Indian Prairie Public Library Board Agenda
August 19, 2026

Board of Trustees Regular Meeting
August 19, 2026 – 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
None

E.	Omnibus Consent Agenda		Action
	1. Minutes of Regular Board Meeting, July 15, 2026	Page 3	
	2. Action on Bills/Additional Bills	Page 5	
	3. Approval of 2026 Illinois Public Library Annual Report	Page 8	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 31	Information
H.	Department Reports		Information
	1. Deputy Director's Report	Page 32	
	2. Marketing	Page 34	
	3. Guest Services	Page 36	
	4. Programming & Outreach	Page 37	
	5. Resource Services	Page 40	
	6. Technology & Maker Services	Page 41	

I.	Staff Report – Questions Asked at IPPL Service Points Kristen Lawson, Deputy Director		Information
J.	Reports		
	1. Treasurer's Report	Page 48	Information
	2. Building and Grounds Committee (no report)		
	3. Finance Committee (no report)		
	4. Planning/Outreach Committee (no report)		
	5. Policy Committee (no report)		
K.	Unfinished Business None		
L.	New Business		
	1. Closing Early Thanksgiving Eve	Page 59	Action
	2. Talking Points about Discontinuation of Paper Towels	Page 60	Information
M.	Scheduled Meetings None		
N.	Adjournment		

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 15, 2026

Board of Trustees Regular Meeting
July 15, 2026 – 6:30 p.m.

A. Roll Call
Acting-President Rodriguez called the meeting to order at 6:33 p.m. Secretary Palmisano called the roll. Present: Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab
Absent: Donald Damon
Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski
Others: none

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

B. Election of Officers
- Report from Chairperson of Nominating Committee – Krupicka presented the following slate of officers from the Nominating Committee. President, Christina Rodriguez; Vice-President, Stacy Palmisano; Treasurer, Themis Raftis; Secretary, Samia Wahab.
- Nominations from the Floor – There were no nominations form the floor.
  Voting/Election – Krupicka moved, Suriano seconded to approve the slate of officers from the Nominating Committee. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.

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

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

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

D. Public Comment

E. Communications and Announcements
1. Giannoulias to Birmingham re: Per Capita Grant

F. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, June 17, 2026
2. Action on Bills/Additional Bills
3. Resolution #2026-A Authorizing Distribution of Trustee Election Materials & Acceptance of Petitions
   Suriano moved, Palmisano seconded to approve the Omnibus Consent Agenda. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.

G. Items Deleted from Omnibus Consent Agenda - none

H. Library Director's Report

I. Department Reports
Birmingham reported updated Summer Reading registrations – as of this week we have 3,122 people participating and over half have already turned in their reading logs. This has been a record breaking summer with 93 June programs attended by 6,979 people. Birmingham is so proud of the staff!

J. Staff Report – none

K. Reports
1. Treasurer's Report – backup in packet.
2. Nominating Committee Meeting Minutes, 7/6/26 – Krupicka moved, Suriano seconded to approve the Nominating Committee Meeting Minutes dated 7/6/26. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee – no report
6. Policy Committee – no report

L. Unfinished Business - none

M. New Business
1. Adopt Tentative Budget & Appropriations – Raftis moved, Palmisano seconded to adopt the Tentative Budget & Appropriations. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.
2. Ordinance #2026-3 Determining to Levy an Additional Tax of .02% - Raftis moved, Suriano seconded to approve Ordinance #2026-3 Determining to Levy an Additional Tax of .02%. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.
3. Audit of Secretary's Minutes & review of Closed Session Minutes – Krupicka and Suriano conducted the audit and review. They reported that everything was in order. Suriano moved, Wahab seconded to keep all closed session minutes closed. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.
4. Committee Appointments – The Board reviewed the committees. Suriano will replace Rodriguez on both the Building & Grounds Committee and the Finance Committee. No other changes were made.

M. Scheduled Meetings - none

N. Adjournment
At 6:50 p.m. Suriano moved, Raftis seconded to adjourn the meeting. Ayes: Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nayes: none. Absent: Damon. Motion carried unanimously.

_____
Samia Wahab, Secretary

JULY, 2026

Bills for Approval – Electronic Payments & Automatic Withdrawals

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	7/01/2026	26,225.07
Federal & IL	Payroll taxes	7/16/2026	26,701.33
Federal & IL	Payroll taxes	7/29/2026	26,650.91
IMRF	Payroll Pension-May	7/21/2026	31,216.32
Mission Square	457 Plan	7/06/2026	50.00
Mission Square	457 Plan	7/17/2026	50.00
Mission Square	457 Plan	7/31/2026	50.00
Nationwide	457 Plan	7/02/2026	250.00
Nationwide	457 Plan	7/16/2026	1,050.00
Nationwide	457 Plan	7/30/2026	1,050.00
DAC	Deposit to HRA	7/01/2026	21.02
DAC	Deposit to HRA	7/09/2026	1,375.32
DAC	Deposit to HRA	7/09/2026	254.45
DAC	Deposit to HRA	7/16/2026	1,524.36
DAC	Deposit to HRA	7/24/2026	116.05
Lauterbach & Amen	Payroll Service	7/08/2026	716.00
Constellation	Electric	7/13/2026	5,460.43
Nicor	Gas	7/16/2026	2,908.71
United Healthcare	Group Health Premium	7/10/2026	28,348.84
FP Postage	Postage		
ELS	License Sticker fees	7/31/2026	7,515.00
INB & Republic	Cr Card & Bank Fees	7/20/2026	374.78

Action on Bills – Checks, ACHs, & Payroll Direct Deposits

Account	Check Numbers	Other	Amount Paid
Operating	4643 - 4686	Plus ACHs	134,488.79
Payroll		Direct Deposits	223,873.91
	TOTAL ACTION	**ON BILLS**	358,362.70

Indian Prairie Public Library District
Bill Payment List
July 2026

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
07/17/2026	4643	AT&T	365.15
07/17/2026	4644	Benedictine University	100.00
07/17/2026	4645	Brainfuse, Inc.	4,660.00
07/17/2026	4646	Canon Financial Services, Inc.	537.69
07/17/2026	4647	Canon U.S.A. Inc.	180.92
07/17/2026	4648	Children's Plus Inc.	780.62
07/17/2026	4649	Dancing Cranes Yoga Inc.	1,040.00
07/17/2026	4650	DatabaseUSA.com, LLC	2,500.00
07/17/2026	4651	FedEx	10.25
07/17/2026	4652	Groot Industries, Inc.	420.02
07/17/2026	4653	Hayes Mechanical LLC	2,700.00
07/17/2026	4654	Illinois Dept of Innovation & Technology	475.00
07/17/2026	4655	Jean Carroll	38.43
07/17/2026	4656	KnowBe4, Inc.	1,947.00
07/17/2026	4657	News Bank, Inc.	6,603.00
07/17/2026	4658	Niche Academy	1,654.70
07/17/2026	4659	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	562.50
07/17/2026	4660	ProQuest LP	9,446.24
07/17/2026	4661	RAILS	5,768.00
07/17/2026	4662	Record Information Services, Inc.	769.00
07/17/2026	4663	Relation Insurance Services Great Lakes Inc.	30,867.00
07/17/2026	4664	Rivistas Subscription Services	120.15
07/17/2026	4665	Scholastic Inc.	1,284.00
07/17/2026	4666	Shaw Media	143.00
07/17/2026	4667	Specialty Mat Service	137.48
07/17/2026	4668	Susan Maddox	375.00
07/17/2026	4669	Today's Business Solutions, Inc.	213.44
07/17/2026	4670	Transparent Language, Inc.	2,016.00
07/17/2026	4671	Unique Management Services, Inc.	29.55
07/17/2026	4672	Value Line Publishing, Inc.	4,925.00
07/22/2026	4673	DuPage County Public Works	820.36
07/22/2026	4674	Gail Graziani	50.00
07/22/2026	4675	Illinois Heartland Library System	414.93
07/22/2026	4676	Michelle Tameling	37.75
07/22/2026	4677	NCPERS Group Life Insurance	64.00
07/22/2026	4678	Ooma, Inc.	65.27
07/29/2026	4679	Children's Plus Inc.	124.55
07/29/2026	4680	Premier Landscape Contractors	3,455.00

Indian Prairie Public Library District
Bill Payment List
July 2026

Date	Num	Vendor	Amount
07/29/2026	4681	Rivistas Subscription Services	4,420.55
07/29/2026	4682	United Radio Communications	2,992.32
07/29/2026	4683	OverDrive, Inc.	2,995.58
07/29/2026	4684	Premier Landscape Contractors	51.10
7/29/2026	4585	VOID	0.00
07/29/2026	4686	LIMRiCC UCGA	1,185.37
07/30/2026	ACH1	Blackstone Publishing, Inc.	550.04
07/30/2026	ACH2	Case Lots Inc.	1,208.50
07/30/2026	ACH3	Cengage Learning, Inc.	2,500.00
07/30/2026	ACH4	Colley Elevator Co.	465.00
07/30/2026	ACH5	JANPRO Franchise Development of Northern Illinois	5,595.00
07/30/2026	ACH6	Kanopy	375.70
07/30/2026	ACH7	Midwest Tape	6,338.39
07/30/2026	ACH8	Quill LLC	808.49
07/30/2026	ACH9	SWAN	12,841.07
07/30/2026	ACH10	Thomas Klise/Crimson Multimedia	90.36
07/31/2026	ACH11 BOA Laura	Bank of America	2,547.04
07/31/2026	ACH12 BOA Kristen	Bank of America	126.61
07/31/2026	ACH13 BOA Amy	Bank of America	181.77
07/31/2026	ACH14 BOA Gail	Bank of America	675.34
07/31/2026	ACH15 BOA Joe	Bank of America	30.62
07/31/2026	ACH16 BOA Maria	Bank of America	2,808.94
Total for 10127 Republic Bank Operating Account			**$ 134,488.79**

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2026

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

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

1.1 ISL Control # [PLS 151, PLS 701]	30366
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0130
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Indian Prairie Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	401 Plainfield Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Darien
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60561
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6308878760
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6308871018
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ippl.info

Library Director's Information

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

1.14 Name	Laura Birmingham
1.15 Title	Executive Director

1.16 Library Director's E-mail	**laurab@ippl.info**

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	**DuPage**
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	**43,892**
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS

Federal Public Library Criteria

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

1. An organized collection of printed or other library materials, or a combination thereof;

2. Paid staff;

3. An established schedule in which services of the staff are available to the public;

4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

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

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	**0**
2.1b Total number of branch libraries [PLS 210]	**0**
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches	

Service Outlet Name

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

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
INDIAN PRAIRIE P.L.D.	**30366**	**3036600**

Street Address

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

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.

INDIAN PRAIRIE P.L.D.	DARIEN		60561	

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
INDIAN PRAIRIE P.L.D.	3,420	52	340,617

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2025
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2026
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Laura Birmingham
3.5 Telephone Number of Person Preparing Report	630-884-0801
3.6 E-Mail Address of Person Preparing Report	laurab@ippl.info

REFERENDA (4.1 - 4.7)

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

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Themis Raftis
5.6 Trustee Position	Treasurer

5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	630-887-8760
5.9 Trustee E-mail Address	themisr@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60562

Second member

5.5 Name	Donald Damon
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	630-887-8760
5.9 Trustee E-mail Address	dond@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Third member

5.5 Name	Marian Krupicka
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	630-887-8760
5.9 Trustee E-mail Address	mariank@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Fourth member

5.5 Name	Victoria Suriano
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	630-887-8760
5.9 Trustee E-mail Address	victorias@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL

5.13 Zip Code	**60561**

Fifth member

5.5 Name	**Samia Wahab**
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	**04/2029**
5.8 Telephone Number	**630-887-8760**
5.9 Trustee E-mail Address	**samiaw@ippl.info**
5.10 Home Address	**401 Plainfield Road**
5.11 City	**Darien**
5.12 State	**IL**
5.13 Zip Code	**60561**

Sixth member

5.5 Name	**Christina Rodriguez**
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	**04/2029**
5.8 Telephone Number	**630-887-8760**
5.9 Trustee E-mail Address	**christinar@ippl.info**
5.10 Home Address	**401 Plainfield Road**
5.11 City	**Darien**
5.12 State	**IL**
5.13 Zip Code	**60561**

Seventh member

5.5 Name	**Stacy Palmisano**
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	**04/2027**
5.8 Telephone Number	**630-887-8760**
5.9 Trustee E-mail Address	**stacyp@ippl.info**
5.10 Home Address	**401 Plainfield Road**
5.11 City	**Darien**
5.12 State	**IL**
5.13 Zip Code	**60561**

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	

5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

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

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Total Number of Meeting Rooms	3
6.2 Total number of times meeting room(s) used by the public during the fiscal year	1,262
6.3 Total Number of Study Rooms	8
6.4 Total number of times study room(s) used by the public during the fiscal year	9,242

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.
Note: This is not the place to list any new vehicles purchased.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$167,875,916

7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Capital Reserves $1,422,792

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value

of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$4,795,400
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$4,969,790

State Government

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

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	$74,616
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$0
8.5 Other State Government funds received	$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	$74,616

Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,

or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$50
8.14 Other receipts intended to be used for operating expenditures	$235,300
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$235,350
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	$5,105,366

Safeguarding of Library Funds

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

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Insurance for Library Funds	Insurance Bond 2026.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.
Note: For the IRS definition of "Fringe Benefits" see here: https://www.irs.gov/publications/p15b

9.1 Salaries and wages for all library staff [PLS 350]	$2,615,346
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	$749,266
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	$3,364,612

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	$166,789
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	$238,217
10.3a Other Physical Materials Expenditures [PLS 355]	$84,254
10.3b Please list the types of materials purchased in 10.3a	video, Compact Discs,Kindles, Board Games, Rokus, Console Games, Audiobooks, DVDs, Damaged Item replacement, Library of Things, STEM Kits, Parenting Packs, Kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$489,260

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	$719,679
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	$4,573,551

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$4,479,995
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	$4,479,995
12.2 State Government [PLS 401]	$64,741
12.3 Federal Government [PLS 402]	$0
12.4 Other Capital Revenue [PLS 403]	$304,349
12.5 If Other, please specify	Interest $72,405; Desk Monies $221,014; Misc Income $9882; OCLC Refund $609; Collection Agency Fees $438
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	$4,849,085

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$79,615

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example,

for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

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

Summary	16	16	77.4100053.42000	37.5000037.50000
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Executive Director	Library Director	**$77.41**	**37.50**
	Deputy Director	Assistant Library Director	**$53.42**	**37.50**
	Substitute Librarian	Reference	**$23.21**	**8.00**
	Head of Technology & Maker	Other Type of Librarian	**$41.55**	**37.50**
	Resource Services Librarian	Children\'s Services	**$32.08**	**37.50**
	Programming & Outreach Librarian	Other Type of Librarian	**$32.08**	**25.00**
	Resource Services Librarian	Adult Services	**$28.49**	**37.50**
	Technical Services Supervisor	Collection Development Acquisitions	**$35.48**	**37.50**
	Senior Librarian	Children\'s Services	**$34.82**	**37.50**
	Head of Resource Services	Reference	**$44.86**	**37.50**
	Senior Technology Librarian	Automation/Technology/Systems	**$39.45**	**37.50**
	Head of Programming & Outreach	Other Type of Librarian	**$40.55**	**37.50**
	Resource Services Librarian	Adult Services	**$41.49**	**37.50**
	Resource Services Librarian	Collection Development Acquisitions	**$33.14**	**37.50**
	Teen Librarian	Young Adult Services	**$30.98**	**37.50**
	Senior Librarian	Collection Development Acquisitions	**$41.33**	**37.50**

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	**13.95**

Group B

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

Summary	1	1	1	47.47000	37.50000
	13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**
	Head of Guest Services	Circulation	Less than a Bachelor's degree with LTA	**$47.47**	**37.50**

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	**0.94**

13.12 Total FTE Librarians (13.5 + 13.11] [PLS 251]	14.89

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,074.25
13.14 Minimum hourly rate actually paid	$18.58
13.15 Maximum hourly rate actually paid	$46.90
13.16 Total FTE Group C employees (13.13 / 40)	26.86

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	194.00
13.18 Minimum hourly rate actually paid	$15.61
13.19 Maximum hourly rate actually paid	$19.54
13.20 Total FTE Group D employees (13.17 / 40)	4.85

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	37.50
13.22 Minimum hourly rate actually paid	$42.92
13.23 Maximum hourly rate actually paid	$46.90
13.24 Total FTE Group E employees (13.21 / 40)	0.94
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	32.64
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	47.53

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	340,617
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

SYNCHRONOUS PROGRAMS

A synchronous program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.

Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

SELF-DIRECTED ACTIVITIES

A self-directed (asynchronous or passive) activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc. For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	125	3,540	219	8,777
Children (6-11)	120	6,404	117	9,275
Young Adults (12-18)	[1]63	547	25	1,128
Adults (19 and older)	221	4,463	14	492
General Interest	[2]80	10,483	7	420
Total	609	25,437	382	20,092

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	429	12,879
Synchronous In-Person Offsite Program Sessions	128	11,493
Synchronous Virtual Program Sessions	52	1,065
Total	609	25,437

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	0
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	0

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	23,533
16.2 Total Number of Unexpired Non-resident Cards	2,395
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	0
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	0
16.2c What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$128,105.00
16.3 Total Number of Registered Users (16.1 + 16.2) [PLS 503]	25,928
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

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

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

17.1 Print Materials [PLS 450]	**101,583**
17.2 Current Print Serial Subscriptions	**248**
17.3 Total Print Materials (17.1+17.2)	**101,831**
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	**10,818**
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	**22,676**
17.6 Other Circulating Physical Items [PLS 462]	**1,529**
17.7 Total Physical Items in Collection [PLS 461]	**136,606**

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 535]	No

17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the library? [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

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

18.1 Circulation of Adult Physical Material	**272,971**
18.2 Circulation of Young Adult Physical Material	**25,937**
18.3 Circulation of Children's Physical Material [PLS 549]	**188,852**
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	**487,760**

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

18.5 Books- Physical	**346,207**
18.6 Videos/DVDs- Physical	**67,559**
18.7 Audios (include music)- Physical	**15,581**
18.8 Magazines/Periodicals- Physical	**9,006**
18.9 Other Items- Physical [PLS 561] [3]	**49,407**
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	**487,760**
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	**63,328**
18.13 e-Serial Circulation [PLS 546]	**19,928**
18.14 e-Audio Circulation [PLS 547]	**60,766**
18.15 e-Video Circulation [PLS 548]	**8,574**
18.16 Use of Electronic Materials [PLS 552]	**152,596**
18.17 Total Circulation of Materials [PLS 550]	**640,356**
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	**40,971**
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	**47,901**

18.20 If your library purchases research databases and online learning platforms, list the total use	119,175

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

NOTES:
(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
(2) Count Readers Advisory questions as reference transactions.
(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
(6) Duration should not be an element in determining whether a transaction is a reference transaction.
(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is Susan Smith? Can you help me make a photocopy?"
If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate
A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

19.1 Total Annual Reference Transactions [PLS 502]	56,091

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	**2,071**

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	**192**
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	**86**
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	501-1000 Mbs
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	**$1,037**
21.4 Number of Internet Computers Available for Public Use [PLS 650]	**74**
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	**26,980**
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	**120,988**
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.
If you want to learn more about E-Rate, RAILS Members should contact communications@railslibraries.org IHLS Members should contact membership@illinoisheartland.org

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	**Because of filtering requirement with E-rate.**

STAFF AND TRUSTEE DEVELOPMENT & TRAINING (23.1 - 23.3)

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

23.1 How much money did your library spend on staff and trustee development and training this fiscal year? (Round answer to the nearest whole dollar.)	**$14,951**
23.2 Does the above amount include travel expenses?	Yes
23.3 How many total hours of training did staff receive this year?	**1,309.00**
23.4 How many total hours of training did trustees receive this year?	**148.00**

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**The library has a Maker Studio which offers unique equipment for use by Library cardholders. This space alone had 958 one-on-one appointments to teach/assist guests with Maker equipment.**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit. For more information, please refer to the Counting Opinions login screen for links to templates and instruction sheets.

Note: While District Libraries are required to complete this Section, all other libraries are encouraged to perform the Secretary's Audit as well.

25.1 Upload Audit report	**Secretary Audit.pdf**

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	**Laura Birmingham**	**08/07/2026**
President	**Christina Rodriguez**	**08/07/2026**
Secretary	**Stacy Palmisano**	**08/07/2026**

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.

2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.

3. Select the "Submit/Lock" button at the top of the page.

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

[1], 15.5 We hired a new Teen Librarian in January who ramped up programming and has gotten a good response from teens. (*0-2026-08-07*)

[2], 15.9 We did less programs, but achieved better attendance by planning more engaging programs, hence the change. (*0-2026-08-07*)

[3], 18.9 This increase is due to addint devices for in-house checkout, which includes gaming controllers, Console games, pnone/device chargers, headphones and microphones to guests inside the library. (*0-2026-08-07*)

Executive Director's Report: July 2026

Packet Highlights:
The 2026 Illinois Public Library Annual Report (IPLAR) is in the Omnibus for Board approval. It is due to the Illinois State Library by September 1st. Data is based on FY25-26.

Kristen is the Staff Report and will be presenting an overview of the types of questions we get asked at all service points.

Under New Business, there will be discussion about the possibility of closing early the night before Thanksgiving.

I have also included talking points if you get public comments about the library's choice to replace paper towel dispensers with hand dryers in our restrooms.

Legislative Happenings:
Congressman Bill Foster's team has a table in the lobby every Thursday from 1-3 p.m.

A new bill has passed at both houses and is waiting for Governor approval that requires public libraries to post suicide prevention information for the 9-8-8 National Suicide Prevention Lifeline in a prominent location that is visible to and accessible by patrons. If the Governor signs this bill into law we will installing an informational poster (in an acrylic holder) in the vestibule to meet the new requirement.

IPPL Foundation & Friends:
- Book Sale $191
- Book bags $0
- Movie donations $15

Training, Meetings and Events:

7/23	Department Head Meeting
7/28	SWAN Fireside
8/6	Person-In-Charge Training
8/13	Department Head Meeting
8/19	Library Board Meeting

In July, I had 38 one-on-ones.

Continuing Education:

Library Management and Coaching for Inclusive Workspaces (In-person; 2 hours)

Partnerships for the People and Their Libraries (Webinar; 1.5 hours)

Submitted by: Laura Birmingham

Deputy Director's Report: July 2026

Building & Grounds:

The library weathered the intense storms of Friday & Saturday, July 3 & 4 and Monday, July 27 quite well, all things considered. The basement flooded a little on July 4th but later dried out completely, and on July 27 it did not flood at all. On July 3rd and 6th we experienced several power fluctuations but it later stabilized. On July 27 we only lost power for a few seconds before it came back on. During the July 27 storms, some bolts in our awning over the drive-up came loose, but Joe was able to make repairs himself rather than having to call an awning company. Unfortunately, the keypad that disarms the staff workroom door on the first floor shorted out during the power disruption on the 27th, and that had to be replaced. Overall, we were very fortunate, especially compared to others in the area.

Additionally, Joe closed 24 building tickets in July. Highlights include: 1) Assembled a new heat press and cart for the Maker Studio, 2) Fixed a shelf on the train table in Littletown, and 3) Fixed caulking around the sink in one of the second-floor family restrooms.

Staff Training:

I did not conduct any staff training in July, but I did have the opportunity to catch up on continuing education opportunities for myself, including webinars on web accessibility, incident tracking, and technology in libraries. I was also fortunate to attend an Assistant Director's meetup in Schaumburg on Friday 7/24.

Meetings:

- Library Board meeting, 7/15
- Department Head meeting, 7/23
- Regular check-in meetings with Joe, twice/week (ongoing)
- Regular check-in meetings with Tony, once/week (ongoing)

Technology Highlights:

We've been experiencing ongoing issues with sudden computer restarts in the first-floor public computer area. Both Tony and NobleTec technicians have been working on the issue for several weeks now and have not yet been able to completely block the restarts, though since July 24 we have seen a sharp reduction in overall frequency.

Also, on July 31 SWAN completed a server migration that disrupted the authentication process we set up several years ago with LibCal. The result was that library guests could not register for IPPL Exclusive programs, book equipment-only Maker Studio appointments, or reserve study rooms through the public side of the website. Fortunately, the staff side still worked for these functions. We got it working again on Tuesday 8/4 with the help of both SWAN and Springshare, the company that owns LibCal.

Additionally, Tony closed 17 tech tickets in July. Highlights include: 1) Fixed an issue where some T&M staff laptops would not connect to the T&M workroom printer, 2) Worked with TBS to address a recurring issue with the coin tower by the public printers on the first floor, and 3) Wrote a procedure to document the procedure needed to mark a computer as out of service in MyPC.

Report submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Board Report, July 2026

July Gallery

1st Floor: Taiwo Owoniyi
2nd Floor: Taiwo Owoniyi
Display Cases: The Smithsonian Institution's One Life: The Mask of Lincoln and Margie M. Isle of Man

Notable Projects/Meetings/Workshops

Met with Gail regarding upcoming projects.
Met with Amy about programming.
Met with Sharon about Maker Studio LibCal and programs.
Had regular 1-1 meetings with Laura.
Had regular 1-1 meetings with Fernanda.
Finished moving templates for shelving from Publisher to Canva.
Created other signs as requested by the P & O team, Resource Services, Laura, and Kristen.
Watched two webinars on accessibility.
Watched a webinar on promoting what your library is worth.

Summer Reading Enews

Summer Reading ended on Aug. 2; here are the open rates. I will share the results of the last enews that was sent on Aug. 3, with the prize winners, in my next monthly report.
All One (Initial email): 86.4 percent
All Two (Program details): 71.2 percent
All Three (Prize update): 61 percent
All Four (Program ending): 58 percent
June 8 Kids: 66 percent
June 8 Teens: 61 percent
June 8 Adults: 82 percent
June 14 Kids: 67 percent
June 14 Teens: 54 percent
June 14 Adults: 70 percent
June 30 Kids: 53 percent
June 30 Teens: 51 percent
June 30 Adults: 60 percent

Print Newsletter

Worked on the September/October/November newsletter, and it was sent to the printer on August 3. Thank you again to Laura B., Amy, Sharon, Erin, and Jordan for their continued assistance in the final stages of production each cycle.

Outreach

Fernanda pulled together promotional items for several community events.

Website

Did minor updates to the site as requested by Laura, Kristen, Gail, Cindy, Jordan, Joe, and Sharon.
Updated the home page to reflect on the current happenings in the library.
Note: As we update pages, we continually make sure we meet accessibility standards. Even though the deadline was extended, we are still improving our pages as we do updates.

Page 2: Jill Yott, Communications Coordinator, Board Report, July 2026

Enews

Open rates continue to stay steady; subscribers grew because of Summer Reading

Current Subscribers: 21,766

Date/Type of enews & Open rate
July 2: 39 percent
July 9: 41 percent
July 16: 39 percent
July 23: 37 percent
July 30: 38 percent
Computers Special enews: 44 percent
LibCal Special enews: 40 percent
Recommends: 44 percent
Birthday: 52 percent
Anniversary: 47 percent
Welcome 1: 71 percent
Welcome 2: 59 percent
Welcome 3: 55 percents

Social Media

Our reels continue to perform well on our channels as Fernanda continues to highlight the library in interesting ways through short-form videos. Most of our reels have focused on Summer Reading.

Followers June
Facebook: 3,228
Instagram: 1,482
X: 1,123
LinkedIn: 290
YouTube: 226
Threads: 250
BlueSky: 210

Social Media +/- Change from Previous Month
Facebook: +13
Instagram: +11
X: +4
LinkedIn: +1
YouTube: +1
Threads: +1
BlueSky: +14

Guest Services
July 2026

Circulation

Total checkouts and renewals for July were 57,505.
77% of our checkouts and renewals were done by self-service; 20% of our checkouts and renewals were done at the desk; 3% were done at the drive-up.

The library had 24,974 in-person visitors.

566 guests used the drive-up. 1,726 items were checked out or renewed at the drive-up; 941 holds were placed for pickup at the drive-up.

Passports: Staff accepted 54 passports.

License plate sticker renewals: Staff sold 45 License plate stickers.

Library Cards: 265 library cards were issued: 156 resident and 109 non-resident. 49 cards were initiated remotely.

Total number of IPPL Library cards: 26,021

Birthday gift: Staff handed out 39 birthday gifts in July.

Cynthia Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – July 2026

Community

On July 2, Lauren Bobysud, Specialist, and Amy Merda, Dept. Head, facilitated an engaging storytime at Garden View Park in Darien with 23 community members attending despite the very warm weather.

In celebration of our nation's Semiquincentennial (250th anniversary), Teuta Gorenca, Associate; Francesca Coppola, Associate; Gisselle Marquez, Associate; Mary Lynn Sobun, Page; Amy Merda; IPPL Board President Christina Rodriguez; Volunteen Rhiannon, and community member Dave Steger represented IPPL in the 55th Annual 4th of July parade hosted by the Darien Lions Club. With a decorated vehicle, treat giveaways, and a new parade sign, IPPL representatives waved to over 2,000 enthusiastic attendees of the parade.

On July 7, Erin Fergus, Senior Librarian, presented engaging outreach storytimes to 50 children from 3 rooms at the Willowbrook Kindercare.

On July 8, Margie Martinson, Specialist, Lauren Bobysud, Specialist, and Amy Merda facilitated a butterfly-making activity with 94 participants in the Spark Youth summer camp program at Anne M. Jeans School.

On July 14, Jean Carroll, Librarian, and Kate Kresek, Specialist, provided mobile library service to 7 residents at Harvester Place Senior Living, resulting in 8 checkouts.

Jean Carroll provided mobile library service on July 17 to 8 residents at Burr Ridge Senior Living, resulting in 12 checkouts.

Erin Fergus and Lauren Bobysud facilitated storytimes for 30 enthusiastic children at the Darien Kindercare on July 20.

Jean Carroll and Kate Kresek provided mobile library service on July 21 to 6 residents at Eden Vista Burr Ridge, resulting in 12 checkouts.

On July 26, Lauren Bobysud facilitated an outdoor storytime at Willow Pond in Darien with 26 community members attending despite the air quality alert. This partnership storytime featured at its conclusion a costumed "Goldie" from nearby Goldfish Swim School who took pictures with interested families and appeared along with an accompanying lifeguard who briefly educated attendees on water safety.

On July 22, Margie Martinson and Amy Merda facilitated a STEM-focused spinner craft with 72 participants in the Spark Youth summer camp program at Anne M. Jeans School.

Laura Warner, Liaison, and Lauren Bobysud gave out books and facilitated game activities with 80 participants in the Spark Youth summer camp program at Anne M. Jeans School.

A total of 49 teen volunteers generously volunteered 286 hours of time at the library this month.

One hundred seventy-one packets were taken for use by guests from the 2nd floor Seed Library, which is sponsored by the Darien Garden Club and maintained by Betty Cornfield, Associate.

Programming Highlights

In July, we had **90** programs attended by **4,550** guests. This programming number represents in-library programs (including passive programming) and outreach programming that includes an activity or presentation.

On July 8, 38 participants enjoyed the Sharing the Spirit of America: Statewide & Nationwide National Reading of the Declaration of Independence Drop-In program which was facilitated by Kate Kresek; Lucas Koprowski, Liaison; Amy Merda; and Laura Birmingham, Director. In addition to the 5 p.m. group reading of the entire Declaration of Independence, guests enjoyed opportunities to participate in the group recitation of the Pledge of Allegiance led by local veterans, enter a drawing for patriotic prizes, and create a patriotic button to take home.

Summer Reading

The Summer Reading Program, which began on June 6, showed strong participation this year. Guests again enjoyed multiple options this year including the choice of logging their reading on paper or through an app, and the choice of counting the number of books read or the number of hours read. New this year: a teen-only reading log was created with separate teen-only prizes, more grand prizes were added, and promotional yard signs were put up in Darien and Willowbrook parks. Over 3,050 guests registered for the program (including 643 ReaderZone participants) with a total of 1,346 guests turning in at least one log to fully complete the program. Many guests chose to turn in multiple logs to help fill the reading celebration box and increase their chances at winning the grand prize drawings.

Thirteen grand prizes were awarded this year (along with two additional prizes). These prizes included an art basket, outdoor play basket, Snap Circuits set, Goldfish Swim School month of lessons and plushie, Nintendo Switch Lite, snack basket, K-pop basket, anime basket, $25 McDonalds gift card, $50 Jojo Hibachi & Sushi gift card, 4-pack of Joliet Slammers baseball game tickets, $50 Anderson's Bookshop gift card, pickleball basket, 4-pack of White Sox game tickets, and a $25 Crave gift card. We are grateful to our sponsors: IPPL Foundation & Friends; Chicago

White Sox; Chick Fil-A in Willowbrook; Culvers in Darien; Darien Community Bank, A Wintrust Community Bank; Goldfish Swim School in Burr Ridge; JoJo Japanese Steakhouse & Hibachi in Willowbrook; McDonald's in Darien; Portillo's in Willowbrook; and Zazzo's Pizza & Catering in Darien.

We are grateful for the many Volunteens who generously donated their time to serve the IPPL community in helping support the many youth programs we offer each summer. Some of the programs they support include: Family Nights, Reading Buddies, Mission Math, Summer Reading Program table facilitation, Mid-Kids Garden Club, Mid-Kids Chess Club, and more. This year, 65 teens in June and 49 teens in July earned a total of 643 hours. Aron Ryan, Teen Librarian, who is the facilitator of the Volunteen program, tracks the teen hours and supplies "proof of hours" or recommendations to the teens as requested throughout the year.

Staff Trainings/Continuing Education

- 7/8: Laura Warner attended a virtual webinar: Screens in the First Five Years
- 7/10: Kate Kresek attended a LACONI POP meeting focused on onboarding to her new position on the POP board.
- 7/17: Kate Kresek attended a virtual ABOS Driven Discussion: Multi-generational Programming
- 7/29: Kate Kresek attended a RAILS Academy webinar: Kickstarting Library Exhibit Programs

Submitted by Amy Merda, P & O Dept. Head
8/13/26

Resource Services July 2026 Report - Submitted by Gail Graziani, Head of Resource Services

Monthly Highlights

- Jordan Calabrese, Youth and Teen Resource Services Librarian, worked with Technical Services staff and the Communications Department to update the Book Bundle kits for ages 2-6 which include books, activity cards, and manipulatives. Jordan is also adding a new Braille Book Bundle.
- Jeanine Clinton, Resource Services Librarian/Technical Services Supervisor and Hannah Frost, Specialist, updated the classification categories for the adult "Diets" collection, including adding new subcategories and stickers to improve browsing and findability.
- Tori Castro, Resource Services Librarian, prepared a new ongoing display highlighting adult Large Type books.
- Joe Popowitch, Resource Services Librarian, processed two Veterans History Project interviews and mailed the materials to the Library of Congress for inclusion in their repository.
- Jen Ripka, Resource Services Librarian, created and updated adult collection development procedures, for both physical and digital materials.
- T.J. Szafranski, Senior Resource Services Librarian, researched adding Nintendo Switch 2 Key Card games to the Console Game collection.

Displays

1st Floor: Beach Reads; Taste of America; Exploring America
2nd Floor: Happy Birthday, America; Shark Week; Summer Reads; Oceans, Beaches, and Seahorses

Librarian Interactions with Guests

- Assistance: 47; Directional: 4; One-to-One Training: 10; Reference: 126; Readers' Advisory: 9

Community

- Tori Castro, Resource Services Librarian, checked out 78 items for Homebound program delivery and prepared discussion questions for four outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated 12 volunteer hours.

Programs

- Resource Services staff facilitated 11 programs with total attendance of 93, including six book group meetings and two genealogy programs.

Continuing Education and Contributing to the Profession

- Resource Services staff participated in 13.5 hours of continuing education and contributing to the profession.

Technology and Maker Report JULY 2026

Statistics

Programs

Tech and Maker hosted 13 programs with 71 guests attending.

Technology Desk

Assistance: 1396
1 on 1 Training: 2
Directional: 15
Total Technology Desk: 1413

Maker Studio

One on one: 100
Equipment usage: 237
Assistance: 76
Total Maker Studio: 413

Public Wireless Access: 10842

Computer – Patron Use

Adult Computers: 1782
Kids & Teen Computers: 1247
Adult Laptop: 22

Computer – Hours Used

Adult Computers: 1522
Kids & Teen Computers: 624
Adult Laptop: 17

Programs

Technology :

Wright to Learn provided a program in July titled, Smart Home Basics.

Maker Studio

Sewing classes remain extremely popular.

Accomplishments

STAFF:

Claire

- Led first program (Metal Stamping) and helped facilitate three Maker Studio programs
- Learned how to use the new heat press machines
- Began taking over Maker Studio inventory responsibilities
- Learned Tinkercad basics in preparation for leading Intro to 3D Printing program in August

Linda

- Led two programs, *Metal Stamping* and a *Perler Beads*
- Studied advanced silhouette software features
- Learned how to use the new heat press machines

Lucas

- Trained Claire, Victor, and Linda on operation of the two new heat presses
- Developed and presented new program titled, *IPPL Technology Showcase,* which highlights technology available to the public like printing, scanning and more
- Hosted button station with P&O for the drop-in program *Sharing the Spirit of America*

Sharon

- On July 14, Lucas and Sharon met with John Morgan, Studio Manager from New Lenox Public Library about IPPL's white toner printer and other maker topics.
- Viewed webinar titled, *Centering Makers' Values: An Outcomes Framework for Adult Makers in Public Libraries*.
- Amy, Jeanine and Sharon met about Nature Packs and Stem Kits

Victor:

- Completed his first solo shift in the Maker Studio on 7/25/26
- Trained on new heat press machines

Submitted by: Sharon Byerly, Head of Technology & Maker Services, August 12, 2026

STATISTICS FOR	Jul-26	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	21,077	25,812	21,077	25,812	-18.34%
Teen	1,437	1,812	1,437	1,812	-20.70%
Kids	18,702	20,796	18,702	20,796	-10.07%
ILLS Sent	3,413	2,998	3,413	2,998	13.84%
TOTAL	44,629	51,418	44,629	51,418	-13.20%
Electronic Circulation	12,876	13,066	12,876	13,066	-1.45%
GRAND TOTAL CIRC.	57,505	64,484	57,505	64,484	-10.82%
% Reciprocal Borrowing	10%	10%	10%	10%	
Patron Visits	25,540	38,401	25,540	38,401	-33.49%
Current Cards					
Resident	156	177	23,613	22,828	3.44%
Non-Resident	109	111	2,408	2,245	7.26%
TOTAL	265	288	26,021	25,073	3.78%
Patron Assistance					
Adult - Reference	2,818	2,047	2,818	2,047	37.66%
Kids - Reference	1,402	1,551	1,402	1,551	-9.61%
Technology - Reference	1,472	1,086	1,472	1,086	35.54%
TOTAL REFERENCE	5,692	4,684	5,692	4,684	21.52%
Adult - Other	51	59	51	59	-13.56%
Kids - Other	24	45	24	45	-46.67%
Technology - Other	15	45	15	45	-66.67%
TOTAL OTHER	90	149	90	149	-39.60%
GRAND TOTAL ASST.	5,782	4,833	5,782	4,833	19.64%
ILL/Reserves					
Holds	8,326	8,782	8,326	8,782	-5.19%
ILLs Sent	3,413	2,998	3,413	2,998	13.84%
ILLs Checked Out	3,150	4,268	3,150	4,268	-26.19%
ILLS Received	4,277	4,097	4,277	4,097	4.39%
Programs - Adult					
# Programs	14	7	14	7	100.00%
Attendance	339	187	339	187	81.28%
Programs - Tech & Maker					
# Programs	13	10	13	10	30.00%
Attendance	71	96	71	96	-26.04%
Individual Technology Training					
# of Patrons	25	64	25	64	-60.94%
Groups					
# Programs	12	10	12	10	20.00%
Attendance	99	117	99	117	-15.38%
Others					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
Programs - Teen					
# Programs	8	2	8	2	300.00%
Attendance	73	13	73	13	461.54%
Programs - Kids					
# Programs	24	29	24	29	-17.24%
Attendance	647	1,126	647	1,126	-42.54%
GRAND TOTAL ATT.	1,254	1,603	1,254	1,603	-21.77%

STATISTICS FOR	Jul-26	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Passive Programs - Adult					
#Programs	3	2	3	2	50.00%
Attendance	512	57	512	57	798.25%
Passive Programs - Teen					
# Programs	5	6	5	6	-16.67%
Attendance	271	160	271	160	69.38%
Passive Programs - Kids					
# Programs	24	18	24	18	33.33%
Attendance	2,609	1,641	2,609	1,641	58.99%
Computers - Patron Use					
Adult Computers	1,782	1,809	1,782	1,809	-1.49%
Kids & Teens Computers	1,247	968	1,247	968	28.82%
Adult Laptop	22	11	22	11	100.00%
TOTAL PATRON USE	3,051	2,788	3,051	2,788	9.43%
Hours Used					
Adult Computers	1,522	1,514	1,522	1,514	0.53%
Kids & Teens Computers	624	433	624	433	44.11%
Adult Laptop	17	11	17	11	54.55%
TOTAL HOURS USED	2,163	1,958	2,163	1,958	10.47%
Wireless Total Connections	10,842	9,951	10,842	9,951	8.95%
IPPL Total Web Site Access	14,794	14,742	14,794	14,742	0.35%
IPPL Total Page Views	60,283	49,283	60,283	49,283	22.32%
Subscription Database Logins	8,297	5,278	8,297	5,278	57.20%
Outreach-Homebound					
Items Delivered	78	67	78	67	16.42%
Volunteers					
Number Active	55	61			
Hours Worked	320	462	320	462	-30.74%
Staff Training Hours	27	39	27	39	-30.77%
Room Use					
Conference Rooms	849	782	849	782	8.57%
Meeting Rooms					
Library	45	32	45	32	40.63%
Non-Library	15	19	15	19	-21.05%
Board Room					
Library	28	24	28	24	16.67%
Non-Library	19	13	19	13	46.15%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - July 2026

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	81	0	0	81
Non-Fiction	27,955	112	290	27,777
Fiction	30,113	283	659	29,737
ADULT TOTALS	58,149	395	949	57,595
KIDS				
Non-Fiction	13,451	53	56	13,448
Fiction	25,053	237	132	25,158
Books + Audio (Vox, WonderBooks)	263	0	1	262
KIDS TOTALS	38,767	290	189	38,868
TEEN				
Non-Fiction	786	0	2	784
Fiction	3,864	64	13	3,915
TEEN TOTALS	4,650	64	15	4,699
BOOK TOTALS	**101,566**	**749**	**1,153**	**101,162**

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	5,366	14	2	5,378
Music CDs	4,389	13	0	4,402
Vinyl Records	36	0	0	36
Playaway's	338	2	0	340
ADULT TOTALS	10,129	29	2	10,156
KIDS				
Audiobooks on CD	360	0	38	322
Music CDs	168	0	0	168
Playaway's	183	0	2	181
KIDS TOTALS	711	0	40	671
TEEN				
Audiobooks on CD	78	0	13	65
Playaway's	18	0	4	14
TEEN TOTALS	96	0	17	79
AUDIO TOTALS	**10,936**	**29**	**59**	**10,906**

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,000	102	39	19,063
ADULT TOTALS	19,000	102	39	19,063
KIDS				
DVD & Blu-ray	3,831	2	0	3,833
KIDS TOTALS	3,831	2	0	3,833
VIDEO TOTALS	**22,831**	**104**	**39**	**22,896**

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Book Club to Go	18	0	0	18
Library of Things	96	0	1	95
Devices (Rokus, Tablets, eReaders, Record Players)	66	0	0	66
Console Games	645	2	4	643
ADULT TOTALS	825	2	5	822
KIDS				
Kits (STEM, Book Bundles, etc.)	202	0	2	200
Puzzles	29	0	0	29
Launchpads	22	0	0	22
eReaders	4	0	0	4
Console Games	373	0	1	372
Board Games - Juvenile	20	0	1	19
Equipment (CD Players, headphones, aux cords)	20	0	0	20
KIDS TOTALS	670	0	4	666
TEEN				
eReaders	2	0	0	2
Tablets	2	0	0	2
Board Games	68	0	1	67
TEEN TOTALS	72	0	1	71
OTHER TOTALS	**1,567**	**2**	**10**	**1,559**
COLLECTION TOTALS	136,900	884	1,261	136,523

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - July 2026

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,202,042	**4,133**	**1,206,175**
eMedia (OverDrive Consortium)	20,008	**-279**	**19,729**
eMedia (OverDrive Advantage)	8,075	**-34**	**8,041**
Preloaded eReader titles	306	**0**	**306**
eBook Totals	1,230,431	**3,820**	**1,234,251**
AUDIO	**Previous Month Totals**	**+/- Items**	**Current Totals**
Audiobooks			
Hoopla	417,701	**-2,423**	**415,278**
eMedia (Overdrive Consortium)	7,612	**19**	**7,631**
eMedia (OverDrive Advantage)	2,614	**26**	**2,640**
Preloaded Audiobook titles	220	**1**	**221**
Music			
Hoopla	579,845	**7,595**	**587,440**
Audio Total	1,007,992	**5,218**	**1,013,210**
VISUAL	**Previous Month Totals**	**+/- Items**	**Current Totals**
Videos			
Hoopla (includes TV Episodes)	38,658	**305**	**38,963**
Kanopy	37,466	**136**	**37,602**
Preloaded Adult Roku Titles	1,761	**8**	**1,769**
Preloaded Family Roku Titles	257	**0**	**257**
Visual Totals	78,142	**449**	**78,591**
Total Audio/Visual	1,086,134	**5,667**	**1,091,801**
Collection Totals	2,316,565	9,487	2,326,052

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2026

Balance on hand as of June 30, 2026	4,419,546.56
Cash Receipts for July	75,216.58
Cash Disbursements for July	520,253.39
Cash on hand as of July 31, 2026	3,974,509.75

Investments

Illinois Funds (Money Market) - Average Monthly Rate 3.767%	
General	959,344.60
MPI Investment (Corporate Fund)	1,483,573.43
Republic Bank - Savings - Rate 2.57%	1,472,891.83
Republic Bank - Checking General	40,584.78
Republic Bank - Payroll Account	4,319.83
Republic Bank - License Sticker Account	13,191.28
Petty Cash/Circulation	604.00
Balances as of July 31, 2026	3,974,509.75

FUND BALANCES AS OF 7/31/2026

Corporate Fund	3,493,451.10
Building & Maintenance Fund	59,492.51
I.M.R.F. Fund	(4,530.30)
Liability Fund	(15,466.74)
Social Security Fund	11,972.63
Special Reserve Fund	-
Current Liabilites	429,590.55
Grand Total All Funds	3,974,509.75

Indian Prairie Public Library District
Consolidated Revenue Report for July 2026

Percent of Year: 8.33

	RECEIVED July 2026	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,515,123.91	2,515,123.91	54.13%	4,646,914.00	2,131,790.09
41150 · Non-current Property Taxes	0.00	0.00	0.00%	350.00	350.00
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	2,515,123.91	2,515,123.91	54.12%	4,647,264.00	2,132,140.09
INTERGOVERNMENTAL					
42200 · Per Capita Grant	74,616.40	74,616.40	100.00%	74,616.40	0.00
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	74,616.40	74,616.40	100.00%	74,616.40	0.00
INTEREST					
43500 · Interest - Investment	6,667.16	6,667.16	9.53%	70,000.00	63,332.84
TOTAL INTEREST	6,667.16	6,667.16	9.53%	70,000.00	63,332.84
DESK MONIES					
45100 · Copier	198.96	198.96	9.47%	2,100.00	1,901.04
45120 · Computer Copies	2,203.31	2,203.31	12.24%	18,000.00	15,796.69
45130 · Fax	367.24	367.24	10.49%	3,500.00	3,132.76
45200 · Fines/Fees	605.58	605.58	15.14%	4,000.00	3,394.42
45250 · Gifts/Donations	0.00	0.00	0.00%	10.00	10.00
45300 · Lost Materials	635.20	635.20	9.77%	6,500.00	5,864.80
45350 · Non-Resident Fees	13,409.20	13,409.20	13.41%	100,000.00	86,590.80
45550 · Meeting Room Rental	50.00	50.00	5.00%	1,000.00	950.00
45600 · ILL Fees	15.00	15.00	15.00%	100.00	85.00
45650 · Maker Studio	1,170.67	1,170.67	11.71%	10,000.00	8,829.33
45700 · Passport Fees	1,890.00	1,890.00	6.75%	28,000.00	26,110.00
45800 · License Stickers	349.60	349.60	10.93%	3,200.00	2,850.40
TOTAL DESK MONIES	20,894.76	20,894.76	11.84%	176,410.00	155,515.24
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	500.00	500.00
46700 · Miscellaneous	250.00	250.00	38.46%	650.00	400.00
46800 · Collection Agency Fee	70.00	70.00	20.00%	350.00	280.00
TOTAL OTHER INCOME	320.00	320.00	21.33%	1,500.00	1,180.00
TOTAL	2,617,622.23	2,617,622.23	52.67%	4,969,790.40	2,352,168.17
49000 · Operating Transfer In	0.00	0.00			
GRAND TOTAL	2,617,622.23	2,617,622.23	52.67%	4,969,790.40	2,352,168.17

Indian Prairie Public Library District
Consolidated Expenditures Report for July 2026

Percent of Year: 8.33

	July 26	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	309,638.97	309,638.97	10.98%	2,821,023.00	2,511,384.03		
61310 · Benefits - Medical / Life Ins.	22,335.24	22,335.24	6.83%	326,852.00	304,516.76		
61330 · Benefits - IMRF	34,868.89	34,868.89	12.23%	285,227.00	250,358.11		
61340 · Benefits - FICA	22,729.72	22,729.72	10.53%	215,808.00	193,078.28		
61400 · Staff Development	113.29	113.29	0.58%	19,400.00	19,286.71		
61600 · Board Development	0.00	0.00	0.00%	750.00	750.00		
61710 · Workers Compensation	4,243.00	4,243.00	100.00%	4,243.00	0.00		
61720 · Unemployment Insurance	1,185.37	1,185.37	33.87%	3,500.00	2,314.63		
TOTAL PERSONNEL	395,114.48	395,114.48	10.75%	3,676,803.00	3,281,688.52	3,750,000.00	10.54%
RESOURCES							
62100 · Books	915.73	915.73	0.54%	168,260.00	167,344.27		
62200 · Periodicals	4,707.70	4,707.70	28.85%	16,318.00	11,610.30		
62300 · Audio	535.04	535.04	2.60%	20,550.00	20,014.96		
62400 · Video	0.00	0.00	0.00%	29,000.00	29,000.00		
62500 · Multi-Media	117.19	117.19	2.13%	5,500.00	5,382.81		
62600 · eResources	51,608.45	51,608.45	21.88%	235,901.00	184,292.55		
62700 · Console Games	90.36	90.36	1.13%	8,000.00	7,909.64		
62800 · Damaged Item Replacement	0.00	0.00	0.00%	6,500.00	6,500.00		
62900 · Resources Supplies	547.53	547.53	2.43%	22,500.00	21,952.47		
TOTAL RESOURCES	58,522.00	58,522.00	11.42%	512,529.00	454,007.00	525,000.00	11.15%
BUILDING							
63200 · Cleaning Services	5,732.48	5,732.48	6.98%	82,150.00	76,417.52		
63300 · Utilities (1-8-11 · Gas)	2,908.71	2,908.71	8.56%	34,000.00	31,091.29		
63300 · Utilities (1-8-12 · Electric)	5,460.43	5,460.43	5.60%	97,500.00	92,039.57		
63300 · Utilities (1-8-13 · Telephone)	368.41	368.41	4.08%	9,040.00	8,671.59		
63300 · Utilities (1-8-14 · Water/Sewer)	820.36	820.36	16.41%	5,000.00	4,179.64		
63300 · Utilities (1-8-15 · Garbage Disposal)	420.02	420.02	6.94%	6,050.00	5,629.98		
63350 · Janitorial Supplies	1,208.50	1,208.50	12.09%	10,000.00	8,791.50		
63400 · Maintenance Supplies	30.62	30.62	0.28%	11,000.00	10,969.38		
63500 · Security System Monitoring	0.00	0.00	0.00%	2,000.00	2,000.00		
63600 · Property Maintenance	3,506.10	3,506.10	9.08%	38,600.00	35,093.90		
63800 · Building Maintenance/Repair	3,165.00	3,165.00	5.41%	58,560.00	55,395.00		
TOTAL BUILDING	23,620.63	23,620.63	6.67%	353,900.00	330,279.37	375,000.00	6.30%
OPERATIONS							
64100 · Payroll Service	716.00	716.00	8.14%	8,800.00	8,084.00		
64200 · Supplies - Office	39.38	39.38	0.66%	6,000.00	5,960.62		
64300 · Photocopy Supplies	0.00	0.00	0.00%	3,000.00	3,000.00		
64500 · Postage	-350.95	-350.95	-5.85%	6,000.00	6,350.95		
64550 · Passport Postage	361.20	361.20	7.22%	5,000.00	4,638.80		
64700 · Travel	38.43	38.43	3.84%	1,000.00	961.57		
64800 · Organizational Memberships	139.00	139.00	2.78%	5,000.00	4,861.00		
64900 · Bank Fees	374.78	374.78	9.99%	3,750.00	3,375.22		
TOTAL OPERATION	1,317.84	1,317.84	3.42%	38,550.00	37,232.16	40,000.00	3.29%
TECHNOLOGY							
65100 · Supplies-Toner	-16.85	-16.85	-0.14%	12,000.00	12,016.85		
65160 · Supplies-Technology Services	0.00	0.00	0.00%	200.00	200.00		
65170 · Supplies-Maker Studio	173.19	173.19	2.11%	8,200.00	8,026.81		
65200 · Technology-Prof Services	0.00	0.00	0.00%	21,800.00	21,800.00		
65300 · Purchase of Equipment	3,630.79	3,630.79	6.48%	56,000.00	52,369.21		
65400 · Technology Equip Mnt/Repair	213.44	213.44	1.44%	14,820.00	14,606.56		
65500 · Software	2,320.64	2,320.64	6.07%	38,250.00	35,929.36		
65600 · SWAN	12,841.07	12,841.07	25.59%	50,176.00	37,334.93		
65700 · Telecommunications	1,008.05	1,008.05	7.97%	12,656.00	11,647.95		
TOTAL TECHNOLOGY	20,170.33	20,170.33	9.42%	214,102.00	193,931.67	225,000.00	8.96%

Indian Prairie Public Library District
Consolidated Expenditures Report for July 2026

Percent of Year: 8.33

	July 26	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	562.50	562.50	1.61%	35,000.00	34,437.50		
66200 · Credit Bureau	29.55	29.55	1.97%	1,500.00	1,470.45		
66300 · Copier	509.25	509.25	16.98%	3,000.00	2,490.75		
66400 · Copier Maintenance Contract	180.92	180.92	9.05%	2,000.00	1,819.08		
TOTAL CONTRACTUAL SERVICES	1,282.22	1,282.22	3.09%	41,500.00	40,217.78	50,000.00	2.56%
INSURANCE							
67100 · Multi Peril-Physical Assets & Umbrella	25,243.00	25,243.00	100.00%	25,243.00	0.00		
67200 · Bonding	1,381.00	1,381.00	100.00%	1,381.00	0.00		
67300 · Officers & Directors Liability	2,542.00	2,542.00	100.00%	2,542.00	0.00		
TOTAL INSURANCE	29,166.00	29,166.00	100.00%	29,166.00	0.00	40,000.00	72.92%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	0.00	0.00%	25,080.00	25,080.00		
68111 · eNewsletter	0.00	0.00	0.00%	10,550.00	10,550.00		
68210 · Marketing Advertising	0.00	0.00	0.00%	1,000.00	1,000.00		
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00		
68410 · Marketing-Information Printing	0.00	0.00	0.00%	6,500.00	6,500.00		
68500 · Legal Notices	0.00	0.00	0.00%	1,000.00	1,000.00		
TOTAL COMMUNICATIONS	0.00	0.00	0.00%	44,630.00	44,630.00	50,000.00	0.00%
PROGRAMMING							
68600 · Programming	1,883.53	1,883.53	4.39%	42,900.00	41,016.47		
TOTAL PROGRAMMING	1,883.53	1,883.53	4.39%	42,900.00	41,016.47	45,000.00	4.19%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	0.00	0.00	0.00%		0.00		
69900 · Contingency	0.00	0.00	0.00%	10,000.00	10,000.00		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL CAPITAL OUTLAY & CONTINGENCY	0.00	0.00	0.00%	10,000.00	10,000.00		
70000 · Operating Transfer Purchases	0.00		0.00%				
TOTAL	531,077.03	531,077.03	10.70%	4,964,080.00	4,433,002.97	5,100,000.00	

MPI Wealth
Management, LLC.

Indian Prairie Public Library

Accounts

64157790 . . . . . .INDIAN PRAIRIE PUBLIC LIBRARY

As of 3/31/2026

QUARTERLY REPORT

Contact Info
Your financial advisor(s)
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INDIAN PRAIRIE PUBLIC LIBRARY - 64157790
As of 3/31/2026

Key Numbers

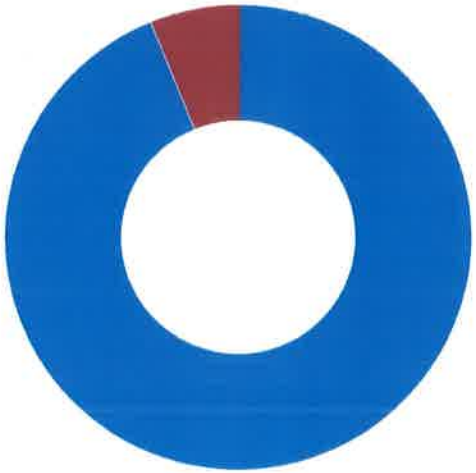
	Year To Date	
	Beginning Value	Ending Value
64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	1,481,746	1,486,265

Activity Summary

	Month To Date	Year To Date
Beginning Value	1,497,229	1,481,746
Contributions	0	0
Withdrawals	0	0
Other Activity	0	0
Income	6,306	10,123
Fees	0	-1,106
Market Change	-17,270	-4,497
Ending Value	1,486,265	1,486,265
Return	-0.7%	0.3%

Current Allocations

Fixed Income 1,393,204 (93.7%) Cash & Equivalents 93,062 (6.3%)



Performance

	Year To Date
	Return
64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	
Fixed Income	0.4%
Cash & Equivalents	0.8%
Total 64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	**0.3%**

Portfolio Appraisal

	Symbol	Units	Unit Cost	Cost Basis	Price	Ending Value	Accrual	Allocation	Yield	Yield to Worst	Projected Income 12 Mos
64157790 - INDIAN PRAIRIE PUBLIC LIBR...											
Corporate Bonds											
FHLMC REMIC SERIES 3325 20370615 5.50000	31397JE75	32,000	106.82	540.92	101.68	516.15	1	0.0%	5.4%	5.4	25.53
Total Corporate Bonds				**540.92**		**516.15**	**1**	**0.0%**	**5.4%**	**5.4**	**25.53**
Govt/Inflation											
FEDERAL FARM CR BKS 1.12% 09/28/2029	3133EMBG6	150,000	99.95	149,917.50	90.69	136,046.60	14	9.2%	1.2%	4.0	840.00
FEDERAL FARM CR BKS 2.25% 04/27/2027	3133EF5E3	150,000	102.21	153,308.31	98.38	149,014.95	1,444	10.0%	2.3%	3.8	3,375.00
FEDERAL HOME LN MTG CORP 0.7% 12/30/2...	3134GWUQ7	150,000	99.97	149,955.00	97.72	146,585.40	0	9.9%	0.7%	3.8	525.00
FEDERAL HOME LN MTG CORP 1% 09/14/2028	3134GWP67	150,000	100.00	150,000.00	93.17	139,830.33	71	9.4%	1.1%	4.0	750.00
FEDERAL HOME LOAN BANKS 0.73% 09/22/...	3130AK6V3	150,000	99.95	149,917.50	95.57	143,388.83	27	9.6%	0.8%	3.9	547.50
FEDERAL HOME LOAN BANKS 0.95% 02/25/...	3130AL4C5	150,000	99.55	149,320.00	94.58	142,015.05	143	9.6%	1.0%	4.0	1,425.00
FHLMC GIANT MBS GOLD COMB 15 4.5% 09/...	3128MDMZ3	240,000	107.19	3.01	99.72	2.80	0	0.0%	4.6%	12.0	0.05
FNMA SUPER INT 15 YEAR 4% 11/01/2028	3138EPV68	50,000	106.74	10.82	99.74	10.12	0	0.0%	4.0%	4.2	0.37
GNMA PASS-THRU C PLATINUM 30YR 5.5% 0...	3622ACSK7	100,000	96.46	68,934.91	102.43	73,322.52	120	4.9%	5.4%	5.5	3,602.92
GNMA PASS-THRU M JUMBO FHA 3% 03/20...	36179VHG8	1,000,000	87.72	80,682.55	88.63	81,598.79	84	5.5%	3.4%	3.8	2,529.23
GNMA PASS-THRU X PLATINUM 30YR 5.5% 0...	36225BXT0	175,000	108.91	942.63	101.12	877.34	2	0.1%	5.4%	5.4	43.64
GNMA PASS-THRU X SINGLE FAMILY 5.5% 11/...	36202UDL4	100,000	108.91	1,779.32	101.15	1,656.55	4	0.1%	5.4%	5.4	82.37
GNMA PASS-THRU X SINGLE FAMILY 5.5% 11/...	36202XJM0	38,000	108.91	543.47	101.13	505.86	1	0.0%	5.4%	5.4	25.16
GNMA PASS-THRU X SINGLE FAMILY 5.5% 12...	36200D5V1	125,000	108.91	1,055.11	102.78	998.15	2	0.1%	5.4%	5.1	48.85
GNMA PASS-THRU X SINGLE FAMILY 6% 06/1...	36290UCC8	111,289	107.19	387.25	103.51	374.91	1	0.0%	5.8%	5.7	19.87
GNMA PASS-THRU X SINGLE FAMILY 6% 10/1...	36295QRA0	53,114	108.81	217.15	102.32	204.73	1	0.0%	5.9%	5.9	10.98
GNMA PASS-THRU X SINGLE FAMILY 7% 06/1...	36213UH45	3,245,000	111.87	4,015.83	103.37	3,721.61	11	0.3%	6.8%	6.4	230.29
UNITED STATES TREAS NTS 3.5% 04/30/2030	91282CGZ8	150,000	96.10	144,145.37	98.48	149,912.86	2,186	10.1%	3.6%	3.9	5,250.00
UNITED STATES TREAS NTS 3.75% 08/31/2031	91282CLJ8	150,000	100.03	150,044.18	98.76	148,629.87	493	10.0%	3.8%	4.0	5,625.00
UNITED STATES TREAS NTS 3.875% 08/15/20...	91282CHT1	75,000	92.41	69,307.62	98.18	73,990.14	358	5.0%	3.9%	4.2	2,906.25
Total Govt/Inflation				**1,424,487.53**		**1,392,687.41**	**4,963**	**93.7%**	**2.2%**	**4.0**	**27,837.48**
Cash											
CASH	CASH	12,200	1.00	12,200.31	1.00	12,200.31	0	0.8%	—	—	0.00
Total Cash				**12,200.31**		**12,200.31**	**0**	**0.8%**	**—**	**—**	**0.00**
Money Markets											
SCHWAB CHARLES FAMILY FUND TREAS OB...	SNOXX	80,861	1.00	80,861.25	1.00	80,861.25	0	5.4%	3.4%	—	2,710.15
Total Money Markets				**80,861.25**		**80,861.25**	**0**	**5.4%**	**3.4%**	**—**	**2,710.15**
Total 64157790 - INDIAN PRAIRIE PUBLIC...				**1,518,090.01**		**1,486,265.12**	**4,964**	**100.0%**	**2.3%**	**4.0**	**30,573.15**

Statement of Management Fees

	Billing Account	Ending Value	Billed Value	Total Due and Payable
Indian Prairie Public Library				
64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	64157790	1,481,301	1,481,301	1,110.98
Total Indian Prairie Public Library		**1,481,301**	**1,481,301**	**1,110.98**

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MPI Wealth
Management, LLC.

Indian Prairie Public Library

Accounts

64157790.....INDIAN PRAIRIE PUBLIC LIBRARY

As of 6/30/2026

QUARTERLY REPORT

Contact Info
Your financial advisor(s)
David W. Pequet
President, Sr. Portfolio Manager
OFFICE: 630.325.7090 | CELL: 630.327.5203 |TEXT: 630.407.1184

Matthew D. Pequet
Senior Vice President, Portfolio Manager
OFFICE: 630.325.6900 | CELL: 630.675.3508 | TEXT: 630-793-6404

INDIAN PRAIRIE PUBLIC LIBRARY - 64157790
As of 6/30/2026

Key Numbers

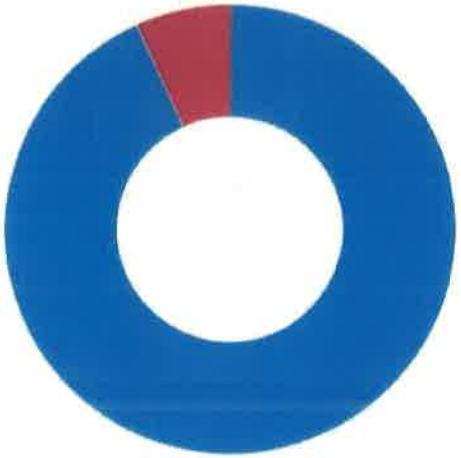
	Year To Date	
	Beginning Value	Ending Value
64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	1,481,746	1,490,163

Activity Summary

	Quarter To Date	Year To Date
Beginning Value	1,486,265	1,481,746
Contributions	0	0
Withdrawals	0	0
Other Activity	0	0
Income	6,836	16,959
Fees	-1,111	-2,217
Market Change	-1,828	-6,325
Ending Value	1,490,163	1,490,163
Return	0.3%	0.6%

Current Allocations

Fixed Income 1,386,822 (93.1%) Cash & Equivalents 103,341 (6.9%)



Performance

	Year To Date
	Return
64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	
Fixed Income	0.7%
Cash & Equivalents	1.5%
Total 64157790 - INDIAN PRAIRIE PUBLIC LIBRARY	**0.6%**

Portfolio Appraisal

	Symbol	Units	Unit Cost	Cost Basis	Price	Ending Value	Accrual	Allocation	Yield	Yield to Worst	Projected Income 12 Mos
64157790 - INDIAN PRAIRIE PUBLIC LIBR...											
Corporate Bonds											
FHLMC REMIC SERIES 3325 20370615 5.50000	31397JE75	32,000	106.82	506.84	100.70	478.89	1	0.0%	5.5%	5.6	23.92
Total Corporate Bonds				**506.84**		**478.89**	**1**	**0.0%**	**5.5%**	**5.6**	**23.92**
Govt/Inflation											
FEDERAL FARM CR BKS 1.12% 09/28/2029	3133EMBG6	150,000	99.95	149,917.50	90.43	136,070.28	429	9.1%	1.2%	4.4	1,680.00
FEDERAL FARM CR BKS 2.25% 04/27/2027	3133EF5E3	150,000	101.47	152,209.77	98.51	148,362.38	591	10.0%	2.3%	4.1	3,375.00
FEDERAL HOME LN MTG CORP 0.7% 12/30/2...	3134GWUQ7	150,000	99.97	149,955.00	98.33	147,751.50	263	9.9%	0.7%	4.2	525.00
FEDERAL HOME LN MTG CORP 1% 09/14/2028	3134GWP67	150,000	100.00	150,000.00	93.14	140,158.57	442	9.4%	1.1%	4.3	1,500.00
FEDERAL HOME LOAN BANKS 0.73% 09/22/...	3130AK6V3	150,000	99.95	149,917.50	95.94	144,210.03	298	9.7%	0.8%	4.2	1,095.00
FEDERAL HOME LOAN BANKS 0.95% 02/25/...	3130AL4C5	150,000	99.55	149,320.00	94.76	142,639.29	495	9.6%	1.0%	4.3	1,425.00
FNMA SUPER INT 15 YEAR 4% 11/01/2028	3138EPV68	50,000	106.72	1.12	99.09	1.04	0	0.0%	4.0%	4.5	0.04
GNMA PASS-THRU C PLATINUM 30YR 5.5% 0...	3622ACSK7	100,000	96.46	66,693.11	101.80	70,487.57	106	4.7%	5.4%	5.5	3,485.75
GNMA PASS-THRU M JUMBO FHA 3% 03/20...	36179VHG8	1,000,000	87.72	79,052.59	87.31	78,756.44	75	5.3%	3.4%	3.9	2,478.14
GNMA PASS-THRU X PLATINUM 30YR 5.5% 0...	36225BXT0	175,000	108.97	875.27	100.30	807.46	2	0.1%	5.5%	5.6	40.50
GNMA PASS-THRU X SINGLE FAMILY 5.5% 11/...	36202UDL4	100,000	108.91	1,731.46	102.60	1,634.82	4	0.1%	5.4%	5.2	80.15
GNMA PASS-THRU X SINGLE FAMILY 5.5% 11/...	36202XJM0	38,000	108.91	515.54	100.40	476.35	1	0.0%	5.5%	5.6	23.87
GNMA PASS-THRU X SINGLE FAMILY 5.5% 12...	36200D5V1	125,000	108.91	1,019.03	102.01	956.68	2	0.1%	5.4%	5.3	47.18
GNMA PASS-THRU X SINGLE FAMILY 6% 06/1...	36290UCC8	111,289	107.19	373.12	103.86	362.40	1	0.0%	5.8%	5.7	19.15
GNMA PASS-THRU X SINGLE FAMILY 6% 10/1...	36295QRA0	53,114	108.81	213.42	102.66	201.84	0	0.0%	5.8%	5.9	10.79
GNMA PASS-THRU X SINGLE FAMILY 7% 06/1...	36213UH45	3,245,000	111.87	3,851.67	102.62	3,543.25	10	0.2%	6.8%	6.6	220.92
UNITED STATES TREAS NTS 3.5% 04/30/2030	91282CGZ8	150,000	96.10	144,145.37	97.60	147,288.26	892	9.9%	3.6%	4.2	5,250.00
UNITED STATES TREAS NTS 3.75% 08/31/2031	91282CLJ8	150,000	100.03	150,044.18	97.81	148,614.30	1,896	10.0%	3.8%	4.3	5,625.00
UNITED STATES TREAS NTS 3.875% 08/15/20...	91282CHT1	75,000	92.41	69,307.62	97.25	74,020.38	1,083	5.0%	4.0%	4.4	2,906.25
Total Govt/Inflation				**1,419,143.27**		**1,386,342.85**	**6,588**	**93.0%**	**2.2%**	**4.3**	**29,787.72**
Cash											
CASH	CASH	3,711	1.00	3,710.61	1.00	3,710.61	0	0.2%	—	—	0.00
Total Cash				**3,710.61**		**3,710.61**	**0**	**0.2%**	**—**	**—**	**0.00**
Money Markets											
SCHWAB CHARLES FAMILY FUND TREAS OB...	SNOXX	99,630	1.00	99,630.20	1.00	99,630.20	0	6.7%	3.3%	—	3,308.12
Total Money Markets				**99,630.20**		**99,630.20**	**0**	**6.7%**	**3.3%**	**—**	**3,308.12**
Total 64157790 - INDIAN PRAIRIE PUBLIC...				**1,522,990.92**		**1,490,162.54**	**6,589**	**100.0%**	**2.3%**	**4.3**	**33,119.76**

Closing early the evening of Thanksgiving

The library is very slow the night before Thanksgiving. Here are some door count statistics for the past several years:

	2021	2022	2023	2024	2025
5-6 pm	60	67	51	43	59
6-7 pm	21	37	32	29	17
7-8 pm	22	15	23	17	9
8-9 pm	2	3	10	9	6

I would like the Board to consider closing at either 6pm or 7pm the night before Thanksgiving, which is Wednesday, November 25th. There is no school in session this day.

Staff schedules would be adjusted accordingly.

Submitted by:

Laura Birmingham
Executive Director

Talking Points about Discontinuation of Paper Towels

IPPL is removing paper towels from our restrooms and installing hand dryers.

Here are some talking points in case you get public comments:

- We hope to see a sharp decrease in plumbing issues. We have problems with clogged toilets at least once per week on average, and a lot of those issues come from people putting paper towels in the toilets. Once the paper towels are no longer in the bathrooms, this will be a far less frequent occurrence.
- The library has been spending $250/month on average on paper towels. By making this change we will cut this cost down on supply costs, saving the library money.
- The hand dryers will reduce waste, also saving the library money.
- Less staff time is required; with hand dryers there's no need to re-order, unpack, monitor, manage, and refill paper towels and their dispensers, or troubleshoot the dispensers when they break or run out of battery power.
- The library has identified a type of hand dryer that runs more quietly than most other hand dryers ; this ought to make the noise levels tolerable in adjoining spaces to the rest.

NEWS > POLITICS

Watchdog report on Cook County tax tech contract: 'Nobody's hands are clean'

Cook County Board President Toni Preckwinkle leaves after presiding over a board meeting on April 10, 2025. The Cook County Bureau of Technology and the procurement office that originally inked the contract with Tyler Technologies, are both under Preckwinkle's office. (Eileen T. Meslar/Chicago Tribune)

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By **A.D. QUIG** | aquig@chicagotribune.com | Chicago Tribune
PUBLISHED: July 21, 2026 at 4:48 PM CDT | UPDATED: July 21, 2026 at 5:47 PM CDT

Getting your **Trinity Audio** player ready...

Cook County's inspector general released a report Tuesday on the county's troubled decade-long property tax system modernization, sharing some insiders' candid — and wholly anonymous — reflections on what has gone wrong and estimating the county has so far spent $63 million on the project.

A "myriad of problems spread across all parties involved ... created a 'perfect storm' and severely delayed the implementation" of the county's new property tax system, which is still incomplete, Inspector General Tirrell Paxton's office concluded.

The office reviewed the original contracts with Tyler Technologies and spoke to leaders of the county's property tax offices and company officials from Tyler and two other contractors later brought on to provide oversight and project management.

Per office policy, the inspector general does not name the subjects of investigations, but the findings in Tuesday's report echo an investigation into cost overruns and intra-office strife by the Tribune and Injustice Watch involving different Tyler contracts, as well as Tribune reporting over the past year on property tax problems.

Those problems have contributed to cascading delays of property tax bills being sent out to homeowners and property tax revenues landing in taxing districts' bank accounts. There have been months of finger-pointing and the mess has cost tens of millions of taxpayer dollars.

Paxton's office said the county had so far paid Tyler and the two outside contractors $63 million. That does not include the cost of maintaining the county's old mainframe system, which totaled tens of millions more. The original contract with Tyler was approved in 2015 for $30 million.

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Broadly, Paxton's report found the inherent structure of the contract, the size and complexity of property tax data and separation between offices made implementation hard: "key functions are divided among separately elected officials whose offices operate with significant autonomy," who saw senior staff turnover, shifting administrative priorities and slowed coordination.

Requirements weren't fully hashed out at the start of the project, changed midway through and "were interpreted differently by each separately elected office," the report said.

County office leaders also complained Tyler cycled through project managers and failed to dedicate enough staff to the project, while inside tax offices, the inspector general found the upgrade wasn't always overseen by subject matter experts who could make sense of the county's mainframe system or a smattering of auxiliary systems that had their own "unique formats, dependencies and historical practices" that weren't written down.

"Nobody's hands are clean. We fought for years, yelling and screaming," one Bureau of Technology official said of the early phases of the project, according to the report. The bureau, and the procurement office that originally inked the contract, are both under the office of Cook County Board President Toni Preckwinkle.

The county's Bureau of Technology eventually brought on an outside contractor to coordinate efforts. They should have done so sooner, the IG concluded.

In her written response to Paxton's findings, Preckwinkle conceded that doing so "could have facilitated more efficient tax-administration implementation and stability," but pushed back on other recommendations for procurement changes that would get the office more directly involved in managing performance.

Because of persistent problems, the county held back an estimated $15 million from Tyler over four years, according to the report.

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Paxton's report also concluded there was "evidence to suggest" Cook County Treasurer Maria Pappas' office "has been less than fully cooperative" with implementation — Pappas has been the company's loudest critic — and noted someone in the office "used highly offensive, demeaning and racially charged statements aimed at Contractors and County employees which delayed the project."

Pappas previously fessed up to using strong language and threatening company leaders' reputations, but told the Tribune any racially derogatory comments were taken out of context.

Tyler publicly blasted Pappas for "abuse" throughout the overhaul, eventually cutting her off from communicating with their staff directly. Paxton's office recommended "sensitivity training" for "relevant officials and employees," which Pappas agreed to, but only "on the condition that all county officials and employees also be required to undergo such training."

MORE FROM OUR NEWSROOM

Lincoln Park bar ordered closed after fatal weekend shooting
Tuesday, July 21

This Naperville ZIP code has the most stressed parents in Illinois — and cracks the top...
Tuesday, July 21

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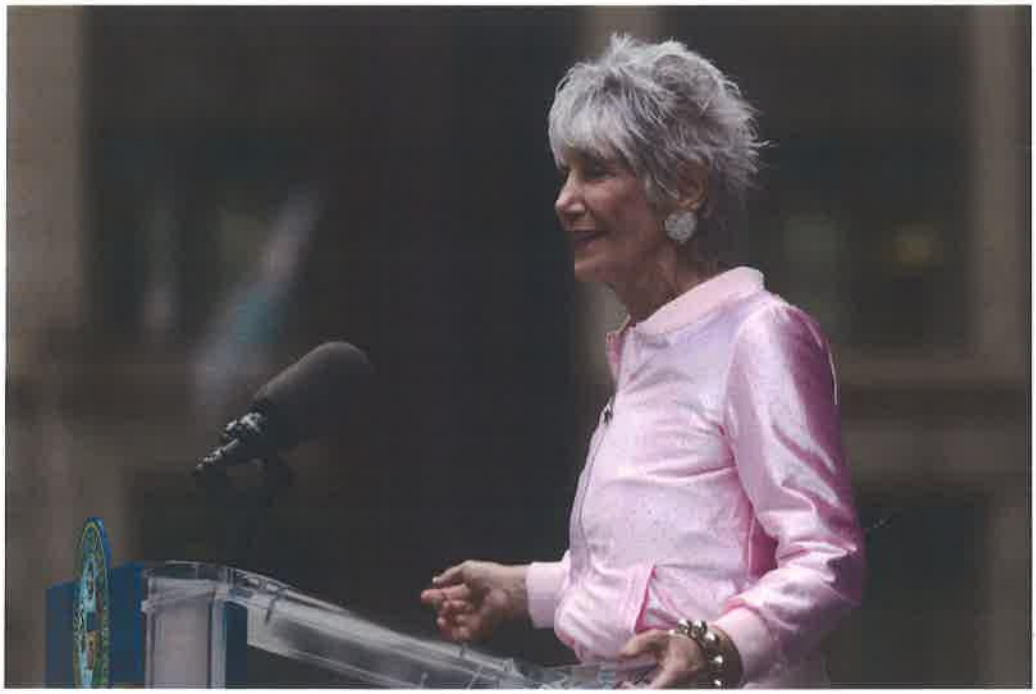
NEWS > POLITICS

Illinois teachers union sues to force Cook County treasurer to issue property tax bills and make payments



Cook County Treasurer Maria Pappas speaks at a Pride flag-raising event at Daley Plaza on June 1, 2026. (Antonio Perez/Chicago Tribune)

Opt-Out Signal Honored

By **A.D. QUIG** | aquig@chicagotribune.com | Chicago Tribune
PUBLISHED: July 28, 2026 at 5:00 AM CDT | UPDATED: July 28, 2026 at 9:21 AM CDT

Getting your **Trinity Audio** player ready...

The Illinois Federation of Teachers sued Cook County Treasurer Maria Pappas Monday to try to force her to mail property tax bills and compensate school districts for recent revenue delays.

The suit was filed in Cook County Circuit Court on behalf of the estimated 50,000 Cook County members of the state Federation of Teachers, including the Chicago Teachers Union and union members across the suburbs. It asks a judge to order Pappas to act "so that families and students in the City and the County will receive the education they have paid for and deserve."

It's part of the CTU's broader push for more funding as Chicago Public Schools feverishly works to pass a budget before the end of the month or risk missing the September payroll and the opportunity to borrow money short term.

While the suit adds pressure, it's unclear whether it can or will move the needle to get bills out the door faster. Pappas has steadfastly insisted the delays are occurring upstream of her office, and there's little she can do to move more quickly.

Pappas' office did not comment on the suit, but did say in a written statement that it anticipates sending CPS a chunk of money this week. The district has said it needs $85 million to avert implementing furlough days.

The years-long upgrade of the county's property tax system has led to cascading pileups, but few easy fixes. County leaders and its lead contractor, Tyler Technologies, say they've been working overtime to address ongoing defects to pay taxing bodies what they're owed. County leaders are simultaneously playing catch up from last year's problems in order to get bills out the door by Sept. 1, with some optimism they could land sooner. In a

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"State law has specific deadlines in it for sending the bills and distributing the money, and the state law doesn't really give the treasurer any discretion with respect to distributing the money," IFT attorney Stephen Yokich told the Tribune Monday.

"It's not their money, it's the money of the units of local government and the school districts," he said of the treasurer. That funding is desperately needed so schools can start the year with "their full complement of people and programs."

If the system upgrade is a multicar pileup still being cleared, local governments and individual taxpayers are stuck in the traffic slowdown.

Some schools and library districts, for example, are still waiting for final revenue from bills that were paid this spring. Meanwhile, roughly 75,000 individual taxpayers are due refunds and a few thousand are still waiting for bills from the last two cycles.

Throughout, Pappas has lashed out at Tyler and pushed through workarounds to get money out the door, including manual direct deposits to local governments around Christmastime and using AI to help work through the refund backlog.

The lawsuit attempts to force the treasurer to pay out all the revenues the office collected from March bills and "immediately prepare and mail" this year's second bills.

As part of its relief, the unions ask that the county compensate taxing districts that had to spend money to cover the cash shortfalls caused by property tax problems in recent cycles.

"Families deserve to know that elected officials at every level of government are doing their jobs," Stacy Davis Gates, president of the Chicago Teachers Union and the Illinois Federation of Teachers, said in a release. "And for the Cook County Treasurer, that means distributing the funds her office is charged with collecting for school districts, not sitting on them."

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Stacy Davis Gates, president of the Chicago Teachers Union and the Illinois Federation of Teachers, attends the Rainbow PUSH Coalition's annual convention on June 10, 2026. (Antonio Perez/Chicago Tribune)

The cash-strapped Chicago school district estimates it spent $40 million in interest because it had to borrow during the delay. Cook County Board President Toni Preckwinkle is accepting loan applications now to float some taxing districts until property tax money comes in later this fall and is considering adding CPS.

Preckwinkle spokesperson Hanna Fierle said Monday their "intention is to make sure these smaller taxing bodies have initial access to the bridge fund, but we are open to working with CPS if funds are still available."

Pappas cannot mail bills until her colleagues in other property tax offices finish their work. It's currently Cook County Clerk Monica Gordon's turn. Her office comes up with tax rates before Pappas' team performs final calculations and sends out the bills. Money typically starts flowing to districts a couple of weeks after property owners pay up.

"We intend to post tax bills on the Treasurer's website once we have the billing file and verify the numbers are correct," Pappas' office said.

The treasurer has held back about $400 million from the last tax cycle because the office and Tyler still need to reconcile over- and underpayments to taxing districts from previous cycles. CPS estimates the district is still owed

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"We continue to work with Tyler on reconciliation," Pappas' office said in the statement. "We anticipate distributing this week to CPS a significant portion of the $70-80 million."

Though Pappas relies on other county officials to get accurate bills out the door, her office is the only named defendant because it holds the purse strings and is the sole office with a hard deadline to meet in state statute, Yokich said.

A month's delay adds up to several million dollars lost, he said. "Every day is money that goes down the drain completely that CPS will never be able to use to pay teachers and provide services and make sure students get their education."

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Monday, July 27

Fast-moving storms bring golf ball-sized hail, power outages across Chicago area: 'Insane'
Monday, July 27

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Indian Prairie Public Library

Meeting Ground Rules

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