Department, spent time at a children's art fair recently, connecting kids and parents to library resources and services. Outreach like this is on...

Tue, Feb 27



Looking for a quiet, out-of-the way place to study or work? Grab a seat and work desk in the first-floor nook! The chairs are comfortable and the outlets are near so you can charge your...

Sat, Feb 17

While not as popular, this is one of my favorite posts as of lately that Paul wrote for the library. It captured chess between a father and son. Great job, Paul!

Who says chess can't be emotional as well as intellectual? Yes, even the best of players sometimes lose their focus and let their emotions escape, like this kid did while playing at the chess table located in the Kids & Teens area on the second floor. Be sure to scroll through the photos to see his reaction for yourself.





WE ARE PLANNING FOR
THE LIBRARY'S FUTURE,
AND WE NEED
YOU!

Earn a service hour and give your feedback to the library!

Attend a teen focus group on Wednesday, March 13, 2:15-3:15 p.m.

Snacks provided.

RSVP at ippl2024.ippl.info





Saturday, April 20, 2-4 p.m.

For ages 16-19.

Meet employers in one place to
land a summer or year-round job.

RSVP and learn more: teenjobfair.ippl.info



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

Guest Services
February 2024

Circulation

The total checkouts and renewals for February was 53,832.

78% of our checkouts and renewals were done by self-service. 17% of our checkouts and renewals were done at the desk and 5% were done at the drive up.

The library had 29,462 in-person visitors in February and 703 at the drive-up.

Staff checked out or renewed 1,500 items at the drive-up. 1,012 holds were placed for pickup at the drive-up.

Community

Passports: The library accepted 106 passports in February.

License plate sticker renewals: 38 stickers sold

Library Cards: 201 library cards were issued: 174 resident and 27 non-resident. 36 were initiated remotely.

Total number of IPPL Library cards: 27,118

Birthday gift: Staff handed out 42 birthday gifts in February.

This month, staff from Oak Park Public Library came to observe our passport process. They received guidance from Amy Pearson on how we offer passport services. She was able to impart some of our useful hints and strategies for making the passport process enjoyable for both employees and guests. They loved our dedicated passport office and praised us for having a positive outlook on passport services.

Meetings

March 20	SWAN Circ Advisory	Zoom
March 26	SWAN updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

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

Programming and Outreach Department – February 2024

Community

On Feb. 7, Sarah Zagotta, Teen Librarian, represented IPPL at District 86's 504/IEP Summer Opportunities Fair and interacted with 30 attendees. She also networked with the local businesses in attendance for IPPL's upcoming Teen Job Fair.

Kate Kresek, Specialist, visited Burr Ridge Senior Living on Feb. 18 with a new Outreach volunteer to offer a Mini-Library and information on library services. They interacted with 12 guests who asked 15 questions, placed 8 holds, checked out 5 items, and received 1 new library card.

Amy Merda, Dept. Head, facilitated an after-school visit at Anne M. Jeans School on Feb. 21 for 18 students and provided an engaging activity using LEGO bricks and the Brick-It app.

On Feb. 15, Jack interacted with over 100 attendees at Gower Dist. 62's STEM Night hosted at Gower West School. The robot activity was received very well.

Amy Merda met virtually with Alison Rodgers from Community House to discuss summer outreach visits to Anne M. Jeans School also on Feb. 15.

On Feb. 24, Amy Merda met with Janet Donovan from local residential facility Harvester Place to discuss future opportunities for partnering.

On Feb. 25, Amy Merda promoted programs and services at a table at the 48th annual Creative Youth Art Fair hosted by the Darien Women's Club at Cass Junior High. At least two students who are recognized regulars at IPPL youth programs won awards. One of the items that won a prize was even an item that was created at the library's Mid-Kids Art Club!

The Homebound program, for local residents, saw a circulation of 111 items. Tori Castro, Resource Specialist, is now the coordinator for this program.

Two hundred twenty-eight were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Support Associate.

Programs – February 2024

In February, we had 68 programs attended by 2,559 guests.

Early Literacy/Families

2/2	Baby Brilliance	Erin	27
2/5	Preschool Play	Erin	27
2/6	Talented Toddlers	Chrissy, Beth	37
2/7	Talented Toddlers	Beth, Amy	23
2/9	Baby Brilliance	Erin	17

2/10	Heart Storycraft	Erin	23
2/12	Preschool Play	Erin	25
2/13	Talented Toddlers	Chrissy	32
2/14	Talented Toddlers	Erin	20
2/16	Baby Brilliance	Erin	18
2/16	Family Craft Hour (canceled: presenter illness)	Erin	
2/19	Preschool Play	Erin	12
2/20	Talented Toddlers	Chrissy, Beth	28
2/21	Talented Toddlers	Erin, Beth	24
2/23	Baby Brilliance	Erin	16
2/26	Nature Storytime	Erin	26

In honor of Valentine's Day, our Early Literacy Librarian planned a Heart Storycraft event. The event brought 23 guests to the library. Erin read the book Sweet Hearts by Jan Carr and encouraged the children to point out all the Valentine hearts the character made throughout the book. The children then taped several heart shapes of different sizes onto a canvas board and used cotton balls and clothes pins to paint around the shapes. When finished they removed the taped-on shapes to reveal the white hearts below. As it was just before the Super Bowl, one boy chose red and yellow paint and used a marker to draw the logo for the Kansas City Chiefs. Another parent commented that this was one of her favorite crafts her girls have done at the library.

Mid-Kids

2/5	Mid-Kids Art Club	Chrissy	15
2/7	Read to a Pet	Chrissy	11
2/19	Smarty Pants Big Balloon Show	Chrissy	54
2/22	STEAM Station	Chrissy	13
2/28	Homeschooling SMART: Modern Art	Amy	22

The Smarty Pants Big Balloon Show was a huge success. Smarty Pants put on a great show filled with comedy, magic tricks, music and of course his amazing balloon creations. Around 60 patrons attend the show, with everyone engaged and watching in awe as Smarty Pants dazzled the crowd with his high energy and immersive balloon experience.

Teens

2/2	Teen Drop-In Lounge: Dog Edition	Sarah	26
2/9	Teen Dungeons & Dragons	Sarah	5
2/7	Teen Drop-In Lounge	Sarah	4
2/14	Teen Drop-In Lounge	Sarah	7
2/17	SAT Practice Test	Sarah	14
2/18	College Prep Help Hour	Sarah	0
2/21	Teen Drop-In Lounge	Sarah	0
2/28	Teen Drop-In Lounge: Dog Edition	Sarah	5

Adults

2/1	Thursday Afternoon Movie: Little Richard	T.J.	20
2/6	Illinois Libraries Present: Jerry Craft	Jen	0
2/7	Online: Chair Yoga	Kate	22
2/14	Online: Chair Yoga	Kate	14
2/15	Thursday Afternoon Movie: Crazy Stupid Love	T.J.	23
2/15	Genealogy Program: Identifying Photos	Joe	5
2/20	Illinois Libraries Present: Julia Quinn	Jen	9
2/21	Online: Chair Yoga	Kate	18
2/22	Chocolate Desserts and Pastries	Kate	54
2/27	The History of Barbie	Laura	64
2/28	Online: Chair Yoga	Kate	19
2/28	Adult Dungeons & Dragons	Sarah	5
2/29	Hidden Messages in Negro Spirituals	Kate	26

Chef Susan Maddox returned for a Chocolate Desserts and Pastries Demonstration and Tasting. Over 50 guests enjoyed a variety of treats. Chef Maddox was highly entertaining and knowledgeable so much so that just minutes into her presentation guests were already asking to have her back.

Groups

2/1	Nonfiction at Night Book Discussion	Joe	11
2/2	In-Person ESL Conversation Group	Joe	6
2/5	Adult Chess Group	Beth	8
2/8	Crime Readers	Tori	7
2/12	Adult Chess Group	Beth	8
2/17	TASC Meeting	Sarah	8
2/19	Novel Idea Book Discussion	Jen	22
2/19	Adult Chess Group	Beth	6
2/22	Genealogy Group	Joe	15
2/28	Online: ESL Conversation Group	Joe	2

Passive Programs

2/1-2/29	Adult: Cafe Puzzle	Marquitta, Kate	23
2/1-2/29	Teen Post	Sarah	7
2/1-2/29	AISLE Brochure Completions	Jordan	11
2/1-2/29	AISLE Voting Ballot Turn-Ins	Jordan	5
2/1-2/29	1,000 Books Before Kindergarten	Jordan	6
2/1-2/29	Mid-Kids Book Bag Requests	Jordan	4
2/1-2/28	Scavenger Hunt: Help us Find the Penguins	Beth	159
2/1-2/13	Valentine Snail	Erin	230
2/1-2/14	Little Makers @ Home: Bird Shapes	Erin	85
2/1-2/11	Black History Month Bookmarks	Chrissy	150
2/3	Pop-Up: World Play Your Ukulele Day	Amy	6
2/12-2/14	Valentine's Day Cards	Chrissy	255

2/15-2/28	Origami Dog	Chrissy	290
2/15-2/28	Arctic Fox Coloring	Erin	250
2/15-2/28	Little Makers @ Home: How to Build a Snowman	Erin	125
2/29	St. Patrick's Day Coloring	Erin	50

Submitted by:
Amy Merda, P & O Dept. Head
3/14/24

Resource Services February 2024 Report

Submitted by Gail Graziani, Head of Resource Services

Staff Updates

- Resource Services Acquisitions Specialist, Melanie Alcantara had her first day on February 26th.
- Resource Services Associate Natalya Zinoveva's art installation of acrylic paintings was on view in the library during February.

Collection Updates

- Anna Hinkley, Resource Services Specialist, completed preliminary steps in preparation for the launch of the new Book Club to Go collection, including creating records, designing tags and spine labels, and working with SWAN to add loan rules.
- Subject area pull outs are being updated with new subcategories and spine labels.
- The Science Fiction collection is being changed to "SF/F" with science fiction and fantasy titles each receiving identifying stickers to improve browsing.

February Collection Totals

Print Books	100,921
A/V Materials	36,165
Other Physical Materials (Kits, Games, Puzzles)	1,493
eBooks (OverDrive & Hoopla)	913,413
eAudio & Music (Overdrive & Hoopla)	640,496
Digital Video (Hoopla & Kanopy)	63,608

Library Displays

1st Floor

- Black Joy
- Romance
- Anything But Romance
- Desserts and Deserts

2nd Floor

- Valentine's Day (Feb 1-Feb 15)
- Black History Month (Feb 15-Feb 29)
- Celebrating Black Authors
- Groundhog Day (Feb 1-Feb 12)
- All About Love

Monthly Highlights

- Joe Popowitch, Resource Services Librarian, and Gail Graziani, Head of Resource Services, presented on the library's business resources during the Darien Chamber of Commerce's Business Builders Workshop.
- Joe Popowich is coordinating the AARP Tax-Aide program which runs on Mondays and Fridays from February 9 through April 8th, including updating the appointment spreadsheet, meeting with the AARP liaison, and emailing forms to individuals prior to their appointments.
- T.J. Szafranski, Senior Resource Services Librarian, shared his report and analysis of the annual collection circulation statistics with the Resource Services department.

- Jordan Calabrese, Youth and Teen Resources Librarian, created voting ballots for the Illinois Association of School Library Educator's annual Readers' Choice Awards along with creating online book lists and brochures for the new Monarch, Bluestem, and Caudill award titles.
- Jen Ripka, Resource Services Librarian, shared her report and analysis of the yearly eBook and eAudio circulation statistics with Resource Services.
- Jen Ripka facilitated the Novel Idea Book Club where 22 people attended a discussion of *Lessons in Chemistry* by Bonnie Garmus.
- Jeanine Clinton, Resource Services Librarian, added seven new bookplates to materials following donations.
- Tori Castro, Readers' Advisory Specialist II, as the new Homebound Services Coordinator, created a welcome packet for Homebound program members. Tori also introduced herself to the delivery volunteers and to their coordinator at Interfaith Community Partners.
- Anna Hinkley, Resource Services Specialist, prepared the Book Club to Go kits for their launch in March, including creating catalog records, developing tags for the bags and labels for the books.
- Anna Hinkley, Resource Services Specialist, worked with SWAN to streamline the first floor catalog locations to remove unnecessary information.

On-Call Librarian Interactions

Assistance	396
Reference	89
One-to-One Training	20
Readers' Advisory	4
Directional	12
TOTAL	500

Community

- Tori Castro checked out 111 items for Homebound delivery in February.
- Tori Castro prepared book club discussion materials for five book clubs.
- Joe Popowitch coordinated two volunteer hours for the Veterans History Project and two hours for general volunteers.

Programs

Date	Name	Program	Attendance
2/01/24	T.J.	Thursday Movie: <i>Little Richard</i>	20
2/01/24	Joe	NonFiction at Night Book Group	11
2/03/24	Joe	In-Person ESL Conversation Group	6
2/06/24	Jen	Illinois Libraries Present: Jerry Craft	0
2/08/24	Tori	Crime Readers Book Group	7
2/14/24	Joe	Online ESL Conversation Group	2
2/15/24	T.J.	Thursday Move: <i>Crazy, Stupid, Love</i>	22
2/17/24	Joe	In-Person ESL Conversation Group	6
2/19/24	Jen	Novel Idea Book Group	22
2/20/24	Jen	Illinois Libraries Present: Julia Quinn	9

2/22/24	Joe	Genealogy Meeting	15
2/28/24	Joe	Online ESL Conversation Group	2

Youth Passive Programs

Program	Engagement
Monarch Challenge	8 completed brochures
Bluestem Challenge	2 completed brochures
Caudill Challenge	1 completed brochure
Association of School Library Educators Challenge	5 ballots turned in
1,000 Books Before Kindergarten	1 new signup
Baby Book Bees	1 completion
100 Books Before Graduation	6 signups
Mid-Kid Book Bags	4 requests received

Continuing Education & Contributing to the Profession

- Jordan Calabrese attended the following webinars/meetings:
 - Collection Development Networking Meeting (RAILS)
 - EBSCO / Novelist Representative Meeting
 - CollegeNow Representative Meeting
 - Library Scavenger Hunts (UW-Madison iSchool)
 - Meet Fiero Code (LibraryIdeas)
 - Person in Charge Training
- Jen Ripka attended the following webinars/meetings:
 - Collection Development Networking Meeting (RAILS)
 - Forthcoming Adult Graphic Novels (Booklist)
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Sustainability Resources Committee Meeting (ALA)
 - Adult Spring Favorites (Booklist)
 - BookBrowse Representative Meeting
 - Person in Charge Training
- Jeanine Clinton attended the following meetings:
 - Person in Charge Training
- T.J. Szafranski attended the following meetings:
 - Person in Charge Training
- Joe Popowitch attended the following meetings:
 - Person in Charge Training
- Tori Castro attended the following meetings/webinars:
 - BookBrowse Representative Meeting
 - Book Club Study (Adult Reading Roundtable)
 - Graphic Novels for Adults and Young Adults (Booklist)

Technology & Maker Services Board Report: February 2024

Classes/Programs

Number of Classes: 10 - Total Attendance: 68

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
2/3	930-11a	Sublimation Sequins Pillow	Kids	Jack	9
2/7	630-730p	Intro to 3D Printing	All	Mark	7
2/8	6-730p	Laser Etched Canvas	Kids	Jack	10
2/10	10-11a	Intro Vinyl	All	Luke	4
2/13	630-730p	Intro Embroidery	All	Mark	6
2/22	6-730p	Mug designs	Kids	Jack	10

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
2/15	930-11	Android Basics	Adults	Mark	9
2/21	2-330p	Mac OS Basics	Adults	Luke	7
2/27	1015-11a	Lil Coders Scratch Jr.	Kids	Jack	6

Statistics

- Computer Usage
 - Adult Users: 1724 Hours: 1424
 - Adult laptop: 16 Hours: 22
 - K&T Users: 491 Hours: 233
 - K&T Laptops: 2 Hours: 2
- Technology Desk Assistance- 847
- 1-on-1 Training- 4
- Wireless Usage- Total Unique Access: 7421

Maker Services/Maker Studio

- 3D printer was down for about 5 days, part replaced, back up and running

Classes/Programs

- Passive program- 1-1. Total attendance: 31

- Maker Assistance- 1655
- Maker 1-on-1 Training- 141

Equipment Usage

- 3D Printers- 38
- Button Maker- 15
- Candle Maker- 5
- Carving Machine - 1
- Cricut (Vinyl)- 5
- Digital Editing (iMac)- 3
- Embroidery Machine- 26
- Hat/ Mug Press - 27
- Knitting Machine- 1
- Laminator - 5
- Laser Cutter- 55
- Poster Printer- 23
- Sewing Machine- 3
- Silhouette (Vinyl)- 12
- Sizzix (die cut/embossing)- 11
- Sublimation Printer- 24
- White Toner Printer - 7

Outreach & Projects



- Jack attended the Gower Elementary School STEM Night. He brought Robotics for the kids to code with. We had over 100 students try coding with us during the event.
- Jack & Mark reviewed costs in the Maker Studio and adjusted the charges for the 3D printer to reflect the change in material costs.
- Programs in the Maker Studio are again popular. Registration for most Maker Programs were filled with a waiting list 5 minutes after program registration opened.
- Jack Worked with a local quilters group and local quilting store to bring in presenters to teach quilting this summer.
- Kate created a new class using Kasra's research into bending acrylic. Patrons will be able to make their own acrylic sublimated bracelet.
- Kate also created seven new projects that now live in the Maker Studio as examples. She used the Sizzix to create a Thank You and St. Patrick's Day card. She used the Carvey to create a bas relief of The Greate Wave. She updated the sublimated hat example. She used the Silhouette to create a kirigami card. She used the embroidery and sewing machines to create a pillow

based on the last painting of Frida Kahlo (this inspired our 7-year-old patron Max to make his own embroidered pillow, pictured above). Kate also created leather stamps on the 3D printer and embossed a belt with a snake pattern.


- Kate redesigned the example displays and selected projects to live on a new “Best Of” wall where patrons will be able to see a full list of materials and total time for project completion on signs next to the projects.
- The fluffy flamingo embroidery example garnered a lot of attention this month and three patrons brought in their own material to embroider the design as well.
- Luke is working to prepare example pieces for his upcoming “Mixed Media” program, as well as working to develop his two other upcoming programs, “Make Customs Tees for Pride Month” and “Sublimated Photo Prints on Aluminum.”

Mark Sloan, Head of Technology & Maker Services, February 2024

Made in a class:

<p>Sublimation on Sequens Pillows</p> 	<p>Sublimation on Sequens Pillows</p> 
<p>Program Name– Objects</p>	<p>Program Name– Objects</p>

Made Using Equipment:

<p>Laser – Etched Water bottles</p> 	<p>Laser – Etched Water bottle</p> 
<p>Sublimation Bag</p>	<p>Laser Etched Mug</p>



Laser Etched Wine Glass



Laser Etched Tumbler



Equipment- Objects



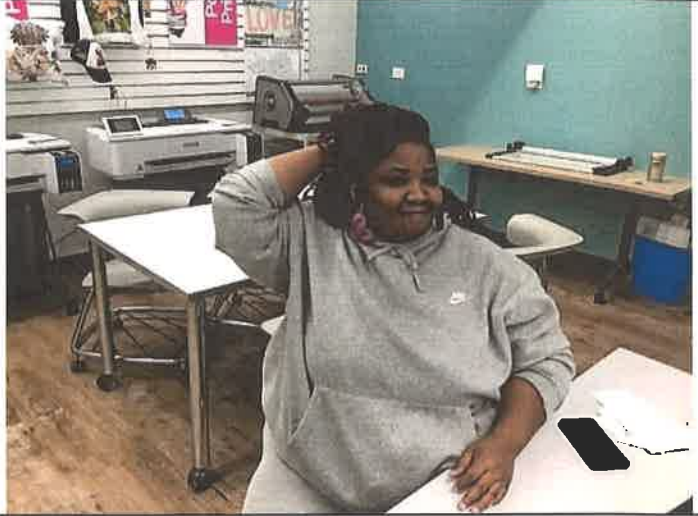
Embroidery and Sewing Machine Pillow



Embroidery & Dark Color Transfer Aprons



Laser Etched & Sublimated Earrings



Laser Etched Coasters

Laser Cut & Sublimated Seasonal Door Sign



3D Print & Embroidered Earrings

Laser Etched Coaster



STATISTICS FOR	Feb-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	23,266	18,224	193,826	154,756	25.25%
Teen	16,147	1,171	25,016	10,786	131.93%
Kids	1,062	11,538	117,162	100,070	17.08%
ILLS Sent	2,721	3,943	22,799	22,113	3.10%
TOTAL	43,196	34,876	358,803	287,725	24.70%
Electronic Circulation	10,636	7,449	87,007	70,813	22.87%
GRAND TOTAL CIRC.	53,832	42,325	445,810	358,538	24.34%
% Reciprocal Borrowing	12%	9%	10%	10%	
Patron Visits	30,165	27,668	234,585	226,289	3.67%
<u>Current Cards</u>					
Resident	174	157	24,871	22,419	10.94%
Non-Resident	27	91	2,247	1,013	121.82%
TOTAL	201	248	27,118	23,432	15.73%
<u>Patron Assistance</u>					
Adult - Reference	2,914	2,900	19,333	18,869	2.46%
Kids - Reference	932	811	7,260	5,914	22.76%
Technology - Reference	2,502	944	8,535	8,701	-1.91%
TOTAL REFERENCE	6,348	4,655	35,128	33,484	4.91%
Adult - Other	100	184	752	1,283	-41.39%
Kids - Other	62	65	349	742	-52.96%
Technology - Other	10	40	95	264	-64.02%
TOTAL OTHER	172	289	1,196	2,289	-47.75%
GRAND TOTAL ASST.	6,520	4,944	36,324	35,773	1.54%
<u>ILL/Reserves</u>					
Holds	8,005	7,206	67,237	54,913	22.44%
ILLs Sent	2,721	2,977	22,799	21,147	7.81%
ILLs Checked Out	3,999	3,541	31,986	31,408	1.84%
ILLS Received	4,630	4,937	37,553	39,127	-4.02%
<u>Programs - Adult</u>					
# Programs	13	29	111	170	-34.71%
Attendance	279	354	2,082	2,207	-5.66%
<u>Programs - Tech & Maker</u>					
# Programs	10	21	99	140	-29.29%
Attendance	68	160	728	1,033	-29.53%
<u>Individual Technology Training</u>					
# of Patrons	188	325	1,327	2,672	-50.34%
<u>Groups</u>					
# Programs	10	13	83	101	-17.82%
Attendance	93	87	760	640	18.75%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	8	5	60	42	42.86%
Attendance	61	22	380	177	114.69%
<u>Programs - Kids</u>					
# Programs	21	13	146	199	-26.63%
Attendance	470	398	3,485	3,864	-9.81%
GRAND TOTAL ATT.	1,159	1,346	8,762	10,593	-17.28%

STATISTICS FOR	Feb-24	Feb-23	FYTD	FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	3	23	17	35.29%
Attendance	25	370	512	465	10.11%
<u>Passive Programs - Teen</u>					
# Programs	2	2	19	18	5.56%
Attendance	7	86	144	413	-65.13%
<u>Passive Programs - Kids</u>					
# Programs	15	8	120	85	41.18%
Attendance	1,655	996	11,953	7,624	56.78%
<u>Computers - Patron Use</u>					
Adult Computers	1,724	1,663	10,735	12,906	-16.82%
Kids Computers	491	411	5,762	3,337	72.67%
Teen Laptop	2	6	645	81	696.30%
Adult Laptop	16	19	113	148	-23.65%
TOTAL PATRON USE	2,233	2,099	17,255	16,472	4.75%
<u>Hours Used</u>					
Adult Computers	1,424	1,347	8,524	10,105	-15.65%
Kids Computers	233	191	3,200	1,583	102.15%
Teen Laptop	2	6	309	95	225.26%
Adult Laptop	22	21	126	189	-33.33%
TOTAL HOURS USED	1,681	1,565	12,159	11,972	1.56%
Wireless Total Connections	7,421	6,557	57,623	51,598	11.68%
IPPL Total Web Site Access	13,026	11,753	104,888	94,549	10.94%
IPPL Total Page Views	49,339	42,543	397,956	321,109	23.93%
Subscription Database Logins	2,698	2,830	21,581	22,124	-2.45%
<u>Outreach-Homebound</u>					
Items Delivered	111	136	1,323	1,181	12.02%
<u>Volunteers</u>					
Number Active	15	15			
Hours Worked	65	40	926	442	109.50%
Staff Training Hours	57	89	524	529	-0.95%
<u>Room Use</u>					
Conference Rooms	918	766	6,191	4,499	37.61%
Meeting Rooms					
Library	61	64	394	479	-17.75%
Non-Library	22	24	153	130	17.69%
Board Room					
Library	16	25	161	149	8.05%
Non-Library	25	21	184	142	29.58%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - Feb 2024

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	322	0	0	322
Non-Fiction	31,795	141	364	31,572
Fiction	29,223	384	481	29,126
ADULT TOTALS	61,340	525	845	61,020
KIDS				
Non-Fiction	10,977	74	19	11,032
Fiction	24,169	188	213	24,144
Books + Audio (Vox, WonderBooks)	200	5	1	204
KIDS TOTALS	35,346	267	233	35,380
TEEN				
Non-Fiction	645	7	6	646
Fiction	3,853	51	29	3,875
TEEN TOTALS	4,498	58	35	4,521
BOOK TOTALS	101,184	850	1,113	100,921

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,127	23	8	6,142
Music CDs	4,341	23	0	4,364
Playaway	343	1	0	344
ADULT TOTALS	10,811	47	8	10,850
KIDS				
Audiobooks on CD	604	2	1	605
Music CDs	236	0	0	236
Playaway	126	2	1	127
KIDS TOTALS	966	4	2	968
TEEN				
Audiobooks on CD	138	0	0	138
Playaway	12	1	0	13
TEEN TOTALS	150	1	0	151
AUDIO TOTALS	11,927	52	10	11,969

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	20,283	100	124	20,259
ADULT TOTALS	20,283	100	124	20,259
KIDS				
DVD & Blu-ray	3,916	26	5	3,937
KIDS TOTALS	3,916	26	5	3,937
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	24,199	126	129	24,196

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Console Games	584	1	3	582
Library of Things (incl. Rokus, iPods, Kindles)	157	0	0	157
CD-ROMs	12	0	0	12
ADULT TOTALS	753	1	3	751
KIDS				
Kits (STEM, Book bundles, etc.)	218	0	0	218
Puzzles	25	0	0	25
Tablets (Fire HD, Launchpads)	22	0	0	22
Console Games	323	0	3	320
Board Games - Juvenile	28	0	1	27
KIDS TOTALS	616	0	4	612
TEEN				
Equipment (CD Players, etc.)	20	0	0	20
Console Games	5	0	0	5
Board Games	107	0	2	105
TEEN TOTALS	132	0	2	130
OTHER TOTALS	1,501	1	9	1,493
COLLECTION TOTALS	138,811	1,029	1,261	138,579

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Feb 2024

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	890,419	-8,955	881,464
eMedia (OverDrive Consortium)	24,221	-56	24,165
eMedia (OverDrive Advantage)	7,554	39	7,593
Preloaded Adult eReaders	191	0	191
eBook Totals	922,385	-8,972	913,413
AUDIO	Previous Month Totals	Added Items	Current Totals
Audiobooks			
Hoopla	221,273	2,905	224,178
eMedia (Overdrive Consortium)	6,968	101	7,069
eMedia (OverDrive Advantage)	2,186	23	2,209
Preloaded Adult iPods	169	1	170
Music			
Hoopla	372,400	34,470	406,870
Audio Total	602,996	34,595	640,496
VISUAL	Previous Month Totals	Added Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	29,232	408	29,640
Kanopy	32,053	147	32,200
Preloaded Adult Roku Titles	1,530	8	1,538
Preloaded Family Roku Titles	228	2	230
Visual Totals	63,043	565	63,608
Total Audio/Visual	666,039	35,160	704,104
Collection Totals	1,588,424	26,188	1,617,517

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

2/29/2024

Balance on hand as of January 31, 2024.....	3,165,219.08
Cash Receipts for February.....	75,194.56
Cash Disbursements for February.....	300,872.14
Cash on hand as of February 29, 2024.....	2,939,541.50

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.399%

General.....	687,179.51
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.83%.....	779,358.39
Republic Bank - Checking General.....	10,088.40
Republic Bank - Payroll Account.....	36,397.32
Republic Bank - License Sticker Account.....	4,539.28
Petty Cash/Circulation.....	604.00
Balances as of February 29, 2024.....	2,939,541.50

FUND BALANCES AS OF 2/29/2024

Corporate Fund.....	2,698,614.91
Building & Maintenance Fund.....	(6,668.22)
I.M.R.F. Fund.....	(9,083.29)
Liability Fund.....	(4,941.63)
Social Security Fund.....	(11,988.33)
Special Reserve Fund.....	-
Deferred.....	38,670.84
Current Liabilities.....	273,608.06
Grand Total All Funds.....	2,939,541.50

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Indian Prairie Public Library District
Consolidated Revenue Report for February 2024

Percent of Year: 66.67

	RECEIVED February 2024	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,965.88	4,131,305.39	100.04%	4,129,698.00	-1,607.39
41150 · Non-current Property Taxes	0.00	743.09	0.00%	0.00	-743.09
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	2,965.88	4,132,048.48	100.06%	4,129,698.00	-2,350.48
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	100.00%	64,740.70	0.00
INTEREST					
43500 · Interest - Investment	5,728.74	58,633.61	293.17%	20,000.00	-38,633.61
TOTAL INTEREST	5,728.74	58,633.61	0.00%	20,000.00	-38,633.61
DESK MONIES					
45100 · Copier	291.58	1,775.45	88.77%	2,000.00	224.55
45120 · Computer Copies	1,506.70	8,660.91	72.17%	12,000.00	3,339.09
45130 · Fax	456.26	4,847.39	138.50%	3,500.00	-1,347.39
45200 · Fines/Fees	436.88	3,215.76	64.32%	5,000.00	1,784.24
45250 · Gifts/Donations	0.00	5.20	5.20%	100.00	94.80
45300 · Lost Materials	500.74	4,390.03	79.82%	5,500.00	1,109.97
45350 · Non-Resident Fees	10,991.34	78,713.05	87.46%	90,000.00	11,286.95
45550 · Meeting Room Rental	0.00	1,625.00	162.50%	1,000.00	-625.00
45600 · ILL Fees	10.00	217.34	62.10%	350.00	132.66
45650 · Maker Studio	832.25	6,360.41	212.01%	3,000.00	-3,360.41
45700 · Passport Fees	3,850.00	25,865.00	103.46%	25,000.00	-865.00
45800 · License Stickers	278.40	2,035.05	135.67%	1,500.00	-535.05
TOTAL DESK MONIES	19,154.15	137,710.59	92.45%	148,950.00	11,239.41
OTHER INCOME					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	0.00	2,430.55	243.06%	1,000.00	-1,430.55
46800 · Collection Agency Fee	60.00	150.00	150.00%	100.00	-50.00
TOTAL OTHER INCOME	60.00	3,120.30	195.02%	1,600.00	-1,520.30
TOTAL	27,908.77	4,396,253.68	100.72%	4,364,988.70	-31,264.98
49000 · Operating Transfer In	0.00	40,865.20			
GRAND TOTAL	27,908.77	4,437,118.88	101.65%	4,364,988.70	-72,130.18

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$18,808.95

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

Percent of Year: 66.67

	February 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	183,740.24	1,621,771.27	69.17%	2,344,628.00	722,856.73		
61310 · Benefits - Medical / Life Ins.	18,600.83	141,164.58	59.40%	237,660.00	96,495.42		
61330 · Benefits - IMRF	19,630.23	151,674.30	67.37%	225,134.00	73,459.70		
61340 · Benefits - FICA	13,749.06	110,084.30	63.47%	173,445.00	63,360.70		
61400 · Staff Development	1,687.46	9,125.56	41.67%	21,900.00	12,774.44		
61600 · Board Development	0.00	671.32	67.13%	1,000.00	328.68		
61710 · Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 · Unemployment Insurance	420.25	2,034.21	58.12%	3,500.00	1,465.79		
TOTAL PERSONNEL	237,828.07	2,040,217.54	67.75%	3,011,350.00	971,132.46	3,250,000.00	62.78%
MATERIALS							
62100 · Books	10,234.72	82,031.38	51.82%	158,300.00	76,268.62		
62200 · Periodicals	1,433.20	14,418.67	78.79%	18,300.00	3,881.33		
62300 · Audio	1,995.54	12,277.96	44.97%	27,300.00	15,022.04		
62400 · Video	1,520.28	19,097.20	50.99%	37,450.00	18,352.80		
62500 · Multi-Media	10.78	983.52	49.18%	2,000.00	1,016.48		
62600 · eMaterials	9,820.81	154,831.51	70.35%	220,100.00	65,268.49		
62700 · Console Games	658.42	3,334.34	44.46%	7,500.00	4,165.66		
62800 · Damaged Item Replacement	525.56	2,554.01	42.57%	6,000.00	3,445.99		
62900 · Materials Supplies	1,614.67	13,908.76	66.23%	21,000.00	7,091.24		
TOTAL MATERIALS	27,813.98	303,437.35	60.94%	497,950.00	194,512.65	525,000.00	57.80%
BUILDING							
63200 · Cleaning Service	6,440.54	51,479.35	62.02%	83,000.00	31,520.65		
63300 · Utilities (1-8-11 · Gas)	2,252.88	9,024.90	37.28%	24,210.00	15,185.10		
63300 · Utilities (1-8-12 · Electric)	4,312.28	50,691.79	92.17%	55,000.00	4,308.21		
63300 · Utilities (1-8-13 · Telephone)	242.31	1,666.32	66.65%	2,500.00	833.68		
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	5,507.56	45.90%	12,000.00	6,492.44		
63300 · Utilities (1-8-15 · Garbage Disposal)	506.81	4,346.33	66.87%	6,500.00	2,153.67		
63350 · Building Supplies	4,177.15	11,009.40	78.64%	14,000.00	2,990.60		
63400 · Maintenance Supplies	545.23	4,630.51	42.10%	11,000.00	6,369.49		
63500 · Security System Monitoring	112.50	937.50	93.75%	1,000.00	62.50		
63600 · Property Maintenance	2,000.00	20,911.21	41.62%	50,000.00	29,088.79		
63800 · Building Maintenance/Repair	2,203.95	66,613.08	111.02%	60,000.00	-6,613.08		
TOTAL BUILDING	22,793.65	226,817.95	71.06%	319,210.00	92,392.05	350,000.00	64.81%
OPERATIONS							
64100 · Payroll Service	675.00	5,295.00	66.19%	8,000.00	2,705.00		
64200 · Supplies - Office	1,049.02	4,078.18	67.97%	6,000.00	1,921.82		
64300 · Photocopy Supplies	263.88	2,118.03	84.72%	2,500.00	381.97		
64400 · Guest Services Supplies	3.15	56.70	3.78%	1,500.00	1,443.30		
64500 · Postage	-35.00	5,989.38	74.87%	8,000.00	2,010.62		
64550 · Passport Postage	443.25	2,826.16	62.80%	4,500.00	1,673.84		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	91.12	677.07	67.71%	1,000.00	322.93		
64800 · Organizational Memberships	139.00	2,715.00	90.50%	3,000.00	285.00		
64900 · Bank Fees	278.80	2,239.88	111.99%	2,000.00	-239.88		
TOTAL OPERATION	2,908.22	25,995.40	70.26%	37,000.00	11,004.60	45,000.00	57.77%
TECHNOLOGY							
65100 · Supplies-Toner	532.85	12,415.94	82.77%	15,000.00	2,584.06		
65160 · Supplies-Technology Services	0.00	53.73	26.87%	200.00	146.27		
65170 · Supplies-Maker Studio	719.66	4,780.09	106.70%	4,480.00	-300.09		
65200 · Technology-Prof Services	0.00	6,861.25	114.35%	6,000.00	-861.25		
65300 · Purchase of Equipment	509.26	42,770.75	95.03%	45,010.00	2,239.25		
65350 · Library of Things	144.00	2,627.48	65.69%	4,000.00	1,372.52		

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Indian Prairie Public Library District Consolidated Expenditures Report for February 2024

Percent of Year: 66.67

	February 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 - Technology Equip Mnt/Repair	203.95	14,153.19	64.61%	21,905.00	7,751.81		
65500 - Software	0.00	9,377.37	68.82%	13,626.00	4,248.63		
65600 - SWAN	0.00	39,451.88	77.81%	50,701.00	11,249.12		
65700 - Telecommunications	1,485.05	7,715.25	63.65%	12,121.00	4,405.75		
TOTAL TECHNOLOGY	3,594.77	140,206.93	81.02%	173,043.00	32,836.07	200,000.00	70.10%
CONTRACTUAL SERVICES							
66100 - General Professional Services	7,780.00	22,997.50	66.66%	34,500.00	11,502.50		
66200 - Credit Bureau	128.05	630.40	63.04%	1,000.00	369.60		
66300 - Copier	187.98	1,846.96	61.57%	3,000.00	1,153.04		
66400 - Copier Maintenance Contract	65.45	1,136.67	56.83%	2,000.00	863.33		
66500 - Background Screenings	31.97	735.26		1,000.00			
66900 - Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	8,193.45	27,346.79	65.58%	41,700.00	14,088.47	45,000.00	60.77%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 - Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 - Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 - Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
TOTAL INSURANCE	0.00	20,918.33	100.04%	20,911.00	-7.33	25,000.00	83.67%
COMMUNICATIONS							
68110 - Marketing Newsletter	11,518.07	34,349.11	72.16%	47,600.00	13,250.89		
68111 - eNewsletter	9.00	213.30	2.33%	9,150.00	8,936.70		
68210 - Marketing Advertising	0.00	450.99	60.13%	750.00	299.01		
68310 - Marketing Supplies	97.68	376.16	28.94%	1,300.00	923.84		
68410 - Marketing-Information Printing	0.00	850.94	17.02%	5,000.00	4,149.06		
68500 - Legal Notices	0.00	841.24	56.08%	1,500.00	658.76		
TOTAL COMMUNICATIONS	11,624.75	37,081.74	56.79%	65,300.00	28,218.26	75,000.00	49.44%
PROGRAMMING							
68600 - Programming	4,043.36	18,050.27	46.52%	38,800.00	20,749.73		
TOTAL PROGRAMMING	4,043.36	18,050.27	46.52%	38,800.00	20,749.73	45,000.00	40.11%
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	40,865.20	0.00%		-40,865.20		
69900 - Contingency	1,718.55	10,218.74	29.20%	35,000.00	24,781.26		
69920 - Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	320,518.80	2,932,021.44	69.15%	4,240,264.00	1,308,242.56		
70000 - Operating Transfer Purchases	0.00	40,865.20	0.00%				
GRAND TOTAL	320,518.80	2,972,886.64	70.11%	4,240,264.00	1,267,377.36	4,560,000.00	65.19%

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

70000 - Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$18,808.95



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.