

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
April 18, 2018 – 7 p.m. – Board Room**

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

- A. Roll Call  
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,  
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
  
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.  
  
Vision Statement: Our community depends upon the Indian  
Prairie Public Library District as a vital and trusted resource for  
achieving personal goals and enhancing quality of life. With a  
welcoming environment and state-of-the-art services, the library  
is an essential center of learning, inspiration, and community pride.
  
- C. Public Comment
  
- D. Communications and Announcements
  - 1. DuPage Children's Museum to Salo re: Thank You Page 3
  - 2. Nuzzo to Asimakopoulos re: Librarian For A Day Page 5
  
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, March 21, 2018 Page 6
  - 2. Treasurer's Report Page 10
  - 3. Action on Bill/Additional Bills Page 14
  - 4. Ordinance #2018-2 Authorizing Non-Resident Cards Page 27
  
- F. Items Deleted from Omnibus Consent Agenda Action
  
- G. Library Director's Report Page 29 Information
  
- H. Department Reports Information
  - 1. Assistant Director Page 32
  - 2. Marketing Page 34
  - 3. Adult Page 37
  - 4. Circulation Page 42
  - 5. Technology and Technical Services Page 45
  - 6. Youth Page 48
  
- I. Staff Report Information  
Monica Dzierzbicki, Mid-Kids Librarian Information  
Tony Lucarelli, Head of Adult Services

Board Meeting – April 18, 2018 - page 2

- J. Reports
  - 1. Chamber Reports (Jensen) Page 61 Information
  - 2. RAILS Page 63 Information
  - 3. Building and Grounds Committee (no report)
  - 4. Finance Committee (no report)
  - 5. Planning/Outreach Committee (no report)
  - 6. Policy Committee (no report)
  
- K. Unfinished Business
  - 1. Survey Results Discussion
  - 2. Family Center Update Discussion
  
- L. New Business
  - 1. Process for Strategic Planning Discussion
  
- M. Committee Meetings
  - 1. Building and Grounds Committee Monday, May 7, 6:00 p.m.
  - 2. Schedule Finance Committee Meeting (Krupicka, Damon, Ruscitti)  
6/5, 6/6, 6/7, 6/11, 6/12 or 6/13
  
- N. Community Events
  
- O. Library Events
  
- P. Adjournment



4

# Thank you!

Dear Katie,

Thank you so much for sharing your expertise and story with us. I had multiple staff members go out of their ways to tell Michelle and I how much they appreciated and enjoyed your presentation. I'm bummed I had to miss it, but I think it got staff excited again! We changed our scheduling so staff can have time to prepare for story times and expanded music to include movement. Thanks again! We value and appreciate your insights and suggestions. Implementation is underway! You rock,

Annie  
Tillman

**Jennifer Asimakopoulos**

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**From:** Diana Nuzzo <diana303574@yahoo.com>  
**Sent:** Wednesday, April 11, 2018 7:35 PM  
**To:** Jennifer Asimakopoulos; Marianne Ryan  
**Subject:** Librarian for a day experience

I just wanted to say thank you so much for the wonderful experience that I had today. I was really so excited when I was chosen for this opportunity and it surpassed my expectations. I really enjoyed learning the process of how the books are chosen to order and then once they arrive the process of cataloging them in to the system. It was also very interesting to learn how hold requests are handled and when they are borrowed from libraries outside the system and even from other states. I enjoyed meeting all the people that took the time today to explain their jobs and the part of the process that they take care of. I have always loved coming to the library but now I have an even deeper appreciation of all that it takes to keep the library running as smoothly as it does. Please also pass my thanks on to Jez. I want to also thank you for the goodie bag which was very generous and the certificate is something I will cherish. I also was so very excited to see the display that you made of my favorite picks. That was so very nice of you to do that for me and it made me feel very special. I really enjoyed my time with everyone and I just cannot thank you all enough for this wonderful opportunity that you provided to me.

~Diana Nuzzo

Dare to reach out your hand into the darkness, to pull another hand into the light. ~Norman B. Rice

6

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of March 21, 2018

**Board of Trustees Regular Meeting  
March 21, 2018 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.

Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti

Absent: Asma Akhras, Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jack Schultz

Others:

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

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

Vision Statement: Secretary Deshmukh read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment

At this point Jack Schultz gave the staff report (Item I). He left at 7:25 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. Wilson to Williams re: Katie Salo on the Caldecott Committee

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 21, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Building and Grounds Committee Minutes, February 21, 2018
5. Policy Committee Minutes, February 27, 2018
6. Proposed Changes to Policies:
  - 301 Freedom of Information
  - 410 Hours of Operation
  - 415 Closings
  - 465 Computer & Internet Services
  - 470 Web Site
  - 480 Privacy of Patron Records/Information

- 600 Use of Library Facilities
- 620 Community Information Flyers & Posters Display
- 621 Distribution of Free Publications
- 630 Displays
- 635 Art Exhibits
- 670 Alcoholic Beverages
- 800 Personnel
- 1000 Emergency Closing
- 1100 Gifts

Bukovac noted that she added the proposed changes to policy 805.4. The proposed revisions clarify the language around sick time by defining sick time as a benefit instead of a privilege.

Megaridis moved, Krupicka seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that she and Williams met with Joe Sadowski and presented their proposal for the Family Center. Joe approved the proposal. We will begin placing orders for furniture and equipment tomorrow. Some items will take 12-14 weeks to arrive. We are looking at a ribbon cutting ceremony on July 29. Joe loves the way in which libraries have evolved and what they offer to the community. Bukovac reported that the postcard went out to unserved residents in Burr Ridge. The postcard is similar to the one we sent to the Farmingdale area. It was a little more costly because we had to target some addresses on one of the postal routes. Birmingham is working diligently on the parking lot project.

H. Department Reports

I. Staff Report – Bukovac introduced the library's Assistant Head of Youth Services, Jack Schultz. Schultz started at the library in October 2017. He gave the Board an overview of his background and interests. In addition to assisting the Youth Services Department Head, he is the department's Technology Librarian and he supervises the department pages. Schultz spoke to the Board about The Wouldshop which hosted more than one hundred people at its grand opening in January. Each quarter the area will feature a mix of self-guided and directed activities. The department is in the process of planning summer demo days when they will be teaching kids and parents how to use The Wouldshop's equipment. Books that deal with creating have been moved into the area. In April the department will host a large Lego Robotics Challenge for kids in grades 2-6. Summer programming will include a Lego Robotics class, a circuitry camp and a coding camp.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee- Krupicka reported that the committee met on February 21 to discuss the Family Center. Minutes from the meeting were approved tonight under the Omnibus Consent Agenda.
4. Finance Committee – no report.

- 5. Planning/Outreach Committee – no report.
- 6. Policy Committee – Damon reported that the committee met on February 27 to review policies. Minutes from the meeting and proposed policy changes were approved tonight under the Omnibus Consent Agenda.

K. Unfinished Business - none

L. New Business

- 1. “Learning and Making” Survey and “Use of the Library’s Building” Survey –

Bukovac reviewed the Use of Library Building survey results with the Board. The results are in the Board Packet. Key points from the discussion:

- Bukovac reported that from both the Use of Building survey and the Learning and Making survey we found that the majority of the respondents are regular users of the library in some way.
- 84% said it was a nice, pleasant place to be but we had a lot of comments about the building. Many comments were about seating or refreshing the building. People are looking for more comfortable furniture.
- The number one answer for preferred type of seating/tables was lounge seating and the number two answer was a table to spread out work and reading materials.
- Responses show that almost 50% of the people coming in to use the library are not just walking in and out.
- Outlets and chargers were mentioned.
- Creating lounge areas.
- Upholstery gets dated. Bukovac said that could be a discussion for Building and Grounds – how often should we be reupholstering and budget in the cost. Also, tables and handrails need to be refinished from time to time and budgeted for. Bukovac said that in this day and age people have higher expectations about what a building should look like – we’re turning more and more into a community center so what does that look like in terms of what we offer and appearance.
- 49% said that private rooms for individuals are important.
- 67% said private rooms for small groups are important or very important.
- 87% said that individual spaces are important.
- Ruscitti asked Bukovac if she had any conclusions. Bukovac sees three areas: personal space to do what you want to do at the library, programming that people want, and trying to showcase our collection in different ways to increase circulation.
- Bukovac said if the Board feels they just want to update the furniture at this point then she can work on that. But if they want to look at a better way to use the space then we need to bring in an architect.

Learning and Making Survey – the survey results are in the Board Packet. Bukovac distributed a spreadsheet she created using some of the data from the survey. The spreadsheet listed the top activities that the respondents would use a space for at the library and the information was organized by age group.

In closing Bukovac said there is a lot of data to discuss and we will pick up the discussion next month. She noted that the data impacts many areas including building planning,



. budgeting and strategic planning.

M. Committee Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:35 p.m. Megaridis moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2018

Balance on hand as of February 28, 2018.....	2,833,622.48
Cash Receipts for March.....	73,841.90
Cash Disbursements for March.....	313,511.11
Cash on hand as March 31, 2018.....	2,593,953.27

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.474%

General.....	390,062.36
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,631.90
Children's Endowment.....	2,933.18
Endowment.....	11,354.65
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking

General.....	591.31
Hinsdale Bank & Trust - Checking.....	4,941.85
MB - Savings - Rate .80%	
General.....	100,200.36
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2018.....	2,593,953.27

FUND BALANCES AS OF 03/31/2018

Corporate Fund.....	2,397,922.25
Building & Maintenance Fund.....	29,011.09
I.M.R.F. Fund.....	137.15
Liability Fund.....	(48.62)
Social Security Fund.....	119.72
Special Reserve Fund.....	5,631.90
Deferred Property Taxes.....	95,107.75
Current Liabilites.....	66,072.03
Grand Total All Funds.....	2,593,953.27

11

**Indian Prairie Public Library District  
Consolidated Revenue Report for March 2018**

Percent of Year: 75.00

	RECEIVED March 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,474,627.48	100.08%	3,472,004.00	-2,623.48
41150 · Non-current Property Taxes	9.84	97.83	0.00%	0.00	-97.83
43100 · Interest-Tax Levy	0.00	7.71	0.00%	0.00	-7.71
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>9.84</b>	<b>3,474,733.02</b>	<b>100.08%</b>	<b>3,472,004.00</b>	<b>-2,729.02</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	218.68	0.00%	0.00	-218.68
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>218.68</b>	<b>0.68%</b>	<b>32,000.00</b>	<b>31,781.32</b>
<b>INTEREST</b>					
43500 · Interest - Investment	439.75	6,276.96	418.46%	1,500.00	-4,776.96
<b>TOTAL INTEREST</b>	<b>439.75</b>	<b>6,276.96</b>	<b>418.46%</b>	<b>1,500.00</b>	<b>-4,776.96</b>
<b>DESK MONIES</b>					
45100 · Copier	451.25	3,475.94	72.42%	4,800.00	1,324.06
45120 · Computer Copies	1,259.33	10,771.83	71.81%	15,000.00	4,228.17
45200 · Fines/Fees	4,814.81	42,265.26	86.26%	49,000.00	6,734.74
45250 · Gifts/Donations	0.00	9,041.74	1808.35%	500.00	-8,541.74
45300 · Lost Materials	661.49	6,032.30	50.27%	12,000.00	5,967.70
45350 · Non-Resident Fees	7,438.02	67,508.36	80.37%	84,000.00	16,491.64
45400 · DVD Fines	99.50	1,086.20	108.62%	1,000.00	-86.20
45450 · Top Picks	15.00	166.00	0.00%	0.00	-166.00
45550 · Meeting Room Rental	0.00	300.00	150.00%	200.00	-100.00
45600 · ILL Fees	92.50	876.75	125.25%	700.00	-176.75
45650 · 3D Printing	13.30	210.50	42.10%	500.00	289.50
45660 · Carvey	0.00	69.00	23.00%	300.00	231.00
45700 · Passport Fees	2,200.00	12,925.00	86.17%	15,000.00	2,075.00
<b>TOTAL DESK MONIES</b>	<b>17,045.20</b>	<b>154,728.88</b>	<b>84.55%</b>	<b>183,000.00</b>	<b>28,271.12</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	0.00	2,030.87	101.54%	2,000.00	-30.87
46800 · Collection Agency Fee	30.00	150.00	50.00%	300.00	150.00
* 49000 · Operating Transfer In	4,320.00	13,201.80	0.00%	0.00	-13,201.80
<b>TOTAL OTHER INCOME</b>	<b>4,350.00</b>	<b>16,372.42</b>	<b>545.75%</b>	<b>3,000.00</b>	<b>-170.62</b>
<b>GRAND TOTAL</b>	<b>21,844.79</b>	<b>3,652,329.96</b>	<b>98.94%</b>	<b>3,691,504.00</b>	<b>52,375.84</b>

\* Operating Transfer In reflects \$1,620.00 from Building Reserve Fund, \$7,261.80 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00

69100 · Building Improvements - Kroeshell Service - \$5,641.80

70000 · Operating Transfer Purchases - Library Furniture International - \$2,110.00

70000 · Operating Transfer Purchases - Dell Marketing LP - \$2,210.00

12

**Indian Prairie Public Library District  
Consolidated Expenditures Report for March 2018**

Percent of Year: 75.00

	March 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 - Salaries	167,267.01	1,525,422.46	69.78%	2,186,000.00	660,577.54	2,207,860.00	69.09%
61310 - Benefits - Medical / Life Ins.	10,993.24	94,402.41	65.11%	145,000.00	50,597.59	155,000.00	60.90%
61330 - Benefits - IMRF	16,117.35	145,489.57	70.36%	206,771.00	61,281.43	220,000.00	66.13%
61340 - Benefits - FICA	12,603.85	115,160.03	68.87%	167,214.00	52,053.97	175,000.00	65.81%
61400 - Staff Development	2,874.43	11,806.06	72.43%	16,300.00	4,493.94	19,000.00	62.14%
61600 - Board Development	0.00	210.00	21.00%	1,000.00	790.00	3,000.00	7.00%
61710 - Workers Compensation	0.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 - Unemployment Insurance	378.90	2,657.51	86.56%	3,070.00	412.49	4,000.00	66.44%
<b>TOTAL PERSONNEL</b>	<b>210,234.78</b>	<b>1,902,865.04</b>	<b>69.59%</b>	<b>2,734,355.00</b>	<b>831,469.96</b>	<b>2,795,860.00</b>	<b>68.06%</b>
<b>MATERIALS</b>							
62100 - Books	24,979.59	160,820.74	69.62%	231,000.00	70,179.26	245,000.00	65.64%
62200 - Periodicals	357.63	25,954.89	77.65%	33,425.00	7,470.11	35,000.00	74.16%
62300 - Audio	4,837.97	31,940.52	69.21%	46,150.00	14,209.48	50,000.00	63.88%
62400 - Video	8,210.59	51,750.46	79.37%	65,200.00	13,449.54	70,000.00	73.93%
62500 - Multi-Media	1,320.37	5,081.40	63.52%	8,000.00	2,918.60	10,000.00	50.81%
62600 - Electronic Reference Resources	0.00	58,327.97	93.47%	62,400.00	4,072.03	65,000.00	89.74%
62700 - Software	252.57	4,361.75	62.31%	7,000.00	2,638.25	8,000.00	54.52%
62800 - ESL	1,874.59	2,172.42	108.62%	2,000.00	-172.42	3,000.00	72.41%
62900 - Materials Supplies	3,138.90	16,012.34	75.53%	21,200.00	5,187.66	25,000.00	64.05%
<b>TOTAL MATERIALS</b>	<b>44,972.21</b>	<b>356,422.49</b>	<b>74.82%</b>	<b>476,375.00</b>	<b>119,952.51</b>	<b>511,000.00</b>	<b>69.75%</b>
<b>BUILDING</b>							
63200 - Cleaning Service	5,851.86	49,355.31	69.03%	71,500.00	22,144.69	80,000.00	61.69%
63300 - Utilities (1-8-11 - Gas)	1,371.33	9,246.26	80.40%	11,500.00	2,253.74	17,500.00	52.84%
63300 - Utilities (1-8-12 - Electric)	8,304.23	42,372.82	67.26%	63,000.00	20,627.18	70,000.00	60.53%
63300 - Utilities (1-8-13 - Telephone)	196.85	9,526.29	136.09%	7,000.00	-2,526.29	9,000.00	105.85%
63300 - Utilities (1-8-14 - Water/Sewer)	0.00	3,832.31	46.74%	8,200.00	4,367.69	12,500.00	30.66%
63300 - Utilities (1-8-15 - Garbage Disposal)	264.14	2,227.54	74.25%	3,000.00	772.46	4,000.00	55.69%
63400 - Maintenance Supplies	1,287.81	11,004.42	64.73%	17,000.00	5,995.58	22,000.00	50.02%
63500 - Security System Monitoring	184.50	538.50	67.31%	800.00	261.50	2,000.00	26.93%
63600 - Property Maintenance	4,704.50	28,179.16	137.79%	18,000.00	-7,179.16	30,000.00	87.26%
63800 - Building Maintenance/Repair	4,240.00	28,012.02	62.25%	45,000.00	16,987.98	60,000.00	46.69%
<b>TOTAL BUILDING</b>	<b>26,405.22</b>	<b>182,294.63</b>	<b>74.10%</b>	<b>246,000.00</b>	<b>63,705.37</b>	<b>307,000.00</b>	<b>59.38%</b>
<b>OPERATIONS</b>							
64200 - Supplies - Office	728.69	8,403.91	62.25%	13,500.00	12,771.31	16,000.00	4.55%
64300 - Photocopy Supplies	470.60	2,960.06	59.20%	5,000.00	2,039.94	6,000.00	49.33%
64400 - Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 - Passport Postage	415.40	1,421.11	50.75%	2,800.00	1,378.89	4,000.00	0.00%
64500 - Postage	1,151.35	4,141.07	94.12%	4,400.00	258.93	5,000.00	82.82%
64600 - Non-Payment Reimbursement	0.00	593.92	29.70%	2,000.00	1,406.08	3,000.00	19.80%
64700 - Travel	37.61	459.06	91.81%	500.00	40.94	700.00	65.58%
64800 - Organizational Memberships	0.00	1,144.00	60.21%	1,900.00	756.00	2,400.00	47.67%
64900 - Bank Fees	244.51	2,410.82	96.43%	2,500.00	89.18	3,200.00	75.34%
<b>TOTAL OPERATION</b>	<b>3,048.16</b>	<b>21,533.95</b>	<b>64.86%</b>	<b>33,200.00</b>	<b>19,341.27</b>	<b>41,300.00</b>	<b>52.14%</b>
<b>AUTOMATION</b>							
65100 - Supplies-Public Toner	470.40	4,827.66	68.97%	7,000.00	2,172.34	8,500.00	56.80%
65150 - Supplies-Staff Toner	432.49	5,607.58	93.46%	6,000.00	392.42	8,500.00	65.97%
65160 - Supplies-Other	0.00	301.75	37.72%	800.00	498.25	1,100.00	27.43%
65200 - Automation-Prof Services	1,425.00	1,425.00	29.50%	5,000.00	3,575.00	8,000.00	17.81%
65300 - Purchase of Equipment	0.00	757.67	5.41%	14,000.00	13,242.33	22,000.00	3.44%
65400 - Automation Equip Mnt/Repair	524.94	5,244.73	111.59%	4,700.00	-544.73	5,000.00	104.89%
65500 - Software	29.00	11,918.84	82.27%	14,485.00	2,566.16	20,000.00	59.58%
65600 - SWAN	11,405.00	34,075.45	74.69%	45,620.00	11,544.55	47,000.00	72.50%

**Indian Prairie Public Library District  
Consolidated Expenditures Report for March 2018**

Percent of Year: 75.00

	March 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	189.85	2,278.65	79.12%	2,880.00	601.35	4,000.00	56.97%
<b>TOTAL AUTOMATION</b>	<b>14,476.68</b>	<b>66,435.33</b>	<b>66.12%</b>	<b>100,485.00</b>	<b>34,049.67</b>	<b>124,100.00</b>	<b>53.53%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	95.00	4,693.00	69.02%	6,800.00	2,107.00	17,200.00	27.28%
66200 · Credit Bureau	62.65	465.40	38.78%	1,200.00	734.60	1,500.00	31.03%
66300 · Equipment-Maintenance Repair	0.00	3,370.07	74.89%	4,500.00	1,129.93	7,000.00	48.14%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>157.65</b>	<b>8,528.47</b>	<b>67.05%</b>	<b>12,720.00</b>	<b>4,191.53</b>	<b>25,700.00</b>	<b>33.18%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,633.00</b>	<b>99.27%</b>	<b>16,755.00</b>	<b>122.00</b>	<b>19,200.00</b>	<b>86.63%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	7,003.57	23,546.21	67.28%	35,000.00	11,453.79	37,000.00	63.64%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	21.25	337.50	67.50%	500.00	162.50	1,800.00	18.75%
68310 · Marketing Supplies	0.00	309.00	61.80%	500.00	191.00	1,000.00	30.90%
68410 · Marketing-Information Printing	991.64	1,572.54	71.48%	2,200.00	627.46	5,000.00	31.45%
68500 · Legal Notices	0.00	775.56	77.56%	1,000.00	224.44	2,000.00	38.78%
68600 · Special Events	1,074.22	14,532.38	57.21%	25,400.00	10,867.62	30,000.00	48.44%
<b>TOTAL PUBLIC INFORMATION</b>	<b>9,090.68</b>	<b>42,963.19</b>	<b>64.51%</b>	<b>66,600.00</b>	<b>23,636.81</b>	<b>79,000.00</b>	<b>54.38%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	0.00	8,881.80	0.00%	0.00	-8,881.80	200,000.00	4.44%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	4,320.00	13,201.80	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	988.48	4,899.48	97.72%	5,014.00	114.52	20,000.00	24.50%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	3,583.68	4,320.52	0.00%	0.00	-4,320.52	0.00	0.00%
<b>GRAND TOTAL</b>	<b>317,277.54</b>	<b>2,645,650.95</b>	<b>71.67%</b>	<b>3,691,504.00</b>	<b>1,071,050.59</b>	<b>4,273,160.00</b>	<b>61.91%</b>

Operating Transfer Out reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00

69100 · Building Improvements - Kroeshell Service - \$5,641.80

ACTION ON BILLS March 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1613 thru 1731	\$ 120,077.48
MB-Salaries for March	229 thru 250	\$ 6,217.67
Hinsdale Bank-Direct Deposits	& 25702 thru 25870	\$ 115,586.29

MONTH'S TOTAL: \$ 241,881.44

Indian Prairie Public Library District  
Account QuickReport - Vendors  
As of March 31, 2018

15

Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	03/03/2018	1613	Alphagraphics	164.60
Bill Pmt Check	03/03/2018	1614	Art Excursions, Inc.	310.00
Bill Pmt Check	03/03/2018	1615	Baker & Taylor	8,052.97
Bill Pmt Check	03/03/2018	1616	Baker & Taylor (video)	427.73
Bill Pmt Check	03/03/2018	1617	Basecamp Web Solutions	1,425.00
Bill Pmt Check	03/03/2018	1618	Better Business Planning, Inc.	307.52
Bill Pmt Check	03/03/2018	1619	Blackstone Audio, Inc.	304.48
Bill Pmt Check	03/03/2018	1620	CareerBuilder Employment Screening, LLC	95.00
Bill Pmt Check	03/03/2018	1621	Case Lots Inc.	395.40
Bill Pmt Check	03/03/2018	1622	Center Point Large Print	196.06
Bill Pmt Check	03/03/2018	1623	Colley Elevator Co.	272.00
Bill Pmt Check	03/03/2018	1624	Colonial Life	82.53
Bill Pmt Check	03/03/2018	1625	Dell Marketing L.P.	1,473.68
Bill Pmt Check	03/03/2018	1626	DEMCO	324.59
Bill Pmt Check	03/03/2018	1627	Displays2go	136.38
Bill Pmt Check	03/03/2018	1628	Dynergy Energy Services	4,336.14
Bill Pmt Check	03/03/2018	1629	Enthusiast Network, Inc., The	15.00
Bill Pmt Check	03/03/2018	1630	Estrada, Heidi	46.31
Bill Pmt Check	03/03/2018	1631	Fox Valley Fire & Safety	141.00
Bill Pmt Check	03/03/2018	1632	FSS Technologies	112.50
Bill Pmt Check	03/03/2018	1633	Fuscone, Charles F.	100.00
Bill Pmt Check	03/03/2018	1634	Gale/CENGAGE Learning	1,288.20
Bill Pmt Check	03/03/2018	1635	Ingram Library Services	100.72
Bill Pmt Check	03/03/2018	1636	James, Pharris	100.00
Bill Pmt Check	03/03/2018	1637	Keyes, Spencer A.	100.00
Bill Pmt Check	03/03/2018	1638	LexisNexis Matthew Bender	133.00
Bill Pmt Check	03/03/2018	1639	Library Furniture International	2,573.72
Bill Pmt Check	03/03/2018	1640	Mason, Scott	100.00
Bill Pmt Check	03/03/2018	1641	Midwest Tape	3,225.40
Bill Pmt Check	03/03/2018	1642	NCPERS Group Life	80.00
Bill Pmt Check	03/03/2018	1643	OverDrive	1,644.83
Bill Pmt Check	03/03/2018	1644	Pearson Education, Inc.	345.22
Bill Pmt Check	03/03/2018	1645	Penguin Random House LLC	157.50
Bill Pmt Check	03/03/2018	1646	PitneyBowes	165.00
Bill Pmt Check	03/03/2018	1647	Recorded Books, LLC	117.14
Bill Pmt Check	03/03/2018	1648	Rivistas Subscription Services	3.40
Bill Pmt Check	03/03/2018	1649	Runco	1,019.76
Bill Pmt Check	03/03/2018	1650	Scholastic Library Publishing	156.00
Bill Pmt Check	03/03/2018	1651	Showcases	20.74
Bill Pmt Check	03/03/2018	1652	Thomson Reuters West	67.48
Bill Pmt Check	03/03/2018	1653	U.S. Postal Service (PostageByPhone)	1,400.00
Bill Pmt Check	03/03/2018	1654	Uline	99.85
Bill Pmt Check	03/03/2018	1655	VISOgraphic	656.11
Bill Pmt Check	03/03/2018	1656	Wlosinski, Maria	37.61

Indian Prairie Public Library District  
Account QuickReport - Vendors  
As of March 31, 2018

16

Type	Date	Num	Name	Amount
Bill Pmt Check	03/06/2018	1657	Baker & Taylor	1,088.87
Bill Pmt Check	03/06/2018	1658	Blackstone Audio, Inc.	135.00
Bill Pmt Check	03/06/2018	1659	Goddard, Leslie Elizabeth	300.00
Bill Pmt Check	03/06/2018	1660	Ingram Library Services	40.72
Bill Pmt Check	03/06/2018	1661	Medicom Reimbursement Spec., Ltd.	21.25
Bill Pmt Check	03/06/2018	1662	Midwest Tape	675.12
Bill Pmt Check	03/06/2018	1663	OverDrive	839.20
Bill Pmt Check	03/06/2018	1664	Penguin Random House LLC	97.50
Bill Pmt Check	03/06/2018	1665	RAILS	100.00
Bill Pmt Check	03/06/2018	1666	Recorded Books, LLC	99.00
Bill Pmt Check	03/06/2018	1667	Salo, Kalhryn	94.90
Liability Check	03/08/2018	1668	Nationwide Retirement	660.00
Liability Check	03/08/2018	1669	Vantagepoint	1,182.25
Bill Pmt Check	03/19/2018	1671	Alphagraphics	721.33
Bill Pmt Check	03/19/2018	1672	Baker & Taylor	5,636.65
Bill Pmt Check	03/19/2018	1673	Baker & Taylor (video)	196.01
Bill Pmt Check	03/19/2018	1674	Bal Industries	1,080.00
Bill Pmt Check	03/19/2018	1675	Bengal Electric Inc.	193.00
Bill Pmt Check	03/19/2018	1676	Blackstone Audio, Inc.	156.00
Bill Pmt Check	03/19/2018	1677	Case Lots Inc.	233.25
Bill Pmt Check	03/19/2018	1678	CCI Solutions	58.90
Bill Pmt Check	03/19/2018	1679	Center Point Large Print	25.32
Bill Pmt Check	03/19/2018	1680	Children's Plus Inc.	17.97
Bill Pmt Check	03/19/2018	1681	City of Darien	50.00
Bill Pmt Check	03/19/2018	1682	Comcast	189.85
Bill Pmt Check	03/19/2018	1683	DEMCO	141.31
Bill Pmt Check	03/19/2018	1684	ELM USA, Inc.	308.50
Bill Pmt Check	03/19/2018	1685	Fox Valley Fire & Safety	1,226.00
Bill Pmt Check	03/19/2018	1686	Gale/CENGAGE Learning	729.99
Bill Pmt Check	03/19/2018	1687	Groot Industries, Inc.	264.14
Bill Pmt Check	03/19/2018	1688	Kroeschell Service	1,697.00
Bill Pmt Check	03/19/2018	1689	Layman, Jez	11.35
Bill Pmt Check	03/19/2018	1690	Midwest Tape	6,152.34
Bill Pmt Check	03/19/2018	1691	Neviol Inc.	4,590.00
Bill Pmt Check	03/19/2018	1692	OverDrive	2,315.89
Bill Pmt Check	03/19/2018	1693	Polyline	122.05
Bill Pmt Check	03/19/2018	1694	Quill	473.42
Bill Pmt Check	03/19/2018	1695	Recorded Books, LLC	249.97
Bill Pmt Check	03/19/2018	1696	Runco	251.14
Bill Pmt Check	03/19/2018	1697	Sebert Landscaping	4,704.50
Bill Pmt Check	03/19/2018	1698	Speciality Mat Service	181.86
Bill Pmt Check	03/19/2018	1699	SWAN	11,405.00
Bill Pmt Check	03/19/2018	1700	Thomson Reuters West	72.21
Bill Pmt Check	03/19/2018	1701	Uline	212.93
Bill Pmt Check	03/19/2018	1702	Unique Management	62.65



Indian Prairie Public Library District  
Account QuickReport - Vendors

19

As of March 31, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	03/19/2018	1703	VISOgraphic	6,634.37
Bill Pmt Check	03/21/2018	1704	Alphagraphics	57.75
Bill Pmt Check	03/21/2018	1705	Bottom Line Personal	39.00
Bill Pmt Check	03/21/2018	1706	Dynegy Energy Services	3,968.09
Bill Pmt Check	03/21/2018	1707	Good Worx Inc.	460.00
Bill Pmt Check	03/21/2018	1708	Investor's Business Daily	279.00
Bill Pmt Check	03/21/2018	1709	Quill	92.60
Bill Pmt Check	03/21/2018	1710	Runco	91.89
Bill Pmt Check	03/21/2018	1711	VSP Vision	130.68
Liability Check	03/22/2018	1712	Nationwide Retirement	660.00
Liability Check	03/22/2018	1713	Vantagepoint	1,182.25
Bill Pmt Check	03/28/2018	1714	Alarm Financial	72.00
Bill Pmt Check	03/28/2018	1715	Bank of America	5,997.86
Bill Pmt Check	03/28/2018	1716	Bengal Electric Inc.	191.00
Bill Pmt Check	03/28/2018	1717	Case Lots Inc.	448.80
Bill Pmt Check	03/28/2018	1718	Colley Elevator Co.	470.00
Bill Pmt Check	03/28/2018	1719	Diversity Training & Consulting	700.00
Bill Pmt Check	03/28/2018	1720	Edmonds Incorporated	32.33
Bill Pmt Check	03/28/2018	1721	Estrada, Heidi	67.10
Bill Pmt Check	03/28/2018	1722	Fortress Data Management	75.00
Bill Pmt Check	03/28/2018	1723	Illinois Library Association	75.00
Bill Pmt Check	03/28/2018	1724	Quill	6.28
Bill Pmt Check	03/28/2018	1725	Suburban Door Check & Lock Service	31.60
Bill Pmt Check	03/30/2018	1726	Baker & Taylor	5,361.19
Bill Pmt Check	03/30/2018	1727	Baker & Taylor (video)	257.32
Bill Pmt Check	03/30/2018	1728	BCBS	11,098.63
Bill Pmt Check	03/30/2018	1729	Birmingham, Laura	25.07
Bill Pmt Check	03/30/2018	1730	Blackstone Audio, Inc.	179.99
Bill Pmt Check	03/30/2018	1731	Bukovac, Jamie	17.77

Total 10122 - MB Checking  
TOTAL

120,077.48  
120,077.48

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

**March 2018**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	03/09/2018	19,730.92
ILDOR-State	Payroll taxes	03/09/2018	3,715.04
EFTPS-Federal	Payroll taxes	03/23/2018	19,194.38
ILDOR-State	Payroll taxes	03/23/2018	3,664.09
IMRF	Payroll Pension	03/30/2018	21,521.90
DAC	Deposit to HRA	03/05/2018	2,187.50
Nicor	Gas	03/20/2018	1,371.33
INB Bank/MB	Credit Card Fee	03/02/2018	219.51
Hinsdale Bank	Fee-Direct Deposit	03/02/2018	25.00

**MPI**  
**INVESTMENT MANAGEMENT, INC.**  
15 SALT CREEK LANE SUITE 404 HINSDALE, IL 60521

**Quarterly Report**

**Account**

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

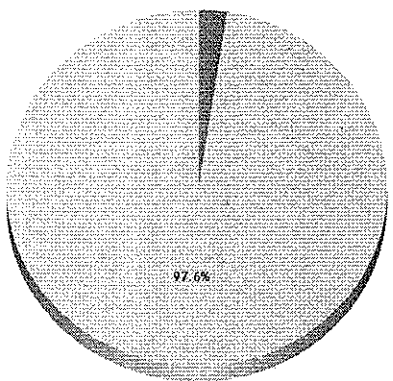
3/31/2018

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

### Holdings Overview

US Dollar  
 3/31/2018

### Portfolio Allocation as of 3/31/2018



### Top 10 Holdings

Symbol	Security	Market Value	% Assets
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020	148,730.51	7.2
313376br5	Federal Home Loan Banks 1.750% Due 12/14/2018	125,383.67	6.1
3137eaca5	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	101,548.67	4.9
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020	100,223.05	4.9
3135g0e33	Federal Natl Mtg Assn 1.125% Due 7/20/2018	100,001.98	4.8
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	99,458.21	4.8
3136g4ju8	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99,193.90	4.8
3135g0f73	Federal Natl Mtg Assn 1.500% Due 11/30/2020	98,140.50	4.8
3136ft5h8	Federal Natl Mtg Assn 2.000% Due 3/27/2020	80,384.66	3.9
912828ws5	United States Treas Nts 1.625% Due 6/30/2019	74,790.30	3.6
<b>Top 10 Holdings Total</b>		<b>1,027,855.45</b>	<b>49.7</b>

Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	50,062.37	2.4	2.4
Fixed Income	2,016,010.96	97.6	97.6
<b>Equity Total</b>	<b>2,066,073.33</b>	<b>100.0</b>	<b>100.0</b>

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

### Performance by Asset Class

Net of Allocated Fees | US Dollar  
 12/31/2017 - 3/31/2018

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2017	170,342.15	0.00	2,389,558.17	0.00	2,559,900.32
Accrued Interest	0.00	0.00	8,707.76	0.00	8,707.76
Purchases/Contributions	605,349.23	0.00	223,736.14	0.00	0.00
Sales/Withdrawals	-723,736.14	0.00	-605,349.23	0.00	-500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-3,085.07	0.00	-3,085.07
Unrealized Gains	0.00	0.00	-12,276.00	0.00	-12,276.00
Interest Income	33.10	0.00	16,214.75	0.00	16,247.85
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-1,495.55	0.00	-1,495.55
Management Fees	-81.74	0.00	-1,844.23	0.00	-1,925.97
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 3/31/2018	50,062.37	0.00	2,008,798.76	0.00	2,058,861.13
Accrued Interest	0.00	0.00	7,212.20	0.00	7,212.20
Average Capital Base	105,000.88	0.00	2,369,162.75	0.00	2,474,163.63
Total Fees	-81.74	0.00	-1,844.23	0.00	-1,925.97
Total Gain after Fees	-48.64	0.00	-2,486.11	0.00	-2,534.74
IRR for 0.25 Years	-0.05%	0.00%	-0.10%	0.00%	-0.10%

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

### Portfolio Appraisal

US Dollar  
 3/31/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
100,000	Federal Natl Mtg Assn 1.125% Due 7/20/2018	100.07	100,065.41	99.78	99,780.10	4.8	1.8
125,000	Federal Home Loan Banks 1.750% Due 12/14/2018	100.35	125,439.21	99.79	124,733.50	6.0	2.0
40,000	Federal Home Loan Banks 1.500% Due 3/8/2019	100.00	40,000.00	99.40	39,761.52	1.9	2.1
100,000	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	102.63	102,633.01	101.51	101,507.00	4.9	2.2
100,000	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99.93	99,925.18	98.80	98,798.90	4.8	2.3
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.25	150,378.26	98.84	148,256.55	7.2	2.3
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	101.52	82,230.00	99.22	80,366.66	3.9	2.4
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	101.91	101,907.07	99.35	99,351.80	4.8	2.4
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	107.26	64,358.32	105.26	63,155.46	3.1	2.4
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.58	100,578.65	97.64	97,640.50	4.7	2.4
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	101.06	101,056.62	98.85	98,847.10	4.8	2.4
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	98.75	74,062.69	96.39	72,292.73	3.5	2.5
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	104.36	52,179.18	99.29	49,644.50	2.4	2.6
	Accrued Interest				4,610.43	0.2	
			<b>1,194,813.61</b>		<b>1,178,746.75</b>	<b>57.1</b>	<b>2.3</b>
<b>GOVERNMENT BONDS(USD)</b>							
50,000	United States Treas Nts 0.875% Due 6/15/2019	98.77	49,384.60	98.45	49,224.60	2.4	2.2
75,000	United States Treas Nts 1.625% Due 6/30/2019	99.66	74,748.26	99.32	74,487.30	3.6	2.2
50,000	Federal Home Loan Mtg Corp 1.375% Due 8/15/2019	99.63	49,813.10	98.84	49,417.85	2.4	2.2
	Accrued Interest				518.26	0.0	
			<b>173,945.96</b>		<b>173,648.01</b>	<b>8.4</b>	<b>2.2</b>

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

### Portfolio Appraisal

US Dollar  
 3/31/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>							
50,000	Federal Home Loan Banks 1.576% Due 10/5/2018	100.03	50,014.57	100.05	50,025.15	2.4	1.5
65,000	Federal Farm Credit Banks 1.935% Due 11/14/2019	100.14	65,090.36	100.33	65,213.46	3.2	1.7
	Accrued Interest				247.63	0.0	
			<b>115,104.92</b>		<b>115,486.24</b>	<b>5.6</b>	<b>1.6</b>
<b>TIPS(USD)</b>							
50,000	United States Treas Nts 0.725% Due 1/15/2023	100.70	54,057.49	98.33	52,789.12	2.6	0.5
	Accrued Interest				13.90	0.0	
			<b>54,057.49</b>		<b>52,803.03</b>	<b>2.6</b>	<b>0.5</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	24,381.02	100.77	23,260.05	1.1	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	16,106.09	101.30	15,107.32	0.7	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	2,387.39	108.60	2,398.52	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	41,874.31	99.51	39,440.10	1.9	1.7
	Accrued Interest				216.62	0.0	
			<b>84,748.81</b>		<b>80,422.41</b>	<b>3.9</b>	<b>1.6</b>
<b>FHLMC's(USD)</b>							
455,000	FHLMC PC Gold Guar 15 5.000% Due 5/1/2018	107.67	37.30	100.54	34.83	0.0	0.7
1,220,000	FHLMC PC Gold Cash 15 5.000% Due 10/1/2018	106.69	4,176.35	101.37	3,968.27	0.2	1.2
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	69,674.46	100.68	67,147.06	3.2	3.3
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	5,113.85	101.27	4,752.78	0.2	1.8
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	2,093.97	101.71	1,969.67	0.1	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	56,475.92	103.84	54,364.43	2.6	3.4
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	5,447.17	104.13	5,254.80	0.3	2.0

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

### Portfolio Appraisal

US Dollar  
 3/31/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	16,160.17	108.42	16,000.67	0.8	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	17,813.22	102.13	17,403.74	0.8	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	63,908.26	104.35	62,142.27	3.0	2.8
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	29,228.73	102.24	27,879.82	1.3	1.7
	Accrued Interest				976.04	0.0	
			<b>270,129.40</b>		<b>261,894.38</b>	<b>12.7</b>	<b>2.6</b>
<b>FNMA's(USD)</b>							
140,000	FNMA Pass-Thru Int 15 Year 4.500% Due 12/1/2018	102.84	11,956.63	100.75	11,713.10	0.6	1.9
174,145	FNMA Pass-Thru Int 15 Year 6.000% Due 1/1/2019	107.14	0.01	100.00	0.01	0.0	1.6
145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 4/1/2019	105.89	1,668.25	100.75	1,587.32	0.1	1.1
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 8/1/2019	106.29	2,907.09	100.75	2,755.54	0.1	1.2
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12/1/2019	105.90	-4,060.61	102.88	3,944.82	0.2	0.6
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	1,688.07	101.32	1,593.05	0.1	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	5,183.55	98.75	4,921.84	0.2	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	17,612.28	103.89	16,786.21	0.8	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	24,804.59	102.90	23,937.10	1.2	3.4
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	13,912.70	114.81	14,325.27	0.7	2.6
	Accrued Interest				313.21	0.0	
			<b>83,793.77</b>		<b>81,877.48</b>	<b>4.0</b>	<b>2.1</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	6,105.94	104.99	5,776.88	0.3	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	15,381.24	104.43	14,872.94	0.7	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	17,550.70	109.66	17,193.82	0.8	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	6,961.00	108.73	6,944.44	0.3	2.1



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

### Portfolio Appraisal

US Dollar  
 3/31/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	4,988.80	110.24	5,046.18	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	5,502.80	109.34	5,519.63	0.3	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	2,298.37	110.27	2,322.09	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	8,460.73	110.18	8,810.58	0.4	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,867.37	111.28	2,975.67	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	1,325.73	111.28	1,354.32	0.1	2.5
	Accrued Interest				316.12	0.0	
			71,442.69		71,132.68	3.4	2.5
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		50,062.37		50,062.37	2.4	0.0
			50,062.37		50,062.37	2.4	0.0
<b>Total Portfolio</b>			<b>2,098,099.03</b>		<b>2,066,073.33</b>	<b>100.0</b>	<b>2.2</b>

## Disclaimer & Terms

3/31/2018

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### A Note About This Report

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

### Performance

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

### Keeping MPI Investment Management, Inc. Up-to-Date

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### ADV & Privacy Policy Offering

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

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2018 ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2018-2019 fiscal year, commencing July 1, 2018 and ending June 30, 2019, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

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

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2018-2019, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 18th day of April, 2018, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Victoria Suriano, President

ATTEST:

\_\_\_\_\_  
Beena Deshmukh, Secretary

29

**Director's Report**  
**April 2018**

**Agenda**

**Staff Reports:**

Tony will show how video tutorials from Niche Academy have been incorporated into our website and will talk about the weeding project Adult Services has been doing. Monica will speak about our relationships with local schools.

**Unfinished Business:**

I want to share a video that Natalie and Dave have created to promote the new Family Center. We'll continue our discussion around the results from the two surveys. The surveys provide detailed information but I'd like to focus the discussion on what does this information tell us from a big picture perspective.

**New Business:**

Our current strategic plan is ending this year. I'd like for the trustees to begin thinking about how they'd like to approach the next plan.

**Budget**

I've begun working on the budget. I'm also leading the department heads in a discussion about additional ideas for adding revenue as well as what changes would we make to the budget if the Legislature implemented a tax freeze. All of this work will be shared with the Finance Committee and then the full board.

**Librarian for the Day**

You'll hear more about this next month in the Board reports, but staff held a "Librarian for a Day" event and selected Diana Nuzzo and Hailey, who is three years old. Both of them love the library and books. I got to chat each of them and present them with a special certificate.

**SWAN**

The May 1 migration date for the 19 libraries is coming soon. SWAN will be down April 30 and May 1 to accommodate the migration.

I'm on a committee to recommend a consultant to facilitate the strategic planning process for SWAN. I wrote the RFP and we received 12 responses that the committee is currently reviewing. We'll make our recommendation to the SWAN Board in May and plan to have the strategic plan completed by the end of November.

**Staff**

For National Library Week, which also includes National Library Worker's Day, we provided a soup and salad lunch on one day and a day with muffins and fruit. In addition, each day we featured water flavored with various fruits and reminded staff of the importance of hydration. One of the days during this week was "your favorite sports team" and staff could wear jeans

with a shirt promoting their favorite team. We also gave each department a bouquet of flowers which are arranged by volunteer Geri Farganus

We're holding a lunch to recognize our volunteers on April 18.

Laura, Nancy and I are preparing for the Staff Institute Day on May 4. The theme this year is "inclusivity", recognizing the diversity in our community in many ways – ethnic, gender, sexual preference, disabilities, etc.

### Continuing Education

Nancy attended a Quickbooks 2018 update workshop.

I attended the Guerilla Branding Workshop with Laura, Marianne, Ann, and Jez. Guerilla Branding is innovative, unconventional and low cost publicity, marketing and social media aimed at obtaining maximum exposure for the library. Guerilla branding is rooted in process that helps us to understand our programming and services and how to grow it. He addressed Vision, mission, values – situation analysis – issue identification and goal setting – tactical plans – execution – tracking and evaluation. Recommended creating a planning cycle and through measurement we'll know how we did. He gave very specific examples of strategic plans using this method. He also discussed guerilla branding inside the library, outside the library and online. All of us were energized by this workshop and came back with a number of ideas.

I also attended five webinars through the Public Library Association (PLA) Virtual Conference. All five were very good and it was a nice opportunity for learning and idea-generation.

Civic Conversations was put on by the Houston Public Library and described how they are leading conversations in their community and establishing the library as a gathering place and a place to learn. I really enjoyed hearing about their experiences as I'd like the library to do more in this way.

Operationalizing Strategic Plans gave very detailed instructions on how to develop a goal deployment process using Hoshin Planning which align all work to the strategic plan, provides easy to understand visuals for the staff and stakeholders. It's a one-stop shop for goals, outcomes, plans, status and corrective measures. I'm planning on implementing this with our next strategic plan.

Ditching Dewey shared another approach to de-Deweying collections. Ann, and one of her staff, Anna, also attended this. It was interesting and sparked discussion between us in thinking about our de-Dewey process.

Design Thinking covered three areas – easy ways to do design thinking, reimagining spaces and services, and helping staff adjust to change. All topics are on my mind lately and, again, I found good information for future planning.

Coaching Your Team to Greatness detailed how one library moved to a continuous coaching model. She presented some good techniques I want to share with the Leadership Team.

**Meetings**

- Two department heads meetings
- Willowbrook Coalition meeting
- Debbie one one-on-one
- Laura three one-on-ones
- Natalie four one-on-ones
- Tony two one-on-one
- Ann three one-on-ones

Nancy, Laura, and Jamie met to review ideas from the staff engagement workshop they attended last month. We chose a few ideas we'd like to develop.

Nancy – July 4 Parade Committee meeting (30<sup>th</sup> anniversary)

Stacy – Calendar/room booking committee

Jamie Bukovac, Director

## Assistant Director's Report April 2018

### Building:

In between April snow showers, Sebert has begun the Spring cleanup of the grounds and landscape beds.

Mike built a fabulous 7-foot "30" that was painted with chalkboard paint for the lobby for National Library Week. Patrons were encouraged to write on it and we got some fun responses!

As you have noticed in the budget lines, we are over on our telephone line. This is due to the fact that it took us longer to get the VOIP system up and running than anticipated. Overall, switching to VOIP has had tremendous monthly savings. We used to pay almost \$1,000 a month for phone service and now we are paying \$325 a month....that a 67% decrease in costs! In other good news, we have a \$750 credit with Call One due to fees paid before the switchover, so our monthly cost is reduced to under \$200 a month for the rest of this fiscal year.

### Social Media:

As of April 1<sup>st</sup>, we have:

- 1,563 likes on Facebook (+10 from March 1<sup>st</sup>)
- 1,525 followers on Facebook (+9)
- 106 followers on Instagram (+13)
- 959 followers on Twitter (+11)

The Social Media Team met on April 4<sup>th</sup> and discussed ideas to increase followers on each of the different platforms. We will be implementing several new things over the next month, such as unboxing new books and media via Facebook live, offering classes on Facebook live (learn from the comfort of your home) and offering live reader's advisory on Twitter. I will report back on each of these new initiatives.

### IPPL Foundation and Friends:

The Book Nook made \$816.75 in March.

The Foundation and Friends hosted the following movies in April:

- April 5th: *Marshall*
- April 19th: *American Made*

### Continuing Education:

I attended a "Guerilla Branding" workshop with David Vinjamuri of Third Way Brand Trainers. Vinjamuri is also a regular columnist for *Forbes* magazine. This was an excellent workshop and branding your library, both inside the building and out in the community. Branding (being first in the mind of patrons as the preferred option) and marketing (spreading the brand message) go hand in hand. Vinjamuri gave us an overview of strategy and tactics for branding, how to do a "space audit" to define the "why" for every space and to engage patrons, getting sponsorships, and social media tactics. Jamie, Marianne, Ann and Jez also attended the workshop and we all came away with lots of ideas to implement.



**Marketing:**

Marianne's report is attached.

**Meetings:**

- 3/22 One-on-one with Marianne
- 3/26 One-on-one with Jamie
- 3/27 Guerilla Branding Workshop @ Naperville PL
- 4/3 Department Head Meeting
- 4/4 Social Media Team Meeting
- 4/5 One-on-one with Marianne
- 4/10 One-on-one with Jamie
- 4/11 Inclusivity Committee Meeting
- 4/17 Department Heads Meeting
- 4/18 Library Board Meeting

Submitted by:

Laura Birmingham

Assistant Director

## Marketing Department Report – March 2018

### Newsletter

Production of the summer newsletter is underway, and it will be delivered to resident mailboxes by Saturday, May 19. Marianne's cover story will focus on the 30<sup>th</sup> anniversary. Other articles will promote summer reading challenges, the new LittleShop™, and Family Center renovation. In addition, Marianne obtained print quotes for FY2018-19, and the library plans to expand to a 16-page newsletter starting with the fall issue. Marianne is working on a page layout plan, and Theresa will be working on the redesign this summer.

### Story Plan

As directed by Strategy 5.2.4, Marianne is developing stories that demonstrate how residents benefit from the library using outcomes. An online story bank, called The Chronicles, can be found at [ippl.info](http://ippl.info) > Community Resources > The Chronicles. Like the chapters that make up a book, these features will help to tell the library's story. Marianne has several stories in various stages of progress:

- Librarians for a Day (2): Interviews/photos/video scheduled for April 11 and 12
- Genealogy story: edits/additions needed per Jamie
- Technology Equipment/Digital Converter story: patron interviewed, story in progress
- Lifelong learning story: patron interviewed, story in progress
- Upcoming/potential story ideas: Job Club story (attendee who found job by networking at Job Club), and #LibSocial story (couple who transformed their budget with programs and resources at the library).

### eNews

There are currently 16,976 (+55) email addresses on the mailing list. Marianne has also created template for a Foundation & Friends eNewsletter, which is scheduled to go out in April.

### Social Media

The total number of Facebook page likes has grown to 1,563 (+7). The post with the largest organic reach was Marianne's March 26 Gift of Carl Foundation Musical Instrument Drive post which reached 879 people with 10 reactions, 9 comments, and 11 shares. In addition, Marianne used the Ripl app to create a video for the Jeremiah Comfort Dog visit on March 21.

### Nonresident Postcard Mailing

A postcard promoting the library to Burr Ridge residents who are not served by a library was mailed on March 9.

### Darien Neighbors Magazine

Marianne submitted calendar items for the May/June issue. Items for July/August are due June 1.

### Darien Park District

Per Action 5.2.2.7, Marianne submitted two events (IPPL PopCon and the spring chick incubation project) to the Darien Park District for their spring/summer brochure, which will cover April-August. A copy of the final page is included in this packet.

### 30<sup>th</sup> Anniversary

The Marketing Department is very involved in the planning and promotion of the library's 30<sup>th</sup> anniversary activities and events. Marianne is on the event committee and chairs the 4<sup>th</sup> of July Parade committee. Theresa is on the Art Contest committee and chairs the Artists in Residence committee.

**Marianne's Meetings**Meetings

Meetings w/Laura on March 8 & 22

Meeting w/Theresa on March 15

LittleShop™ logo and Summer Challenge logo/logs meeting w/Natalie & Theresa on March 1

Volunteer newsletter mailing on March 5

Meeting w/Creekside Printing Rep Don Anderson on March 6

Foundation & Friends meeting w/Jamie & Theresa on March 6

30th Anniversary 4th of July Parade committee meeting on March 21

Librarian for a Day committee meeting on March 22

Continuing Education

Guerilla Branding: Making Your Library Indispensable Workshop at Naperville Public Library 95th St. Branch on March 27

Contributing to the Profession

RAILS/ILA Marketing Group Meeting at RAILS Burr Ridge office on March 2

**Theresa's Meetings**Meetings

Meeting w/Marianne on March 15

LittleShop™ logo and Summer Challenge logo/logs meeting w/Natalie & Marianne on March 1

Foundation & Friends meeting w/Jamie & Marianne on March 6

Video editing and class planning meeting with Dave on March 8

Scratch Video Game Coding program photos March 12-14

Class planning meeting with Dave on March 21

Video editing meeting with Dave on March 27

Community

Taught "Smart Assistants: Alexa, Google Home, and Siri" class with Dave on March 24

Interacted with Sally Monkus, first quarter artist in residence (video/interview)

Met with second quarter artist in residence, Dorothy Bury Shaw

**Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the new LittleShop™ logo (below), and started updating 2018 Summer Challenge materials. She also created the web page for the Once Upon a Time: Exploring Books through Art Contest sponsored by the Foundation & Friends ([artcontest.ippl.info](http://artcontest.ippl.info)), and "Ask Me" pinback buttons for the Circulation department.

**LittleShop™**

Marianne Ryan, Marketing Coordinator  
April 12, 2018



### Horseback Riding Lessons

*Instructor: Staff of New Traditions Riding Academy*

Staff will teach riders to ride for pleasure or for show. All riders must sign a release waiver and wear a safety helmet. Helmets are available for \$1.00 per ride. All lessons are fully supervised BUT riders are reminded that all riding is done at their own risk. Call 708-598-7718 to find out the intermediate and advanced class schedule. For more information on all class schedules go to [www.newtraditionsridingacademy.com](http://www.newtraditionsridingacademy.com). Class times change throughout the year.

Ages: 7 & up

Location: New Traditions Riding Academy

10100 S. Kean, Palos Hills, 708-598-7718

#### Beginner

Five 1 hour lessons \$180(R)/\$190(NR)

Ten 1 hour lessons \$300(R)/\$310(NR)

#### Intermediate/Advanced

Five 1 hour lessons \$210(R)/\$220(NR)

Ten 1 hour lessons \$350(R)/\$360(NR)

#### Children's Beginner Lessons

Wednesdays: 4:30pm

Wednesdays: 6:00pm

Saturdays: 2:30pm

#### Children's Advanced Beginner Lessons

Mondays: 6:00pm

Wednesdays: 5:30pm

Saturdays: 1:30pm

#### Adult Beginner Lessons

Wednesdays: 6:00pm

Wednesdays: 8:00pm

Saturdays: 2:30pm

#### Adult Intermediate Lessons

Mondays: 6:00pm

Wednesdays: 8:00pm

Sundays: 1:30pm



## Indian Prairie Public Library

### IPPL PopCon

Saturday, May 5, 1-3 p.m.

#### Activities for All Ages:

- Free comic book giveaways (limit 2 per person)
- Classic cartoon showings
- Perler bead crafts
- Button making
- Green screen photo booth
- Create your own comic art

#### For Children:

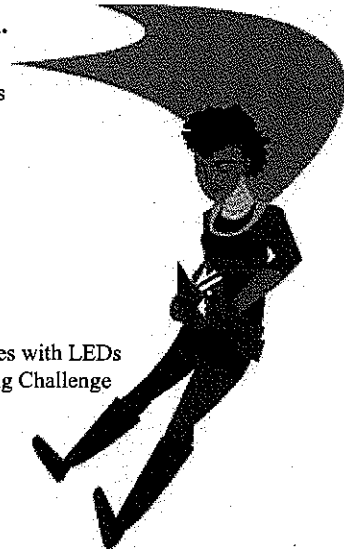
- Avengers Academy
- Make Iron Man Power Cores with LEDs
- Save the Superhero Building Challenge

#### For Teens:

- Escape Room

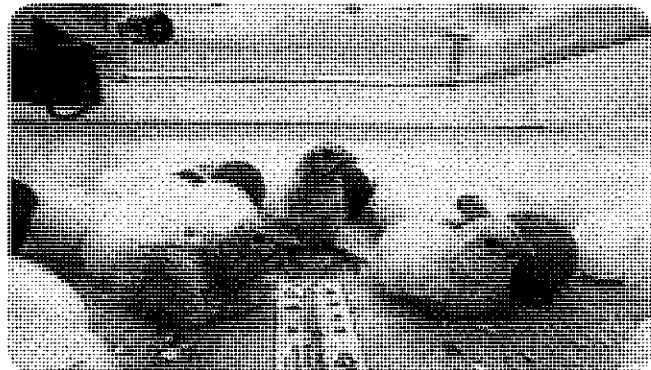
#### For Adults:

- Comic Coasters



### Spring Chicks

See the baby chicks at Indian Prairie Public Library this spring! The incubation project is in partnership with the Darien Dragons 4-H Club. Watch the chicks via livestream and get updates at [www.hatch.ippl.info](http://www.hatch.ippl.info).



Visit our website, [ippl.info](http://ippl.info) for more information  
401 Plainfield Road, Darien, IL 60561 Tel: 630-887-8760

## Adult Services Monthly Report

March 2018

I spent some time this month working on a plan to reorganize the subject pullout areas to make use of the shelving left empty by the recent reference weeding project. We have found that we are tight on space in the CD audiobooks collection as well as cooking, so it is necessary to move some collections around to give these collections further space to expand.

We also want to group collections a little better. For example, cooking contains all of our cookbooks, but nutrition and diet is placed in the fitness collection, which is a bit away from the cookbooks. Many times people come in looking for cookbooks but then also want diet and nutrition books, or vice versa, so moving these collections nearer to each other makes sense. With fitness, people are also interested in sports, so getting these two collections by each other is another priority.

The other collections we want to group closer together are travel and languages, as people planning to visit a foreign country often ask about books that teach the language of that country. We would also move the ESL collection to be nearer the languages.

I am working on the department budget, and it looks like we will need to add to our steaming service budget (Hoopla) to meet increasing demand for items. We will be dropping Axis360 (the eBook and eAudiobook service we contract with the state with) in July as it gets the lowest circulation numbers of all of our e-resources. The app is also difficult to use and does not contribute to a good user experience. Baker & Taylor, the app developers, have not been good in responding to requests for feature enhancements or solutions to bugs that are discovered. Money that was being used for Axis360 can then be applied to beefing up our Hoopla budget.

I began weeding the biography collection and am about halfway through the collection. I have been finding about half the collection that I have examined thus far has not circulated in the past three years. Where necessary and when possible, I am replacing well-worn and high circulating titles with new copies to give the collection a fresher, newer look.

Niche Academy tutorial videos have begun being implemented into the website. You can currently see how this is being done by going to the "Databases (All Topics)" under the Learning & Research menu on the website. We are working on getting tutorials added to the various e-content webpages.

Christine Maleno has accepted a full-time librarian position at the Joliet Public Library's Black Road Branch. We wish her well in her new endeavor! She expressed an interest in and will remain in the Adult Services Substitute Librarian and Associate pools, so we will see her here, just not as frequently. Her "last" day is April 17.

### Monthly Highlights

- Shirley sent out a copy of the latest BizConnection e-newsletter to 120 people. Most that opened it clicked the link to our business research page on the library website. She has been seeing if there is an interest in starting a business librarians networking group in the west and southwest suburbs. There is currently a group through RAILS, but it is primarily libraries in the north and northwest suburbs. She has also begun weeding the Dewey 800s.

- Jennifer has been working with Christine on ordering for the Large Type collection as well as collection development guidelines. Jennifer will be taking over this collection when Christine leaves. She posted the position looking for a new Adult Services Associate on March 26. The search will close on April 18 and she has already received several good applications.
- Mary K. was able to answer patron questions regarding Bridewell Prison Farm and Harvester, Illinois using information from her local history clipping files, the local history blog and the local history book collection. She also provided a bibliography of gardening books for the Seed Swap program coordinated by Kids & Teens.
- Jez reports that she has seen an increase in attendees ages 35-40 at her #LibSocial programs and now representation by all age groups this programming covers are roughly equal. We have attracted attendees from 14 different towns, primarily Darien. MeetUp has grown in popularity as the venue to attract interest and is on par with the #LibSocial e-newsletter in informing and attracting participation. These sources count for 46% of referrals to #LibSocial programming. Working in conjunction with Heidi in Kids & Teens, she launched a board game group for teens through all adult age groups that had 13 in attendance at its first meeting, a good number for a new program.
- Joe gave three new Literacy DuPage tutors an overview of our ESL resources. He also has a new literacy volunteer with teaching experience that has expressed an interest in starting an ESL book discussion group. We are looking to have this take place on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month. We already have an ESL discussion group that meets on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays. He attended their April meeting to introduce the new volunteer and garner interest in the possible new offering.

### Community

- Shirley attended her first Darien Chamber After Hours event and attended her regular Darien Chamber Women in Business and Morning Coffee Connection events.
- Jennifer and the Associates provided book club resource assistance to 15 groups (10 via e-mail; five via print pickup) on nine new titles and five titles that had been requested previously by other groups. We also received our first request via the form available on our website.
- Mary K. shared with her Great Decisions group North Central College's Topics in Politics program. Information was sent to her by a professor that she had worked with at the college and four members attended. She also helped with questions that came into the Darien Historical Society's Facebook page and posted to the page a historical photo of Eisenhower Junior High School.
- Joe worked on verifying that we have all the current building codes for Burr Ridge, Darien, Willowbrook and DuPage County. He contacted each municipality and the county to make sure we had the proper code books in the reference collection.

### Contributing to the Profession

- Jennifer attended the ARRT Steering Committee meeting. She also trained a fellow Steering Committee member on building newsletters in Library Aware. She shared GenLit collection information with another librarian, who responded:  
 "What a wealth of information! I really appreciate your time on Wednesday and your willingness to share these documents. I have already been showing off the pictures I

took to several co-workers and have been raving about the philosophy of the collection development. It's an inspiration!"

- Jennifer & Jez submitted a proposal for the ILA Annual Conference about passive reader's advisory.
- Joe continues to coordinate the spring 2018 LEARN meeting, scheduled to be on April 17.

#### Continuing Education

- Shirley and Jennifer attended the Totally Responsible Person training held at Management Association.
- Mary K. viewed a webinar on Public Libraries and Healthy Communities and attended the DuPage County Genealogy Conference.

#### User Experience

- Advance work ongoing for shifting the Music CD and DVD collections to make more room for DVDs, particularly television shows. We will be moving new DVDs and CDs into the beginning of their respective sections and moving feature films on Blu-Ray to the beginning of the collection to make them more visible. Circulation statistics that I have been tracking show that Blu-Ray circulation has been accelerating, probably as people acquire Blu-Ray players for their own home use.
- While weeding the Music CD collection, we saw that oversize box sets should be moved from the end cap into the Adult Services Workroom. We had run out of space on the end cap and many of these items were sitting in the recently returned area until space became available. Dummy cases are being put into the music CD collection to make these items more discoverable. For example, we have a large Beatles box set, so a dummy case will be put into CD ROCK BEATLES so that people browsing the CD collection will know we have the box set available for checkout.

#### Meetings

Date	Meeting	Staff
1-Mar	ARRT Steering Committee Meeting	Jennifer
5-Mar	Interview for Adult Services Substitute Librarian Opening	Tony & Jennifer
5-Mar	One-on-One	Tony & Jennifer
6-Mar	Department Heads Meeting	Tony
13-Mar	Adult Department Leadership Meeting	Tony, Shirley & Jennifer
14-Mar	Darien Chamber After Hours	Shirley
15-Mar	One-on-One with Jamie	Tony
15-Mar	Totally Responsible Person Training	Shirley & Jennifer
16-Mar	Darien Chamber Women in Business Meeting	Shirley
19-Mar	One-on-One with Natalie	Tony
19-Mar	One-on-One re: Adult Services Associates	Tony & Jennifer
20-Mar	Department Heads Meeting	Tony
21-Mar	Adult Services Department Monthly Meeting	All Librarians & Associates

21-Mar	Adult Services Librarians Meeting	All Librarians
22-Mar	Book Buzz for Book Clubs Meeting	Jennifer & Jez
22-Mar	Librarian for a Day Committee	Jennifer & Jez
26-Mar	One-on-One with Jamie	Tony
27-Mar	Darien Chamber Coffee Connection	Shirley
27-Mar	One-on-One re: Large Type ordering procedures	Jennifer & Christine
27-Mar	One-on-One re: What Your Library Can Do for You program	Mary K. & Jez
27-Mar	Guerilla Branding Workshop	Jez
28-Mar	One-on-One	Tony & Joe
28-Mar	Communico Committee	Jez
29-Mar	DUX Meeting	Tony
29-Mar	Phone conference with new Overdrive rep	Jennifer

### Programs

Date	Time	Program	Staff	Attendance
1-Mar	2:00 p.m.	Thursday Afternoon Movies: <i>Dunkirk</i>	Joe	54
1-Mar	7:00 p.m.	TED Talks: Passion and Perseverance	Mary K.	3
2-Mar	9:00 a.m.	AARP Tax Aide	Denise	18
2-Mar	7:00 p.m.	#LibSocial - Art Therapy Night	Jez	12
3-Mar	10:00 a.m.	ESL Conversation Group	Joe	10
5-Mar	9:00 a.m.	AARP Tax Aide	Denise	25
5-Mar	6:00 p.m.	Chess Club	Denise	11
9-Mar	9:00 a.m.	AARP Tax Aide	Denise	29
9-Mar	7:00 p.m.	Parent, Inc.: Returning to Work	Jez	10
12-Mar	6:00 p.m.	Chess Club	Denise	12
12-Mar	9:00 a.m.	AARP Tax Aide	Denise	25
12-Mar	7:00 p.m.	Great Decisions	Mary K.	18
14-Mar	10:00 a.m.	Job Club	Jez	3
14-Mar	7:00 p.m.	Novel Idea Book Club	Mary P.	15
14-Mar	7:00 p.m.	SCORE Small Business Roundtable	Shirley	1
15-Mar	2:00 p.m.	Thursday Afternoon Movies: <i>Victoria &amp; Abdul</i>	Joe	37
15-Mar	7:00 p.m.	Friends & Foundation Concert: Pharlis James Quartet	Cindy	43
15-Mar	7:00 p.m.	Crime Readers Book Club		11
16-Mar	9:00 a.m.	AARP Tax Aide	Denise	25
16-Mar	7:00 p.m.	#LibSocial - Board Game Night	Jez	16
17-Mar	10:00 a.m.	ESL Conversation Group	Joe	11
18-Mar	2:00 p.m.	Frank Lloyd Wright	Cindy	53
19-Mar	9:00 a.m.	AARP Tax Aide	Denise	23
19-Mar	5:00 p.m.	College of DuPage Lobby Drop-in		10
19-Mar	6:00 p.m.	Chess Club	Denise	13



21-Mar	6:30 p.m.	GenLit Book Group	Jennifer	11
22-Mar	1:00 p.m.	Genealogy Group	Mary K.	25
22-Mar	7:00 p.m.	Forming a Business Entity	Shirley	9
23-Mar	9:00 a.m.	AARP Tax Aide	Denise	29
26-Mar	9:00 a.m.	AARP Tax Aide	Denise	20
26-Mar	7:00 p.m.	Board Game Group	Jez	13
26-Mar	7:00 p.m.	Great Decisions	Mary K.	16
27-Mar	7:00 p.m.	Queen Elizabeth II	Cindy	65
28-Mar	7:00 p.m.	4th Wednesdays: Des Plaines River Travelogue	Cindy	Cancelled
29-Mar	2:00 p.m.	Thursday Afternoon Movies: <i>Stronger</i>	Joe	24
30-Mar	9:00 a.m.	AARP Tax Aide	Denise	30
			<b>Total</b>	<b>730</b>

**Select comments:**

**Board Game Group**

These comments were collected from the MeetUp posting about the program:

“Thanks everyone for a fun time. Hate that I couldn’t game with all and had to duck out early, but looking forward to the next one!”

“Librarian Jez is very friendly and welcoming. She works to facilitate getting people into a game nicely. Some of the library’s collection is available for play (if it’s not checked out) and some attendees bring games too. No need to know the game ahead of time - games will be taught!”

**Pharlis James Quartet**

My first adult program at the library-great! I’ll be looking out more closely for upcoming events.

One would expect to pay a great deal of money to see and hear such a wonderful, professional jazz performance and how grand that our library has provided this evening for the community! Many thanks!

**Queen Elizabeth II**

An informative and fact filled presentation shared in an interesting manner.

Cindy had an interaction with a patron that occurred after this program: “A patron, leaving the program stopped to tell me that she had finally joined the library because she was enjoying all of the programs.”

Volunteers

- Fifteen volunteers completed 153.75 hours of service.
  - Court Ordered/Community Service: 10 volunteers performed 139 hours of service.
  - Regular volunteers: three volunteers completed 5.25 hours of service.
  - Veteran’s History Project: two volunteers completed 9.5 hours of service.

Proctoring

- Shirley proctored three exams for three students and Joe proctored two exams for one student.

Circulation Services

March 2018

42

Total checkouts and renewals for March were down from last year by 3,712 or 6%. We had 58,144 items circulated this month as compared to 61,856 last year. Electronic circulation is up from last year. We had 5,218 circulations this year while we had 4,840 circulations last year.

ILL's processed were lower this year. We processed 8,657 this year and 9,166 last year.

Patron visits were lower than last year -7% (34,509 this year compared to 37,403 last year).

A total of 8,884 holds were placed in March. Patrons placed 6,941 (88%) holds while staff placed 1,943 (or 22%) holds.

17,272 items were checked out or renewed by staff at the desk. This is 30% of total checkouts/renewals. 29,998 items were checked out or renewed by patrons at one of our self-check machines, 5,656 items were renewed by patrons through Enterprise or Book Myne and 5,218 items were electronically checked out by patrons - for a total of 40,872 items checked out through some sort of self service. This is 70% of total checkouts/renewals.

I have been off due to a torn rotator cuff since March 1. I have worked from home during this time, had daily contact with my staff and have been able to keep up with what is happening at the library and in my department. Staff have done a great job in my absence.

We currently have a Circulation Associate position posted.

Desk Statistic

# of Library cards renewed & Non-swam Reciprocal cards issued	Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Patron Assistance			
			Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
<b>228</b>	<b>2718</b>	<b>108</b>	<b>175</b>	<b>321</b>	<b>52</b>	<b>59</b>

Community

**Passports:**

Circulation staff accepted 101 passports in March.

**Notary Public:**

Circulation Supervisors notarized 118 documents in March.

**User Experience**

Joyce Dangles, a Circulation Services Associate suggested that our Lobby Hosts wear buttons that say "Ask Me ". This will allow them to stand out more to our patrons. We started wearing these buttons in March.

**Sharing**

I received an email from an LTA student at College of DuPage who was working on an assignment regarding integrated library systems (ILS). She had several questions which I answered for her.

I received an email from Emily Cotterman, Patron Services Department Head at Itasca Community Library. They are part of the New 19 joining SWAN on May 1. She said that Itasca was trying to figure out how they will deal with fines once they migrate to SWAN. She had several questions which I was happy to answer.

**Workshops and Meetings Attended:**

- March 6                                      Department Heads (via phone)
- March 20                                     Department Heads (via phone)

Debbie Sheehan  
Head of Circulation Services

Month	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018	
	2007	2008	2008	2009	2009	2010	2010	2011	2011	2012	2012	2013	2013	2014	2014	2015	2015	2016	2016	2017	2017	2018	2018	
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767													
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603													
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001													
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829													
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105													
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477													
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767													
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259													
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144													
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820														
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893														
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867														
Renewals through the web	1,284																							
Electronic Circulation	3,852																							
Yearly Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	479,952													
*Missing data--used an average number to get a total																								

# Technology & Technical Services Board Report March 2018

## Improvements for Public, User Experience & Strategic Goals

- **Niche Academy Website Integration**– (Dave/Ann) Adult Services ordered a new video tutorial subscription service from Niche Academy to introduce and instruct our members on our eLibrary services and databases. Dave and I restyled pages of our website to integrate this service. The new style offers a cleaner look and allows us to embed videos nicely into each page. These new pages will be live mid-April.

### Streaming Music

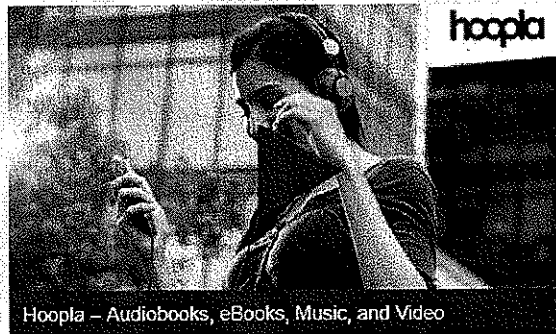


Stream or download the latest music to your smartphone, tablet, or computer from the [Hoopla](#) music collection.

Categories include: [Chart toppers](#), featured on [NPR](#), [Disney](#) music, [New Music Fridays](#) and more.

Popular artists include: [Taylor Swift](#), [Ed Sheeran](#), [Imagine Dragons](#), [Katy Perry](#), [Luke Bryan](#) and more.

- Get started today with your IPPL card and an email address
- Titles are always available -- no waiting lists
- Borrow up to 7 albums per month (loan period is 7 days)
- [Video tutorials](#) and [printable instructions](#)



Hoopla – Audiobooks, eBooks, Music, and Video

[View Tutorial](#)

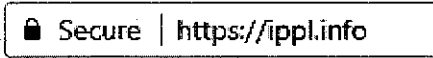
[Go to Hoopla](#)



### ● **New to Tech Takeout**

- A Nintendo Switch game console with two games. This is the latest most popular console game and members can also checkout games from the library's collection.
- A vinyl to MP3 converter/player to listen or create a digital copy. This was something that patrons were asking for. It is currently out and has four holds. It is a great addition to our conversion equipment device collection.

- **Maker Software** Brett installed a variety of maker software is now available on Kids/Teens laptops to support Wouldshop program events.
- **Website Security** Brett upgraded our website to an https secure site. Having a secure site provides a secure private channel between our website and the user. It also allows for faster page loading. You can tell that a website is secure by looking for a lock or an “s” after the http while using the Internet. If someone types in http://ippl.info it will automatically redirect them to the secure <https://ippl.info> site.



- **Kids/Teen Computers-** Brett upgraded the computers with solid state hard drives to improve responsiveness and improve user experience on the computers in the Kids/Teens.

**Technical Services**

- **New York Times Newspaper-** Anna contacted the publisher to negotiate our yearly newspaper renewal costs. They offered us 50% discount for the year, which saved us \$539.

**Technology Services**

- **Automatic Back-up Internet-** Brett and Ann worked with Fortress Data to put an automatic Internet back-up Internet connection using Verizon cellular service. When our main Internet provider (Comcast) goes down the connection will automatically switch over to Verizon and then automatically switch back when Comcast is back up.
- **QuickBooks Update-** Brett worked with Nancy Roy to upgrade to QuickBooks 2018.
- **Meeting Room Projection Screen –** The screen became stuck in the lowered position due to the motor failing. A replacement motor is on order.

**Maker (DIY)**

- 3D Printer- 3 print requests were processed.
- Carvey- 1 request processed. Carved a Mother’s Day sign.

**Public Technology Programs & Classes**

- Program attendance totals: 73
- One-on-one training sessions:
  - T.J. worked with a member to set-up an account to become an Uber driver.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 2/6/18 (6:30 PM)	Excel Basics Session 1	Ron	15

Thursday 3/8/18 (4:30 PM)	Word Basics	T.J.	8
Thursday 3/8/18 (6:30 PM)	Excel Basics Session 2	Ron	20
Tuesday 3/13/18(6 PM)	Intermediate Android	Dave	15
Saturday 3/24/18 (1 PM)	Smart Assistants	Dave/Theresa	15

### Sharing

- T.J. talked with Cindy Hays from Jefferson County Missouri about loaning digital converters.
- T.J. talked with a librarian from Pasadena CA about our carving machine procedures.

### Training & Continuing Education

- T.J. - PLA Webinar-The Accidental Trainer: Teaching Technology in the Modern Day Public Library
- Brett - Prepare for the Future: Tech Strategies You Need to Know, Part 2 webinar.
- Ann- Completed last session of a 5-week online course on Google Analytics; Totally Responsible Person Workshop, Guerilla Branding Workshop. Ann also viewed webinars from the PLA Annual Conference - Operationalizing Your Strategic Plan, Coaching Your Team to Greatness, Ditching Dewy, and the Accidental Trainer.
- Anna- PLA Annual Conference Webinar-Ditching Dewey

### Personnel/Staff Meetings

- 3/1 (Ann) LACONI Technical Services Meeting
- 3/12 & 3/26 (Ann) 1-On-1 meetings with April
- 3/12 & 3/26 (Ann) 1-On-1 meetings with Anna
- 3/13 & 3/19 & 3/28 (Ann) 1-On-1 meetings with Jamie
- 3/13 & 3/30 (Ann) 1-On-1 meetings with T.J.
- 3/14 & 3/28- (Ann) 1-On-1 meetings with Brett
- 3/20 - Department Head Meeting
- 3/21 (T.J.)- Librarian for a Day committee
- 3/22 (T.J.)- 1-On-1 meeting with Dave
- 3/29 (Ann) SWAN Technology Users Group Meeting

Ann M. Stovall, Head of Technical & Computer Services, April 11, 2018

48

**Youth Services  
Monthly Report to the Board  
March 2018**

## Programs

In March, Youth Services presented 49 programs at IPPL with 1,102 people in attendance. We also participated in several events out in the community.

Date	Description	Staff	Attendance
1-Mar	Talented Toddlers 9:30am	Heather	23
1-Mar	Talented Toddlers 10:30am	Heather	10
1-Mar	Junior Genius	Katie	16
1-Mar	Shake, Shimmy, & Dance	Katie	68
2-Mar	Dungeons and Dragons	Jimmy	4
2-Mar	Open Play	Katie	18
3-Mar	Donuts and Dinosaurs	Katie	131
4-Mar	Teen Service Day	Heidi	12
7-Mar	Edible Emojis	Monica	7
8-Mar	Crafternoons	Jack	1
9-Mar	Mini-Scientist Academy: Kite Flight	Jimmy	16
9-Mar	Banking and Finance for Teens	Heidi	7
12-Mar	Scratch Video Game Coding	Jack	11
13-Mar	Scratch Video Game Coding	Jack	10
13-Mar	Bookgardeners	Katie	36
13-Mar	Homeschool SMART-How Does Your Garden Grow?	Monica	15
14-Mar	Scratch Video Game Coding	Jack	10
14-Mar	Bluestem 2018 voting	Monica	10
14-Mar	Monarch 2018 voting	Monica	6
16-Mar	Dungeons and Dragons	Jimmy	4
17-Mar	Practice SAT	Heidi	11
17-Mar	TASC	Heidi	10
19-Mar	Talented Toddlers 9:30am	Heather	33
19-Mar	Junior Genius	Heather	9
19-Mar	Interview Tips and Tricks	Heidi	3
20-Mar	Baby Brilliance	Jane	28
21-Mar	Baby Brilliance	Jane	28
22-Mar	Talented Toddlers 9:30am	Heather	26
22-Mar	Talented Toddlers 10:30am	Heather	12
22-Mar	Junior Genius	Katie	19
22-Mar	Shake, Shimmy, & Dance	Katie	82
22-Mar	Crafternoon	Heidi	5
23-Mar	Arcade Mania	Jimmy	16
23-Mar	Open Play	Katie	22
24-Mar	MID Kid Movie - Wonder	Jane	13
26-Mar	Talented Toddlers 9:30am	Heather	26
26-Mar	Junior Genius	Katie	10



27-Mar	Baby Brilliance	Jane	21
27-Mar	Family Movie Day- Coco	Monica	82
28-Mar	Baby Brilliance	Jane	26
29-Mar	Talented Toddlers 9:30am	Heather	26
29-Mar	Talented Toddlers 10:30am	Heather	14
29-Mar	Mid-Kid Gaming Frenzy	Jane, Heidi	28
29-Mar	Junior Genius	Katie	16
29-Mar	Shake, Shimmy, & Dance	Katie	87
29-Mar	Teen Service Day (morning)	Heidi	11
29-Mar	Teen Service Day (afternoon)	Heidi	4
30-Mar	Open Play	Jane	13
30-Mar	Dungeons and Dragons	Jimmy	6
		TOTAL:	1,102

*(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)*

**Bookgardeners**

Katie Salo planned and presented the first spring edition of Bookgardeners, based on Kevin Henkes's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards.

**Donuts and Dinosaurs**

Katie Salo presented the Donuts and Dinosaurs program to 131 people. Patrons heard dinosaurs stories shared while they enjoyed Munchkins. Then, there were three activity stations: making foam dinosaur feet, digging in the sand for small dinosaur toys, and a photo booth that put them in the prehistoric era. All pictures were posted on Facebook for patrons to view and download.

**Teen Service Day**

Heidi Estrada coordinated volunteers for the Teen Service Day sessions on March 29. She worked with Jane, Katie, Monica, and Natalie to organize the jobs: harvesting seeds, filling seed packets for the seed library, cutting bookmarks for the summer Shake, Shimmy, and Dance sessions, inventorying story time supplies, board games, and STEM Kits, cleaning DVDs, setting up spaces for the Mid Kid Gaming afternoon, and cutting contact paper for a Seed Swap project. Heidi created instruction sheets for the different jobs so teens are able to review the process before beginning and ask questions while Heidi gets others teens started.

**Community**

Date	Description	Staff	Attendance
1-Mar	Whole Foods Kids Club Storytime "Happy Pig Day"	Jane	37
1-Mar	Rogy's Learning Center Storytime	Katie	61
4-Mar	Little Red Donut Truck event with Tony Ndoca	Natalie	550
10-Mar	Presented at the Darien Gardening Symposium	Natalie	50
11-Mar	90-Second Newbury Film Festival with Dave Bunn and Partners from D61	Monica, Natalie, Jack	150
16-Mar	Barbara's Bookstore Storytime	Heather	15
16-Mar	Gower District 62 Multicultural Fair	Monica, Natalie	23
20-Mar	Family Center Presentation with Joe Sadowski and Jamie	Natalie	3
28-Mar	Meeting with Jessica ELL teacher at Lace RE: Summer Programing	Natalie	2
31-Mar	Gift of Carl Instrument Drive	Natalie	26

*(Supporting Strategic Plan: 3.1 The library is visible in the community. 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)*

## WouldShop & LittleShop

Jack Schultz rolled out a new series of activities in the WouldShop. This spring, we are playing with human body science. In March, Jack presented activities on robot hands and making a DIY stethoscope.

In the LittleShop, the month began with a continuation of color sorting kit around the book "Yoo-Hoo, Ladybug!" by Mem Fox, whose birthday is March 5. Heather Jensen changed projects mid-month to a spring animal bookmark, which could be colored and cut out/folded by caregivers for the younger children, or if able to use scissors, the children would be able to assist in assembling the chick and bunny origami bookmarks.

To get the LittleShop ready for its reveal, Natalie helped by coordinating staff, selecting furniture, and ordering supplies and activities. She made signs and a vinyl banner for the wall. Heather designed and vinyl-cut labels for all new bins, trays, and crates going in the LittleShop. She and Katie adhered all labels. Heather also developed a template for lining the bins with contact paper, which was able to be replicated for other size bins by Sam. The space was installed April 3.

## Displays & Signage

Heather Jensen created a new centralized display for new staff picks by Natalie, Katie, and herself. She switched the displays and ensured that all previously displayed items were re-cataloged to their original locations. Katie Salo updated one of the displays to feature art books (including fiction, non-fiction, and biography.) She also updated the Beginning Readers displays to be "Sports Books" and "Celebrating Eric Carle".

Heather Jensen is managing a cart-labeling project for K&T. She is designing and vinyl-cutting labels for the carts for materials that need to be re-shelved throughout the department. She is coordinating with Jack Schultz on the final locations of carts based on conversations with the Pages, as well as desk staff.

## Seed Library

Number of Checkouts: 14

Number of Seed Packets Checked Out: 29

Number of Donations: 1

*(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 2.4 The library introduces new technologies and provides opportunities for residents to experiment.)*

## Continuing Education

Date	Description	Staff
10-Mar	<i>Impact of Urban Habitat on People and Nature</i> presented by Dr. Abigail Lewis Ecologist from the Field Museum	Natalie
10-Mar	<i>Vegetable Gardening</i> presented by Lisa Hilgenberg, Horticulturist from Chicago Botanic Garden	Natalie
10-Mar	<i>Urban Compost/Healthy Soil</i> presented by Bill Shores from Urban Edible	Natalie
15-Mar	Equity in Making	Jack, Natalie
15-Mar	Totally Responsible Person Training	Katie

15-Mar	Webinar: Getting Started with Social Media	Heidi
23-Mar	Opening Access to Public Libraries for Children with Disabilities	Katie
23-Mar	Exploring Similarity, Embracing Difference: How to Evaluate and Identify Literature Portraying Individuals with Disabilities	Katie
23-Mar	Webinar: Social Media Analytics	Heidi

### Contributing to the Profession

Date	Description	Staff
11-Mar	Blog Post for the ALSC (Association of Library Services to Children) Blog - Attached to report	Katie
23-Mar	Scholastic Library Publishing Advisory Board Work	Katie
27-Mar	DuPage Children's Museum: Music Engagement Training/Presentation	Katie

#### DuPage Children's Museum

Katie Salo partnered with DuPage Children's Museum to provide music programming & engagement training for their 23 play facilitators and staff. She created a PowerPoint and spoke for an hour about her experience. She was also able to show the facilitators a video of Shake, Shimmy, & Dance created by Technology Services this past summer.

### Meetings & Planning

Date	Description	Staff
1-Mar	Summer Marketing with Marianne & Theresa	Natalie
1-Mar	Interview with MLIS student	Natalie
2-Mar	Meeting with Jamie to discuss evaluations and Donut Truck	Natalie
5-Mar	Assessment Meeting	Katie, Natalie, Jack, Monica, Heidi
5-Mar	One-on-one with Jamie	Natalie
6-Mar	Vendor Meeting (Rob Innes)	Katie, Monica, Heidi
6-Mar	Dept. Heads	Natalie
7-Mar	Summer Planning Meeting	Jimmy, Natalie
8-Mar	Check-in with Heather	Natalie, Heather
8-Mar	Meeting with Tony RE: ideas and projects	Natalie
8-Mar	Check-in with Jane	Natalie
8-Mar	Evaluation Meeting	Natalie, Monica
9-Mar	3D Printer Demo	Jimmy, Jack
12-Mar	Twitter training	Monica, Katie
13-Mar	Staff Picks	Jack, Dave
13-Mar	Evaluation Meeting	Katie, Natalie
14-Mar	One-on-one with Jamie	Natalie
14-Mar	Monthly Department meeting	Monica, Jimmy, Heather, Jane, Heidi, Katie, Natalie, Jack
14-Mar	Met with Ann S. to develop plan for extra ISLMA copies	Monica
16-Mar	Summer Planning Follow-Up	Jimmy, Natalie
16-Mar	Phone meeting with Ann & Debbie RE: fines on kits	Natalie

19-Mar	One-on-one with Jamie	Natalie
19-Mar	Meeting with Tony RE: stats	Natalie
20-Mar	HR Meeting with Nancy Roy	Katie, Nancy
20-Mar	Dept. Heads	Natalie
21-Mar	Board MTG	Jack
21-Mar	WBC Planning	Jimmy, Natalie
21-Mar	HR Meeting with Nancy Roy	Katie, Nancy
21-Mar	Evaluation Review	Heidi, Natalie
26-Mar	Meeting at K&T Desk re Talented Toddler registrations	Heather, Jane
26-Mar	LittleShop Meeting	Katie, Natalie, Heather
26-Mar	One-on-one with Jamie	Natalie
28-Mar	Communico Database Review Meeting	Jane
28-Mar	Mid Kid Gaming Frenzy	Monica, Jane
29-Mar	One-on-one with Jack	Natalie, Jack
28-Mar	Teen Service Day Tasks	Heidi, Jane

*Submitted by Natalie Williams, Head of Youth Services 4/4/2018*

## ALSC Blog (<http://www.alsc.ala.org/blog/>)

Pursuing excellence for library service to children

Blogger Katie Salo (<http://www.alsc.ala.org/blog/category/bloggers/blogger-katie-salo/>)

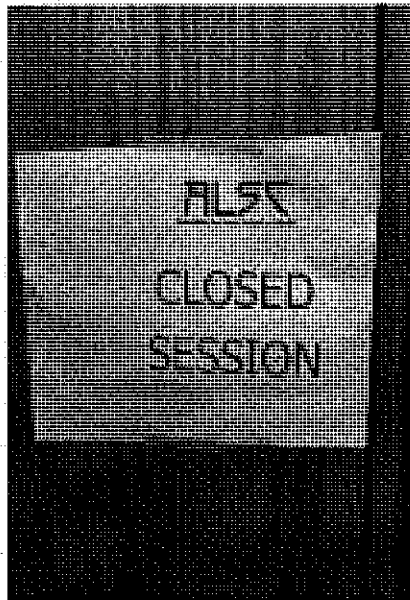
# My Year with the 2018 Caldecott Committee

March 11, 2018 (<http://www.alsc.ala.org/blog/2018/03/caldecott-committee-year2018/>) | Katie Salo  
(<http://www.alsc.ala.org/blog/author/katie-salo/>)

Hi, ALSC blog friends! I can't believe it's been almost a year and a half (<http://www.alsc.ala.org/blog/2016/08/summers-time-rest-dreaming/>) since I've "seen" you/written a post. I've been very busy this past year, working with the rest of the 2018 Caldecott committee, but I'm eager to be back here on the blog.

So, let me tell you ALL the secrets of my year with the Caldecott committee.

(No, not any discussion secrets. Those will remain in the Governors Square 15 ballroom in Denver.)



(<http://www.alsc.ala.org/blog/wp-content/uploads/2018/03/image.jpeg>)

*Picture of our door in  
Colorado, sign reads "ALSC*

*Closed Session". [Photo taken by the author.]*

I will tell you the secrets to what I think made an incredibly successful year and committee:

- Make friends with your mailpersons. I let my regular mailperson know that I would be receiving a lot of packages this year, for the Caldecott committee. Since they knew it was important, they left a plastic US Postal Service bin over the packages on rainy days to protect them.
  - Post-it notes. I should have invested stock in Post-it notes since I used them constantly to mark pages. I even color coded them so I knew what kind of note it was (technique, line, color, form, shape, story etc.) without opening the book.
  - Read widely. Beyond picture books. All illustrated books for any age between 0-14 are eligible.
  - Seek out more books. Even though I mentioned that I received a lot of packages, there were still books that I never received and only read at my library/through ILL.
  - Listen. This one was harder for me since I love to talk. (And by the time you sit down at the meeting, you are bursting to talk.) I brought my knitting to help me remember to really listen to what other committee members were saying. That's not to say that I was perfect, but I sure tried.
  - Remember: there is only one winner. Some books become "heart" books instead of Caldecott books. Be prepared to let them go in discussion.
  - Have fun. I suggest running through the hotel halls during bathroom breaks or having dance parties while you wait to find out if the committee has reached consensus. And definitely find yourself a toaster timer! You'll hear it dinging in your dreams for weeks.
  - Trust the process. This is so hard to grasp, but I promise once you're in the committee room...the criteria and procedures and discussion come together in such a magical way.
- Celebrate. Okay, so I haven't fully done this one yet, but I have a feeling that New Orleans will be good to us.



(<http://www.alsc.ala.org/blog/wp-content/uploads/2018/03/image-1.jpeg>)

*The 2018 Caldecott Committee grouped around a table with the winner and honor books. [Photo courtesy of the committee.]*

There you have it! My tips to a successful year with the Caldecott committee.

Did you get up to watch the YMAs? Were you there in person or pajamas? Let me know in the comments!

- Katie Salo

Early Literacy Librarian

Indian Prairie Public Library

<http://storytimekatie.com> (<http://storytimekatie.com>)

Tweet

Like 3

(<http://www.google.com/bigz/post/submit?>

[url=http://www.alsc.ala.org/blog/2018/03/caldecott-committee-year2018/&title=My Year with the 2018 Caldecott Committee\)](http://www.alsc.ala.org/blog/2018/03/caldecott-committee-year2018/&title=My Year with the 2018 Caldecott Committee)

◀◀ [Bridging the Gap on Educational Apps \(http://www.alsc.ala.org/blog/2018/03/bridging-gap-educational-apps/\)](http://www.alsc.ala.org/blog/2018/03/bridging-gap-educational-apps/)

[Gun Violence Prevention Resources \(http://www.alsc.ala.org/blog/2018/03/gun-violence-prevention-resources/\)](http://www.alsc.ala.org/blog/2018/03/gun-violence-prevention-resources/) ▶▶

One comment

STATISTICS FOR	Mar-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	32,759	35,129	278,411	301,098	-7.53%
Teen	2,538	2,674	21,235	24,437	-13.10%
Kids	17,629	19,213	136,779	154,614	-11.54%
TOTAL	52,926	57,016	436,425	480,149	-9.11%
Electronic Circulation	5,218	4,840	43,527	40,164	8.37%
GRAND TOTAL CIRC.	58,144	61,856	479,952	520,313	-7.76%
% Reciprocal Borrowing	15%	17%	14%	14%	
Patron Visits	34,509	37,403	305,209	321,608	-5.10%
<b><u>Current Cards</u></b>					
Resident	188	190		20,742	
Non-Resident	84	84	955	976	-2.15%
TOTAL	272	274		21,718	
Non-Resident Households	46	37	488	455	7.25%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,042	2,911	27,249	26,890	1.34%
Kids - Reference	1,091	1,179	9,402	10,916	-13.87%
Technology - Reference	1,114	1,183	9,159	8,683	5.48%
TOTAL REFERENCE	5,247	5,273	45,810	46,489	-1.46%
Adult - Other	1,036	1,120	8,035	7,865	2.16%
Kids - Other	1,581	2,576	15,967	21,706	-26.44%
Technology - Other	71	117	820	1,037	-20.93%
TOTAL OTHER	2,688	3,813	24,822	30,608	-18.90%
GRAND TOTAL ASST.	7,935	9,086	70,632	77,097	-8.39%
<b><u>ILL/Reserves</u></b>					
Holds	8,884	9,044	70,589	71,607	-1.42%
ILLs Sent	3,680	3,946	32,046	33,035	-2.99%
ILLs Checked Out	4,475	4,673	35,515	38,468	-7.68%
ILLs Received	4,977	5,220	40,004	42,658	-6.22%
<b><u>Programs - Adult</u></b>					
# Programs	15	12	111	102	8.82%
Attendance	340	315	2,427	2,029	19.62%
<b><u>Technology Classes</u></b>					
# Programs	4	8	69	75	-8.00%
Attendance	73	102	632	776	-18.56%
<b><u>Individual Technology Training</u></b>					
# of Patrons	36	84	485	725	-33.10%
<b><u>Groups</u></b>					
# Programs	12	12	103	106	-2.83%
Attendance	166	183	1,242	1,226	1.31%
<b><u>Others</u></b>					
# Programs	9	8	15	23	-34.78%
Attendance	224	200	336	524	-35.88%
<b><u>Programs - Teen</u></b>					
# Programs	13	13	68	79	-13.92%
Attendance	94	302	1,025	1,217	-15.78%
<b><u>Programs - Kids</u></b>					
# Programs	42	52	899	336	167.56%
Attendance	1,318	1,981	11,478	9,881	16.16%
GRAND TOTAL ATT.	2,251	3,167	17,625	16,378	7.61%



STATISTICS FOR	Mar-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,121	3,628	27,512	31,085	-11.49%
Kids Computers	1,302	1,487	10,055	13,159	-23.59%
Teen Laptop	149	190	1,155	1,886	-38.76%
Adult Laptop	176	199	1,388	1,483	-6.41%
<b>TOTAL PATRON USE</b>	<b>4,748</b>	<b>5,504</b>	<b>40,110</b>	<b>47,613</b>	<b>-15.76%</b>
<b>Hours Used</b>					
Adult Computers	2,473	2,717	21,406	22,545	-5.05%
Kids Computers	767	805	6,038	8,169	-26.09%
Teen Laptop	121	215	1,293	2,391	-45.92%
Adult Laptop	310	381	2,530	2,652.50	-4.62%
<b>TOTAL HOURS USED</b>	<b>3,671</b>	<b>4,118</b>	<b>31,267</b>	<b>35,757.50</b>	<b>-12.56%</b>
<b>Wireless Total Connections</b>	<b>7,925</b>	<b>9,188</b>	<b>71,195</b>	<b>78,715</b>	<b>-9.55%</b>
<b>IPPL Total Web Site Access</b>	* 18,325	29,860	214,858	231,051	-7.01%
<b>IPPL Total Page Views</b>	* 46,030	44,884	369,269	357,236	3.37%
<b>Subscription Database Logins</b>	4,489	2,888	30,586	19,883	53.83%
<b>Outreach-Homebound</b>					
Items Delivered	187	168	1,400	1,360	2.94%
<b>Volunteers</b>					
Number Active	71	56			
Hours Worked	432.50	444.50	3,408.50	3,162	7.80%
<b>Staff Training Hours</b>	90	669	678	1,435.50	-52.77%
<b>Room Use</b>					
Youth Room	27	33	183	181	1.10%
Meeting Room					
Library	39	53	331	359	-7.80%
Non-Library	13	7	61	67	-8.96%
Conference Rooms	446	420	3,547	3,415	3.87%
Lobby Programs	6	4	23	37	-37.84%
Board Room					
Library	24	14	155	148	4.73%
Non-Library	16	26	170	175	-2.86%
<b>Clavinova</b>	0	0	2	0	

\* WEBSITE STATISTICS ARE LOWER BECAUSE THE LIBRARY DOES NOT CURRENTLY HAVE A MOBILE APP.

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - March 2018

58

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	586	9	117	478	37	450	46	567
Non-Fiction	46307	472	859	45920	2592	6569	3064	7428
Fiction	38714	367	607	38474	3028	3309	3395	3916
<b>ADULT TOTALS</b>	<b>85607</b>	<b>848</b>	<b>1583</b>	<b>84872</b>	<b>5657</b>	<b>10328</b>	<b>6505</b>	<b>11911</b>
<b>KIDS</b>								
Reference	21	0	21	0	0	0	0	21
Non-Fiction	15125	82	155	15052	1078	2260	1160	2415
Fiction	24751	217	463	24505	1641	5179	1858	5642
<b>KIDS TOTALS</b>	<b>39897</b>	<b>299</b>	<b>639</b>	<b>39557</b>	<b>2719</b>	<b>7439</b>	<b>3018</b>	<b>8078</b>
<b>TEEN</b>								
Non-Fiction	549	23	8	564	66	282	89	290
Fiction	3382	94	92	3384	558	865	652	957
<b>TEEN TOTALS</b>	<b>3931</b>	<b>117</b>	<b>100</b>	<b>3948</b>	<b>624</b>	<b>1147</b>	<b>741</b>	<b>1247</b>
<b>BOOK TOTALS</b>	<b>129435</b>	<b>1264</b>	<b>2322</b>	<b>128377</b>	<b>9000</b>	<b>18914</b>	<b>10264</b>	<b>21236</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audio Books on CD	6083	52	19	6116	401	985	453	1004
Music CD	8403	45	277	8171	374	1202	419	1479
Playaway	338	5	0	343	9	9	14	9
DVDs (DVD & Blu-ray)	20120	218	206	20132	1310	577	1528	783
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	70	12	4	78	25	2	37	6
<b>ADULT TOTALS</b>	<b>35072</b>	<b>332</b>	<b>506</b>	<b>34898</b>	<b>2119</b>	<b>2800</b>	<b>2451</b>	<b>3306</b>
<b>KIDS</b>								
Audio Books	584	0	2	582	25	166	25	168
Music CDs	843	3	5	841	42	54	45	59
Playaway	88	0	1	87	0	18	0	19
DVDs (DVD & Blu-ray)	4316	22	55	4283	314	944	336	999
Playaway Launch Pads (New)	19	0	1	18	0	0	0	1
<b>KIDS TOTALS</b>	<b>5850</b>	<b>25</b>	<b>64</b>	<b>5811</b>	<b>381</b>	<b>1182</b>	<b>406</b>	<b>1246</b>
<b>TEEN</b>								
Audio Books on CD	194	3	2	195	18	14	21	16
Playaway	32	0	1	31	0	10	0	11
DVDs (DVD & Blu-ray)	550	0	6	544	86	175	86	181
CONSOLE GAMES	620	26	12	634	75	31	101	43
PC-GAMES	1	0	1	0	0	3	0	4
BOARD GAMES	20	0	0	20	20	0	20	0
<b>TEEN TOTALS</b>	<b>1417</b>	<b>29</b>	<b>22</b>	<b>1424</b>	<b>199</b>	<b>233</b>	<b>228</b>	<b>255</b>
<b>AUDIOVISUAL TOTALS</b>	<b>42339</b>	<b>386</b>	<b>592</b>	<b>42133</b>	<b>2699</b>	<b>4215</b>	<b>3085</b>	<b>4807</b>
<b>COLLECTION TOTALS</b>	<b>171774</b>	<b>1650</b>	<b>2914</b>	<b>170510</b>	<b>11699</b>	<b>23129</b>	<b>13349</b>	<b>26043</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- March 2018**

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	28071	59	0	28130	1197	357	1256	357
<b>TOTALS FOR ALL AGES</b>	227,842	59	0	227,901	1197	0	1256	357
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,690	18		2,708	159	0	177	0
eMedia (Overdrive Advantage)	858	9		867	92	0	101	0
Fiction								
eMedia (Overdrive Consortium)	11,183	94		11,277	696	0	790	0
eMedia (Overdrive Advantage)	3,561	64		3,625	400	0	464	0
<b>ADULT TOTALS</b>	18,292	185		18,477	1347	0	1532	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	1		1	
eMedia (Overdrive Advantage)	15	10		25	2		12	
Fiction								
eMedia (Overdrive Consortium)	1,619	21		1,640	107	0	128	0
eMedia (Overdrive Advantage)	230	14		244	27	0	41	
<b>KIDS TOTALS</b>	1,956	45		2,001	134	0	182	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	124	0		124	3		3	
eMedia (Overdrive Advantage)	15	0		15	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,540	10		2,550	102	0	112	0
eMedia (Overdrive Advantage)	467	0		467	18	0	18	
<b>TEEN TOTALS</b>	3,146	10		3,156	127	0	137	0
<b>BOOK TOTALS</b>	251,236	299		251,535	2805	0	3,107	357

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	8,356	347	0	8,703	1800	0	2147	0
<b>Yearly Total for All Ages</b>	<b>365,053</b>	<b>347</b>	<b>0</b>	<b>365,400</b>	<b>1800</b>	<b>0</b>	<b>2147</b>	<b>0</b>
<b>ADULT</b>								
Audio Books								
eMedia (Overdrive Consortium)	3,919	11		3,930	152		163	0
eMedia Advantage (Overdrive)	625	10		635	86		96	0
Movies								
Preloaded Roku Titles	875	27		902	118		145	
<b>ADULT TOTALS</b>	<b>5,419</b>	<b>48</b>		<b>5,467</b>	<b>356</b>	<b>0</b>	<b>404</b>	<b>0</b>
<b>KIDS</b>								
Audio Books								
eMedia Library (Overdrive)	269	4		273	13		17	
eMedia Advantage (Overdrive)	20	0		20	9		9	
Movies								
Preloaded Roku Titles	131	0		131	12		12	
<b>KIDS TOTALS</b>	<b>420</b>	<b>4</b>		<b>424</b>	<b>34</b>	<b>0</b>	<b>38</b>	<b>0</b>
<b>TEEN</b>								
Audio Books								
eMedia Library (Overdrive)	223	1		224	13		14	0
eMedia Advantage (Overdrive)	37	0		37	5		5	0
<b>TEEN TOTALS</b>	<b>260</b>	<b>1</b>		<b>261</b>	<b>18</b>	<b>0</b>	<b>19</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>371,152</b>	<b>400</b>		<b>371,552</b>	<b>2208</b>	<b>0</b>	<b>2608</b>	<b>0</b>
<b>COLLECTION TOTALS</b>	<b>622,388</b>	<b>699</b>		<b>623,087</b>	<b>5013</b>	<b>0</b>	<b>5,715</b>	<b>357</b>

## Chamber Report

### Darien:

I went to a Darien Coffee Connection at First Merchant Bank on March 27. The small group present heard from board member Nick Pitzer of State Farm on his business and the insurance industry. Nick also mentioned his pleasure with the work done by the young people he hired from last year's Teen Job Fair. He will participate again this year. I also attended my first After Hours event, held at First American Bank. It had a very good turnout. I enjoyed chatting with other chamber members and discussing the library informally in this setting. More importantly, these events help me get a feel for the business community. For example, I had a good discussion with entrepreneur Matt Forner about how he might use certain services. I also spoke with one or two board members I had not previously met, who tried recruiting me for Dancing with the Chamber Stars!

### Willowbrook/Burr Ridge:

The March Chamber Connection highlighted spotlight tables from the February meeting, including the library's (below).

### Submitted by:

Shirley Pride Jensen

Assistant Head of Adult Services

Business Liaison

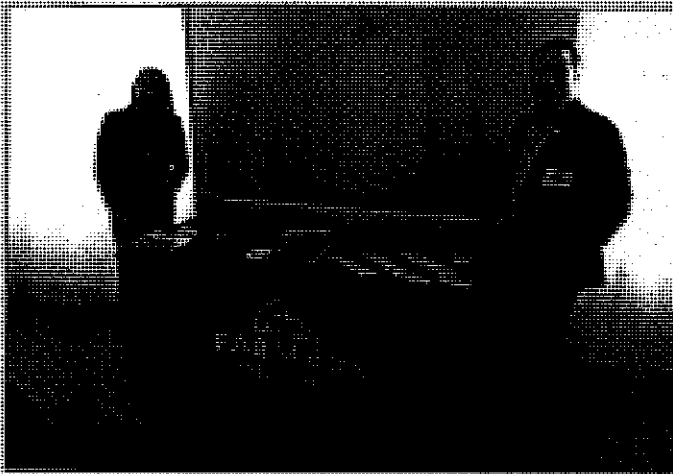
**SPOTLIGHT TABLES — FEBRUARY LUNCHEON**



**SEGEHANS JEWELERS**



**INDIAN PRAIRIE PUBLIC LIBRARY**



**FARMERS INSURANCE**

E-News April 11, 2018

63

[View this message in your browser.](#)**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#)[E-Resources](#) | [Other Library-Related News](#) | [Member News](#) | [More Links](#)

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## Current RAILS News

**New Sparks Podcast: Serving the Unsheltered**

In our latest podcast, RAILS Executive Director Deirdre Brennan talks with Megan Millen, Executive Director and Denise Zielinski, Community Engagement Officer at Joliet Public Library, about how the library is working with others in the community to serve the unsheltered (homeless) and how other libraries can get started serving unsheltered populations.

Subscribe to Sparks to automatically download this and future episodes to your smartphone or mobile device, or visit [railslibraries.info/sparks](http://railslibraries.info/sparks) to listen via your computer/laptop.

**All RAILS Members Encouraged to Complete Needs Assessment Survey**

RAILS is in the process of revising our strategic plan, and we want to ensure that it addresses the evolving needs of our member libraries of all types (academic, public, school, and special). You can help by taking this survey that should take about 10 minutes to complete. You'll be asked about your greatest current challenge, and to review a list of challenges/needs other RAILS members have told us are important to them. The deadline is April 20.

All staff from all types of libraries are highly encouraged to complete the survey. We would like to hear from as many of our members as possible. Thanks in advance for your feedback!

**RAILS Board Meeting**

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64

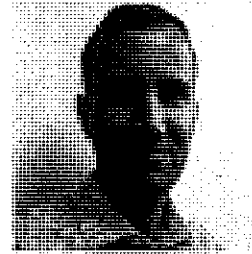
also be streamed and recorded for viewing at a later date.

[See agenda/supporting documents.](#)

Members in the area will have the opportunity to attend a networking event prior to the meeting. Learn about the [networking event](#).

### **RAILS Welcomes New Member Engagement Manager**

Dan Bostrom began work as our new Member Engagement Manager on April 9. Dan most recently worked as the Member Engagement Manager at the Financial Managers Society (FMS) in Chicago. Before that, he served as the Marketing Manager, Membership at the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA).



Dan will be based at Burr Ridge, though he will be traveling heavily throughout the RAILS area to engage all of our members from all types of libraries. Please join us in welcoming Dan to the RAILS team!

### **Veronda J. Pitchford Receives 2018 Cathleen Bourdon Award**

RAILS is proud to report that Veronda J. Pitchford, Director of Membership Development and Resource Sharing, has been selected for the 2018 Cathleen Bourdon Service Award from the Association of Specialized and Cooperative Library Agencies (ASCLA). The award recognizes an ASCLA personal member for outstanding service and leadership to the agency that is a division of the American Library Association (ALA).



This award will be presented at the Appreciation Awards Ceremony at the ALA annual convention in New Orleans on Saturday, June 23, at 8:30 a.m. Please join us in congratulating Veronda on this honor!

### **All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30**

RAILS is required to maintain a list of public library nonresident program information on the [L2 website](#) and to indicate whether or not a library participates. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating). There are three options for the calculation of nonresident card fees in the [Illinois Library Laws and Rules](#).

See [more information and complete the form](#) by Friday, June 30. If you have any questions, contact [Amanda Musacchio](#) or 630.734.5118.



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The Soon to Be Famous Illinois Author Project ([STBF](#)) announced its top three finalists for this year's contest. The finalists are self-published Illinois authors E.S. Beidas, who was nominated by Westmont Public Library; Heather Bentley, who was nominated by Fox River Grove Memorial Library; and LeAnn L. Morgan, who was nominated by Galesburg Public Library. The winner will be announced on Thursday, April 26, in a ceremony at Fountaindale Public Library.

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## Continuing Education (CE)

### **Workshop on Developing Metadata for the Digital Public Library of America (DPLA) May 22**

Hannah Stitzlein from the Illinois Digital Heritage Hub (IDHH) will discuss best practices for developing shareable metadata that will work well in DPLA in this workshop at the RAILS East Peoria Service Center, on Tuesday, May 22, 9:30 a.m.-12:30 p.m. See L2 for [more information/registration](#).

### **Customer Service Workshops in May**

Andrew Sanderbeck will lead three identical interactive customer service workshops in May. Build your professional customer service skills and practice techniques for handling difficult patron behaviors. Learn about mindfulness to manage stress. See L2 to register to attend at one of the following locations:

- [Tuesday, May 8, 9:30 a.m-4:30 p.m., Peoria Public Library \(North Branch\)](#)
- [Wednesday, May 9, 9:30 a.m-4:30 p.m., Moline Public Library](#)
- [Friday, May 11, 9:30 a.m-4:30 p.m., Palatine Public Library](#)

### **Other RAILS CE Opportunities**

Workshops on Running Successful Board Meetings in May

- [Saturday, May 5, 9:30 a.m.-12:30 p.m., Princeton Public Library](#)
- [Saturday, May 19, 9:30 a.m.-12:30 p.m., Freeport Public Library](#)

[Performance Evaluation Workshop April 17](#)

[Program on Addressing Sexual Harassment April 26](#)

Notary Public Workshops

- [Wednesday, April 18, 1-3 p.m., Rock Island Public Library \(Main Library\)](#)

**ADDITIONAL CE...**

To post a CE opportunity, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.

- [ChiTeen Lit Fest April 13-14](#)
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For more continuing education opportunities, check out the [Library Learning calendar](#) (L2) or visit the [Events page](#) on the RAILS website.

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## Networking Opportunities

**RAILS Networking Event April 27**

Join the RAILS staff and board members prior to the board meeting on Friday, April 27 at 11:30 a.m., for a networking event at the RAILS East Peoria service center. Meet our new Member Engagement Manager, Dan Bostrom, and network with other members in the area. All library staff working in all types of libraries are invited to attend. Lunch will be provided. [Please register.](#)

RAILS members are then invited to stay for the RAILS Board meeting at 1 p.m.

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## E-Resources

**BiblioBoard: Using E-Resources without a Library Card or Login**

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge. BiblioBoard provides



geolocation-based authentication through the IP address of the user's computer or GPS coordinates of their mobile device. This means that an Illinois resident can [visit the website](#) or open the BiblioBoard app (from the iTunes app store for iOS or from the Google Play Store for Android). It is not necessary to enter a library card number or other login.

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69

BiblioBoard. If they have an account, they can access the collections while outside of Illinois. They will also have the ability to download content for offline reading, and to add bookmarks and notes.

If you have any questions about BiblioBoard, please contact [Veronda Pitchford](#), RAILS Director of Membership Development and Resource Sharing.

**BiblioBoard: It's a Partaay!**

Don't forget to sign up for the [#BiblioBoardBingo and pizza party](#) on Thursday, April 26, 1-3 p.m. Participants will receive resources and treats. The bingo winner will get a fabulous prize sure to be envied by all!

This event will be held at the RAILS Burr Ridge service center. Please log into L2 for [more information/registration](#).

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## Other Library-Related News

**Lenhardt Library Chicago Botanic Garden Wins NEH Award**

RAILS member Chicago Horticultural Society Lenhardt Library Chicago Botanic Garden and Library Director Leora Siegel have won a \$202,000 [National Endowment for the Humanities \(NEH\) grant](#) as part of [199 humanities projects](#) across the U.S. Siegel serves as Project Director for their project focusing on conservation and digitization of 62 rare and unique volumes of "language of flowers" literature published in the United States and Europe during the 19th century, to be made publicly available via the Biodiversity Heritage Library.

**Brookfield Zoo Offers Amazing Opportunity for Summer Reading**

This summer, Brookfield Zoo will be crawling with 100 live arachnids! As you begin the process of planning for your summer reading programs, we wanted to make you aware of an opportunity to help promote your programs along with the zoo's upcoming temporary exhibit Amazing Arachnids.

The first 100 libraries to participate will be provided with 20 Amazing Arachnids passes, which will offer free admission to the exhibit, 20 temporary tattoos, and PDF versions of a poster and flyer to help them develop a fun and engaging theme for their 2018 summer reading program. Participation is easy, just fill out [this short questionnaire](#) – and a member of the zoo's team will get back to you.

If you have any additional questions, please feel free to reach out to [Maddie Schmaedeke](#) or call 312.573.5510.

E-News April 4, 2018

[View this message in your browser.](#)**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#)[E-Resources](#) | [Deals, Discounts, Grants](#) | [Illinois State Library News](#) |[Other Library-Related News](#) | [Member News](#) | [More Links](#)

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## Current RAILS News

**Needs Assessment Survey for RAILS Members**

RAILS is in the process of revising our strategic plan, and we want to ensure that it addresses the evolving needs of our member libraries of all types (academic, public, school, and special). You can help by [taking a brief survey](#). You'll be asked about your greatest current challenge, and to review a list of challenges/needs other RAILS members have told us are important to them. The deadline is April 30.

All staff from all types of libraries are highly encouraged to complete the survey. We would like to hear from as many of our members as possible. Thanks in advance for your feedback!

**Last Chance to Register for the April 11 Member Update**

Registration is open for the next RAILS member update on [Wednesday, April 11](#), 10 a.m.–noon. Don't miss out on hearing the latest news!

We'll be discussing RAILS efforts to update our [strategic plan](#); our new [system membership standards](#); our overlay project [Find More Illinois](#), and more. You'll also hear reports from Villa Park Public Library and North Elementary School, and Peoria Public Library and Hines Primary School on their [Multitype Collaborative Grant Projects](#).

All staff from all types of libraries are invited to attend at an available videoconference location or via one-way streaming ([RAILS Live](#)). Come and share what is happening at your libraries. [View agenda](#). [Register today!](#)

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The RAILS Board will meet on Friday, April 27, at 1 p.m., in person at the East Peoria service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date.

[See agenda/supporting documents.](#)

Members in the area will have the opportunity to attend a networking event prior to the meeting. Learn about the [networking event.](#)

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- [Friday, May 11, 9:30 a.m–4:30 p.m., Palatine Public Library.](#)

### **Program on Addressing Sexual Harassment April 26**

Amanda Civitello and Katie McLain, Waukegan Public Library, will discuss strategies for addressing sexual harassment in the library during this program on Thursday, April 26, 9:30 a.m.–12:30 p.m. Learn techniques to professionally but firmly address behaviors and ways you can support your co-workers. Attend in person at Vernon Area Public Library District or via videoconference at the RAILS Burr Ridge, Coal Valley or East Peoria service centers. Log into L2 for more [information/registration.](#)

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### Workshops on Running Successful Board Meetings in May

- [Saturday, May 5, 9:30 a.m.–12:30 p.m., Princeton Public Library](#)
- [Saturday, May 19, 9:30 a.m.–12:30 p.m., Freeport Public Library](#)

### [Program on Civic Engagement April 6](#)

### [Budget and Levy Secrets Program April 10](#)

### [Intermediate Python Workshop April 12–13](#)

### [Performance Evaluation Workshop April 17](#)

### Notary Public Workshops

- [Wednesday, April 18, 1–3 p.m., Rock Island Public Library \(Main Library\)](#)
- [Tuesday, April 24, 10 a.m.–noon, Macomb Public Library District](#)
- [Monday, May 14, 1–3 p.m., Peru Public Library](#)

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## E-Resources

### **BiblioBoard: It's BYOD!**

This BYOD (feel free to Bring Your Own Device) event is right around the corner. Join us for the [#BiblioBoardBingo and pizza party](#) on Thursday, April 26, 1-3 p.m. Participants will receive resources and treats. The bingo winner will get a fabulous prize sure to be envied by all!

- [Create](#) new ways to connect the BiblioBoard collections to your current programs and events.
- [Share](#) pizza with librarians.
- [Discover](#) how to use the BiblioBoard platform to become a BiblioBoard rock star by introducing patrons to new indie titles and resources.

This event will be held at the RAILS Burr Ridge service center. Please log into L2 for [more information/registration](#).

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. [See more information](#) on all our BiblioBoard offerings.

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## Deals, Discounts, Grants

**See the [Illinois State Library heading for a grant opportunities from the State Library](#).**

### **Grant Opportunity from IMLS Encourages Community Development Approaches**

The Institute of Museum and Library Services (IMLS) is accepting grant applications for [Activating Community Opportunities Using Museums/Libraries as Assets](#) now through May 14.

Museums, libraries, and archives, as well as universities and non-profit organizations with experience in museum, library, or archives projects and expertise in community development work, are eligible to apply. Award amounts will range from \$25,000 to \$150,000, and a one-to-one cost share is

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72

For questions, please contact [Dr. Marvin Carr](#), 202.653.4752, [Steve Schwartzman](#), 202.653.4641, or [Sarah Fuller](#), 202.653.4783.

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## Illinois State Library News

### **Illinois History – Digital Imaging Grant Offering**

The [Illinois State Library](#) is offering competitive grants for eligible libraries to digitize and provide web access to their important historical and cultural collections. This grant supports the digitization of existing materials and creates digital collections to be viewed via the [Illinois Digital Archives](#) and [Digital Public Library of America](#).

RAILS' partnership with LYRASIS offers [RAILS members discounts](#) on training and supplies to support those applying for an [Illinois History Digital Imaging Grant](#). Upcoming online training includes preservation practices, outsourcing digital imaging, metadata, project management, and more. Training is offered for your benefit and is not required for the grant. See the [LYRASIS website for more information](#).

For more information visit the State Library's [Illinois History – Digital Imaging Grant Offering](#). Applications due April 16.

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## Other Library-Related News

### **Advocacy/Action: Our Work Isn't Complete**

Woot! Woot! Library funding for 2018 has been signed. Now we need to act by April 10 to push for 2019 funding. It's time to urge senators to sign two "Dear Appropriator" letters to preserve more than \$210 million in federal library funding for 2019. One letter asks the Senate Appropriations Committee to fully fund the [Library Services and Technology Act \(LSTA\)](#) and the second asks for full funding for the [Innovative Approaches to Literacy \(IAL\)](#) program.

We urge all Illinoisans to contact Senators Duckworth and Durbin to ask them to sign both letters. [Send an Email](#). [Send a Tweet](#).

### **Three Books Podcast**

Three Books is Ela Area Public Library's podcast series where hosts, Becca and Christen, chat about three popular/favorite books. In the [most recent](#)



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73

anything else) libraries.

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## Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

### **RAILS Library Director News**

Do you have library director changes to share? Let RAILS Communications know of library director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community and say good-bye to retiring directors.

Teri Schweneker is the Interim Director of River Valley District Library.

Amy Girmscheid is the new Director of Sandwich Public Library District.

Phyllis Myers is the new Director of Sherrard Public Library District.

Kristin Schultz is the Interim Director at the Bellwood Public Library effective April 7.

### **Library News**

To post your library news, sign into the RAILS website with the email address and password used for L2. Click on your name to view posting options.

- [Evanston Public Library Hosts Human Library, April 15](#)
- [Sam Weller Discusses Ray Bradbury and Listen to the Echoes: The Ray Bradbury Interviews, April 9](#)
- [Unearth Science Festival, April 20-22 at the Chicago Botanic Garden](#)

### **Fast Facts Surveys**

- [Fingerprinting and Background Checks](#)
  - [Charging Stations](#)
  - [MakerSpaces](#)
  - [Meeting Room Fees](#)
  - [Experience with Mobile Classrooms or Trailers?](#)
  - [Library of Things](#)
- 

### **More Links**

## March 2018 Listening Posts

74

### Kids & Teens

One of our younger patrons was very excited to find a copy of *Don't Let the Pigeon Drive the Bus in Chinese*. We couldn't understand exactly what she said, but the jumping up and down and excited tone of her voice told us just how happy she was.

Overheard from an adult in the WouldShop, "We are so blessed to have this wonderful library."

### Circulation

An elderly patron using our scooter to get around the library was so thankful for the help she received from the lobby host getting out of her car.

A patron came up to the circulation desk and commented that the staff members at the Tech desk are always very helpful.

"Boy oh boy they're replacing people everywhere. Don't they know that people like to come here and talk to you?"

A patron wanted to know if we sold tickets to the Home & Garden Show.

### Adult

Someone walking past the Adult Ask Us Desk commented "I love this library! It is so much nicer than our own!"

Patron that I helped earlier stopped by before she left to compliment Substitute Technology Services Associate Delia LaPorta: "I see her everywhere, Woodridge, Downers Grove, now here. She's great!"

After a patron was walking away from the Ask Us desk after making a room reservation for next week, she said that she just received the text notification. She said that's great.

Patron commented that they love the confirmation email Communico now sends when a conference room is booked with a librarian card.

As I was shelving, a patron commented that she was very pleased that the DVD Foreign movies are now in language order and was grateful that we made the change.

"This is what a library should be." (Attendee at the Frank Lloyd Wright program)

"One would expect to pay a great deal of money to see and hear such a wonderful, professional jazz performance. And how grand that our library has provided this evening for the community. Many thanks." (Pharlis James Concert)

"My first adult program at the library-Great! I'll be looking out more closely for upcoming events." (Pharlis James Concert)

## March 2018 Listening Posts

75

After training a patron (on the phone) on how to use the catalog, he said the library staff have just been fantastic in welcoming him. He's lived in the area for 30 years and this is his first library card and he's kicking himself for not doing it sooner. He's thinking of all of the great things he's missed out on by not visiting us.

A patron said it would be a lot better if the catalog only searched IPPL instead of all libraries. She was confused about what was available here.

Patron looking for DVDs commented: I don't know how to use Red Box, but I know how to use the library.

### Technology

### Administration

An elderly lady coming out of the meeting room for AARP Tax Aide - "What a lovely place up here for the children".



### 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.