

/

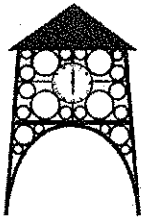
Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
August 16, 2017 – 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. Bongiovanni to Bukovac re: Library Parking Lot/DarienFest    | Page 3 |  |
| 2. Bukovac to Bongiovanni re: Library Parking Lot/DarienFest    | Page 4 |  |
| 3. Illinois Library Association Conference Trustee Day Schedule | Page 5 |  |
- E. Omnibus Consent Agenda
- |   |         |        |
|---|---------|--------|
| 1. Minutes of Regular Board Meeting, July 19, 2017          | Page 9  | Action |
| 2. Treasurer's Report                                       | Page 12 |        |
| 3. Action on Bill/Additional Bills                          | Page 16 |        |
| 4. Semi-Annual Statement of Receipts and Disbursements      | Page 20 |        |
| 5. Annual Statement of Receipts and Disbursements           | Page 25 |        |
| 6. Approval of FY2017 Illinois Public Library Annual Report | Page 31 |        |
- F. Items Deleted from Omnibus Consent Agenda
- Action
- G. Library Director's Report
- Page 51
- Information
- H. Department Reports
- |                                      |         |             |
|--------------------------------------|---------|-------------|
| 1. Assistant Director                | Page 55 | Information |
| 2. Marketing                         | Page 57 |             |
| 3. Adult                             | Page 60 |             |
| 4. Circulation                       | Page 81 |             |
| 5. Technology and Technical Services | Page 84 |             |
| 6. Youth                             | Page 88 |             |

- I. Staff Report  
None
  
- J. Reports
  - 1. Chamber Reports (Jensen) Page 99 Information
  - 2. RAILS Page 100 Information
  - 3. Building and Grounds (none)
  - 4. Finance Committee (none)
  - 5. Planning/Outreach Committee (none)
  - 6. Policy Committee (none)
  
- K. Unfinished Business
  - 1. Debt Certificate Page 111 Discussion
  
- L. New Business
  - 1. Brad Smith, MPI Investment Management
  - 2. FY16/17 Strategic Plan Update Page 117 Information  
Information
  
- M. Scheduled Meetings
  
- N. Community Events
  
- O. Library Events
  
- P. Adjournment



# Darien Chamber of Commerce

YOUR CONNECTION TO BUSINESS SUCCESS

July 25, 2017

Jamie Bukovac  
Indian Prairie Public Library  
401 Plainfield Road  
Darien, IL 60561

Dear Jamie:

The Darien Chamber of Commerce is organizing the 30th Annual Celebration of DarienFest on September 8, 9 and 10 at Darien Community Park. We are requesting use of the Library's parking lot. We would also like to install signage, with the DarienFest dates at the corner of the Library property a few weeks in advance.

Our contracted cleaning service will provide clean up of the Library property and parking lot on Saturday, Sunday and Monday mornings. We have also included your logo as a Fest Partner on our website and all advertising.

A Certificate of Insurance listing the Indian Prairie Public Library as an additional insured is enclosed.

We would greatly appreciate approval of our request and thank you for your support over the years.

Sincerely,

*Clare Bongiovanni*

Clare Bongiovanni  
President & CEO

Approved by \_\_\_\_\_

**Jamie Bukovac**

---

**From:** Jamie Bukovac  
**Sent:** Tuesday, July 25, 2017 3:45 PM  
**To:** 'Clare'  
**Subject:** RE: DarienFest Parking Lot Request

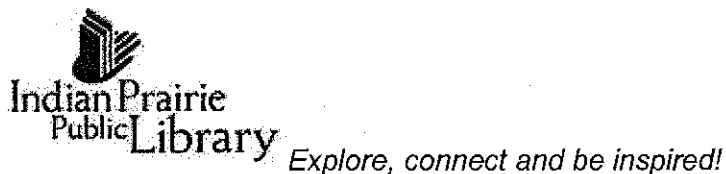
Hi Clare,

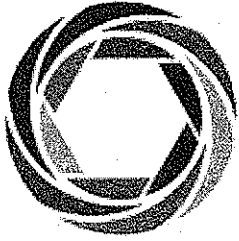
We're happy to make our parking lot available for DarienFest. You also may place signage on the library property advertising the event. Thank you for the Certificate of Insurance listing the library as an additional insured.

The library staff are looking forward to providing programming at the fest. We're glad to be able to support this important community event. Best wishes for another successful DarienFest.

Jamie

Jamie Bukovac  
Director  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561  
630-887-8760 x242  
[www.ippl.info](http://www.ippl.info)





# Library Trustee Forum

Illinois Library Association

**Trustee Day Schedule • ILA Annual Conference**  
**Thursday, October 12, 2017 • Tinley Park Convention Center**

Register Online

**8:30 - 9:00 a.m.**

### Trustee Continental Breakfast

Library Trustees begin their day with a light breakfast. The breakfast will be held in the same room as the 9:00 a.m. Trustee Keynote.

Sponsored by Ancel Glink

**Ancel Glink** | DIAMOND RUSH  
 DiCIANNI  
 & KRAFTHEFER

**9:00 - 10:00 a.m.**

### Trustee Day Keynote: I'm A Library Trustee, And My Role Is...?



Becoming a board member is much like becoming a parent. In both situations, it is assumed that if you know how to become one, you know how to be a good one. Not true in either situation! This presentation will focus on developing a better understanding of the power of a Library Trustee, the role of the Board, being a part of the Library Leadership Team, and understanding the board-staff relationship.

**Speaker:** Nancy Sylvester, Sylvester Enterprises, Inc.

Sponsored by Pathmann Construction Management

## EVENTS

Calendar

---

Youth Services Forum  
 Art Institute Field Trip

---

### Annual Conference

- Conference Sponsors
  - Conference Preview
  - Conference Registration
  - Conference Hotel
  - Conference Internship Application
  - Speaker Resources
  - 2017 Sponsorship Investments
  - Trustee Day Schedule
- 

Annual Conference  
 Exhibitor Information

---

Event Handouts

---

Reaching Forward Call  
 for Programs

---

**#ILAAC17**

**Platinum Partners**

---



**10:15 - 11:15 a.m.**

**Who's Afraid of Robert's Rules?**

Who says parliamentary procedure has to be scary or boring? This workshop will help make parliamentary procedure understandable and useful to you. Nancy will cover quorum, agenda, steps in processing a motion, the concept of precedence of motions, the script of a motion, the meaning of votes, and basic characteristics of a motion. After this workshop the attendee will not only have a better understanding of parliamentary procedure, but will have the knowledge and skills to help run, or assist others in running, an effective meeting.

**Speaker:** Nancy Sylvester, Sylvester Enterprises, Inc.

**Advocacy From the Top: Spring Your Board to Action**

This presentation will help directors engage with, persuade, and motivate trustees to become advocates for the libraries they serve. Drawing on their years of experience both serving on and working with library boards, the presenters bring a combination of professional advice and practical tips on navigating the relationship between board members and directors. The three-pronged session will cover how directors can better speak the language of boards, how to motivate trustees into active roles as advocates, and practical tips from the presenters' experiences.

**Speakers:** Sarah Armstrong, Sarah Keister Armstrong & Associates, and John Keister, John Keister & Associates

**11:15 a.m. - 12:15 p.m.**

**Trustee Exhibits Break**

**12:15 - 1:30 p.m.**

**Trustee Day Luncheon**

All Trustee Day attendees are registered for the networking luncheon. Doors open at Noon.

**Sponsored by Klein Thorpe & Jenkins**



**1:45 - 2:45 p.m.**

**Does Your Library Board Reflect Your Community? - Strategies for Diversifying Your Boards**

While many of our communities are growing more diverse in a multitude of ways, our governing bodies - Library, Foundation, and Friends Boards - often do not mirror these changes. Starting with big picture strategies for



**Gold Partners**



**Silver Partners**



evolving your Library Board to better reflect the community, and leading to more short-term tips for broadening Board recruitment, this session offers a method for diversifying your Board leadership. Additionally, the presentation will look at ways to encourage your current Trustees and Board members to reach out to the community to expand and deepen community perspectives and leadership.

**Speaker:** Stu Wilson, Library Strategies

### Answers to Your FOIA Questions: Revealed!

Transparency in government is more than just a buzz word – it's the law. In this interactive session, you will learn about the Illinois Freedom of Information Act and how it affects local governments, officials, and employees. The speakers will use a Q&A game-show format to explore questions addressing compliance with FOIA; the legal pitfalls in the use of technology (emails, text messages, and social networking) by local government officials and employees; and how to address, and hopefully avoid, issues that may arise.

**Speakers:** Erin Pell and Julie Tappendorf, Ancel Glink

**3:00 - 4:00 p.m.**

### Demystifying the Levy - Making the Numbers Add Up

Levies are the foundation of every public library. The vast majority of a library's funding is determined by the levy it passes each year. But the actual levy process is often misunderstood. How does that document we pass each year result in the funding we need? This program will help library directors and trustees fully understand how the levy and appropriation process works and how they can ensure their library captures all of the funds to which it is entitled.

**Speakers:** Kelly Zabinski, Zabinski Consulting Services, and Alex Todd, Prospect Heights Public Library District

### Library Board of Trustees Meetings: Proper Procedures and Compliance with the Open Meetings Act

This program will teach attendees, including newly elected and seasoned library trustees, library directors and staff, proper procedures for complying with the ever-evolving Open Meetings Act. The program will be conducted as a mock library board of trustees meeting. Learn the requirements for posting meeting notices both on the library's website and at the location of the meeting, the level of detail required for regular and special meeting agendas, open and closed session procedures, and electronic attendance requirements. We will also review training requirements for elected officials and employees who may be Open Meetings Act designees under the Act.

**Speakers:** Carmen Forte Jr., Jason Guisinger, Gregory Smith, and Kathleen Terese, Klein, Thorpe & Jenkins, Ltd.

### TALK TABLE: Seeking Diversity: Building a Board That Resembles Your Community



Public Finance



capstone



LYNN ELAM CONSULTING  
Leading Libraries Forward



neighborhoods.com



For libraries to remain relevant to the communities they serve, top-level leadership must understand the community's demographic characteristics. It's easy to let candidates self-select, but this risks over-representing of special interests. There's tremendous value in diversifying your board, but many under-represented groups - the disabled, the immigrant, the young - may not even be aware of such opportunities. Boards need to pro-actively recruit trustees who can articulate what the library means to them, and implement such policies. Join this round table conversation, moderated by a seasoned library trustee.

**Moderator:** Richard Flint, Lisle Library District

---

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799  
312 644-1896 phone 312 644-1899 fax [ila@ila.org](mailto:ila@ila.org)

© 2017 ILLINOIS LIBRARY ASSOCIATION. ALL RIGHTS RESERVED.



Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of July 19, 2017

**Board of Trustees Regular Meeting  
July 19, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Acting-Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Maria Wlosinski

Others: John Piemonte of Ehlers

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

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

Vision Statement: Acting-Secretary Megaridis 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 John Piemonte spoke to the Board regarding item L1 of New Business. He left at 8:05 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

- 1. Duckworth to Bukovac re: LSTA and IMLS Funding
- 2. VFW to Popowitch re: Certificate of Appreciation

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, June 21, 2017
- 2. Treasurer’s Report
- 3. Action on Bill/Additional Bills
- 4. Ordinance #2017-5 Amending the Budget and Appropriations Ordinance for the Fiscal Year 2016-2017

Krupicka moved, Megaridis seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Megaridis 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 the library was without Internet service on Friday. The cable was cut by the construction people working on the building across the way even though it was clearly marked by JULIE. It got temporarily fixed Saturday morning but they still have to come out to do the final connection. Bukovac reviewed the year end statistics in the packet.

H. Department Reports

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
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 - none

L. New Business

1. Debt Certificate Presentation, John Piemonte, Ehlers -

The library has several capital projects on the horizon. The library has reserves in place to pay for the capital projects and has prepared a financial forecast which shows that by 2023 the reserves will be fairly low. One possible option to keeping the reserve level higher over a longer period of time is to issue a debt certificate and use those funds to pay for capital projects. John Piemonte, Municipal Advisor with Ehlers made a presentation to the trustees about borrowing options to finance capital projects. Piemonte focused on issuance of a debt certificate. He shared how the process works. Ehlers had prepared a debt service schedule for an \$800,000 debt certificate as well as a cash flow chart based on the library's projected revenues and expenditures. The money from the debt certificate must be spent on identified projects, there are spend down requirements, and the money cannot earn a higher interest rate than the interest cost of the certificate.

The trustees had a number of questions and a lengthy discussion as to whether or not this option makes sense relative to cash flow and how the reserve monies are spent – either directly on projects or through a debt certificate. Would there be the opportunity to earn interest if the reserve money is not spent down quickly? Are more reserves needed given the uncertainties with the state? But in order to do this the library is paying interest for the debt certificate. Ideally payment for a debt certificate would be spent out of operating monies but the library is tax-capped and the money would need to be spent from the reserves. The trustees also had questions about the library's credit rating and keeping a good rating. The board discussion will continue at the August board meeting.

2. Capital Projects – Bukovac reviewed the capital projects. The list contains the projects from the financial forecast except for the refurbishment in 2023. Bukovac noted that she added a building renovation to the list in case one is needed; the Building and Grounds Committee and the Board have been asking in the past year if there is anything we should be doing with the building right now with respect to how people are using it. Also, our copy machine is 8 years old and we were just told by the company that they are having trouble getting replacement parts so we will be looking at that in the next year. Krupicka asked if the projects could be ranked. Bukovac said the HVAC VAV replacement, parking lot

renovation and building tuck point rank high. MPI will be attending next month's meeting to update the Board on the library's investments. Bukovac will have Birmingham work on what's needed for the parking lot and the tuck point since we will need bid documents anyway if we move forward with those projects.

3. Request to Charge HVAC Expenses to Special Reserve Fund – Krupicka moved, Damon seconded to approve the request to charge HVAC expenses in the amount of \$12,273.25 to the Special Reserve Fund. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
4. Request to Charge Landscaping Expenses to Special Reserve Fund – Megaridis moved, Damon seconded to approve the request to charge landscaping expenses in the amount of \$4,863.00 to the Special Reserve Fund. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
5. Adopt Tentative Budget & Appropriations – Damon moved, Ruscitti seconded to adopt the Tentative Budget & Appropriations Ordinance. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
6. Ordinance 2017-6 Determining to Levy an Additional Tax of .02% - Megaridis moved, Krupicka seconded to approve Ordinance 2017-6 Determining to Levy an Additional Tax of .02%. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
7. FY17/18 Strategic Plan Review – An overview of the FY17/18 strategic plan is in the packet. This is the last year of the 2015-2018 plan strategic plan approved by the Board in May 2015.
8. Audit of Secretary's Minutes & Review of Closed Session Minutes - Krupicka and Megaridis conducted the audit and review. Megaridis reported that the minutes are in order and they recommend keeping all closed session minutes closed. Megaridis moved, Krupicka seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Megaridis, Ruscitti, Suriano. Abstain: Akhras. Nays: none. Absent: Deshmukh.

M. Scheduled Meetings - none

N. Community Events

O. Library Event

P. Adjournment

At 8:48 p.m. Krupicka moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

---

Crystal Megaridis, Acting-Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2017

Balance on hand as of June, 2017.....	3,320,775.50
Cash Receipts for July.....	114,203.25
Cash Disbursements for July.....	299,493.41
Cash on hand as July 31, 2017.....	3,135,485.34

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.961%

General.....	537,294.22
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	8,851.75
Children's Endowment.....	2,910.02
Endowment.....	11,264.97
MPI Investment (Corporate Fund).....	2,457,611.46

JP Morgan Chase - Checking

General.....	4,460.21
Hinsdale Bank & Trust - Checking.....	3,495.71
JP Morgan Chase - Savings - Rate .18%	
General.....	90,226.26
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2017.....	3,135,485.34

FUND BALANCES AS OF 07/31/2017

Corporate Fund.....	2,954,450.11
Building & Maintenance Fund.....	45,543.63
I.M.R.F. Fund.....	13,735.54
Liability Fund.....	(6,872.54)
Social Security Fund.....	13,238.21
Special Reserve Fund.....	22,248.90
Current Liabilites.....	93,141.49
Grand Total All Funds.....	3,135,485.34

13

**Indian Prairie Public Library District  
Consolidated Revenue Report for July 2017**

Percent of Year: 8.33

	RECEIVED July 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	1,889,550.20	1,889,550.20	54.42%	3,472,004.00	1,582,453.80
41150 · Non-current Property Taxes	68.21	68.21	0.00%	0.00	-68.21
43100 · Interest-Tax Levy	1.47	1.47	0.00%	0.00	-1.47
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,889,619.88</b>	<b>1,889,619.88</b>	<b>54.42%</b>	<b>3,472,004.00</b>	<b>1,582,384.12</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>32,000.00</b>	<b>32,000.00</b>
<b>INTEREST</b>					
43500 · Interest - Investment	560.55	560.55	37.37%	1,500.00	939.45
<b>TOTAL INTEREST</b>	<b>560.55</b>	<b>560.55</b>	<b>37.37%</b>	<b>1,500.00</b>	<b>939.45</b>
<b>DESK MONIES</b>					
45100 · Copier	387.75	387.75	8.08%	4,800.00	4,412.25
45120 · Computer Copies	1,066.19	1,066.19	7.11%	15,000.00	13,933.81
45200 · Fines/Fees	5,045.81	5,045.81	10.30%	49,000.00	43,954.19
45250 · Gifts/Donations	8,966.74	8,966.74	1793.35%	500.00	-8,466.74
45300 · Lost Materials	602.24	602.24	5.02%	12,000.00	11,397.76
45350 · Non-Resident Fees	8,984.06	8,984.06	10.70%	84,000.00	75,015.94
45400 · DVD Fines	166.65	166.65	16.67%	1,000.00	833.35
45450 · Top Picks	48.75	48.75	0.00%	0.00	-48.75
45550 · Meeting Room Rental	100.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	81.00	81.00	11.57%	700.00	619.00
45650 · 3D Printing	18.40	18.40	3.68%	500.00	481.60
45660 · Carvey	8.00	8.00	2.67%	300.00	292.00
45700 · Passport Fees	675.00	675.00	0.00%	15,000.00	14,325.00
<b>TOTAL DESK MONIES</b>	<b>26,150.59</b>	<b>26,150.59</b>	<b>14.29%</b>	<b>183,000.00</b>	<b>156,849.41</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	700.00	700.00
46700 · Miscellaneous	869.75	869.75	43.49%	2,000.00	1,130.25
46800 · Collection Agency Fee	20.00	20.00	6.67%	300.00	280.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>889.75</b>	<b>889.75</b>	<b>29.66%</b>	<b>3,000.00</b>	<b>2,110.25</b>
<b>GRAND TOTAL</b>	<b>1,917,220.77</b>	<b>1,917,220.77</b>	<b>51.94%</b>	<b>3,691,504.00</b>	<b>1,774,283.23</b>

14

**Indian Prairie Public Library District  
Consolidated Expenditures Report for July 2017**

Percent of Year: 8.33

	July 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	137,561.25	137,561.25	6.29%	2,186,000.00	2,048,438.75	2,207,860.00	6.23%
61310 · Benefits - Medical / Life Ins.	9,824.37	9,824.37	6.78%	145,000.00	135,175.63	155,000.00	6.34%
61330 · Benefits - IMRF	11,836.24	11,836.24	5.72%	206,771.00	194,934.76	220,000.00	5.38%
61340 · Benefits - FICA	10,577.21	10,577.21	6.33%	167,214.00	156,636.79	175,000.00	6.04%
61400 · Staff Development	466.22	466.22	2.86%	16,300.00	15,833.78	19,000.00	2.45%
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	3,000.00	0.00%
61710 · Workers Compensation	8,620.00	8,620.00	95.78%	9,000.00	380.00	12,000.00	71.83%
61720 · Unemployment Insurance	169.26	169.26	5.51%	3,070.00	2,900.74	4,000.00	4.23%
<b>TOTAL PERSONNEL</b>	<b>179,054.55</b>	<b>179,054.55</b>	<b>6.55%</b>	<b>2,734,355.00</b>	<b>2,555,300.45</b>	<b>2,795,860.00</b>	<b>6.40%</b>
<b>MATERIALS</b>							
62100 · Books	6,903.39	6,903.39	2.99%	231,000.00	224,098.61	245,000.00	2.82%
62200 · Periodicals	-24.00	-24.00	-0.07%	33,425.00	33,449.00	35,000.00	-0.07%
62300 · Audio	1,354.16	1,354.16	2.93%	46,150.00	44,795.84	50,000.00	2.71%
62400 · Video	1,931.94	1,931.94	2.96%	65,200.00	63,268.06	70,000.00	2.76%
62500 · Multi-Media	8.29	8.29	0.10%	8,000.00	7,991.71	10,000.00	0.08%
62600 · Electronic Reference Resources	37,216.79	37,216.79	59.64%	62,400.00	25,183.21	65,000.00	57.26%
62700 · Software	0.00	0.00	0.00%	7,000.00	7,000.00	8,000.00	0.00%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62900 · Materials Supplies	446.27	446.27	2.11%	21,200.00	20,753.73	25,000.00	1.79%
<b>TOTAL MATERIALS</b>	<b>47,836.84</b>	<b>47,836.84</b>	<b>10.04%</b>	<b>476,375.00</b>	<b>428,538.16</b>	<b>511,000.00</b>	<b>9.36%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	0.00	0.00	0.00%	71,500.00	71,500.00	80,000.00	0.00%
63300 · Utilities (1-8-11 · Gas)	2,006.00	2,006.00	17.44%	11,500.00	9,494.00	17,500.00	11.46%
63300 · Utilities (1-8-12 · Electric)	0.00	0.00	0.00%	63,000.00	63,000.00	70,000.00	0.00%
63300 · Utilities (1-8-13 · Telephone)	730.59	730.59	10.44%	7,000.00	6,269.41	9,000.00	8.12%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	0.00	0.00%	8,200.00	8,200.00	12,500.00	0.00%
63300 · Utilities (1-8-15 · Garbage Disposal)	231.35	231.35	7.71%	3,000.00	2,768.65	4,000.00	5.78%
63400 · Maintenance Supplies	789.57	789.57	4.65%	17,000.00	16,210.43	22,000.00	3.59%
63500 · Security System Monitoring	0.00	0.00	0.00%	800.00	800.00	2,000.00	0.00%
63600 · Property Maintenance	0.00	0.00	0.00%	19,000.00	19,000.00	30,000.00	0.00%
63800 · Building Maintenance/Repair	383.00	383.00	0.85%	45,000.00	44,617.00	60,000.00	0.64%
<b>TOTAL BUILDING</b>	<b>4,140.51</b>	<b>4,140.51</b>	<b>1.68%</b>	<b>246,000.00</b>	<b>241,859.49</b>	<b>307,000.00</b>	<b>1.35%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	168.39	168.39	1.25%	13,500.00	13,331.61	16,000.00	1.05%
64300 · Photocopy Supplies	328.03	328.03	6.56%	5,000.00	4,671.97	6,000.00	5.47%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	119.70	119.70	0.00%	2,800.00	2,680.30	4,000.00	0.00%
64500 · Postage	3,380.30	3,380.30	76.63%	4,400.00	1,019.70	5,000.00	67.61%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	0.00	0.00	0.00%	500.00	500.00	700.00	0.00%
64800 · Organizational Memberships	0.00	0.00	0.00%	1,900.00	1,900.00	2,400.00	0.00%
64900 · Bank Fees	304.31	304.31	12.17%	2,500.00	2,195.69	3,200.00	9.51%
<b>TOTAL OPERATION</b>	<b>4,300.73</b>	<b>4,300.73</b>	<b>12.95%</b>	<b>33,200.00</b>	<b>28,899.27</b>	<b>41,300.00</b>	<b>10.41%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	390.98	390.98	5.59%	7,000.00	6,609.02	8,500.00	4.60%
65150 · Supplies-Staff Toner	57.25	57.25	0.95%	6,000.00	5,942.75	8,500.00	0.67%
65160 · Supplies-Other	0.00	0.00	0.00%	800.00	800.00	1,100.00	0.00%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	0.00	0.00%	14,000.00	14,000.00	22,000.00	0.00%
65400 · Automation Equip Mnt/Repair	0.00	0.00	0.00%	4,700.00	4,700.00	5,000.00	0.00%
65500 · Software	0.00	0.00	0.00%	14,485.00	14,485.00	20,000.00	0.00%
65600 · SWAN	11,405.00	11,405.00	25.00%	45,620.00	34,215.00	47,000.00	24.27%

15

**Indian Prairie Public Library District  
Consolidated Expenditures Report for July 2017**

Percent of Year: 8.33

	July 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 - Telecommunications	0.00	0.00	0.00%	2,880.00	2,880.00	4,000.00	0.00%
<b>TOTAL AUTOMATION</b>	<b>11,853.23</b>	<b>11,853.23</b>	<b>11.80%</b>	<b>100,485.00</b>	<b>88,631.77</b>	<b>124,100.00</b>	<b>9.55%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 - General Professional Services	315.00	315.00	4.63%	6,800.00	6,485.00	17,200.00	1.83%
66200 - Credit Bureau	62.65	62.65	5.22%	1,200.00	1,137.35	1,500.00	4.18%
66300 - Equipment-Maintenance Repair	1,295.44	1,295.44	28.79%	4,500.00	3,204.56	7,000.00	18.51%
66900 - Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,673.09</b>	<b>1,673.09</b>	<b>13.15%</b>	<b>12,720.00</b>	<b>11,046.91</b>	<b>25,700.00</b>	<b>6.51%</b>
<b>INSURANCE</b>							
67100 - Multi Peril-Physical Assets	10,305.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 - Bonding	1,336.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 - Officers & Directors Liability	2,842.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 - Umbrella Liability	2,150.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
<b>TOTAL INSURANCE</b>	<b>16,633.00</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	0.00	0.00	0.00%	35,000.00	35,000.00	37,000.00	0.00%
68111 - eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00	2,200.00	0.00%
68210 - Marketing Advertising	0.00	0.00	0.00%	500.00	500.00	1,800.00	0.00%
68310 - Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 - Marketing-Information Printing	185.98	185.98	8.45%	2,200.00	2,014.02	5,000.00	3.72%
68500 - Legal Notices	0.00	0.00	0.00%	1,000.00	1,000.00	2,000.00	0.00%
68600 - Special Events	1,301.40	1,301.40	5.12%	25,400.00	24,098.60	30,000.00	4.34%
<b>TOTAL PUBLIC INFORMATION</b>	<b>1,487.38</b>	<b>1,487.38</b>	<b>2.23%</b>	<b>66,600.00</b>	<b>65,112.62</b>	<b>79,000.00</b>	<b>1.88%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 - Building Improvements	0.00	0.00	0.00%	0.00	0.00	200,000.00	0.00%
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 - Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 - Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	64.17	64.17	1.28%	5,014.00	4,949.83	20,000.00	0.32%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>267,043.50</b>	<b>267,043.50</b>	<b>7.23%</b>	<b>3,691,504.00</b>	<b>3,424,460.50</b>	<b>4,273,160.00</b>	<b>6.25%</b>

ACTION ON BILLS July 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	50027 thru 50100	\$ 111,015.38
Chase Bank-Salaries for July	36979 thru 36999	\$ 5,828.38
Hinsdale Bank-Direct Deposits	& 24319 thru 24484	\$ 113,539.34
MONTH'S TOTAL:		\$ 230,383.10



Indian Prairie Public Library District  
**Account QuickReport**  
As of July 31, 2017

17

Type	Date	Num	Name	Amount
<b>10121 - Checking JP Morgan Chase</b>				
Bill Pmt Check	07/10/2017	50027	Armstrong, Mike	189.98
Bill Pmt Check	07/10/2017	50028	Better Business Planning, Inc.	149.38
Bill Pmt Check	07/10/2017	50029	BookBrowse LLC	630.00
Bill Pmt Check	07/10/2017	50030	Children's Plus Inc.	262.73
Bill Pmt Check	07/10/2017	50031	Colonial Life	82.53
Bill Pmt Check	07/10/2017	50032	EBSCO Information Services	6,545.00
Bill Pmt Check	07/10/2017	50033	Grey House Publishing, Inc.	3,995.00
Bill Pmt Check	07/10/2017	50034	Infogroup	1,900.00
Bill Pmt Check	07/10/2017	50035	Kamm Insurance Group	2,842.00
Bill Pmt Check	07/10/2017	50036	Layman, Jez	53.50
Bill Pmt Check	07/10/2017	50037	LibrariesFirst	5,000.00
Bill Pmt Check	07/10/2017	50038	Michaels, J.B.	300.00
Bill Pmt Check	07/10/2017	50039	Midwest Tape	13.49
Bill Pmt Check	07/10/2017	50040	Momingstar	4,108.00
Bill Pmt Check	07/10/2017	50041	NCPERS Group Life	80.00
Bill Pmt Check	07/10/2017	50042	News Bank, Inc.	5,825.00
Bill Pmt Check	07/10/2017	50043	Palmisano, Stacy	10.29
Bill Pmt Check	07/10/2017	50044	Penguin Random House LLC	24.00
Bill Pmt Check	07/10/2017	50045	Pronunciator LLC	1,800.00
Bill Pmt Check	07/10/2017	50046	ProQuest LLC	2,193.00
Bill Pmt Check	07/10/2017	50047	Runco	100.62
Bill Pmt Check	07/10/2017	50048	SWAN	11,405.00
Bill Pmt Check	07/10/2017	50049	Value Line Publishing, Inc.	3,325.00
Bill Pmt Check	07/10/2017	50050	World Relief	360.00
Bill Pmt Check	07/13/2017	50056	Canon Solutions America Inc.	1,295.44
Bill Pmt Check	07/13/2017	50057	Doane, Jimmy	53.87
Bill Pmt Check	07/13/2017	50058	Miskatonic Brewing Company, Inc.	120.00
Bill Pmt Check	07/13/2017	50059	Runco	221.94
Bill Pmt Check	07/13/2017	50060	U.S. Postal Service (PostageByPhone	3,500.00
Liability Check	07/13/2017	50061	Nationwide Retirement	660.00
Liability Check	07/13/2017	50062	Vantagepoint	980.45
Bill Pmt Check	06/30/2017	50063	T.J. Szafranski	241.80 Replacement for #500
Bill Pmt Check	07/18/2017	50064	LIMRiCC Unemployment Compensa	776.18
Bill Pmt Check	07/20/2017	50065	Alphagraphics	79.13
Bill Pmt Check	07/20/2017	50066	Baker & Taylor	4,424.40
Bill Pmt Check	07/20/2017	50067	Baker & Taylor (video)	656.17
Bill Pmt Check	07/20/2017	50068	Bank of America	745.14
Bill Pmt Check	07/20/2017	50069	Case Lots Inc.	298.75
Bill Pmt Check	07/20/2017	50070	Children's Plus Inc.	50.85
Bill Pmt Check	07/20/2017	50071	Gale/CENGAGE Learning	2,017.35
Bill Pmt Check	07/20/2017	50072	Ingram Library Services	39.57
Bill Pmt Check	07/20/2017	50073	Layman, Jez	47.89
Bill Pmt Check	07/20/2017	50074	Midwest Tape	2,268.04
Bill Pmt Check	07/20/2017	50075	Penworthy Company, The	263.91
Bill Pmt Check	07/20/2017	50076	Peregrine, Stime, Newman, Ritzman &	315.00
Bill Pmt Check	07/20/2017	50077	Prasad, Guru	125.00
Bill Pmt Check	07/20/2017	50078	Quill	390.98
Bill Pmt Check	07/20/2017	50079	Recorded Books, LLC	61.87
Bill Pmt Check	07/20/2017	50080	Runco	163.34

Indian Prairie Public Library District  
**Account QuickReport**  
As of July 31, 2017

18

Type	Date	Num	Name	Amount
Bill Pmt Check	07/20/2017	50081	Stawiarski, Kevin	600.00
Bill Pmt Check	07/20/2017	50082	Thomson Reuters West	67.48
Bill Pmt Check	07/20/2017	50083	Unique Management	62.65
Bill Pmt Check	07/20/2017	50084	VISOgraphic	64.17
Bill Pmt Check	07/20/2017	50085	VSP Vision	122.55
Bill Pmt Check	07/20/2017	50086	Williams., Natalie	19.00
Liability Check	07/27/2017	50087	Nationwide Retirement	660.00
Liability Check	07/27/2017	50088	Vantagepoint	982.25
Bill Pmt Check	07/28/2017	50089	Alphagraphics	106.85
Bill Pmt Check	07/28/2017	50090	Baker & Taylor	1,605.29
Bill Pmt Check	07/28/2017	50091	Baker & Taylor (video)	57.05
Bill Pmt Check	07/28/2017	50092	BCBS	11,008.18
Bill Pmt Check	07/28/2017	50093	Blackstone Audio, Inc.	225.00
Bill Pmt Check	07/28/2017	50094	Call One	730.59
Bill Pmt Check	07/28/2017	50095	Case Lots Inc.	290.55
Bill Pmt Check	07/28/2017	50096	Colley Elevator Co.	383.00
Bill Pmt Check	07/28/2017	50097	Groot Industries, Inc.	231.35
Bill Pmt Check	07/28/2017	50098	Ingram Library Services	422.41
Bill Pmt Check	07/28/2017	50099	Kamm Insurance Group	22,411.00
Bill Pmt Check	07/28/2017	50100	Lucarelli, Anthony	216.22

Total 10121 - Checking JP Morgan Chase  
**TOTAL**

111,015.38  
111,015.38

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

July 2017

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	07/14/2017	20,247.68
ILDOR-State	Payroll taxes	07/14/2017	2,694.81
EFTPS-Federal	Payroll taxes	07/28/2017	21,155.96
ILDOR-State	Payroll taxes	07/28/2017	2,805.91
IMRF	Payroll Pension	07/28/2017	21,109.69
Nicor	Gas	07/21/2017	791.95
Chase/US Bank	Credit Card Fee	07/05/2017	269.31
Hinsdale Bank	Fee-Direct Deposit	07/03/2017	35.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JANUARY 1, 2017 THROUGH JUNE 30, 2017

CASH AND INVESTMENTS AS OF JANUARY 1, 2017: \$3,231,023.32

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,703,308.98 Property Taxes 374.88 Intergovernmental 2,291.59, Interest 754.58, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 105,837.38, TOTAL \$1,812,567.41.

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 41,057.29 Property Taxes 8.14 TOTAL \$41,065.43.

I.M.R.F. FUND: Deferred Property Taxes 28,926.72 Property Taxes 5.88 TOTAL \$28,932.60.

LIABILITY INSURANCE FUND: Deferred Property Taxes 7,464.97 Property Taxes 1.38 TOTAL \$7,466.35.

SOCIAL SECURITY FUND: Deferred Property Taxes 25,194.25 Property Taxes 5.02 TOTAL \$25,199.27.

SPECIAL RESERVE FUND: Interest 75.86, TOTAL \$75.86.

TOTAL RECEIPTS ALL FUNDS: \$1,915,306.92

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 762,305.83, VENDORS: Adult Reading Round Table 25.00 Alarm Financial 144.00 Alibris, Inc. 12.94 Alimissis, Helen 12.80 Alphagraphics 1,483.53 Art Excursions, Inc. 915.00 Asimakopoulos, Jennifer 378.48 Assurant Employee Benefits 604.23 Aurico 200.00 Baker & Taylor 79,544.14 Baker & Taylor (video) 10,905.86 Bal Industries 5,085.00 Bank of America 44,860.47 Basecamp Web Solutions 45.00 Baylor University 120.00 BCBS 66,049.08 Bengal Electric Inc. 6,019.00 Better Business Planning, Inc. 20,462.24 Birmingham, Laura 86.67 Blackstone Audio, Inc. 2,364.06 BookPage528.00 Borzo, Greg 200.00 Bottom Line Personal 39.00 Bukovac, Jamie 305.20 Burr Ridge Village Center 96.30 Call One 4,390.68 Canon Solutions America Inc. 1,991.44 Case Lots Inc. 4,690.86 CCI Solutions 264.19 CDW Government 49.00 Center Point Large Print 797.03 Chase/US Bank 1,309.33 Chicago Sun-Times 442.00 Chicago Swordplay Guild 300.00 Chicago Tribune 656.77 Children's Plus Inc. 10,237.45 City of Darien 50.00 Closer Weekly 89.97 CNA Insurance 2,118.50 Colley Elevator Co. 1,144.00 Colonial Life 495.18 Comcast 1,139.10 Cook County Clerk 10.00 Cover One 108.90 Current Technologies 4,084.83 Darien Garden Club 150.00 Darien Park District 1,839.74 Deluxe 751.21 DEMCO 1,543.91

Displays2go 107.35 Doane, Jimmy 20.33 DuPage County Clerk 10.00 Easy  
 English NEWS 42.00 Edmonds Incorporated 1,040.41 EFTPS 263,451.34  
 ELM USA, Inc. 558.20 Estrada, Heidi 371.94 Fidelity Monitor & Insight  
 159.00 Findaway World, LLC 115.70 Forest Preserve District of DuPage  
 County 50.00 Fox Valley Fire & Safety 1,132.00 FSS Technologies 210.00  
 Funny Valentine Press 250.00 Gale/CENGAGE Learning 6,883.04 Garvey's  
 Office Products 124.26 Good Worx Inc. 697.00 Graham Cracker Comics 76.20  
 Grainger 20.38 Grass Roots Press 251.75 Grasso Graphics 563.92 Grey House  
 Publishing, Inc. 390.50 Guldberg, Barbara 11.72 Hanson, Annette 50.00  
 Harris, Lori 78.00 Hartney, Jane 53.82 Hausner, Indrani 125.00 Henderson,  
 Nubia 200.00 Heritage House Florist 116.90 Hinsdale Bank 165.00 Home  
 Depot 1,909.88 Hudson, Nancy 6.42 Hunter Knowledge and Insights 75.00  
 ID Label 510.57 IL Dept of Revenue 35,012.39 Illinois Library Association  
 885.00 Illinois Secretary of State 10.00 Imaging Office Systems, Inc.  
 7,440.00 IMRF 135,361.47 Ingram Library Services 7,576.45 Investor's  
 Business Daily 279.00 JanWay Company USA, Inc. 105.94 Jensen, Heather  
 Forster 9.10 Jensen, Shirley P 107.30 Johnson, Gail 15.52 Kamm Insurance  
 Group 30.00 Kapco 265.61 Kiplinger's Investing for Income 109.00 Kline,  
 Cindy 37.78 Krekelberg, Mary L 55.96 Kroeschell Service 41,713.15 LACONI-  
 RASS 30.00 Law Bulletin Publishing Company 67.00 Layman, Jez 223.21  
 LexisNexis Matthew Bender 129.43 Library Display Design Systems 206.73  
 LIMRiCC 1,711.72 Lincoln National Life 128.34 LM Information Delivery,  
 Inc. 5,525.75 Lucarelli, Anthony 53.02 Lucas Holdings, LLC 376.18  
 Magnolia Journal 40.00 Mailbox Yearbook, The 5.00 Management Association  
 1,080.00 McCracken, John 9.00 McCully, Nancy 200.00 Medicom Reimbursement  
 Spec., Ltd. 137.50 Midwest Exterminating Company 510.00 Midwest Laser  
 Specialists, Inc. 413.97 Midwest Tape 35,760.24 Military History Quarterly  
 49.95 Muscle & Fitness 24.97 Nationwide Retirement 8,580.00 NCPERS Group  
 Life 400.00 Neviol Inc. 29,052.95 New York Times, The 612.72 Nichols-  
 Yehling, Michelle 150.00 On Time Label 40.00 OverDrive 24,764.72 Oxford  
 University Press 320.96 Palmisano, Stacy. 191.08 Patrick B. Murphy  
 Plumbing Inc. 375.00 PCM 157.33 Penguin Random House LLC 2,449.25  
 Penworthy Company, The 815.03 Peregrine, Stime, Newman, Ritzman & Bruck  
 945.00 PitneyBowes 330.00 Polyline 2,234.63 Price Digests 87.95 Principal  
 Life Insurance Company 3,287.95 Quality Books Inc. 3,322.04 Quick Signs,  
 Inc. 92.72 Quill 8,596.89 RAILS 1,527.00 Raincoat Roof Maintenance, Inc.  
 3,210.00 Reaves, Patricia 150.00 Recorded Books, LLC 11,247.92 Regent  
 Book Company 16.93 Rivistas Subscription Services 1,371.40 Roy, Nancy  
 282.41 Runco 4,487.58 Ryan, Marianne 99.34 Salo, Kathryn 284.93  
 Scharping, Ronald A. 500.00 Scholastic Library Publishing 304.20 Sebert  
 Landscaping 4,291.00 Shackleton, Carol 15.52 Sheehan, Debbie 119.91  
 Showcases 168.75 Speciality Mat Service 1,151.45 Stephens Plumbing &  
 Heating, Inc. 1,236.00 Stovall, Ann 245.20 Streett, Cathy 257.35  
 Strohmaier, Dana 11.99 Suburban Life Media 38.00 SWAN 22,810.00  
 Szafranski, T.J. 633.07 Team One Repair, Inc. 957.60 Thomson Reuters -  
 West 396.06 Thornton, Christine 300.00 Titan Image Group, Inc. 1,006.63  
 Today's Business 4,092.00 Trapp, Sandra 450.00 Tucker, Denise 23.06  
 Tumbleweed Press, Inc. 799.00 TV Weekly 48.92 U.S. Postal Service  
 (Postage-By-Phone) 2,000.00 Uline 263.71 Unique Management 438.55 United  
 States Treasury 45.20 University of Chicago Library 150.00 University of  
 Illinois Extension 75.00 Vantagepoint 12,549.23 Vegetarian Today 19.95  
 Vernon Library Supplies, Inc. 96.41 VISographic 16,697.52 Vogue Patterns  
 22.95 VSP Vision 735.30 Waterlogic East LLC 775.84 Wendling, April  
 350.00 Wenstrup, Gary 150.00 Williams., Natalie 41.89 Willowbrook/Burr

Ridge Chamberof Commerce 120.00 Wlosinski, Maria 55.75 Woodridge Public Library 10.00 Works, Tyler 244.05 Workshop 88 200.00 World Book School and Library 2,332.52 WTTW11 CHICAGO\98.7 WFMT 45.09 Yiesla, Sharon A. 175.00 Zenith City Business Systems, Inc. 175.00 Ziebka, Emily 50.00 VENDORS PAID UNDER 1.00: 216.99 TOTAL: \$1,784,344.62.

BUILDING & MAINTENANCE FUND: DuPage County Public Works 2,583.68 Dynegy Energy Services 25,780.33 Groot Industries 1,409.62 Nicor 6,767.59 Suburban Door Check & Lock Systems 3,061.00 Waterlogic East LLC 477.90 TOTAL: \$40,080.12.

LIABILITY INSURANCE FUND: Fox Valley Fire & Safety 1,130.00 TOTAL: \$1,130.00

TOTAL DISBURSEMENTS ALL FUNDS: \$1,825,554.74

CASH AND INVESTMENTS AS OF JUNE 30, 2017: \$3,320,775.50

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JANUARY 1, 2017 THROUGH JUNE 30, 2017.

\_\_\_\_\_  
MARIAN KRUPICKA, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 16th DAY OF AUGUST 2017

\_\_\_\_\_  
NOTARY PUBLIC

## EMPLOYEES PAID DURING THE FISCAL PERIOD JANUARY 1, 2017 THROUGH JUNE 30, 2017

Allard, Jamie Y. Security Monitor 8,094.51 Armstrong, Michael K. Building Services Associate 10,662.56 Asimakopoulos, Jennifer A. Assistant Head of Adult Services 29,291.31 Barnett, Geri L. Technical Services Associate I 5,086.40 Birmingham, Laura N. Assistant Director 46,761.00 Bishop {chk}, Roxane M. Circulation Services Page 3,095.11 Bortman {chk}, Priscilla L. Sub Circulation Services Associate 1,907.34 Boyer, Barbara A. Circulation Services Associate 7,044.41 Braden, Quiana N Sub Youth Services Associate 3,687.72 Brodeur, Vicki A. Senior Circulation Supervisor 1,299.06 Bruggeman, Lora L. Sub AS Librarian/Sub AS Associate 3,138.31 Bukovac, Jamie P. Director 62,493.00 Bunn, David L. Technology & Digital Services Associate 17,043.05 Butcher, Brett A. Technology Services Technician 15,990.00 Cartwright, Karen J. Circulation Services Associate 6,729.80 Cerkanowicz {chk}, Barbara A. Youth Services Page 2,993.95 Cochran, Judith J. Sub Youth Services Associate 1,900.93 Cox {chk}, Nancy Technical Services Associate I 4,495.70 Czuba, Patricia A. Interlibrary Loan Associate 13,034.90 Dangles {chk}, Joyce D. Circulation Services Associate 8,197.68 Davini {chk}, Phyllis M Circulation Services Page 2,079.37 Doane, James S. Youth Services Associate 2,168.76 Dzierzbicki, Monica A. Youth Services Librarian 34,343.32 Egger, Benjamin C. Security Monitor/Sub AS Assoc. 5,509.12 Eisenschenk, Kimberly Sub Circulation Services Associate 851.39 Estrada, Heidi E. Youth Services Librarian 21,985.75 Fank, Susan C. Technical Services Associate I 5,924.70 Filis, April W. Technical Acquisitions Associate 10,320.75 Glenn, Hugh W. Technology Services Associate 6,522.86 Grob {chk}, Anna M. Circulation Services Page 4,278.51 Guidi, Monica A. Circulation Services Associate 6,831.83 Guldberg, Barbara A. Circulation Services Associate 8,252.55 Hartney, Jane S. Youth Services Associate 21,141.00 Hinkley, Anna M. Technical Services Associate II 10,394.99 Honan, Karen L Sub Circulation Services Associate 867.53 Hudson, Nancy K. Senior Circulation Supervisor 14,698.51 Jensen, Heather E. Youth Services Associate 7,387.22 Jensen, Shirley P. Assistant Head of Adult Services 39,247.26 Johnson, Gail A. Assistant Circulation Supervisor 15,208.11 Jones {chk}, Susan M. Interlibrary Loan Page 3,505.95 Kaur, Kuldeep Sub Interlibrary Loan Page 150.24 Keslinke, Luann M. Circulation Services Page 109.56 Khan, Harris M. Sub Interlibrary Loan Page 990.66 Kitley, Nicolette F. Circulation Services Associate 4,483.63 Kline, Cynthia L. Adult Program Coordinator 7,549.36 Kolalis, Ashley M Adult Services Associate 5,961.79 Komperda, Patricia A. Circulation Services Associate 6,517.62 Krekelberg, Mary L. Adult Services Librarian 34,019.33 Lafayette, Luella Sub Circulation Services Supervisor 1,017.48 Layman, Jessica E. Adult Services Librarian 22,747.38 Lazarski, Carol R. Technology Services Associate 6,626.25 Leja, Patricia L. Circulation Services Associate 6,388.28 Lipowski, Nadine V. Circulation Services Associate 7,051.77 Lippencott, Suzanne H. Sub Youth Services Associate 823.99 Lucarelli, Anthony V. Head of Adult Services

28,002.00 Maleno, Christian H. AS Assoc/Sub AS Lib 6,378.02 Martin, Omar  
A. Sub Circulation Services Page 291.57 McKee, Sandra P. Youth Services  
Page 3,113.93 Melton, Audra D Technology Services Associate 6,085.11  
Meronek, Gregory Interlibrary Loan Page 5,316.10 Milewski {chk}, Robert  
J. Circulation Services Page 4,592.84 Mommsen, Joan B. Sub AS Lib/AS  
Assoc/YS Assoc 3,671.14 Nordan {chk}, Sarah J. Sub Youth Services Page  
82.08 O'Connell {chk}, Nila J. Circulation Services Associate 6,756.80  
Palicz, Kimberly A. Sub Circulation Services Associate 1,190.65  
Palmisano, Stacy Administrative Associate/Sub Circ Assoc 11,932.75  
Papaurelis, Theresa A. Graphic Designer & Media Services 13,923.00  
Paxson, Mary K. Adult Services Associate 4,866.85 Perez, Samantha A Youth  
Services Page 2,950.28 Peters {chk}, Jason M. Technology Services  
Associate 4,442.26 Poluektova, Yulia V. Youth Services Page 3,572.43  
Popowitch, Joseph A. Adult Services Librarian 31,512.00 Raffenetti, Mimi  
A. Sub AS Librarian/Sub AS Associate 551.85 Ramirez, Martha Technical  
Services Associate I 4,947.48 Roman, Linda E. Adult Services Page  
4,250.58 Rowic, Jessie M. Circulation Services Associate 1,687.92 Roy,  
Nancy E. Administrative Office Coordinator 23,095.38 Rusthoven, Christine  
D. Sub Adult Services Librarian 930.26 Ryan, Marianne T. Marketing and  
Promotion Coordinator 24,873.28 Salo, Kathryn M Early Literacy Librarian  
24,050.64 Schueren, Mary J. Adult Services Assoc-Home/Sub TS Assoc  
8,637.03 Shackleton, Carol A. Circulation Services Associate 11,780.95  
Sheehan, Deborah A. Head of Circulation 40,540.50 Smith, Tina L. Adult  
Services Page 2,765.96 Sobun, Mary Lynn C. Youth Services Page 3,639.59  
Staron, Susan T. Assistant Circulation Supervisor 5,456.49 Stovall, Ann  
M. Head of Technology & Technical Services 41,379.00 Stranski, Corrine AS  
Page/Sub YS Page 4,062.00 Stuart {chk}, Elizabeth C. Adult Services Page  
3,378.00 Such, Deborah S. Sub Interlibrary Loan Page 754.35 Szafranski,  
Theodore J. Asst Head of Technology & Tech Services 24,612.15 Tamos,  
Norbert P. Security Monitor 1,497.82 Tauer, Hillary K. Adult Services  
Page 3,065.41 Thurman, Deidre L. Sub Asst. Circ. Supervisor 774.70 Trout,  
John S Technology Services Associate 4,618.02 Tucker, Denise C. Adult  
Services Associate 6,451.38 Vlasko-Vlasova, Galina S. Sub YS Page/Sub AS  
Page 1,765.52 Watts, William T. Sub Circulation Services Page 520.19  
Williams, Natalie Head of Youth Services 30,594.78 Winterhalter, Deidre K.  
Sub Youth Services Associate 281.87 Wlosinski, Maria A. Administrative  
Associate 11,238.55 Works, Tyler C. Assistant Head of Youth Services  
27,169.79 Yang, Man Hua Circulation Services/AS Page 10,224.81 Zinoveva,  
Natalya Technical Services Associate I 6,650.85 Zwergel, Jane B.  
Technical Services Associate I 239.00 TOTAL 1,054,069.47



INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017

CASH AND INVESTMENTS AS OF JULY 1, 2016: \$3,277,023.45

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,703,308.98, Property Taxes 1,579,963.43, Non-current Property Taxes 315.54 Intergovernmental 2,291.59, Interest 2,264.12, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 203,946.58 TOTAL \$3,492,090.24

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 41,057.29, Property 39,628.41, Non-Current Property Taxes 8.96 TOTAL \$80,694.66.

I.M.R.F. FUND: Deferred Property Taxes 28,926.72, Property Taxes 28,667.35, Non-Current Property Taxes 5.80, TOTAL \$57,599.87.

LIABILITY INSURANCE FUND: Deferred Property Taxes 7,464.97, Property Taxes 6,745.25, Non-Current Property Taxes 1.59, TOTAL \$14,211.81.

SOCIAL SECURITY FUND: Deferred Property Taxes 25,194.25, Property Taxes 24,451.59, Non-Current Property Taxes 5.10, TOTAL \$49,650.94.

SPECIAL RESERVE FUND: Interest 120.16, TOTAL \$120.16.

TOTAL RECEIPTS ALL FUNDS: \$3,694,367.68

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 1,518,425.47, VENDORS: AAI 24.00 Adult Reading Round Table 25.00 Accent on History 235.00 Adult Reading Round Table 20.00 Alarm Financial 288.00 Alibris, Inc. 12.94 Alimissis, Helen 12.80 ALLDATA 1,500.00 Alphagraphics 1,678.16 American Library Association 31.50 Animal Quest Entertainment Inc. 100.00 Arlington Heights Memorial Library 24.95 Art Excursions, Inc. 1,215.00 Asimakopoulos, Jennifer 572.23 Assurant Employee Benefits 3,997.19 Aurico 389.00 Baker & Taylor 146,481.85 Baker & Taylor (video) 15,352.16 Bal Industries 9,195.00 Bank of America 75,400.32 Banks, Ollie 30.00 Barrett, Kathryn 50.00 Basecamp Web Solutions 45.00 Baylor University 120.00 BCBS 129,061.52 Beard, Tina 125.00 Bengal Electric Inc. 7,956.60 Better Business Planning, Inc. 31,618.12 Birmingham, Laura 343.53 Blackstone Audio, Inc. 5,035.39 BookBrowse LLC 630.00 BookPage 528.00 Borzo, Greg 200.00 Bottom Line Personal 39.00 Bukovac, Jamie 420.53 Burr Ridge Village Center 96.30 Call One 8,814.44 Canon Solutions America Inc. 4,225.44 Case Lots Inc. 9,168.12 Cavendish

Square 474.21 CCI Solutions 399.26 CDW Government 49.00 Center Point  
 Large Print 1,368.34 Center Resources for Teaching & Learning 700.00  
 Chase/US Bank 2,126.02 Chicago Sun-Times 655.20 Chicago Swordplay  
 Guild 300.00 Chicago Tribune 1,454.12 Chicago Tribune Media Group  
 679.62 Children's Plus Inc. 16,091.41 City of Darien 100.00 Clarendon  
 Courier, Inc. 20.00 Closer Weekly 89.97 CNA Surety 2,148.50 Colley  
 Elevator Co. 1,144.00 Colonial Life 907.83 Comcast 2,278.20  
 Consumers' Checkbook 450.00 Cook County Clerk 20.00 Costume  
 specialists 140.00 Cover One 108.90 Cox, Helene 21.50 Current  
 Technologies 7,203.20 Darien Chamber of Commerce 140.00 Darien Garden  
 Club 150.00 Darien Woman's Club 75.00 Darien Park District 1,839.74  
 Deliciously Yours 300.00 Dell Marketing L.P. 7,245.00 Deluxe 1,106.36  
 DEMCO 5,001.47 Displays2go 107.35 Doane, Jimmy 20.33 Dow Theory  
 Forecasts 159.00 DuPage County Clerk 30.00 DuPage Pavement 1,800.00  
 Dzierzbicki, Monica 392.16 Easy English NEWS 84.00 EBSCO Information  
 Services 6,354.00 Edmonds Incorporated 1,620.76 EFTPS 478,121.81 ELM  
 USA, Inc. 558.20 Estrada, Heidi 460.52 FedEx 21.11 Ferrill, Meredith  
 100.00 Fidelity Monitor & Insight 159.00 Findaway World, LLC 1,454.88  
 Fire & Security Systems 210.00 Flying Fox Conservation Fund 275.00  
 Forest Preserve District of DuPage County 100.00 Fox Valley Fire &  
 Safety 1,132.00 FSS Technologies 210.00 Funny Valentine Press 250.00  
 Gale/CENGAGE Learning 24,073.62 Garvey's Office Products 200.27  
 Gibson, Amanda 100.00 Good Worx Inc. 697.00 Graham Cracker Comics  
 76.20 Grainger 88.18 Grass Roots Press 251.75 Grasso Graphics 563.92  
 Great Courses, The 17.50 Grey House Publishing, Inc. 4,663.50  
 Guldberg, Barbara 11.72 Hanson, Annette 50.00 Harris, Lori 78.00  
 Hartney, Jane 175.87 Hausner, Indrani 375.00 Heather Fulscher 12.60  
 Henderson, Nubia 200.00 Herath, Adrian 80.00 Heritage House Florist  
 176.85 Hinsdale Bank 325.00 Hinsdale Humane Society 50.00 Home Depot  
 3,049.22 Hudson, Nancy 6.42 Hunter Knowledge and Insights 75.00 ID  
 Label 510.57 IL Dept of Revenue 69,692.64 Illinois Humanities 75.00  
 Illinois Library Association 1,310.00 Illinois Office of the State  
 Fire Marshal 100.00 Illinois Secretary of State 40.00 Imaging Office  
 Systems, Inc. 7,440.00 IMRF 215,598.46 Infogroup 3,700.00 Information  
 Today, Inc. 404.53 Ingram Library Services 12,422.29 Interact  
 Business Products, LLC 320.00 Investor's Business Daily 279.00 JanWay  
 Company USA, Inc. 105.94 Jensen, Heather Forster 17.58 Jensen,  
 Shirley P 202.29 Johnson, Gail 15.52 Kalkwarf, Rhonda 125.00 Kamm  
 Insurance Group 11,213.00 Kapco 340.64 Kelly, Stephanie 6.00  
 Kiplinger's Investing for Income 109.00 Kline, Cindy 37.78 Krekelberg,  
 Mary L 55.96 Kroeschell Service 79,556.41 Kujawinski, Peter 534.56  
 Lacayo, Sara 5.80 LACONI 100.00 LACONI-RASS 30.00 Law Bulletin  
 Publishing Company 67.00 Layman, Jez 385.27 LexisNexis Matthew Bender  
 354.94 LibrariesFirst 5,275.00 Library Display Design Systems 313.73  
 Library Furniture International 1,876.00 LIMRiCC 3,102.43 Lincoln  
 National Life 876.06 Lipowski, Nadine 44.82 LM Information Delivery,  
 Inc. 12,864.52 Lucarelli, Anthony 383.72 Lucas Holdings, LLC 376.18  
 Lynch, Terrence 550.00 lynda.com, inc. 7,000.00 Magnolia Journal  
 40.00 Mailbox Yearbook, The 39.95 Management Association 1,080.00  
 Mango Languages 3,496.48 Master Brew Beverages, Inc. 99.00 McCracken,  
 John 9.00 McCully, Nancy 400.00 Medicom Reimbursement Spec., Ltd.  
 246.25 Midwest Exterminating Company 510.00 Midwest Laser

Specialists, Inc. 413.97 Midwest Tape 65,064.17 Military History  
Quarterly 49.95 Moneyletter 129.00 Morningstar 3,988.00 Muscle &  
Fitness 24.97 Myk, Alice 24.28 National Audubon Society 20.00  
National Geographic Little Kids 18.00 Nationwide Retirement 16,710.00  
NCPERS Group Life 864.00 Near West Youth Services 25.00 Neviol Inc.  
59,177.95 New Readers Press 56.16 News Bank, Inc. 5,705.00 New York  
Times, The 612.72 Nichols-Yehling, Michelle 150.00 Niestrom, Kathy  
200.00 No-Load Fund Investor, The 98.00 Northern Illinois University  
60.00 O'Leary, Joan 6.80 O'Malley, Joan 1,031.00 On Time Label 312.00  
OverDrive 46,038.50 Owl Hill Media, LLC 29.99 Oxford University  
Press 320.96 Pack, William 300.00 Palmisano, Stacy 465.51 Paoli, Beth  
233.46 Patrick B. Murphy Plumbing Inc. 375.00 PCM 363.17 Penguin  
Random House LLC 4,949.50 Penworthy Company, The 3,437.47 Peregrine,  
Stime, Newman, Ritzman & Bruck 3,217.50 Phillip's Interior Plants  
215.00 Pioneer Press 26.00 PitneyBowes 795.98 Polyline 2,234.63 Price  
Digests 87.95 Principal Life Insurance Company 3,287.95 ProQuest LLC  
2,423.00 Quality Books Inc. 8,257.09 Quality Integrated Solutions,  
Inc. 371.00 Quick Signs, Inc. 181.72 Quill 13,492.63 RAILS 10,663.04  
Raincoat Roof Maintenance, Inc. 3,210.00 Reaves, Patricia 150.00  
Record Information Services, Inc. 769.00 Recorded Books, LLC  
13,931.75 Regent Book Company 32.99 Reynolds, Jason 3,202.20 Rezvi,  
Uzma 7.80 Risk Management Association, The 382.00 Rivistas  
Subscription Services 2,451.74 Roy, Nancy 427.26 Runco 10,810.97  
Ryan, Marianne 831.99 Sage Publications, Inc. 227.02 Salo, Kathryn  
284.93 Samuel, Scott 24.60 Sander, Julie 11.80 Scharping, Ronald A.  
800.00 Scholastic Library Publishing 793.00 Sebert Landscaping  
7,709.00 Shackleton, Carol 15.52 Sheehan, Debbie 119.91  
Showcases 168.75 Speciality Mat Service 1,905.54 Springer Customer  
Service Center LLC 465.36 Stephens Plumbing & Heating, Inc. 3,463.30  
Stovall, Ann 245.20 Streett, Cathy 577.48 Strohmaier, Dana 11.99  
Suburban Door Check & Lock Service 239.00 Suburban Life Media 80.00  
SWAN 45,620.00 Szafranski, T.J. 1,332.27 Team One Repair, Inc. 957.60  
Thomson Reuters - West 774.48 Thornton, Christine 300.00 ThyssenKrupp  
Elevator 1,654.66 Titan Image Group, Inc. 1,006.63 Today's Business  
4,092.00 Trapp, Sandra 1,400.00 Tucker, Denise 23.06 Tumbleweed  
Press, Inc. 799.00 TV Weekly 48.92 U.S. Postal Service (Postage-By-  
Phone) 4,000.00 Uline 362.46 United States Treasury 45.20 Unique  
Management 850.25 University of Chicago Library 150.00 University of  
Illinois Extension 75.00 Uppal, Madhu 15.00 USA Today 291.91 Value  
Line Publishing, Inc. 3,257.25 Vantagepoint 24,958.63 VBS CAL, LLC  
257.28 Vegetarian Today 19.95 Vernon Library Supplies, Inc. 520.86  
VISOGraphic 30,775.92 Vogue Patterns 22.95 VSP Vision 1,411.20  
Warehouse Direct 82.69 Waterlogic East LLC 1,630.24 Wendling, April  
350.00 Wenstrup, Gary 150.00 Williams., Natalie 135.09  
Willowbrook/Burr Ridge Chamber of Commerce 435.00 Winterhalter, Deidre  
50.00 Wlosinski, Maria 111.37 Woodridge Public Library 10.00 Workforce  
39.50 Works, Tyler 842.50 Workshop 88 200.00 World Book School and  
Library 2,332.52 World Relief 360.00 WTTW11 CHICAGO\98.7 WFMT 85.09  
Yiesla, Sharon A. 175.00 Zabel, Brian & Associates, PC 3,675.00  
Zeglin, Lynn 36.80 Zenith City Business Systems, Inc. 175.00 Ziebka,  
Emily 50.00 VENDORS PAID UNDER 1.00: -268.46 TOTAL: \$3,446,568.41

BUILDING & MAINTENANCE FUND: Bengal Electric 371.00 DuPage County Public Works 6,791.22 Dynegy Energy Services 55,594.16 Groot Industries 3,038.11 Nicor 10,186.11 Suburban Door Check & Lock Service 3,061.00 Waterlogic East LLC 716.85 TOTAL: \$79,758.45.

I.M.R.F. FUND: Illinois Municipal Retirement 57,378.38, TOTAL: \$57,378.38

LIABILITY INSURANCE FUND: Fox Valley Fire & Safety 2,498.60 Kamm Insurance Group 15,471.00 TOTAL: \$17,969.60

SOCIAL SECURITY FUND: EFTPS 48,940.79, TOTAL: \$48,940.79.

TOTAL DISBURSEMENTS ALL FUNDS: \$3,650,615.63

CASH AND INVESTMENTS AS OF JUNE 30, 2017: \$3,320,775.50

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017.

\_\_\_\_\_  
Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 16th DAY OF AUGUST 2017

\_\_\_\_\_  
NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017

Allard, Jamie Y. Security Monitor 14,947.71 Armstrong, Michael K. Building Services Associate 21,056.48 Asimakopoulos, Jennifer A. Assistant Head of Adult Services 58,323.43 Barnett, Geri L. Technical Services Associate I 9,854.28 Benes {chk}, Tori I. Sub Youth Services Associate 1,147.86 Birmingham, Laura N. Assistant Director 93,500.71 Bishop {chk}, Roxane M. Circulation Services Page 4,622.12 Bortman {chk}, Priscilla L. Sub Circulation Services Associate 3,549.61 Boyer, Barbara A. Circulation Services Associate 12,835.10 Braden, Quiana N Youth Services Associate 4,647.48 Brodeur, Vicki A. Sub Asst Circulation Supervisor 16,224.29 Bruggeman, Lora L. Sub AS Librarian/Sub AS Associate 5,517.43 Bukovac, Jamie P. Director 123,294.00 Bunn, David L. Technology & Digital Services Associate 33,805.55 Butcher, Brett A. Technology Services Technician 31,960.52 Cartwright, Karen J. Circulation Services Associate 12,917.44 Cerkanowicz {chk}, Barbara A. Youth Services Page 5,731.08 Cochran, Judith J. Sub Youth Services Associate 3,706.60 Cox {chk}, Nancy Technical Services Associate I 8,221.66 Czuba, Patricia A. Interlibrary Loan Associate 25,567.60 Dangles {chk}, Joyce D. Circulation Services Associate 16,254.14 Davini {chk}, Phyllis M Circulation Services Page 2,079.37 Doane, James S. Youth Services Associate 2,168.76 Dzierzbicki, Monica A. Youth Services Librarian 66,727.91 Egger, Benjamin C. Security Monitor/Sub AS Assoc. 12,856.69 Eisenschenk, Kimberly Sub Circulation Services Associate 1,212.79 Ernst, Mary K. Youth Services Associate 1,564.00 Estrada, Heidi E. Youth Services Librarian 43,581.85 Fank, Susan C. Technical Services Associate I 11,618.27 Filis, April W. Technical Acquisitions Associate 20,197.56 Glenn, Hugh W. Technology Services Associate 14,841.62 Grob {chk}, Anna M. Circulation Services Page 8,897.47 Guidi, Monica A. Circulation Services Associate 13,570.26 Guldborg, Barbara A. Circulation Services Associate 16,273.98 Hartney, Jane S. Youth Services Associate 41,416.18 Herath {chk}, Adrian I Summer Teen Intern 602.50 Herka, Weronika A. Technology Services Associate 1,376.56 Hinkley, Anna M. Technical Services Associate II 19,737.61 Honan, Karen L Sub Circulation Services Associate 6,378.68 Hudson, Nancy K. Senior Circulation Supervisor 16,792.87 Jensen, Heather E. Youth Services Associate 11,039.07 Jensen, Shirley P. Assistant Head of Adult Services 76,297.26 Johnson, Gail A. Assistant Circulation Supervisor 30,524.10 Jones {chk}, Susan M. Interlibrary Loan Page 4,220.38 Kaur, Kuldeep Sub Interlibrary Loan Page 2,136.90 Keslinke, Luann M. Circulation Services Page 109.56 Khan, Harris M. Sub Interlibrary Loan Page 4,446.85 Kitley, Nicolette F. Circulation Services Associate 9,285.18 Kline, Cynthia L. Adult Program Coordinator 14,395.13 Kolalis, Ashley M Adult Services Associate 11,629.26 Komperda, Patricia A. Circulation Services Associate 12,371.38 Krekelberg, Mary L. Adult Services Librarian 66,433.66 Lafayette, Luella Sub Circulation Services Supervisor 4,079.16 Layman, Jessica E. Adult Services Librarian 44,513.46 Lazarski, Carol R. Technology Services Associate 13,087.75 Leja, Patricia L. Circulation Services Associate 11,998.32 Lipowski, Nadine V. Circulation Services Associate 14,063.61 Lippencott, Suzanne H. Sub Youth Services Associate 1,652.83 Lucarelli, Anthony V. Head of Adult Services 50,613.60 Maher {chk}, Sandra L. Sub Adult Services Librarian 860.62 Maleno, Christian H. AS Assoc/Sub AS Lib 12,039.43 Martin, Omar A. Sub Circulation Services Page 2,543.12 McKee, Sandra P. Youth Services Page 6,114.04 Melton,

Audra D Technology Services Associate 12,816.40 Meronek, Gregory  
Interlibrary Loan Page 10,154.80 Milewski {chk}, Robert J. Circulation  
Services Page 9,225.18 Mommsen, Joan B. Sub AS Lib/AS Assoc/YS Assoc  
7,004.61 Nordan {chk}, Sarah J. Sub YS/ AS Page 710.84 O'Connell {chk},  
Nila J. Circulation Services Associate 13,058.40 Palicz, Kimberly A. Sub  
Circulation Services Associate 1,830.22 Palmisano, Stacy Administrative  
Associate/Sub Circ Assoc 22,585.56 Papaurelis, Theresa A. Graphic Designer  
& Media Services 27,839.71 Paxson, Mary K. Adult Services Associate  
12,654.76 Perez, Samantha A Youth Services Page 5,878.04 Peters {chk},  
Jason M. Technology Services Associate 10,403.26 Poluektova, Yulia V.  
Youth Services Page 6,944.87 Popowitch, Joseph A. Adult Services  
Librarian 62,557.30 Procter, Justin R. Security Monitor 453.70  
Raffenetti, Mimi A. Sub AS Librarian/Sub AS Associate 1,010.39 Ramirez,  
Martha Technical Services Associate I 10,208.97 Roman, Linda E. Adult  
Services Page 8,264.00 Rowic, Jessie M. Circulation Services Associate  
1,687.92 Roy, Nancy E. Administrative Office Coordinator 45,977.97  
Rusthoven, Christine D. Sub Adult Services Librarian 2,110.28 Ryan,  
Marianne T. Marketing and Promotion Coordinator 49,305.50 Salo, Kathryn M  
Early Literacy Librarian 47,625.17 Schueren, Mary J. Adult Services  
Assoc-Home/Sub TS Assoc 17,512.14 Shackleton, Carol A. Circulation  
Services Associate 23,751.43 Sheehan, Deborah A. Head of Circulation  
80,733.60 Smith, Tina L. Adult Services Page 5,627.16 Sobun, Mary Lynn  
C. Youth Services Page 7,009.03 Staron, Susan T. Assistant Circulation  
Supervisor 6,416.81 Stovall, Ann M. Head of Technology & Technical  
Services 84,809.10 Stranski, Corrine AS Page/Sub YS Page 7,873.52 Stuart  
{chk}, Elizabeth C. Adult Services Page 6,856.95 Such, Deborah S. Sub  
Interlibrary Loan Page 1,442.90 Szafranski, Theodore J. Asst Head of  
Technology & Tech Services 49,005.35 Tamos, Norbert P. Security Monitor  
2,238.54 Tauer, Hillary K. Adult Services Page 3,695.38 Thurman, Deidre  
L. Sub Asst. Circ. Supervisor 2,098.61 Trout, John S Technology Services  
Associate 7,521.90 Tucker, Denise C. Adult Services Associate 13,048.17  
Vlasko-Vlasova, Galina S. Sub YS Page/Sub AS Page 3,673.36 Watts, William  
T. Sub Circulation Services Page 1,426.11 Wendling {chk}, April L. Sub  
Youth Services Associate 1,121.35 Williams, Natalie Head of Youth  
Services 60,757.33 Winterhalter, Deidre K. Sub Youth Services Associate  
281.87 Witczak {chk}, Geraldine Adult Services Page 2,152.34 Wlosinski,  
Maria A. Administrative Associate 22,820.18 Wordinger, Debra L. Head of  
Adult Services 14,304.90 Works, Tyler C. Assistant Head of Youth Services  
53,580.29 Yang, Man Hua Circulation Services/AS Page 20,017.64 Zinoveva,  
Natalya Technical Services Associate I 12,044.45 Zwergel, Jane B.  
Technical Services Associate I 3,458.39 TOTAL \$2,099,621.34

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2017  
 INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30366
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4c Was this an official name change?	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	401 Plainfield Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Darien
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60561
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 887-8760
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 887-1018
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.ippl.info">http://www.ippl.info</a>

**Library Director's Information**

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

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

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

No

No

**Contract for Services**

1.19 Does your library contract with another library to RECEIVE ALL your library services? **Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.**

Number of contracting libraries:

Legal name of library you contract with:

**Administrative Information**

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

DuPage

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

DuPage

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

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

No

1.22b If YES, indicate the reason for the boundary change

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

42,529

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

1.23c Documentation of legal population change

1.24 If the population has changed from the prior year's answer, then indicate the reason.

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

RAILS

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

**Federal Public Library Criteria**

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

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

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

Yes

1.27 Does this library have paid staff?

Yes

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

Yes

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

Yes

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

Yes

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

Yes



**SERVICE OUTLETS (2.1 - 2.14)**

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

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

**ANNUAL REPORT DATA (3.1 - 3.7)**

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/07/2016
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2017
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jamie Bukovac
3.5 Telephone Number of Person Preparing Report	630-887-8760
3.6 FAX Number	630-887-1018
3.7 E-Mail Address	jamieb@ippl.info

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

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

**Referendum 1**

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

**Referendum 2**

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

**Referendum 3**

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

**Referendum 4**

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

34

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
<b>Referendum 5</b>					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

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

Report the most current information available.

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

**First Member**

5.5 Name	Beena Deshmukh
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	beenad@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60562

35

**Second member**

5.5 Name	Donald Damon
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dond@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Third member**

5.5 Name	Marian Krupicka
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	mariank@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Fourth member**

5.5 Name	Victoria Suriano
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	victorias@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Fifth member**

5.5 Name	Crystal Megaridis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	crystalm@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL

5.13 Zip Code

60561

**Sixth member**

5.5 Name

Asma Akhras

5.6 Trustee Position

Other

5.7 Present Term Ends (mm/year)

04/2021

5.8 Telephone Number

630-887-8760

5.9 E-mail Address

asmaa@ippil.info

5.10 Home Address

401 Plainfield Road

5.11 City

Darien

5.12 State

IL

5.13 Zip Code

60561

**Seventh member**

5.5 Name

Diane Ruscitti

5.6 Trustee Position

Other

5.7 Present Term Ends (mm/year)

04/2021

5.8 Telephone Number

630-887-8760

5.9 E-mail Address

dianer@ippil.info

5.10 Home Address

401 Plainfield Road

5.11 City

Darien

5.12 State

IL

5.13 Zip Code

60561

**Eighth member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

**Ninth member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

36

5.13 Zip Code

**FACILITY/FACILITIES (6.1-6.4)**

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

6.1a Total square footage of the main library building [PLSC 711]	43,394
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	996
6.4a Total Number of Study Rooms	4
6.4b Total number of times study room(s) used by the public during the fiscal year	4,257

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@lilisos.net) at the Illinois State Library.

**Age of Facility**

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
	0	0	1	0	0	0

**Type of Work Needed**

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$500,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$45,000	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/Ventilation/Air conditioning	1	\$468,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$26,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$110,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$35,000	0	\$0

New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

**Type of Work in Progress**

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/Ventilation/Air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

**ASSETS AND LIABILITIES (7.1 - 7.13)**

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

**Property**

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$11,100,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

**Fiscal Accumulations**

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?  Yes  
 Corporate Fund \$1,365,417; Building & Maintenance Fund \$4,498; IMRF Fund \$7; Liability Fund \$4; FICA Fund \$8; Special Reserve Fund \$22,233

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

**Liabilities**

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

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

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

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

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

NOTE: Round answers to the nearest whole dollar.

**Local Government**

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) **\$3,397,574**

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?  Yes

8.1b For the ensuing fiscal year, local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales) **\$3,472,004**

**State Government**

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

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

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

8.2 Per capita grant <sup>1</sup>	\$0
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] <sup>2</sup>	\$0

**Federal Government**

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

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

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

**Other Income**

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

8.13 Monetary Gifts and Donations	\$10,514
8.14 Other receipts intended to be used for operating expenditures	\$189,355
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$199,869
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,597,443
--	-------------

**Safeguarding of Library Funds**

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



5

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

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

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	insurance bond_001.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,805,840
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

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

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

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

**NOTE:** Round answers to the nearest whole dollar.

**STAFF EXPENDITURES (9.1-9.3)**

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

**NOTE:** Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,097,574
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$505,380
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,602,954

**COLLECTION EXPENDITURES (10.1 - 10.4)**

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

**NOTE:** Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$225,365
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$128,126
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$107,862
10.3b Please provide an explanation of the other types of material expenditures. audio, video, console games, kits	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$461,353

**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$568,926
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,633,233

**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

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

**Capital Revenue**

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	-1 Unknown
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

**Capital Expenditures**

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

43  
Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$12,273

**PERSONNEL (13.1 - 13.46)**

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

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

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

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

Summary	15	15	\$511.31	\$62.50
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$64.24	37.50	
Assistant Director	Assistant Library Director	\$48.44	37.50	
Head of Adult Services	Adult Services	\$29.01	37.50	
Head of Youth Services	Children's Services	\$32.20	37.50	
Head of Technology/Technical Services	Automation/Technology/Systems	\$42.86	37.50	
Assistant Head Adult Services	Automation/Technology/Systems	\$28.19	37.50	
Assistant Head Adult Services	Adult Services	\$38.00	37.50	
Assistant Head Adult Services	Adult Services	\$30.92	37.50	
Youth Services Librarian	Children's Services	\$33.56	37.50	
Youth Services Librarian	Children's Services	\$25.17	37.50	
Adult Services Librarian	Adult Services	\$32.64	37.50	
Adult Services Librarian	Adult Services	\$33.56	37.50	
Assistant Department Head Technology Services	Adult Services	\$23.60	37.50	
Youth Services Librarian	Automation/Technology/Systems	\$25.92	37.50	
	Young Adult Services	\$23.00	37.50	

**Group A Total**

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

14.06

**Group B**

44

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

Summary 0			\$0.00	0.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
			\$0.00	0.00

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	14.06

**Group C**

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

13.13 Total hours worked in a typical week by all Group C employees	1,026.00
13.14 Minimum hourly rate actually paid	\$12.32
13.15 Maximum hourly rate actually paid	\$29.46
13.16 Total FTE Group C employees (13.13 / 40)	25.65

**Group D**

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

13.17 Total hours worked in a typical week by all Group D employees	256.00
13.18 Minimum hourly rate actually paid	\$9.22
13.19 Maximum hourly rate actually paid	\$13.53
13.20 Total FTE Group D employees (13.17 / 40)	6.40

**Group E**

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

13.21 Total hours worked in a typical week by all Group E employees	67.00
13.22 Minimum hourly rate actually paid	\$14.09
13.23 Maximum hourly rate actually paid	\$15.20
13.24 Total FTE Group E employees (13.21 / 40)	1.68
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	33.73
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	47.79

**Librarian Vacancies**

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

Summary	13.27 Position	13.28 Primary Work	13.29 Education Level	13.30 Total	13.31 Number	13.32 Annual	13.33 Annual

45

Title	Area	Hours/Week of Weeks Vacant during report period.	Salary Range	
			Minimum	Maximum

**Newly Created Librarian Positions**

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

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

**Eliminated Librarian Positions**

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

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

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 7131]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 5001]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 7141]	52
14.3 Total annual visits/attendance in the library [PLSC 5011]	436,356

**PROGRAMS & ATTENDANCE (15.1 - 15.17)****Programs:**

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

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

**Passive Programs:**

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

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

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	488	19,061	0	0
Young Adult	112	2,329	0	0
Other	410	6,579	0	0
Total	1,010	27,969	0	0
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

**REGISTERED USERS (16.1 - 16.4)**

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

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

16.1 Total Number of Unexpired Resident Users Cards	20,433
16.2a Total Number of Unexpired Non-resident Users Cards	1,059
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$84,261.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	21,492
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

**RESOURCES OWNED (17.1 - 17.9)**

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

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

For guidance in counting electronic materials, please reference the following guide: **Counting Electronic Materials for the IPLAR**

17.1 Print Materials [PLSC 450]	139,349
17.2 Current Print Serial Subscriptions [PLSC 460]	416
17.3 Total Print Materials (17.1+17.2)	139,765
17.4 E-books Held at end of the fiscal year [PLSC 451] <sup>3</sup>	248,687
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	18,154
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] <sup>4</sup>	336,324
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,972
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] <sup>5</sup>	

**Electronic Collections**

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

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	41
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	54

**USE OF RESOURCES (18.1 - 18.17)**

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

18.1 Number of adult materials loaned	401,668
18.2 Number of young adult materials loaned	32,926
18.3 Number of children's materials loaned [PLSC 551]	205,673
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	640,267

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

For guidance in counting electronic content circulation and usage, please reference the following guide: **Reporting Electronic Item Usage for the IPLAR**

18.5 Books- Physical	373,972
18.6 Videos/DVDs- Physical	179,782
18.7 Audios (include music)- Physical	58,890
18.8 Magazines/Periodicals- Physical	11,906
18.9 Other Items- Physical	15,717
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	640,267
18.11 Use of Electronic Materials [PLSC 552]	54,007
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	694,274
18.13 Successful Retrieval of Electronic Information [PLSC 554]	49,108
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	103,115
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	743,382
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	43,867
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	56,006

**PATRON SERVICES (19.1-19.2)**

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

**Reference Transactions**

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]

62,809



**One-on-One Tutorials**

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

19.2 Total Annual One-on-One Tutorials

1,019

**AUTOMATION (20.1 - 20.5)**

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

20.1 Total number of ALL computers in the library

118

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

60

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

Yes

**INTERNET (21.1 - 21.8)**

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

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

45 Mbps or more

21.2b If Other, please specify

N/A

21.3 What is the monthly cost of the library's internet access?

\$190

21.4 Number of Internet Computers Available for Public Use [PLSC 650]

44

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]

62,891

21.6 Wireless Sessions Per Year [PLSC 652]

65,008

21.7 Does your library utilize Internet filters on some or all of the public access computers?

No

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

**E-RATE (22.1 - 22.3)**

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program?

Not worth the time

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$15,052
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,701.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? <sup>6</sup>	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

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

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

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	Marian Krupicka
25.4 Second board member completing the audit	Crystal Megaridis
25.5 Date the Secretary's Audit was completed	07/19/2017

**IPLAR CERTIFICATION**

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

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

	Electronic Signature	Date
Library Director	Jamie Bukovac	08/16/2017
President	Victoria Suriano	08/16/2017
Secretary	Beena Deshmukh	08/16/2017

**Director's Report  
August 2017**

**Agenda**

**Omnibus:**

The Semi-annual Statement of Receipts and Disbursements and the Annual Statement of Receipt and Disbursements are required to be reviewed and approved by the trustees. The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries.

**Old Business:**

I asked Ehlers to prepare a debt service schedule for \$550,000. I ran several scenarios with our financial forecasts and the capital projects list. I then prepared comparative information relative to using a debt certificate or paying for capital expenditures directly out of reserves which I've included in the packet. I've also provided updated information about some of our capital projects.

**New Business:**

Brad Smith from MPI Investment Management will be providing information about our investments and answering your questions.

**Per Capita Grant**

This grant is due to the state in January. The grant has several requirements for trustees to complete. In September we are to review chapters 1 – 5 from the Trustees Facts File. The chapters will be handed out at this meeting. In October we'll review safety standards from "Serving Our Public" and watching a webinar on safety. In November we will review services offered by the State Library Literacy Program.

**Surveys**

I've been developing a series of short surveys to send to our card members with email addresses. The first will go out next week. My goal is that the surveys will help us understand how card members use the library space and collections.

**Stories**

The fall newsletter features two stories relative to our community garden and partnership with Good Worx Sunny Patch. Marianne interviewed the various people and wrote the article with input from Natalie and me. Marianne is already lining up the next story. I've prepared a presentation I'll be giving to staff in department meetings on the concept of stories and why it is important to tell stories to the community.

**Year in Review**

Marianne and Theresa put together an overview of FY16/17 which is attached to my report. It's been another banner year!

**SWAN**

I was elected SWAN treasurer for a two-year term.

**Staff**

Circulation Services Page Anna Grob resigned.

**Continuing Education**

I attended a webinar on time management.  
Nancy attended a HR Roundtable put on by the Management Association  
Maria trained with Nancy on Chase Fraud Protection

**Meetings**

I attended the July SWAN Board meeting  
One one-on-one with Debbie S.  
Two one-on-ones with Natalie  
Two one-on-ones with Ann  
One one-on-ones with Laura  
One one-on-one with Tony  
One Department Heads meeting  
Meeting with Natalie and Tyler re the mid-kids make space

Nancy met with the representative from Canon (we own Canon copiers) to review services.  
Nancy, Stacy and Maria met with T.J. to review processes for computer classes as they assist in copying handouts and tracking statistics.

Jamie Bukovac, Director



# Year in Review FY 2016-2017

## HIGHLIGHTS

- Kidlist readers named IPPL one of the best libraries for kids in the western suburbs
- Librarian Tyler Works named 2017 Mover & Shaker by *Library Journal*
- Trustee Asma Akhras joined board

## PROVIDING POPULAR MATERIALS & PROGRAMS

**50% MORE eBOOKS**  
**100% MORE streaming movies**

- Hot Picks collection provides no waiting for bestsellers with seven-day checkout
- Reading Resolution provided year-long reading incentive
- LGBTQIA+ programming introduced
- 260 people attended Free Comic Book Day
- Provided materials to 77 book clubs

## FOSTERING LIFE-LONG LEARNING

- Baby chick incubation project partnership with the Darien Dragons 4-H Club
- Baby Bundles with board books and educational toys for ages birth to 3 years old available
- Write-On Teen Literary Festival received 60 submissions to Cool Compositions Contest
- Added Early Literacy Summer Challenge
- Brought back Adult Summer Challenge
- 2016 Summer Reading Challenge in numbers:

**8 WEEKS**

**196 PROGRAMS & EVENTS**

**5,367 ATTENDEES**

**6,949 BOOKS READ**

## ENHANCING THE COMMUNITY

- Community garden partnership with Good Worx Sunny Patch Project provided fresh produce for local at-risk families
- Passport applications for new passparts now accepted at IPPL
- Story Stroll installed at Burr Ridge Village Center

**FOOD FOR FINES 1,953 ITEMS**  
Donated to food pantries at Our Lady of Peace and Our Lady of Mt. Carmel

**TAB 250+ GIVING ITEMS TREE**  
Collected for The Community House at Willowbrook Corner

**TEEN JOB FAIR**  
13 LOCAL EMPLOYERS 180 TEENS

**3 HOURS HOW-TO EXPO**  
600 ATTENDEES 30 WORKSHOPS

17 LOCAL ORGANIZATIONS  
**COMMUNITY CONNECTIONS EXPO**  
75 COMMUNITY MEMBERS

**LOCAL AUTHORS FAIR**  
30 AUTHORS 141 ATTENDEES

**ROCK THE SOCK BOX**  
165 NEW PAIRS OF SOCKS  
for DuPage PADS

# Thank you

## FOR DONATIONS

- The estate of Marion E. Weston (\$10,000)
- Friends of IPPL (\$8,140)
- IPPL Foundation (\$5,663)
- The community (\$5,224)
- The Sadowski family (\$2,685)
- The Darien Woman's Club (\$1,131)

## TO OUR COMMUNITY PARTNERS

- Burr Ridge Village Center
- Countryside Bank
- Darien Dragons 4-H Club
- Darien Garden Club
- Darien Park District
- The Gift of Carl Foundation
- Good Worx
- Gower School District 62
- SCORE

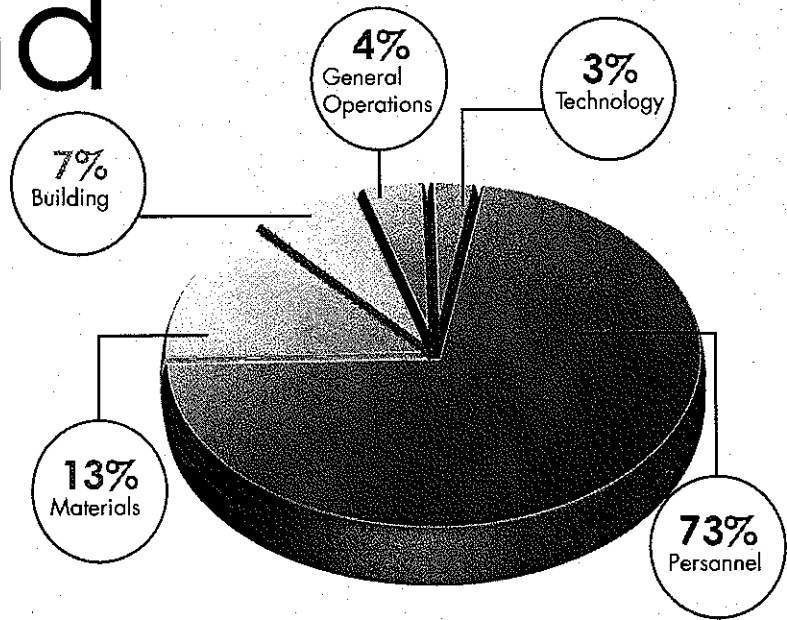
And thank you to the 241 volunteers who donated 4,505 hours of their time. Special thanks to the Eagle Scouts of Bay Scout Troop 101.

## ENRICHING LIVES THROUGH TECHNOLOGY

**2,000+ PEOPLE RECEIVED COMPUTER & TECHNOLOGY TRAINING**

- Introduced Carvey, a 3D carving machine
- Tech Takeout collection offered
- Wi-Fi Hotspots available
- iMac added to Technology Center
- Robotics program series attended by 150 kids
- Day of Code introduced coding to 250+ people of all ages
- Minecraft Mini Con attracted hundreds of kids and teens

# Facts and Figures\*



## OPERATING EXPENDITURES \$3,641,115

- Personnel **\$2,669,680** ●
- Materials **\$478,625** ●
- Building **\$259,700** ●
- General Operations **\$131,740** ●
- Technology **\$101,370** ●

## WE OWN:

- 139,349 books
- 248,687 eBooks
- 24,942 DVDs and Blu-rays
- 32,617 streaming movies
- 10,086 music CDs
- 281,004 streaming music albums
- 8,068 audiobooks
- 55,320 downloadable audiobooks
- 623 console games

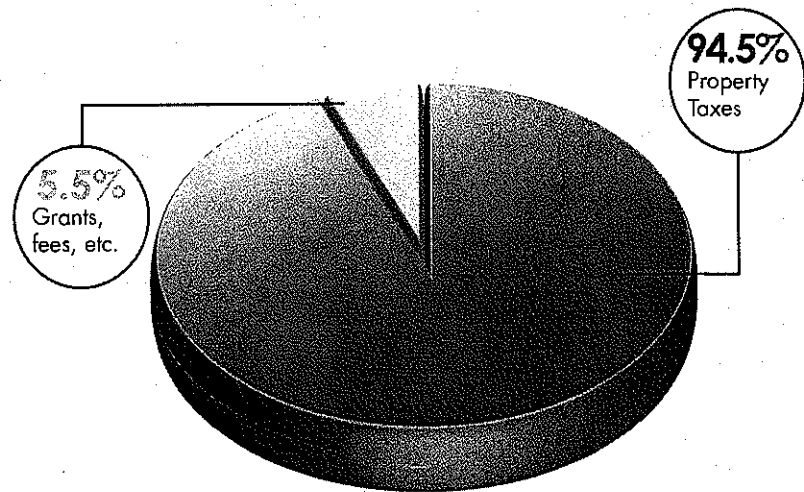
## SUBSCRIPTIONS:

- 416 magazines/newspapers
- 81 eMagazines
- 54 online resource databases

We are also a member of SWAN, which provides access to more than eight million titles in the online catalog.

## SERVING OUR COMMUNITY:

- 690,893 items checked out
- 436,356 people visited IPPL
- 317,389 visits to [ippl.info](http://ippl.info)
- 104,858 questions answered
- 62,891 uses of IPPL computers
- 1,010 programs and classes offered
- 28,988 people attended programs and classes
- 21,576 community members with library cards
- 1,796 items delivered to homebound cardholders



## REVENUE \$3,597,445

- Property Taxes **\$3,397,576** ●
- Grants, gifts, interest, fines, fees, misc. **\$199,869** ●

401 Plainfield Rd., Darien, IL 60561  
630/887-8760 / [ippl.info](http://ippl.info) / [ippl@ippl.info](mailto:ippl@ippl.info)



Explore. Connect. Be inspired.

\*unaudited figures

## Assistant Director's Report August 2017

### Building:

One of the windows on the Clarendon Hills Road side of the building shattered. A replacement window has been ordered.

The pine trees along Plainfield Road have been removed. I will be getting a quote on reducing the bed and adding sod to this area.

Don Damon met with Ann, Brett and I to review VOIP and suggested some cost-effective ways to convert the library's phone system to VOIP. Even though we must get new VOIP-compatible phones, Don's recommendation for the new service and phone purchase is low enough that it would cost what we already have budgeted in the current telephone budget line. We are lucky to have Don's expertise to help guide us as we make decisions.

As it states in Jamie's memo about capital projects, the parking lot work is a bit more complicated than we first thought. I am speaking to civil engineers to better understand the scope of the project and to determine consulting costs for the work.

### Masonry Project Update:

I met with Dan Ruzcik, the consultant we hired to help us with the masonry bid. He reviewed the condition of the tuck-pointing around the building and told me that it is still in excellent shape. There is only one area in the wall around the chiller that needs brick replacement (about 20 bricks), but other than that, the project should consist of minor tuck-pointing, sealing and painting around most windows and sills and sealing the coping stones. He is also investigating another cost saving measure - using a lift instead of expensive scaffolding. The brick replacement in the chiller wall is the most serious issue and we could address that project on its own instead of making it part of the bid package. Dan was going to try to get some budget costs based on his recommendations. In order to give him time to prepare and complete his investigation, this will be spring 2018 project instead of a fall 2018 one.

On a side note, Dan was very complimentary about the original masonry work that was done when the building was built and it has held up extremely well.

### Friends of the Library:

The Book Nook made \$967 in June.

The Friends continue to sponsor *Thursday Afternoon Movies* in June:

August 3<sup>rd</sup>: *Fences*

August 31<sup>st</sup>: *La La Land*

The Friends hosted a concert on Sunday, July 23<sup>rd</sup>. Because of a sudden rainstorm, the concert was held in the meeting room. About 50 people attended. The next concert is scheduled for Sunday, August 20<sup>th</sup>: *Mo' Beat Blues Show* featuring Samuel Lazada, the "Louis Armstrong of the Harmonica". The show will include blues, R&B, Country, Rat Pack and Swing music. Weather-permitting, the concert will be held in front of the library. Bring your chairs, snacks and drinks.

**Community:**

I represented the library at the "What's the Scoop?" ice cream social at Anne M. Jeans the evening of Thursday, August 03<sup>rd</sup>. Different groups that serve the nearby Hinsdale Lake Terrace community, including us, shared information. The emcee of the event, a resident of Hinsdale Lake Terrace, during her introduction of the evening told everyone to "Go get a library card right now!" and raved about how often she and her family use the library and how many resources we have for the community. It was great to have such a passionate promotion from one of the residents to the other residents.

The library continues to showcase the Chamber's "Battle of the Adirondack Chairs" featuring chairs from Lake Junior High and Eisenhower Junior High.

**Marketing:**

Marianne's report for July is attached.

**Meetings:**

- 7/27 One on one with Marianne
- 7/28 Assistant Director's Meeting at Downers Grove Public Library
- 8/1 One on one with Jamie
- 8/7 One on one with Jamie
- 8/8 Department Head Meeting
- 8/10 One on one with Marianne
- 8/15 One on one with Jamie
- 8/16 Board Meeting

**Continuing Education:**

Submitted by: Laura Birmingham 



**Marketing Department Report – July 2017**

**Newsletter**

Production of the fall newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Aug. 19. The cover story features the library’s partnership with Good Worx, as well as a family who benefits from the project and a student who participated in this summer’s garden labs.

**Annual Report**

The library’s FY16-17 annual report can be found at [annualreport.ippl.info](http://annualreport.ippl.info).

**Biz Connection Mailing**

Production of a one-time publication promoting the services and resources available to small businesses at the library was mailed to approximately 1,400 local businesses in two drops: July 21 and Aug. 4.

**eNews**

There are currently 18,080 (+110) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent two special editions on July 21 and 28 to promote Harry Potter Fest. The link generating the most clicks in July was to the Harry Potter Fest webpage from the July 11 eNews (102).

**Summer Volunteer/Intern**

A summer volunteer/intern assisted with writing the weekly eNews, scheduling daily Facebook posts, promoting Harry Potter Fest, and taking photos and videos at Summer Challenge camps and programs. Cassidy’s last day was Aug. 2. Marianne has written an intern job description, and the department is seeking one for the fall.

**Social Media**

The library’s organic reach on Facebook continues to grow, and July was a great month with several posts reaching more than 1,000 people. The post with the largest reach was Marianne’s July 29 Harry Potter Fest video, which reached 2,444 people with 893 views. The post with the second largest reach was Jez’s July 29 Harry Potter Fest Costume Contest photo album which reached 1,522 people with 51 reactions, 2 comments, and 8 shares. Cassidy’s July 8 link to a BuzzFeed post titled “31 Books You Won’t Be Able To Stop Thinking About” reached 1,345 people with 24 reactions, 5 comments, and 6 shares, and Marianne’s July 29 Instagram collage from Harry Potter Fest reached 1,322 people with 36 reactions, 4 comments, and 2 shares. Finally, the total number of page likes has grown to 1,458 (+14).

**Darien Park District**

Per Action 5.2.2.7, Marianne submitted items to the Darien Park District for their fall/winter brochure, which was mailed to residents at the end of July. Items included Fiber Fest and Passports. A copy of the final page is included in this packet.

**Darien Neighbors Magazine**

Marianne submitted calendar events and Around the Block items for the September/October issue.

**Reading Resolution**

As part of Strategy 2.1.3, Marianne and Jennifer initiated the 2017 Reading Resolution project, which will utilize and promote the library’s readers’ advisory services throughout the year. The Reading Resolution promotion encourages adults to set a reading goal, meet it, and turn in their reading logs to

be entered into a drawing for a \$100 gift card to their favorite bookstore. Four patron logs and two staff logs have already been submitted.

**Marianne's Meetings**

Meetings

- Meetings w/Laura on July 12 and 27
- Meetings w/Theresa on July 7 and 28
- Harry Potter Fest marketing meeting w/Monica & Cassidy on July 12
- Harry Potter Fest prop photo shoot w/Cassidy on July 17
- Shake, Shimmy, & Dance pics on July 18

Community

- Kathy Bohnke interview on July 27
- Harry Potter Fest photos and video on July 29

**Theresa's Meetings**

Meetings

- Meetings w/Marianne on July 7 and 28

Community

- Harry Potter Fest wand-making for teens and adults on July 29

Continuing Education

Tutorial on carved wood/letterpress effect (<https://www.sitepoint.com/creating-a-letterpress-effect-for-logo-design-in-illustrator/>) used on Harry Potter Fest signage

Contributing to the Profession

- Shared nonverbal signage tips with Wheaton Public Library graphic designer on July 17

**Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed numerous Harry Potter Fest items including promotional materials, directional signs, and an event map; the fall newsletter; the BizConnection mailer; and an IPPL fall bookmark for the Checkout Desk (below).



front



**Indian Prairie Public Library**

401 Plainfield Rd., Darien, IL 60561 / [ippl.info](http://ippl.info) / 630/887-8760 / [ippl@ippl.info](mailto:ippl@ippl.info)

Monday-Friday, 9 a.m.-9 p.m. / Saturday, 9 a.m.-1 p.m. / Sunday, 1 p.m.-5 p.m.



back

Marianne Ryan, Marketing Coordinator  
Aug. 9, 2017



**Tennis Titans**

Location: Darien Park District  
Community Center Gymnasium  
7301 Fairview Ave.

**Tennis Titans Parent/Tot  
2-3 year olds & an Adult**

Each pre-planned structured lesson is full of non-stop movement, excitement, and fun! Alongside their caregiver, children will learn fundamental movement skills that work on the ABCs (agility, balance and coordination), along with sending and receiving skills such as rolling, tossing (underhand), throwing (overhand) and catching. Fun games and colored equipment helps to keep children stimulated and children will use specially designed rackets and balls to introduce them to striking and receiving skills.

Code #	Day	Date	Time	R/NR Fee
230339-A	F	Sept. 8-22	10:45-11:30am	\$32/\$37
230339-B	F	Sept. 29-Nov. 17	10:45-11:30am	\$86/\$91

**Tennis Titans I: 4-5 year olds**

Focuses on the tennis building blocks for serve, rally, and scoring. Children will learn the fundamental movement skills that work on the ABCs (agility, balance and coordination), along with sending and receiving skills such as rolling, tossing (underhand), throwing (overhand) and catching. Fun games and colored equipment helps to keep children stimulated and children will use specially designed rackets and balls to introduce them to striking and receiving skills. Children who are in preschool on Fridays will be walked to the gym before class, or walked to their preschool room after class.

Code #	Day	Date	Time	R/NR Fee
230339-C	F	Sept. 8-22	11:40-12:20pm	\$32/\$37
230339-D	F	Sept. 29-Nov. 17	11:40-12:20pm	\$86/\$91

**Tennis Titans II: 5-7 year olds**

Builds on the motor skill development and the early years learning goals from Titans I. Introduces more racket skills helping children become more familiar with how to control the ball from both sides of the body. In this stage, children will further develop their striking and receiving skills as well as being encouraged to work in pairs and as part of a team. Children will progress their counting and language skills as they develop more independence and get more comfortable listening to instructions and carrying out more complex tasks.

Code #	Day	Date	Time	R/NR Fee
230339-E	Th	Sept. 7-21	4:00-4:45pm	\$32/\$37
230339-F	Th	Sept. 28-Nov. 16	4:00-4:45pm	\$86/\$91

**Tennis Titans III: 7-10 year olds**

Enhances players' growing physical capabilities and athletic skills through exercises improving agility, linear and coordination speed, and tennis-specific footwork. Stimulates muscle memory and awareness, forehand, backhand and serving techniques. Players will increase in swing lengths, have added spin, and achieve greater accuracy from different positions on the court. The spirit and fun of competition is elevated through a technical emphasis on how to move the opponent to build the point and a more sophisticated understanding of executing strategic concepts to hone a distinctly refined playing style.

Code #	Day	Date	Time	R/NR Fee
230339-G	Th	Sept. 7-21	5:00-5:45pm	\$32/\$37
230339-H	Th	Sept. 28-Nov. 16	5:00-5:45pm	\$86/\$91



**Fiber Fest**

Saturday, August 19, 10 a.m.-1 p.m.

Ever wonder how a sweater or mittens are made? Meet our fuzzy friends that provide fiber, then see the many ways that fiber is transformed: spinning, dyeing, knitting, and more. This all-ages event includes free workshops and demos to celebrate the wonderful world of fiber.

The library is accepting donations of yarn and fiber arts tools for a Fiber Fest Swap. We are also searching for fiber art enthusiasts that would like to share their skills and talent. If you are interested in participating as a vendor, demonstrator, or instructor, please contact Heidi Estrada at 630-887-8760 or heidie@ippl.info.

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

**Get Your Passport @ IPPL**

The Indian Prairie Public Library is now an official Passport Acceptance Facility, accepting DS-11 applications for new passports. Learn more at [www.passports.ippl.info](http://www.passports.ippl.info).

Passport Acceptance Hours:  
Monday, Friday, Saturday: 10 a.m.-3 p.m.  
Tuesday, Wednesday, Thursday: 3-8 p.m.  
Sunday: 1-4 p.m.



**Adult Services Monthly Report**

July 2017

Summer is in full swing and I had a number of staff on vacation this month. Thanks to all the staff for coming together to pick up extra desk shifts as well as our substitutes who all came through to help staff the Ask Us desk while others took time off. I could not have done it without all of you!

Toward the end of the month, we saw an increase in inquiries about patrons acquiring solar eclipse viewing glasses. After conferring with Natalie and Jamie, I found a reputable site that allowed bulk-purchasing discounts to schools and libraries. I ordered 200 pairs for us to have on hand for a drop-in viewing event that we have scheduled for Monday, August 21 from noon until 3 p.m. Staff from Kids & Teens and Adult Services will be staffing a table in the lobby this day.

We have continued to see a marked increase in inquiries for the glasses, especially after the first weekend of August when news reports were filled with stories on the coming eclipse and that people could pick up glasses at their local library!

Hot Picks circulation continues to grow as we had 463 checkouts for the entire month of July from the collection. This is up over the old rental collection for the previous month of June (290) and the same month last year (289).

I have noticed an increase the last two months in the use of our Gale online databases even though school is out. I believe this is due to the Ebsco Discovery Service (EDS) that became part of the catalog earlier this year. You may remember that when patrons do a search on our catalog they also receive results from our online databases. Right now, we primarily have our Gale resources in EDS as not all of the databases we subscribe to are available through the service. The statistical tracking tool records the following statistics in terms of sessions. Sessions are recorded when a person actually goes to the resource to retrieve information from EDS or when they access the resource through a link on our website, not when a search is conducted in EDS, which is actually a number in the thousands.

- June 2016: 173; June 2017: 353
- July 2016: 93; July 2017: 264

I had our flyers showcasing EDS reprinted and placed at our public access catalog stations and hope to see continued increase in usage of our resources.

**Monthly Highlights**

- The first edition of the Biz Connection newsletter was mailed out and Shirley has already gotten responses to it. One recipient commented "What a great thing! I don't know of any other libraries doing this." She is tracking how inquiries come in based on reaction to the newsletter. For her Pages, she has restructured how the Pages do shelf reading modeled after Kids & Teens that will take the Pages through the collection in a more structured way. She has also adjusted their shelving assignments to get items back to the shelves in a more timely manner from the Recently Returned shelving. She also completed the analysis on the Zinio usage survey, which follows this report.
- Jennifer added the links to the new Pronunciator language resource on the website and updated the information and logos for the new RBDigital service, which is replacing Zinio as the app and

resource for our e-magazine collection. She helped to plan and participated in Harry Potter Day, running the room, with the help of a volunteer, that hosted Harry Potter trivia and other activities.

- Mary K. finalized the speakers for her four Civics 101 programs scheduled to begin this fall. She also finished planning genealogy programs for the fall and completed the weeding of the Self-Help collection. Mary K. contacted Addison, La Grange, and Woodridge Public Libraries to get information about their foreign language collections.
- Joe has been busy weeding the ESL collection and has been working with Literacy DuPage to have another drop-in program in the lobby to help recruit volunteers for the organization.
- Jez was highly involved with planning and developing events for the Harry Potter program on July 29. She helped with numerous activities, including training volunteers on running the activities, as well as helping with decorating and getting the library prepared for an expected large influx of people for that day. It was much larger than expected and supplies ran low early on, but with help from Marianne, further supplies were procured so that we didn't have to shut down any activities early.

Community

- Shirley has been working to arrange a partnership with Downers Grove Township on outreach to the business community.
- With extensive assistance from Jez while she was out, Jennifer reports that we provided information – discussion questions, book reviews, author notes – to 11 area book clubs, nine by e-mail and two in print on seven new titles and four titles that had previously been requested.
- Jennifer also provided personalized recommendations to two individuals who requested our book and movie advisory service. This is the service that goes beyond doing a simple NovelList or reader's advisory search as we ask patrons what they have read and enjoyed in the past and based on their answers, research to create a customized list of titles that they may also enjoy.
- Mary K. has been working with Flagg Creek Historical Society to present a program for them on Tuesday, September 19.
- Joe interviewed a Vietnam veteran for the Veterans History Project. He also arranged for the Darien VFW to do a drop-in a few days prior to Veteran's Day in November.
- Jez hosted a #LibSocial program at the local Miskatonic brewery on July 15.

Contributing to the Profession

- Tony attended the ILA Forum & Committee Orientation on July 20 at Illinois State University. As chair of the Best Practices Committee, he helped to map out goals for the committee for the coming year. We will be focusing on best practices in "hiring" interns, volunteers, and community service volunteers. He also had a conference call with fellow panelists for an ILA panel discussion on moving into management that will be held at ILA Annual this October.
- She was also contacted by Xavier Duran of the Lisle Public Library about 20/30s programming as he just launched such programming in July.

Continuing Education

- Mary K., Joe, and Joan participated in the training on the new ScanPro digital microfilm/fiche reader.

User Experience

- Tony met with Mike to discuss changes he would like to see with the orientation of the stack signage in the Subject areas of the non-fiction collection. He also reoriented the signs for Money Management, Fitness, Self-Help and Languages to make them more visible from the Ask Us desk.
- Shirley had her first UX "interview" with one of her Pages as part of her UX implementation plan.

Meetings

Date	Meeting	Staff
3-Jul	One-on-One re: reserve study backup	Jennifer & Denise
5-Jul	WBBR Chamber Luncheon	Shirley
11-Jul	Department Head Meeting	Tony
13-Jul	RAILS Community Engagement Meeting	Tony
19-Jul	One-on-One	Tony & Jez
19-Jul	One-on-One	Tony & Shirley
19-Jul	One-on-One with Jamie	Tony
20-Jul	ILA Committee & Forum Planning Meeting	Tony
25-Jul	Darien Chamber Coffee Connection	Shirley
26-Jul	One-on-One	Tony & Joe
26-Jul	One-on-One	Shirley & Linda
27-Jul	One-on-One	Tony & Mary K.
31-Jul	One-on-One with Jamie	Tony

Programs

Date	Time	Program	Staff	Attendance
1-Jul	10:00 a.m.	ESL Conversation Group	Joe	10
3-Jul	6:00 p.m.	Chess Club	Denise	10
6-Jul	2:00 p.m.	Thursday Afternoon Movies: <i>Passengers</i>	Joe	19
7-Jul	1:00 p.m.	The Art of Paul Gauguin	Cindy	47
8-Jul	7:00 p.m.	#LibSocial: How to Feed Yourself	Jez	20
10-Jul	6:00 p.m.	Chess Club	Denise	15
10-Jul	7:00 p.m.	Current Events	Mary K.	10
12-Jul	7:00 p.m.	SCORE Roundtable	Shirley	2
12-Jul	10:00 a.m.	Job Club	Shirley	2
15-Jul	10:00 a.m.	ESL Conversation Group	Joe	9

15-Jul	5:00 p.m.	Miskatonic Brewery Tour	Jez	12
17-Jul	6:00 p.m.	Chess Club	Denise	15
18-Jul	7:00 p.m.	Chill Out & Color	Cindy	9
19-Jul	7:00 p.m.	Public Sculpture in the Loop	Cindy	60
20-Jul	2:00 p.m.	Thursday Afternoon Movies: <i>Fantastic Beasts and Where...</i>	Joe	36
23-Jul	6:30 p.m.	Summer Concert Series: K. Michaels Band	Cindy	50
24-Jul	6:00 p.m.	Chess Club	Denise	16
24-Jul	7:00 p.m.	Current Events	Mary K.	10
26-Jul	6:30 p.m.	GenLit Book Club	Jennifer	9
26-Jul	1:00 p.m.	Chill Out & Color	Cindy	12
27-Jul	1:00 p.m.	Genealogy Group	Mary K.	29
			<b>Total:</b>	402

**Select comments:**

**The Art of Paul Gauguin**

This was a very interesting topic. I now have more understanding of the artist's work.

**Public Sculpture in the Loop**

I thought I had known about the public art in the loop, but Mishur always informs me of more.

Excellent program. Very informational. Makes you want to go downtown.

Volunteers

- Twelve volunteers completed 70.5 hours of service.
  - Court Ordered/Community Service: nine volunteers performed 62 hours of service.
    - Joe notes that this number may go down as DuPage County has eliminated the Peer Jury program. This program was for juveniles and teens who had committed minor offenses and were to be judged by other volunteer students (their peers) and assigned community service hours.
  - Regular volunteers: two volunteers completed 5.5 hours of service.
  - Veteran's History: one volunteer did three hours of service

Proctoring

- Shirley proctored three exams.

**Analysis of Zinio Survey  
2017**

Purpose:

We have seen Zinio use statistics decrease each month, with 4746 checkouts compared with last year's 10597. We had a high of 12608 during the 14-15 fiscal year.

We began offering the service early in 2013. This survey gathers information on current usage and possible ramifications for the future. I will use the term Zinio throughout the report. The service just recently merged with RBDigital, changed names, and updated the platform.

#### Methodology and implementation:

The administrative end of the Zinio platform lets administrators email all patrons who had signed up for the service. However, I quickly found that I could not readily embed a survey into that message. The software limited to messages in text format. Tony set up a one-month subscription to Survey Monkey. After I wrote up seven brief questions. I put them through a review process by, among other things, sending them out as a test survey message to administrators. After that, I enlisted Brett's help because we needed HTML coding before I could embed the survey link into the message.

I sent the survey out on January 5, 2017 through Zinio to the 1083 patrons signed up for that service, and within 2 days received 119 responses. At the end of the period, we extended the survey for another month. I sent out a reminder message, which resulted in additional responses, and we ended the month with 189, a response rate of 17.45%. I retrieved data for this analysis on 2/28/17.

### **Response Analysis**

#### **Question 1:**

***Have you used Zinio to read the library's emagazines in the last 3 months?***

#### **Results:**

187 people answered, 1 skipped  
98 yes, 89 no

#### **Analysis:**

47.6 percent of respondents stated that they have not read emagazines using our Zinio service.

#### **Question 2:**

***If you answered "No," why haven't you used Zinio recently?***

#### **Results:**

89 people answered, 99 skipped

#### **Analysis:**

I have attached the responses. They range from "no time or other reading" to "I can't access them. I need a lesson" and "too difficult to use." Unfortunately, some of the respondents with the latter type of comment did not provide contact information for



follow-up. We can use these results for planning training sessions, technology instruction, or programs.

**Question 3:**

***Is there an emagazine you wish the library would subscribe to (if available)?***

**Results:**

113 people answered, 75 people skipped

**See attached for a detailed analysis:**

Zinio does not offer some magazines mentioned multiple times by respondents, including *Consumer Reports* (8 mentions), *Money* (7), and *People Weekly* (10). Some respondents listed magazines that we already provide, such as *The Economist* (3 mentions) and *PC Magazine*. In addition, we formerly carried some titles but Zinio dropped them, such as *Harvard Business Review* (2). Lastly, some are simply too specialized, such as *Ubuntu User* and British based automotive magazines.

Some patrons suggested magazines and we already carry a similar title (such as *Runner's World* when a person suggested *Running*).

A few patrons suggested craft magazines. To date, those have circulated less frequently and I hesitate adding them, although I can try one or two if less expensive.

**Question 4:**

***Do you have any comments or questions about the library's Zinio emagazine collection?***

**Results:**

85 answered, 103 skipped

**Analysis:**

Nearly half (40) answered No or something similar to this question. I have attached the comments.

- Other responses were primarily positive, e.g. user friendly; like the collection; great addition to library's resources; love the app and that the library provides this; great, diverse choices; and Zinio is a fantastic tool for viewing magazines; and I just looked up the online selection due to your survey. Some interesting choices that I will be checking out

Sample responses that offered negative criticisms:

- It is hard to navigate the app. Not sure I even know what's in the collection and which I need to pay for
- How do you borrow the emagazines and does an app need to be downloaded?
- I am very grateful to Zinio for providing information on how to sideload the app onto Amazon devices, and shame on Amazon for not making it available in the Amazon app store.
- Service is sometimes unreliable
- I don't like reading from a device

**Question 5:**

***What kind of device do you use for Zinio emagazines? Check any that apply.***

**Results:**

169 answered, 19 skipped

Answer choice	Percentage	Number
Android phone	9.47	16
Android tablet such as Google Nexus or Samsung Galaxy	14.2	24
Desktop computer	15.98	27
iPad	59.76	101
iPhone	21.3	36
Kindle Fire	7.69	13
Laptop	22.49	38
Other. Please specify device (Note: none specified)	5.33	9

**Question 6:**

***What is your age?***

Answer choice	Percentage	Number
Under 18	0	0
18 – 24	0.54	1
25 – 34	5.43	10
35 – 44	8.15	15
45 – 54	16.30	30
55 – 64	30.98	57
65 – 74	28.80	53
75 and older	9.78	18

**Question 7**

**If you would like a response to your question or comment, please include contact information.**

I emailed all those who left contact information right away. No one gave a phone number. I also consulted T.J regarding anyone who inquired about training. We would work out scheduling as needed.

Several times, patrons had comments to which I could have responded, but provided no contact information. Many people did not seem aware of the service although they had signed up at some point, because this survey only went out to people in the records. As we get the word out about changes following RBDigital's upgrade of the app and redesign of some things, we can in conjunction take advantage and increase awareness of our emagazine service.

**Conclusions:**

We must keep this service in front of people or they forget about it. Most people apparently like the service although some have difficulty with access. Changes RBDigital has made will hopefully help those. One of my main concerns is that people sometimes think they must pay for some access. I will work on additional publicity initiatives.

Suggestions include:

1. Provide additional point of use displays (on the magazine shelves). We have had our current notices up for some time now. Consult with Marketing for ideas.
2. Beef up emagazine web page.
3. A social media blast above what I currently do.
4. Publicize training and drop-ins (already included with our digital drop-ins).
5. Email reminders out through the back end about the service.
6. Tuck bookmarks into books or make available at checkout.

Shirley P. Jensen  
7/14/2017

**Q2 If you answered "No," why haven't you used Zinio recently?**

Answered: 89 Skipped: 99

#	Responses	Date
1	No time for extra magazines...get what I have to read	2/23/2017 2:45 PM

2	other reading	2/23/2017 8:10 AM
3	I didn't know about it or how to use it.	2/23/2017 2:05 AM
4	I currently get one hard copy subscription at home. I do not have time to read any other magazines	2/22/2017 11:30 AM
5	There are so many limits on most of the magazines I wanted to read, it was not worth trying. Also, app is hard to use.	2/22/2017 11:00 AM
6	Too hard	2/22/2017 10:21 AM
7	at the moment i was doing e books	2/22/2017 10:15 AM
8	forgot	2/22/2017 9:11 AM
9	Prefer to subscribe to magazines I read regularly.	2/22/2017 7:10 AM
10	Working too much :-)	2/22/2017 5:18 AM
11	I moved to Europe 3 years ago	2/22/2017 4:26 AM
12	Don't have a read. Used to have a Nook, but it was clumsy	2/22/2017 1:22 AM
13	I can't access them, need a lesson.	2/21/2017 10:12 PM
14	No time	2/21/2017 9:05 PM
15	Haven't had the time	2/21/2017 8:54 PM
16	not interested in choices	2/21/2017 7:56 PM
17	haven't heard of it	2/21/2017 7:29 PM
18	I haven't had time lately	2/21/2017 7:26 PM
19	Not sure how to use it	2/21/2017 7:16 PM
20	too difficult to navigate	2/21/2017 6:27 PM
21	Have not needed to access	2/21/2017 4:55 PM
22	not able to get them on my laptop	2/21/2017 4:44 PM
23	I just haven't read emagazines	2/21/2017 3:50 PM
24	Haven't used Zinio	2/21/2017 3:36 PM
25	No time	2/21/2017 3:12 PM
26	too hard to access	2/21/2017 2:40 PM
27	have never used it	2/21/2017 2:19 PM
28	not interested	2/21/2017 2:15 PM

29	Not sure that I can read the magazine without paying to do so.	2/21/2017 2:14 PM
30	my account has been disabled	2/21/2017 2:00 PM
31	Too difficult to use	1/15/2017 7:45 PM
32	doesn't download well	1/12/2017 1:45 PM
33	I subscribe to the magazines I want.	1/10/2017 9:32 AM
34	Don,t know	1/10/2017 8:59 AM
35	Prefer the real thing.	1/10/2017 8:08 AM
36	Have been reading other material	1/8/2017 9:21 AM
37	Never figured out how	1/8/2017 7:43 AM
38	Not quite sure how to usebit	1/8/2017 4:22 AM
39	I haven't been interested in the magazines advertised	1/7/2017 8:45 PM
40	forgot	1/7/2017 5:03 PM
41	too much other stuff in my life to read	1/7/2017 12:52 PM
42	I subscribe to magazines I definitely want to read.	1/7/2017 10:31 AM
43	Out of town	1/7/2017 8:58 AM
44	Forget to	1/7/2017 8:50 AM
45	Didn't know about it.	1/6/2017 8:18 PM
46	Too confusing last I tried	1/6/2017 6:22 PM
47	No need.	1/6/2017 4:28 PM
48	I like the printed copies	1/6/2017 2:57 PM
49	busy with holidays	1/6/2017 2:29 PM
50	didn't realize it was available	1/6/2017 2:01 PM
51	forget I have it	1/6/2017 1:47 PM
52	iPad died.	1/6/2017 1:28 PM
53	not able to access zinio	1/6/2017 1:06 PM
54	Don't think of it until I get emails	1/6/2017 11:11 AM

55	I typically don't think of it or read magazines very often.	1/6/2017 10:46 AM
56	I've never used Zinio	1/6/2017 9:58 AM
57	Do not know how. Would like to know	1/6/2017 9:11 AM
58	I can't work it.	1/6/2017 9:07 AM
59	It's a hard sub. To use	1/6/2017 8:45 AM
60	No time to read magazines	1/6/2017 8:28 AM
61	busy with holidays	1/6/2017 8:18 AM
62	like physical magazine	1/6/2017 7:40 AM
63	Don't know how.	1/6/2017 7:40 AM
64	cumbersome	1/6/2017 7:36 AM
65	I just have not had time. I really don't read many magazines. But I am very happy that they are available should I have time one day.	1/6/2017 7:32 AM
66	Seems complicated	1/6/2017 7:00 AM
67	Not user friendly	1/6/2017 6:53 AM
68	Too confusing to set up. Tried several times	1/6/2017 6:38 AM
69	lack of time	1/6/2017 6:10 AM
70	Didn't really know about it	1/6/2017 5:54 AM
71	I read so many books haven't found the time but would like to	1/6/2017 5:34 AM
72	not familiar with it	1/6/2017 5:31 AM
73	Don't have Atlantic monthly	1/5/2017 10:51 PM
74	Not much time to read during the holidays	1/5/2017 10:41 PM
75	Too busy	1/5/2017 10:30 PM
76	NA	1/5/2017 10:27 PM
77	Want to but haven't taken time to learn. L	1/5/2017 10:06 PM
78	Didn't really think about using it.	1/5/2017 9:40 PM
79	Lack of awareness	1/5/2017 9:33 PM
80	The selections are limited and mostly old issues	1/5/2017 9:32 PM

21

81	I still haven't had luck setting it up.	1/5/2017 9:20 PM
82	Haven't had time to read any magazines lately.	1/5/2017 9:07 PM
83	Don't know what it is	1/5/2017 9:03 PM
84	I really don't understand how all this works. movies, magazines, etc. Asked once about a tech class for those of us oldsters and was told to drop in tech night. I much prefer a class upstairs to explain it all.	1/5/2017 9:02 PM
85	I forget that it is available.	1/5/2017 8:40 PM
86	I use Hoopla & my account to reserve Ebooks.	1/5/2017 8:31 PM
87	my account has been disabled	1/5/2017 8:30 PM
88	Too busy	1/5/2017 7:35 PM
89	Don't read many mags	1/5/2017 7:32 PM

**Question 3**

**Is there an emagazine you wish the library would subscribe to (if available)?**

A number of responses mentioned the following titles, which we already offer. I did not include them in the chart below:

- Bloomberg BusinessWeek
- The Economist
- Flying
- Kiplinger's
- National Geographic
- Newsweek
- Men's Health
- PC Magazine
- Popular Science
- US Weekly
- The Week



Response # on survey	Title requested	Comments	Available? Cost
1	People		no
2	Running	We offer Runner's World	
5-3	Shojo Beat		no
9	Paper Crafts	We did subscribe to Cloth Paper Scissors. It did not go out.	
12	Clean Eating		\$75
14	The Atlantic		\$66
15	Analog Science Fiction		no
16	Any medical journals		no
17	Any sewing	Craft magazines do not circulate well	
18	Chicagoland gardening		No
21	Christianity Today		no
22	Catholic Digest		no
24	Saveur		\$100
27	Maker		no
30	British automotive magazines such as EVO or Top Gear	Specialized	EVO--\$211
31	Men's Journal	Dropped by Zinio; now returned	\$100
33	Additional newsmagazine such as Atlantic	Will consider The Atlantic	\$66
33-3	Time		no
35	InStyle		no
37	Sports Illustrated		no
38	Model Railroader		\$129
39	Science		no
40	1-Harvard Bus Rev; 2-MIT Tech Review; 2-CNET; 4-Wilmott; 5-Modern Trader	1-No longer carried by Zinio; we previously subscribed	2-5 No
44	Harvard Business Review	No longer carried by Zinio; we previously subscribed	no
45	Vegetarian Times	Ceased; Vegetarian Today is available	\$60
46	Science		no

47	New Yorker	Very expensive. Did not checkout when we had it	\$300
49	Luxe		no
51	Cooking Light		no
53	1-Time 2-Sports Illustrated		1-No
54	1-Sew News 2-Threads 3-Vegetarian Times 4-Quilting magazines	Craft magazines were not checked out much. We offer Vegetarian Today	1-3 No
55	Jewelry making	We have Beadwork	
56	Time		no
59	Men's Journal	Dropped by Zinio; recently became available again and we have	\$100
61	British medical journal or any health profession magazine	Specialized	
63	1-Money, 2-Chicagoland Gardening, 3-Organic Gardening 4- Midwest Living 5-other investment, gardening and nature magazines 6-various newspapers	4-Will consider 5-Will consider	1-3 No 4--\$50
64	1-Rolling Stone 2-Cooking Light 3-Arthritis Today	1-We had; it ceased publication; now returned	1-\$150 2-no 3-no
65	Better Investing		no
67	1-Rolling Stone 2-PC World	1-Discontinued; now returned 2-We offer PC Magazine	1-\$150
68	1 Woman's World 2-First 3-MAD Magazine		1--\$248 2-\$100 3-no
69	Chronicle of Philanthropy	specialized	
72	1-Vogue Knitting 2-Creative Knitting	We previously had Interactive Knits. Did not go out	
73	1-Southern Living 2-In Style		No No

74	Make		no
75	PCWorld	We offer PC Magazine	
76	Sewing or quilting magazines	These do not circulate well	
78	Atlantic		\$66
80	1-Harvard Business Rev 2-more kids' magazines	1-No longer carried by Zinio 2-K & T subscribed to several for a year. Hardly checked out	
82	PC World	We offer PC Magazine	
84	More	Ceased publication	
86	1-Clean Eating 2-Bake		1- \$75 2-no
87	More	Ceased publication	
88	Taste of Home	Will consider	\$36
89	Real Simple		no
90	1-Veranda 2-Real Simple		1-\$88 2-no
92	1-Wired 2-Ubuntu User 3-Linux Format	2 and 3 are specialty software titles	1- \$160
96	Cooking Light		no
97	1-Country Living 2-BHG		1-\$100 2-\$75
98	1-Atlantic 2-Harpers		1-\$66 2-\$120
99	Mental Floss	Ceased publication	
100	Time		no
101	Essence		no
102	1-more photography 2-National Geo Traveler	2-We offer National Geographic	2-\$96
106	1-InStyle 2-Real Simple		1-No 2-No
107	1-Fitness 2-RX on Fitness		1-No 2-No
108	1-Time 2-Mother Jones	2-Will consider	1-No 2- \$36
110	1-Amer. Snowmobile 2-Snowgoer		1- \$45 2- No
<b>Multiple mentions</b>			
8 mentions	Consumer Reports	Not available through Zinio	

Multiple mentions (7)	Money	Not available through Zinio; we offer similar magazine	
10 Mentions	People	Not available through Zinio: we offer similar magazines	
7 mentions	Real Simple	Not available through Zinio; we offer similar magazines	
5	Time	Not available	
4	The Atlantic	Will consider	
4	InStyle	Not available	

77

### Q4 Do you have any comments or questions about the library's Zinio emagazine collection?

Answered: 85 Skipped: 103

#	Responses	Date
1	FANTASTIC COLLECTION, VERY USER FRIENDLY	2/26/2017 5:43 PM
2	No	2/23/2017 2:45 PM
3	very user friendly	2/23/2017 8:10 AM
4	How do you "borrow" the emagazines and does an app need to be downloaded to read or can they simply be read via a browser?	2/23/2017 2:05 AM
5	I have not used the Zinio emagazine collection	2/22/2017 11:30 AM
6	It is hard to navigate the app that I'm not sure I even know what's in the collection and which I need to pay for.	2/22/2017 11:00 AM
7	none	2/22/2017 10:15 AM
8	Like the selections so far	2/22/2017 9:33 AM
9	No	2/22/2017 4:26 AM
10	No, thank you.	2/21/2017 8:51 PM
11	here can I find the selection?	2/21/2017 7:29 PM
12	no	2/21/2017 7:26 PM
13	Very fine asset	2/21/2017 7:20 PM
14	I am very grateful to Zinio for providing information on how to sideload the Zinio for libraries app onto Amazon devices, and shame on Amazon for not making it available in the Amazon app store.	2/21/2017 7:18 PM
15	No	2/21/2017 7:16 PM
16	Collection is helpful entertaining and useful	2/21/2017 6:35 PM
17	no	2/21/2017 6:27 PM
18	Love it. Wish they automatically downloaded to my ipad	2/21/2017 6:23 PM
19	No, I enjoy it!	2/21/2017 6:16 PM
20	pretty good current selection	2/21/2017 6:02 PM
21	NOT FOR NOW	2/21/2017 4:57 PM
22	useful if it worked for me	2/21/2017 4:44 PM

23	Great addition to the library's resources!	2/21/2017 4:40 PM
24	No	2/21/2017 4:35 PM
25	No	2/21/2017 4:16 PM
26	Excellent resource	2/21/2017 4:11 PM
27	service is sometimes unreliable	2/21/2017 4:01 PM
28	I think it is wide and varied. I appreciate the selection.	2/21/2017 3:42 PM
29	Love it!!	2/21/2017 3:41 PM
30	No	2/21/2017 3:12 PM
31	No	2/21/2017 3:07 PM
32	Awesome service!	2/21/2017 2:35 PM
33	difficult to use - would read more if easier to use	2/21/2017 2:30 PM
34	no	2/21/2017 2:15 PM
35	Can I read without purchasing?	2/21/2017 2:14 PM
36	add dictionary to Zinio reader	2/21/2017 1:59 PM
37	No	1/30/2017 6:37 PM
38	No	1/20/2017 7:13 PM
39	No	1/13/2017 10:48 PM
40	I am so grateful they offer their magazines.	1/11/2017 5:59 AM
41	No	1/10/2017 8:59 AM
42	not at this time	1/9/2017 8:04 AM
43	I hadn't looked at the Zinio offerings in awhile, but this survey prompted me to look at it again and it is quite extensive!	1/8/2017 9:21 AM
44	None at this time	1/7/2017 8:20 PM
45	No	1/7/2017 8:50 AM
46	No.	1/6/2017 10:18 PM
47	Great, diverse choices. Love it!	1/6/2017 9:45 PM
48	No, but I'll look for it on your website.	1/6/2017 8:18 PM

49	No	1/6/2017 4:28 PM
50	Actually, I think it's quite goo.	1/6/2017 3:37 PM
51	It's great.	1/6/2017 2:31 PM
52	haven't reviewed it but will in the near future	1/6/2017 2:01 PM
53	Wish there was a bigger selection of titles	1/6/2017 1:31 PM
54	No	1/6/2017 1:28 PM
55	No	1/6/2017 12:21 PM
56	It's very comprehensive.	1/6/2017 12:16 PM
57	I love having so many magazines available for readers. I especially like to download a few for trips. Wonderful use of technology! Thank you!	1/6/2017 11:07 AM
58	N/A	1/6/2017 11:02 AM
59	No	1/6/2017 10:55 AM
60	None at this time	1/6/2017 10:46 AM
61	I don't like reading from a device; I like paper books and magazines	1/6/2017 9:58 AM
62	Is there a class or person to learn about Zinio	1/6/2017 9:11 AM
63	I love it!!!	1/6/2017 9:06 AM
64	I really like it	1/6/2017 8:26 AM
65	Love that the library provides this for us!	1/6/2017 8:22 AM
66	Pls. Keep the week and the economist, both true values	1/6/2017 8:05 AM
67	No	1/6/2017 7:48 AM
68	no	1/6/2017 7:48 AM
69	No	1/6/2017 7:45 AM
70	Zinio is a fantastic tool for viewing magazines	1/6/2017 7:11 AM
71	No	1/6/2017 7:00 AM
72	no	1/6/2017 6:10 AM
73	Thanks for having them!	1/6/2017 6:00 AM

74	no	1/6/2017 5:31 AM
75	Love this app! Enjoy thumbing through magazines looking for new recipes. Much better than Pinterest!	1/5/2017 11:10 PM
76	No	1/5/2017 10:41 PM
77	No	1/5/2017 10:30 PM
78	I love how convenient it is to download magazines and that I don't have to remember to return them.	1/5/2017 10:27 PM
79	It's grown and I really appreciate that.	1/5/2017 9:57 PM
80	I just looked up the online selection due to your survey. Some interesting choices that I will be checking out.	1/5/2017 9:33 PM
81	No	1/5/2017 9:30 PM
82	No	1/5/2017 9:20 PM
83	I enjoy having access to the emagazines when I have the time to read them!	1/5/2017 9:07 PM
84	More magazines the better love this service!	1/5/2017 8:52 PM
85	No	1/5/2017 7:32 PM



Circulation Services

July 2017

Total checkouts and renewals for June were down from last year by 7,839 or 11.5%. We had 59,767 items circulated this month as compared to 67,595 last year. Electronic circulation up 20% this year – 5,299 circulations this year while we had 4,411 circulations last year.

ILL's processed were lower this year. We processed 7,855 this year and 8,925 last year.

Patron visits were up by 952 – or 2%. (42,444 this year compared to 41,492 last year).

A total of 7,592 holds were placed in July. Patrons placed 5,828. (77%) holds while staff placed 1,764 (or 23%) holds.

21,971 items were checked out or renewed by staff at the desk. This is 36% of total checkouts/renewals. 26,934 items were checked out or renewed by patrons at one of our self-check machines, 5,563 items were renewed by patrons through Enterprise or BookMyne and 5,299 items were electronically checked out by patrons – for a total of 37,796 items checked out through some sort of self service. This is 64% of total checkouts/renewals.

Desk Statistics

Beginning this month I will be sharing the types of interactions the Circulation Staff have with patrons at the desk and the number of times we have these interactions.

Patron Assistance

# of Library cards renewed & Non-swam Reciprocal cards issued	Number of items checked in at the front desk	Café & FOL Issues Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
427	3,314	207	273	486	49	62

The Circulation desk is a very busy desk and does much more than checkout items and issue library cards!

Community

**Passports:**

Circulation staff executed 32 passports in July. The net profit (when we take away \$119.70 spent on postage) was \$755.25. We had been told to expect a drop in passports in July and August.

**Notary Public:**

Circulation Supervisors notarized 76 documents in July. Because many currency exchanges and banks no longer offer this service, this is an important service that we offer to the community.

Continuing Education

I attended the bi-monthly Circulation Advisory Committee meeting – of which I am a member, on July 19.

**User Experience**

The on-line application for Business Cards is up and live on our web site.

The internet was down for most of Friday, July 14 and part of the morning of Saturday, July 15. The Off Line System for Sirsi/Dynix is seamless and easy. For the most part, patrons who are just checking out, don't even know the difference. The problem is we cannot check items in, allow patrons to pay fines or issue library cards. As always, the Circulation staff did a great job of "rolling with the punches". We were able to get caught up with check-ins by Saturday afternoon.

We have set August 15 as the date we will unveil our 3<sup>rd</sup> self check at the Checkout desk. Jamie, Ann and I decided to utilize our current software while we continue our investigation of new software. I am happy that we are doing this. It gives staff as well as the public an opportunity to get used to the new model of checking out without having to need to learn new software.

**Personnel**

Anna Grob, a Circulation Page resigned

**Workshops and Meetings Attended:**

- July 10      Ann Stovall-Business Card Application
- July 11      Department Heads
- July 31      One on One with Jamie

Debbie Sheehan  
Head of Circulation Services

Month	Circ Stats											
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
July	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767
Aug.	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	
Sept.	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	
Oct.	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	
Nov.	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	
Dec.	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	
Jan.	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	
Feb.	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	
Mar.	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	
Apr.	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	
May	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	
June	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	
Renewals through the webpack no			1,284									
Yearly Total	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

Electronic Circulation

3,852

## Technology & Technical Services Board Report July 2017

### Improvements for Public, User Experience & Strategic Goals

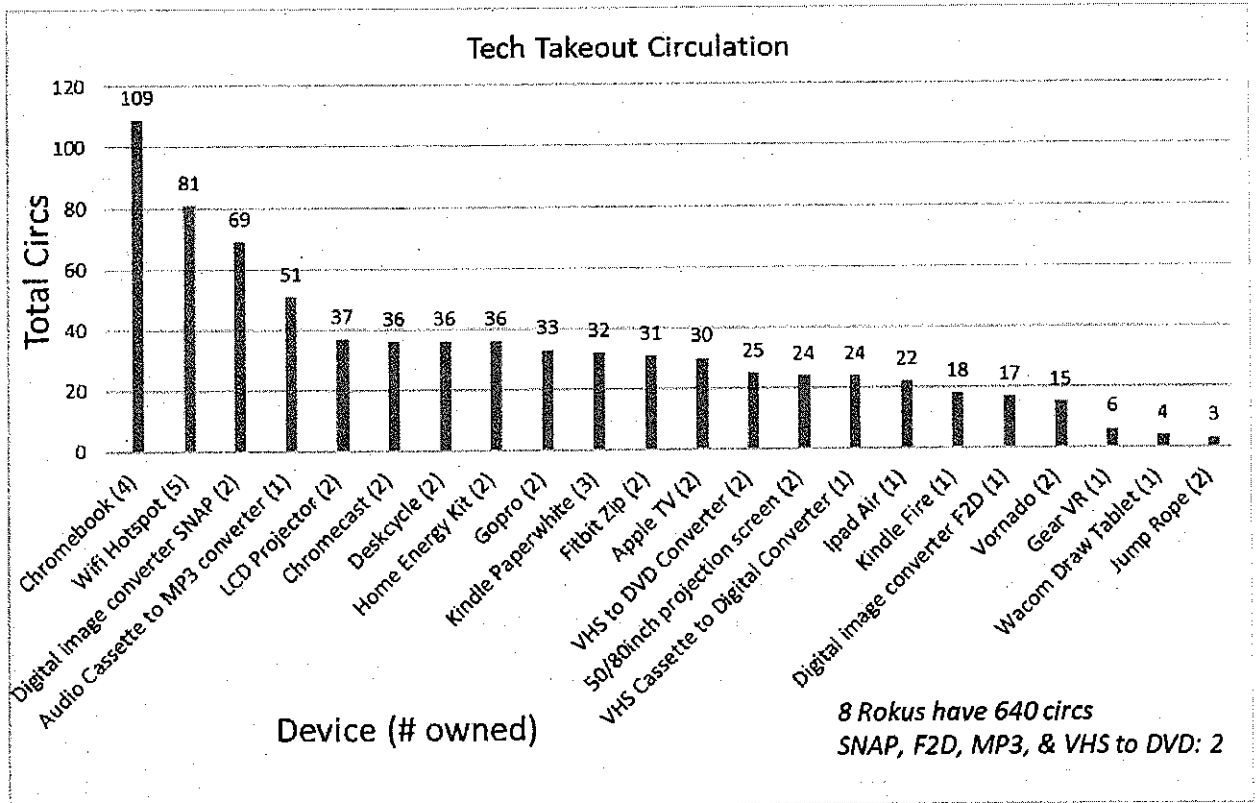
- UX Story – One of our regular users needed help accessing tickets to an upcoming Cubs vs. White Sox game and the way he ordered the ticket it could only be accessed via a mobile app. He did not have a personal device with this capability that he could take to the game. We loaned him one of our iPads to use, and Jason helped him load the app and made sure he could access the tickets.
- Device Chargers – To improve the user experience of patrons being able to charge their device in the library, we added two charges for the new Android devices.
- Large Type Books – To improve user experience reading the spine label on large type books, we started to replace the spine label on older books with our current larger font size label. During this process, we are duplicating the barcode to go on the cover of the book for easier patron checkout.
- Junior Non-Fiction -To improve browsing in the non-fiction holiday books, Anna has worked with Kids & Teens to revise our Dewey classification practices in the 390s to include celebratory religious books.
- Graphic Novels- To improve user experience while browsing the graphic novel collection, we are adding a series label to the top spine of the book to easily identify series within this collection.

### Technical Services

- Hold Request- I have come up with a process to identify new materials our patrons have holds on by using SWAN high demand report. I am in the process of working with selectors to implement this new process throughout the library. This report will help identify items people want quicker and fulfill holds faster.
- AV Cases- We continue to swap older thicker AV cases with thin line cases to free up shelf space. This month we switched out the performance DVDs to slimmer cases for a 50% space reduction. We have opened up several rows of shelving in this area for our growing television collection.
- Adult Music CDs – I have started to weed the adult music CDs. During this process we are switching out the old thicker locking cases with thin line cases for a 30% reduction in shelf space.
- Barcodes Project- We are using volunteers to create duplicate barcodes to go on the cover of the item. We have completed all new adult books and audiobooks. We will continue areas of the adult collections as they are weeded. Having the barcode on the front of the item makes it easier for patrons to checkout and for staff to conduct collection inventory. We've had a number of patrons comment that they like the ease of checking out their materials with the bar code on the front of the item.

**Technology Services**

- **Internet Downtime** – We lost Internet on Friday July 14 around 11:30 A.M. The Internet was restored around 9:30 A.M. Saturday morning July 15 when Comcast put in a temporarily line fix. The cause of our problem was a result of our cable line being cut by the construction work being done in the parking lot next to us. We lost Internet again on Monday July 24 for several hours because the temporary line had been cut again. The following Tuesday morning Comcast was out to run a permanent cable line.
- **Website**
  - Updates- I worked with Debbie Sheehan to create a web page and an online form, so that businesses in the district can apply for a library card online.
  - Statistics-The website statistics will be lower because the library does not currently have a mobile App.
- **Tech Takeout** – T.J. and the Technology Center Desk staff have done a yearly review of the Tech Takeout collection. Staff reviewed each item thoroughly to make sure it is still in good working condition, gathered statistics (see image below) and identified items for possible weeding or replacement. The service is going well overall and we plan on using this information when it comes to adding new devices.



**3D Printing**- 8 print requests were processed.

**Public Technology Programs & Classes**

- Program attendance totals: 35

- One-on-one ½ hour training sessions: 11
- Classes for the fall newsletter will include three maker classes and five open labs that will allow members to use the Carvey, 3D printer and vinyl cutter.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Friday 7/7 (6 P.M.)	Digital Discovery Open Lab	T.J.	0
Tuesday 7/11(6 P.M.)	Samsung Galaxy/Android 101	Dave	14
Saturday 7/22 (2:00 P.M.)	Carvey Open Lab	Dave	10
Tuesday 7/25 (6 P.M.)	Intro to Windows 10	Sandi	10
Sunday 7/30 (2 P.M.)	Digital Discovery Open Lab	T.J.	1

### Contributing to the Profession

- Brett attended a Network Managers meeting at Wauconda Area Library.
- April attended the SWAN cataloging advisory group meeting on July 21.

### Sharing

- T.J. shared information with Fountaindale Library on our Wi-Fi lending program and on the Carvey with Frankfort Library.
- I shared information with Flossmoor Library on how we count collection statistics, Vernon Area Library on our 3D printer, and Niles Library on Communico.

### Training & Continuing Education

- Technology Center desk staff had training on using the new microfilm machine.
- T.J. had training from Tyler on using the vinyl cutter.
- Diane was trained on entering, receiving, discards and processing.
- Anna trained Shirley on how to access and use Google Docs to maintain and manage the magazine log and magazine renewal spreadsheet.

### Personnel/Staff Meetings

- I conducted three staff yearly evaluations.
- 7/2- Meeting with Natalie to discuss upcoming fiscal year's collection ordering
- 7/6 & 12 - 1-On-1 meetings with T.J.
- 7/10 & 7/31- 1-On-1 meetings with Anna
- 7/10, 7/18 - 1-On-1 meetings with Brett
- 7/10 & 7/27 - 1-On-1 meetings with Jamie
- 7/11 - Department Head Meeting
- 7/13- Dave, Brett, T.J. and I attended the Technology Committee Meeting

- 7/18- Met with representative for Library Ideas on their new streaming movie service called Go Chip Beam.
- 7/27- Laura, Brett and I met with Library Board Member Don who volunteered his time to discuss options to replace our current phone system with VOIP.
- 7/25 & 7/31, - T.J. 1-On-1 meetings with Dave
- 7/26 - Technology Center Desk meeting
- 7/31- 1-On-1 meeting with April

Ann M. Stovall, Head of Technical & Computer Services, August 9, 2017

88

**Youth Services  
Monthly Report to the Board  
July 2017**

## Programs

In July, Youth Services presented 78 programs at IPPL with 2,591 people in attendance. We also presented 22 events out in the community reaching over 643 people.

Date	Description	Staff	Attendance
3-Jul	All-Ages Storytime	Katie	22
3-Jul	Garden Lab	Natalie	18
5-Jul	Teen Fab Lab	Tyler	11
5-Jul	Baby Brilliance (7 children + 12 adults)	Jane	20
6-Jul	Family Rocket Night	Tyler	80
6-Jul	Book Buddies	Katie	20
6-Jul	Garden Lab	Natalie	11
7-Jul	Gnome Homes	Monica	15
10-Jul	Science Camp I	Monica	34
10-Jul	Science Camp II	Jimmy	25
10-Jul	Crafternoons: String Art	Heidi	12
10-Jul	All Ages Storytime	Heather	36
10-Jul	Garden Lab	Natalie	14
11-Jul	Coding Lab	Tyler	19
11-Jul	Science Camp II	Jimmy	24
11-Jul	Shake, Shimmy, & Dance	Katie	86
11-Jul	Science Camp I	Monica	35
12-Jul	Teen Fab Lab	Tyler	12
12-Jul	Science Camp II	Jimmy	23
12-Jul	Baby Brilliance (13 children + 15 Adults)	Jane	28
12-Jul	Science Camp I	Monica	28
13-Jul	Garden Lab	Natalie	12
13-Jul	Drawing Grumpy Cat	Gower staff	20
13-Jul	Photography	Gower staff	20
13-Jul	Mammals and More Family Night	Natalie	135
14-Jul	Teen Night at the Movies: Suicide Squad	Heidi	7
17-Jul	Engineering Camp	Tyler	12
17-Jul	Anime Addicts	Heidi	16
17-Jul	All Ages Storytime	Heather	31
17-Jul	Garden Lab	Natalie	16
18-Jul	Engineering Camp	Tyler	11
18-Jul	Coding Lab	Tyler	17
18-Jul	Shake, Shimmy, & Dance	Katie	79
18-Jul	Graphic Novels Workshop	Gower staff	18
19-Jul	Engineering Camp	Tyler	11
19-Jul	Teen Fab Lab	Tyler	5
19-Jul	Baby Brilliance (14 children + 15 Adults)	Jane	29



20-Jul	Book Buddies	Monica	17
20-Jul	Garden Lab (storming altered attendance)	Natalie	3
20-Jul	Mystic Drums Family Night	Katie	40
21-Jul	Minecraft - Hide and Seek	Tyler	17
22-Jul	The Sound	Heidi, Natalie, Sam, Dave	107
24-Jul	Crafternoons: CD Scratch Art	Heidi	7
24-Jul	All Ages Storytime	Heather	27
24-Jul	Chess Camp	Monica	25
24-Jul	Chess Camp	Monica, Tyler	13
24-Jul	Garden Lab	Natalie	14
24-Jul	Writing Camp	JB Michaels	18
25-Jul	Coding Lab	Tyler	21
25-Jul	Chess Camp (7 children+ 4 volunteer coaches + 1 Staff)	Jane	12
25-Jul	Shake, Shimmy, & Dance	Katie	88
25-Jul	#TeensRead	Heidi	3
25-Jul	Chess Camp	Monica	37
25-Jul	Chess Camp	Monica, Jane	12
25-Jul	Writing Camp	JB Michaels	18
26-Jul	Teen Fab Lab	Tyler	8
26-Jul	Chess Camp (8 children + 4 volunteer coaches +1 staff)	Jane	13
26-Jul	Baby Brilliance (12 children + 14 adults)	Jane	26
26-Jul	Shake, Shimmy, & Dance: Goes POP!	Katie	22
26-Jul	Chess Camp	Monica	27
26-Jul	Chess Camp	Monica, Jane	13
26-Jul	Writing Camp	JB Michaels	16
27-Jul	Harry Potter Fest - Costume Contest	Jimmy	49
27-Jul	Harry Potter Fest - Board Games	Jimmy	64
27-Jul	Garden Lab	Natalie	9
27-Jul	Electricity Family Night	Monica	45
28-Jul	College Essay Workshop	Jane	12
29-Jul	Harry Potter Fest: Mandrake Toss	Jane	525
29-Jul	Harry Potter Fest: Snitch Target Practice	Jane	240
29-Jul	Harry Potter Fest: Movies	Katie	434
29-Jul	Harry Potter Fest: Golden Snitch Hunt	Katie	144
29-Jul	Harry Potter Fest - Beginning Potions	Heidi	81
29-Jul	Harry Potter Fest - Advanced Potions	Heidi	214
29-Jul	Harry Potter Fest WouldShop Project (House Tie Craft)	Heather	100
29-Jul	Harry Potter Fest WouldShop Project (Wand Making for Kids)	Heather	150
29-Jul	Harry Potter Fest WouldShop Project (Dragon Blower Craft)	Heather	80
29-Jul	Harry Potter Fest	Monica, Katie, Heather, Heidi, Jimmy, Jane	760

30-Jul	Prize Week VolunTEEN Orientation	Heidi	11
31-Jul	Read to the Dogs	Monica	25
TOTAL:			2591

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

**Harry Potter Fest**

Approximately 760 kids, teens, and adults participated in the six-hour Harry Potter celebration. Volunteers and staff from Kids & Teens, Adult Services, and Marketing came together to create a very successful day of fun!

- Monica Dzierzbicki oversaw the day's activities and coordinated staff and guest needs. She also assisted volunteers at the House Sorting table, checking in over 680.
- Katie Salo and volunteers shared movie bingo with 434 guests at showings of *Harry Potter and the Sorcerer's Stone* and *Harry Potter and the Chamber of Secrets*.
- Our Potions Master, Heidi Estrada and a team of volunteers created slime with 81 Beginning students and 214 students in the Advanced Potions class.
- At the Dervish & Banges Emporium (The WouldShop), Heather Forster Jensen and volunteers helped kids and families create 100 House Ties, 150 Wands and 80 Dragon Blowers.
- Jane Hartney and several helpers challenged 525 participants to the Mandrake Toss and 260 participants at the Quidditch Pitch for Snitch Target Practice.
- Jimmy Doane ran the photo room for the Instagram Costume Contest and oversaw Wizard Chess and games.
- Jez Laymen and Theresa Papaurelis helped 225 fans create 184 wands at Advanced Wand Making in Ollivander's Wand Shoppe.
- Assisted by a volunteer, Jennifer Asimakopoulos tested the knowledge of 125 visitors at the O.W.L & Divination Room.
- Staff at both Ask Us Desks assisted visitors to find the Snitch and Bowtruckles hidden throughout the first and second floors.
- Many thanks and positive comments by our guests were shared with staff throughout the day.

**The Sound**

Heidi Estrada reorganized The Sound after we had to cancel because the HVAC was out of service. We took new applicants for a few spaces that opened because not all applicants were able to make the rescheduled date. We had four solo acts and three group acts perform. Awards were presented to our winners by the Gift of Carl.

**Community**

Date	Description	Staff	Attendance
6-Jul	Willowbrook Corner - Group 1 (5-8 grade)	Jimmy, Quiana	34
6-Jul	Willowbrook Corner - Group 2 (3-4 grade)	Jimmy, Quiana	32
6-Jul	Willowbrook Corner - Group 3 (1-2 grade)	Jimmy, Quiana	33
6-Jul	Whole Foods Storytime	Katie	25
13-Jul	Mark Delay Coding Club Planning	Tyler	3
13-Jul	Willowbrook Corner - Group 1 (5-8 grade)	Jimmy, Quiana	34
13-Jul	Willowbrook Corner - Group 2 (3-4 grade)	Jimmy, Quiana	32
13-Jul	Willowbrook Corner - Group 3 (1-2 grade)	Jimmy, Quiana	33
20-Jul	Willowbrook Corner - Group 1 (5-8 grade)	Jimmy, Quiana	34
20-Jul	Willowbrook Corner - Group 2 (3-4 grade)	Jimmy, Quiana	32
20-Jul	Willowbrook Corner - Group 3 (1-2 grade)	Jimmy, Quiana	33
20-Jul	Outreach Storytime: Kindercare Willowbrook	Katie	20

20-Jul	Outreach Storytime: Kindercare Willowbrook	Katie	22
20-Jul	Outreach Storytime: Kindercare Willowbrook	Katie	18
21-Jul	Darien Park District Movie Night: Moana	Katie, Sue	47
24-Jul	Countryside Bank Storytime & Tour	Katie	42
27-Jul	Willowbrook Corner - Group 1 (5-8 grade)	Jimmy, Quiana	34
27-Jul	Willowbrook Corner - Group 2 (3-4 grade)	Jimmy, Quiana	32
27-Jul	Willowbrook Corner - Group 3 (1-2 grade)	Jimmy, Quiana	33
28-Jul	Barbara's Bookstore Storytime	Katie	15
31-Jul	Darien Park District Day Camp Storytime (3-5 year olds)	Heather	25
31-Jul	Darien Park District Day Camp Visit/Activity (6-8 year olds)	Heather	30
TOTAL:			643

*(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.)*

**Darien Park District**

Heather Forster Jensen visited the Darien Park District camps again this month, sharing a storytime with the 3-5 year old campers. For the 6-8 year old campers, Heather prepared a poetry activity around the book, "Dogku." Heather read the book, and then talked about syllables and haiku poems. She read a few sample haikus from another book, which she brought multiple copies of for them to browse for ideas. Heather prepared a worksheet for the kids to brainstorm and draft a haiku, and after they finished their draft, she provided a blank card for their final draft, which they could decorate and bring home. A few were willing to share their poems with the group.

Katie Salo prepared two crafts for the Darien Park District Movies Under the Stars: Moana. The first craft was a foam "Heart of Te Fiti" which is the necklace Moana wears in the movie. The second craft was an ocean streamer wave so that kids could wave with the ocean, which is featured in the movie. The event was a success, even though we moved inside because of storms. Several friends from the library were at the event and one young man kept remarking, "I see you at the library."

**WouldShop**

July WouldShop projects continued to stay connected to the Summer Art Challenge list and switched on a weekly basis. Activities this month included bookmark and book cover designing, jewelry making, cross-stitching, and drawing a comic.

The WouldShop was also a location for three activities on the day of Harry Potter Fest. Heather Forster Jensen utilized materials from Katie's "Dragons Love Tacos" event for the dragon blower craft, and she prepared materials for the house tie craft with Heidi. Heather was also charged with creating a wand-making station for kids. On the day of the Fest, Heather staff the WouldShop for all three activities with support from two volunteers. In between projects, she had prepared Harry Potter coloring sheets and activity pages.

**Displays**

Heather Forster Jensen created two book displays for Early Literacy this month, "Get Hooked on a Good Book" (vacation and travel stories) and "One in a Melon" (food stories). The four Mid-Kid book displays connected with activities that are part of the Summer Reading Challenge list, including books with animals as the main character, books written by Illinois authors, books based on true stories, and books with a number in the title. Heather added additional lists to her folder for desk reference to include lists corresponding to many of the remaining Reading Challenge activities.

## Seed Library

Number of Checkouts: 10

Number of Seed Packets Checked Out: 23

Number of Donations: 3

*(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
11-Jul	Tinker Meeting - Engineering Challenges	Tyler
5-Jul	Webinar: Using Storytime to Grow Executive Function and Self-Regulation in ECE: Setting the Stage for Success	Katie
26-Jul	Webinar: Every Child Ready to Read—New conversations on research, relationships and partnerships	Katie
20-Jul	Macrame class for Fiber Fest	Natalie

*(Supporting Strategic Plan: 4.1 The library provides a collaborative, supportive workplace and staff are confident in their ability to serve guests.)*

## Contributing to the Profession

Date	Description	Staff
11-Jul	Tinker Meeting - Engineering Challenges	Tyler
31-Jul	Caldecott Committee Reading	Katie

## Pages

The K&T pages did excellent job this summer keeping up with increased volume of materials we typically see in the summer. In years past, supervisor Tyler Works, has had to ask substitutes to work extra hours to keep up. He didn't have to do that this year.

## Meetings & Planning

Date	Description	Staff
3-Jul	Meeting with Ann RE: upcoming projects	Natalie
6-Jul	Youth Makerspace Planning with Jamie	Tyler, Natalie
6-Jul	Science Camp II and fall Mid-Kid programming meeting	Monica, Jimmy
6-Jul	One on one	Natalie, Jimmy
10-Jul	One on one with Jamie	Natalie
11-Jul	Harry Potter Fest Prep	Heidi, Heather
11-Jul	Dept. Heads Meeting	Natalie
12-Jul	Fiber Fest Prep	Heidi, Natalie
12-Jul	Harry Potter Fest Marketing meeting with Marianne and Cassidy	Monica
13-Jul	Technology Committee	Tyler
13-Jul	Harry Potter 20th Celebration meeting re room set ups	Jane, Monica
13-Jul	Meeting with Dave RE: Prairie Patch video	Natalie
13-Jul	One on one with Tony RE: stats request from Jamie	Natalie
19-Jul	Meet with Katie and Heather about Kindergarten Bootcamp activities	Jane, Heather, Katie
19-Jul	One on one with Jamie	Natalie
22-Jul	3-month Performance Review	Jimmy, Natalie

24-Jul	Vinyl Cutter Training	Tyler
25-Jul	Harry Potter Fest Volunteer Training	Heidi
25-Jul	Harry Potter Fest update meetings	Monica, Heather, Heidi, Jimmy, Jane
25-Jul	One on one with Jamie	Natalie
26-Jul	Harry Potter Fest Decorations Sub-Committee	Katie, Jez
26-Jul	Harry Potter Fest update meetings	Monica, Jez, Katie
27-Jul	Meet with Sue Gage about upcoming "Build-a-Car" event at Burr Ridge Village Center	Jane, Sue Gage
31-Jul	Family Center Shelf Meeting	Katie, Natalie, Jamie, Laura, Mike
31-Jul	One on one with Jamie	Natalie
31-Jul	Youth Makerspace Planning with Jamie	Tyler, Natalie

*Submitted by Natalie Williams, Head of Youth Services 8/3/2017*

STATISTICS FOR	Jul-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	33,488	37,217	33,488	37,217	-10.02%
Teen	3,392	4,179	3,392	4,179	-18.83%
Kids	17,588	21,788	17,588	21,788	-19.28%
TOTAL	54,468	63,184	54,468	63,184	-13.79%
Electronic Circulation	5,299	4,411	5,299	4,411	20.13%
GRAND TOTAL CIRC.	59,767	67,595	59,767	67,595	-11.58%
% Reciprocal Borrowing	15%	14%	15%	14%	
Patron Visits	42,444	41,492	42,444	41,492	2.29%
<b><u>Current Cards</u></b>					
Resident	207	166	20,433	20,971	-2.57%
Non-Resident	92	69	1,059	1,064	-0.47%
TOTAL	299	235	21,492	22,035	-2.46%
Non-Resident Households	38	33	480	493	-2.64%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,256	3,230	3,256	3,230	0.80%
Kids - Reference	1,605	1,732	1,605	1,732	-7.33%
Technology - Reference	845	876	845	876	-3.54%
TOTAL REFERENCE	5,706	5,838	5,706	5,838	-2.26%
Adult - Other	807	764	807	764	5.63%
Kids - Other	3,238	3,030	3,238	3,030	6.86%
Technology - Other	100	115	100	115	-13.04%
TOTAL OTHER	4,145	3,909	4,145	3,909	6.04%
GRAND TOTAL ASST.	9,851	9,747	9,851	9,747	1.07%
<b><u>ILL/Reserves</u></b>					
Holds	7,592	8,109	7,592	8,109	-6.38%
ILLs Sent	3,617	3,850	3,617	3,850	-6.05%
ILLs Checked Out	3,686	4,545	3,686	4,545	-18.90%
ILLs Received	4,238	5,075	4,238	5,075	-16.49%
<b><u>Programs - Adult</u></b>					
# Programs	11	5	11	5	120.00%
Attendance	222	85	222	85	161.18%
<b><u>Technology Classes</u></b>					
# Programs	9	5	9	5	80.00%
Attendance	49	44	49	44	11.36%
<b><u>Individual Technology Training</u></b>					
# of Patrons	120	102	120	102	17.65%
<b><u>Groups</u></b>					
# Programs	10	8	10	8	25.00%
Attendance	133	104	133	104	27.88%
<b><u>Others</u></b>					
#Programs	0	2	0	2	-100.00%
Attendance	0	57	0	57	-100.00%
<b><u>Programs - Teen</u></b>					
# Programs	12	7	12	7	71.43%
Attendance	211	96	211	96	119.79%
<b><u>Programs - Kids</u></b>					
# Programs	78	78	78	78	0.00%
Attendance	3,023	1,840	3,023	1,840	64.29%
GRAND TOTAL ATT.	3,758	2,328	3,758	2,328	61.43%

STATISTICS FOR	Jul-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,385	3,723	3,385	3,723	-9.08%
Kids Computers	1,524	1,933	1,524	1,933	-21.16%
Teen Laptop	156	255	156	255	-38.82%
Adult Laptop	149	132	149	132	12.88%
<b>TOTAL PATRON USE</b>	<b>5,214</b>	<b>6,043</b>	<b>5,214</b>	<b>6,043</b>	<b>-13.72%</b>
<b>Hours Used</b>					
Adult Computers	2,525	2,558	2,525	2,558	-1.29%
Kids Computers	1,044	1,187	1,044	1,187	-12.05%
Teen Laptop	141	330	141	330	-57.27%
Adult Laptop	270	229	270	229	17.90%
<b>TOTAL HOURS USED</b>	<b>3,980</b>	<b>4,304</b>	<b>3,980</b>	<b>4,304</b>	<b>-7.53%</b>
<b>Wireless Total Connections</b>	<b>9,219</b>	<b>8,822</b>	<b>9,219</b>	<b>8,822</b>	<b>4.50%</b>
<b>IPPL Total Web Site Access</b>	* 31,107	23,363	31,107	23,363	33.15%
<b>IPPL Total Page Views</b>	* 45,956	36,874	45,956	36,874	24.63%
<b>Subscription Database Logins</b>	<b>3,093</b>	<b>2,081</b>	<b>3,093</b>	<b>2,081</b>	<b>48.63%</b>
<b>Outreach-Homebound</b>					
Items Delivered	97	101	97	101	-3.96%
<b>Volunteers</b>					
Number Active	66	73			
Hours Worked	513	453.25	513	453.25	13.18%
<b>Staff Training Hours</b>	<b>50</b>	<b>44.50</b>	<b>50</b>	<b>44.50</b>	<b>12.36%</b>
<b>Room Use</b>					
Youth Room	19	24	19	24	-20.83%
Meeting Room					
Library	55	61	55	61	-9.84%
Non-Library	3	6	3	6	-50.00%
Conference Rooms	352	355	352	355	-0.85%
Lobby Programs	0	2	0	2	-100.00%
Board Room					
Library	12	17	12	17	-29.41%
Non-Library	22	18	22	18	22.22%
<b>Clavinova</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	

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

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - July 2017**

96

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	999	2	0	1001	0	0	2	0
Non-Fiction	50284	287	546	50025	0	0	287	546
Fiction	38995	371	168	39198	0	0	371	168
<b>ADULT TOTALS</b>	<b>90278</b>	<b>660</b>	<b>714</b>	<b>90224</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>714</b>
<b>KIDS</b>								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16307	213	402	16118	0	0	213	402
Fiction	28289	225	118	28396	0	0	225	118
<b>KIDS TOTALS</b>	<b>44617</b>	<b>438</b>	<b>520</b>	<b>44535</b>	<b>0</b>	<b>0</b>	<b>438</b>	<b>520</b>
<b>TEEN</b>								
Non-Fiction	765	1	1	765	0	0	1	1
Fiction	3689	60	17	3732	0	0	60	17
<b>TEEN TOTALS</b>	<b>4454</b>	<b>61</b>	<b>18</b>	<b>4497</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>18</b>
<b>BOOK TOTALS</b>	<b>139349</b>	<b>1159</b>	<b>1252</b>	<b>139256</b>	<b>0</b>	<b>0</b>	<b>1159</b>	<b>1252</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	6667	52	54	6665	0	0	52	54
Music CD	9231	65	270	9026	0	0	65	270
Playaway	338	1	0	339	0	0	1	0
DVDs (DVD & Blu-ray)	19387	139	86	19440	0	0	139	86
CD-ROMs	83	0	2	81	0	0	0	2
Console Games (Feb 2016)	47	0	0	47	0	0	0	0
<b>ADULT TOTALS</b>	<b>35753</b>	<b>257</b>	<b>412</b>	<b>35598</b>	<b>0</b>	<b>0</b>	<b>257</b>	<b>412</b>
<b>KIDS</b>								
Audio Books	725	1	6	720	0	0	1	6
Music CDs	855	0	3	852	0	0	0	3
Playaway	106	0	0	106	0	0	0	0
DVDs (DVD & Blu-ray)	4946	20	5	4961	0	0	20	5
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
<b>KIDS TOTALS</b>	<b>6651</b>	<b>21</b>	<b>14</b>	<b>6658</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>14</b>
<b>TEEN</b>								
Audio Books on CD	190	1	1	190	0	0	1	1
Playaway	42	0	9	33	0	0	0	9
DVDs (DVD & Blu-ray)	639	7	0	646	0	0	7	0
CONSOLE GAMES	576	5	6	575	0	0	5	6
PC-GAMES	57	0	0	57	0	0	0	0
<b>TEEN TOTALS</b>	<b>1504</b>	<b>13</b>	<b>16</b>	<b>1501</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>16</b>
<b>AUDIOVISUAL TOTALS</b>	<b>43908</b>	<b>291</b>	<b>442</b>	<b>43757</b>	<b>0</b>	<b>0</b>	<b>291</b>	<b>442</b>
<b>COLLECTION TOTALS</b>	<b>183257</b>	<b>1450</b>	<b>1694</b>	<b>183013</b>	<b>0</b>	<b>0</b>	<b>1450</b>	<b>1694</b>



**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- July 2017**

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)	27131	626	0	27757	0	0	626	0
<b>TOTALS FOR ALL AGES</b>	226,902	626	0	227,528	0	0	626	0
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,531	27		2,558	0	0	27	0
eMedia (Overdrive Advantage)	766	8		774	0	0	8	0
Fiction								
eMedia (Overdrive Consortium)	10,487	93		10,580	0	0	93	0
eMedia (Overdrive Advantage)	3,161	52		3,213	0	0	52	0
<b>ADULT TOTALS</b>	16,945	180		17,125	0	0	180	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	0		0	
eMedia (Overdrive Advantage)	13	0		13	0		0	
Fiction								
eMedia (Overdrive Consortium)	1,512	11		1,523	0	0	11	0
eMedia (Overdrive Advantage)	205	2		207	0	0	2	
<b>KIDS TOTALS</b>	1,821	13		1,834	0	0	13	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	0		0	
eMedia (Overdrive Advantage)	11	0		11	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,438	23		2,461	0	0	23	0
eMedia (Overdrive Advantage)	449	4		453	0	0	4	
<b>TEEN TOTALS</b>	3,019	27		3,046	0	0	27	0
<b>BOOK TOTALS</b>	248,687	846		249,533	0	0	846	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					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	6,556	352	0	6,908	0	0	352	0
<b>Yearly Total for All Ages</b>	363,253	352	0	363,605	0	0	352	0
<b>ADULT</b>								
Audio Books								
eMedia (Overdrive Consortium)	3,767	44		3,811	0		44	0
eMedia Advantage (Overdrive)	539	4		543	0		4	0
Movies								
Preloaded Roku Titles	757	16		773	0		16	
<b>ADULT TOTALS</b>	5,063	64		5,127	0	0	64	0
<b>KIDS</b>								
Audio Books								
eMedia Library (Overdrive)	256	2		258	0		2	
eMedia Advantage (Overdrive)	8	2		10	0		0	
Movies								
Preloaded Roku Titles	119	3		122	0		3	
<b>KIDS TOTALS</b>	383	7		390	0	0	5	0
<b>TEEN</b>								
Audio Books								
eMedia Library (Overdrive)	210	2		212	0		2	0
eMedia Advantage (Overdrive)	32	2		34	0		2	0
<b>TEEN TOTALS</b>	242	4		246	0	0	4	0
<b>AUDIOVISUAL TOTAL</b>	368,941	427		369,368	0	0	425	0
<b>COLLECTION TOTALS</b>	617,628	1,273		618,901	0	0	1,271	0

## Chamber Report

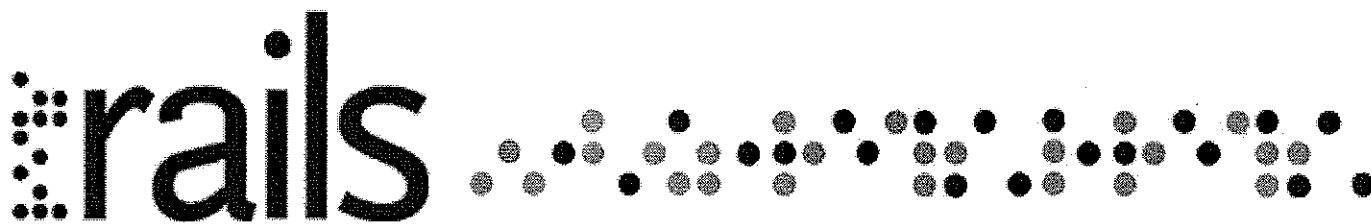
On July 25, I attended a Darien Coffee Connection at First American Bank. Along with Sosilia Reddy of the bank, others at the meeting included John Cornell of Fortress Data Management; Steven Gorsky, Fire Department Chief; Clare from the chamber; John Sceggel who has a CPA firm and Anita Bower of TransAmerican Agency Services. I handed out our brand new Biz Connection brochure. One person applied for a business library card, another inquired about SCORE programming as described in the brochure, and another asked about using some of our digital media equipment. Two mentioned that they have used our databases in the past with good success. I later noticed one of these attendees in the library and we discussed his use of library services. The Darien Women in Business meeting was cancelled this month.

Shirley P. Jensen  
Assistant Head of Adult Services and  
Business Liaison

[Subscribe](#)[Past Issues](#)[Translate ▾](#)[RSS](#)

100

News from the Reaching Across Illinois Library System.



e-news

### Vacant At Large Seat on RAILS Board

RAILS is looking for an employee or board member from a RAILS member library to fill a vacancy on the RAILS Board from October 2017 to June 30, 2019. Interested candidates should [fill out the nomination form](#) on the RAILS website by Friday, August 18, 2017. Questions? Contact [Mary Witt](#), RAILS Communications Director.

### Two-part Webinar on Disaster Planning and Preparedness September 11 & 12

Annie Peterson, LYRASIS, will provide an overview of different steps that libraries can take to better prepare for a disaster of any size in this two-part webinar series on Monday, September 11 and Tuesday, September 12, 1:30–3:30 p.m. Learn about creating a disaster plan and techniques for training staff. Space is limited. Log into L2 for more [information/registration](#).

### Other RAILS CE Opportunities

[Human Resources \(HR\) Documentation Webinar August 22](#)

[Cost-Effective Library Design Options Webinar August 30](#)

### RAILS Networking Event

Join your peers September 7, at this networking event hosted by Engineering Systems, Incorporated, in Aurora. Talk with colleagues from other RAILS libraries and share the latest news about your library. All library staff, working in all types of libraries, are invited to attend. A tour of the library and refreshments will be provided. Visit L2 for more [information/registration](#), or contact RAILS Member Engagement Manager, [Debbie Baaske](#).

### Library Website Toolkit

To support libraries in the development and improvement of their websites, RAILS created an online toolkit that contains best practices, website reporting requirements, and links to relevant archived webinars. RAILS contracted with [Influx|Library User Experience](#) to develop a best practices report. *Library Websites Are for Use: A Guide to Evaluating and Improving Your Library's Website* examines 10 RAILS member library websites, and the observations of those sites form the basis of this report. Log into the RAILS website to access the [toolkit](#).

### Continuing Education (CE) Networking Group Grants Available

RAILS is pleased to again offer [grants to networking groups](#) to fund CE events in the RAILS service area. Interested group members should review the grant conditions on the RAILS website and complete the online application. The deadline for the first award period is

**August 9, 2017**

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

### Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

### Upcoming Meetings

[Networking Event September 7](#)

### Upcoming RAILS CE

[Webinar on Human Resources Documentation August 22](#)

[Webinar on Cost Effective Library Design Options August 30](#)

[Two-part Webinar on Disaster Planning and Preparedness September 11 & 12](#)

### Archives

[RAILS E-News](#)

[Archives](#)

### Subscriptions

[Subscribe](#)[Past Issues](#)

RSS

101

**New Live and Archived Webinars through PCI Webinars**

RAILS is offering members access to live and archived webinars through People-Connect Institute (PCI) Webinars. Topics include library services, leadership and management, skills development, and technology. New topics are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. [More information/request access to a webinar.](#)

[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)**Quill.com Vendor Discount for RAILS Libraries**

[Quill.com](#) is offering a special discount to RAILS member libraries. The company supplies office supply products and furniture. To take advantage of the discount and for more information, log into the [RAILS website](#) (with the email address and password used for L2), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page. Questions? Contact [Amanda Musacchio](#).

**Internet Librarian Conference Discount for ILLINET Members**

A discount is being offered for ILLINET (Illinois Library and Information Network) members to attend the 21st annual Internet Librarian Conference held October 23–25 in California. (All RAILS members are ILLINET members.) [Additional information](#) about this conference.

The Gold Pass is available to ILLINET members at a discounted rate of \$649. Online registrations will be accepted until September 22. To receive the discount, [please register here](#). For additional information, contact [Jill Heffernan](#) at 217.557.7259.

**SAILS Staff Development Day**

Supporting Administrators in Libraries (SAILS) will hold a staff development day made possible through the support of a [RAILS CE Networking Group Grant](#). The event will be on Friday, August 11, 8:30 a.m.–4:30 p.m., at the [Coal City High School Auditorium](#). Sessions will include readers' advisory and customer service. Fee for lunch. See L2 for more [information/registration](#).

**Storytime Workshop with Jim Gill August 25**

Musician Jim Gill will lead a music and reading play for storytime workshop on Friday, August 25, 2–5 p.m. at Bradley Public Library. Learn how music play inspires children to regulate their movements and make connections between the words they sing and the printed word. Hosted by Kankakee Area Library Association, this program is possible through the support of a [RAILS Continuing Education Networking Group Grant](#). See L2 for more [information/registration](#).

**Registration Open for ABOS Conference**

The 2017 Association of Bookmobile and Outreach Services (ABOS) Conference "Outreach Services – Bridging the Gap" will be held in Pittsburgh, PA, on October 25–27, 2017, at the DoubleTree by Hilton. Early bird registration ends August 31, 2017. A [preliminary presentation list and tentative schedule at-a-glance](#) has been posted!

**Illinois Humanities Community Grants Are Back**

The [Community Grants program](#) has returned after a hiatus. Categories are: planning, strategy and evaluation grants; project grants; and partnership and collaboration initiatives. [Learn more about each category and apply by September 15.](#)

**Nation's Highest Honor for Community Service Accepting Nominations**

The Institute of Museum and Library Services (IMLS) recognizes outstanding libraries and

[Subscribe](#)[Past Issues](#)

RSS / 02

### **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.

Lisa Wallis is the acting dean at Ronald Williams Library. Carlos Melian retired on May 31.

### **RAILS Member Question of the Month**

Every month, RAILS features the answer to a frequently asked member question. If you have a question you would like us to feature, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

### ***Why is it important to use the delivery ticket system vs. a phone call?***

The ticketing system is an easy, efficient and secure way to notify delivery of issues or concerns. Each delivery ticket notification is securely routed to the appropriate service center manager for prompt resolution. Internal and external communications are associated with each ticket creating a true audit trail. Emailing [railsdelivery@railsdelivery.info](mailto:railsdelivery@railsdelivery.info) is the simplest and most convenient way to communicate with delivery.

### **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.

[Bartlett Library Chess Club Back-to-Back Tournament Champions](#)

[Collaborative Book Bytes #WhiteOak #KGLRC](#)

### **Fast Facts Survey**

[Programming Cycle](#)

[Social Media Monitoring and Response](#)

[English Conversation Group Questionnaire](#)

[Broad Band Connection & Speed?](#)

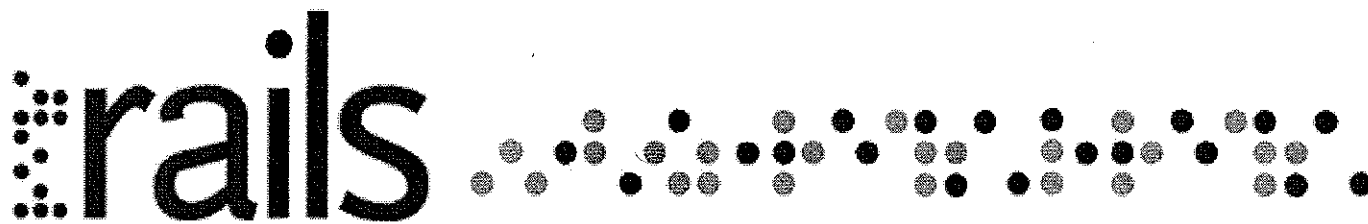
[Linking Minor Children to Parents](#)

[Postal Service](#)

### **Additional Continuing Education (CE) Opportunities**

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.

News from the Reaching Across Illinois Library System.



e-news

### Vacant At Large Seat on RAILS Board

RAILS is looking for an employee or board member from a RAILS academic, public, school, or special library to fill a vacancy on the RAILS Board beginning in October 2017 and ending on June 30, 2019. Interested candidates should [fill out the nomination form](#) on the RAILS website by Friday, August 18, 2017. The RAILS Board Executive Committee will meet to review all nominations and will recommend a candidate to the full board for approval.

This is your opportunity to play an active role in shaping the future of RAILS! The RAILS Board typically meets 11 times per year. Board members can attend meetings at one of several [videoconference locations](#) located throughout the RAILS area and travel costs are reimbursed. See more information about [board member roles and responsibilities](#). Questions? Contact [Mary Witt](#), RAILS Communications Director.

### Appropriations Committee Passes Spending Bill without Cuts for Libraries

American Library Association (ALA) President Jim Neal announced in a [letter](#) that in late July, the U.S. House of Representatives passed a bill for FY2018 without making cuts in federal funding for libraries and even increased funds for the National Library of Medicine by \$20M. The full House and Senate still have to vote on federal library funding. Consideration of the bill will occur after Congress returns to Washington after Labor Day. Advocates should continue to contact elected officials about the importance of federal funding to libraries.

### Cost-Effective Library Design Options Webinar August 30

Carolyn Foote will discuss how to rethink library spaces when faced with a small budget by keeping good design principles in mind in this webinar on Wednesday, August 30, 10:00-11:30 a.m. Log into L2 for more [information/registration](#).

### Human Resources (HR) Documentation Webinar August 22

Sonal Shah of Management Association will discuss HR document management practices in a webinar on Tuesday, August 22, 1:30–3:00 p.m. Learn how to ensure that your documentation is legally compliant and requirements for document retention. Log into L2 for more [information/registration](#).

### Other RAILS CE Opportunities

[Webinar on Ransomware Protection August 3](#)

[Webinar on Gathering Student Input on Library Spaces August 9](#)

**August 3, 2017**

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

**Member Resources**

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

**Upcoming RAILS CE**

[Webinar on Ransomware](#)

[Protection August 3](#)

[Webinar on Student Input on](#)

[Library Spaces August 9](#)

[Four-part Webinar on IT](#)

[Specialties August 10](#)

[Webinar on Human Resources](#)

[Documentation August 22](#)

[Webinar on Cost Effective](#)

[Library Design Options August](#)

[30](#)

**Archives**

[RAILS E-News](#)

[Archives](#)

**Subscriptions**

[Subscribe to RAILS](#)

[Subscribe](#)[Past Issues](#)[RSS](#)

104

[Unsubscribe from this list](#)

### Continuing Education(CE) Networking Group Grants Available

RAILS is pleased to again offer [grants to networking groups](#) to fund CE events in the RAILS service area. Interested group members should review the grant conditions on the RAILS website and complete the online application. The deadline for the first award period is September 30. See [more information](#) for future award periods and other details. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education with questions.

[Update subscription preferences](#)[Forward to a friend](#)

### New Live and Archived Webinars through PCI Webinars

RAILS is offering members access to live and archived webinars through People-Connect Institute (PCI) Webinars. Topics include library services, leadership and management, skills development, and technology. New topics are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. [More information/request access to a webinar.](#)

### Quill.com Vendor Discount for RAILS Libraries

[Quill.com](#) is offering a special discount to RAILS member libraries. The company supplies office supply products and furniture. To take advantage of the discount and for more information, log into the [RAILS website](#) (with the email address and password used for L2), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page. Questions? Contact [Amanda Musacchio](#).

### SAILS Staff Development Day

Supporting Administrators in Libraries ([SAILS](#)) will hold a staff development day made possible through the support of a [RAILS CE Networking Group Grant](#). The event will be on Friday, August 11, 8:30 a.m.–4:30 p.m., at the [Coal City High School Auditorium](#). Sessions will include readers' advisory and customer service. Fee for lunch. See L2 for more [information/registration](#).

### Illinois Humanities Community Grants Are Back

The [Community Grants program](#) has returned after a hiatus. Categories are: planning, strategy and evaluation grants; project grants; and partnership and collaboration initiatives. [Learn more about each category and apply by September 15.](#)

### Nation's Highest Honor for Community Service Accepting Nominations

The Institute of Museum and Library Services (IMLS) recognizes outstanding libraries and museums through the [National Medal for Museum and Library Services](#) award. To nominate an institution [complete and return the form](#) by October 2.

### Free Webinar on Movement-Based Programs in Public Libraries

This webinar is the first in a quarterly series of free programs for public libraries offered as part of the "Let's Move in Libraries" initiative. [Register](#) and join the live webinar at noon on Wednesday, August 16. A recording will also be made available at [LetsMoveLibraries.org](#).

### 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.

Jenna Nemeč-Loise is the new director at North Shore Country Day School.



[Subscribe](#)[Past Issues](#)[Translate ▾](#)[RSS](#)

105

News from the Reaching Across Illinois Library System.




---

## e-news

---

### Vacant At Large Seat on RAILS Board

RAILS is looking for an employee or board member from a RAILS academic, public, school, or special library to fill a vacancy on the RAILS Board beginning in October 2017 and ending on June 30, 2019. Interested candidates should [fill out the nomination form](#) on the RAILS website by Friday, August 18, 2017. The RAILS Board Executive Committee will meet to review all nominations and will recommend a candidate to the full board for approval.

This is your opportunity to play an active role in shaping the future of RAILS! The RAILS Board typically meets 11 times per year. Board members can attend meetings at one of several [videoconference locations](#) located throughout the RAILS area and travel costs are reimbursed. See more information about [board member roles and responsibilities](#). Questions? Contact [Mary Witt](#), RAILS Communications Director.

### RAILS Board Meeting July 28

The [RAILS Board will meet](#) Friday, July 28, at 1 p.m., in person at Aurora Public Library - Santori Library and at other videoconference locations. All RAILS members in the Aurora area are invited to attend in person. The meeting will also be streamed and recorded for viewing at a later date. See the RAILS website for an [agenda/supporting documents](#).

### Webinar on Cost-Effective Library Design Options August 30

Carolyn Foote will discuss how to rethink library spaces when faced with a small budget by keeping good design principles in mind in this webinar on Wednesday, August 30, 10:00-11:30 a.m. Log into L2 for more [information/registration](#).

### Recording of I-9 Updates Webinar Available

If you missed the recent webinar "I-9 Updates: What You Need to Know" presented by Management Association, the [recording is available](#) to view on the RAILS CE Archives page through Tuesday, August 1, 2017. Log into the RAILS website to view all content.

### Webinar on Human Resources (HR) Documentation August 22

Sonal Shah of Management Association will discuss HR document management practices in a webinar on Tuesday, August 22, 1:30-3:00 p.m. Learn how to ensure that your documentation is legally compliant and requirements for document retention. Log into L2 for more [information/registration](#).

### Other RAILS CE Opportunities

### July 26, 2017

#### RAILS Links

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

#### Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

#### Upcoming Meetings

[RAILS Board Meeting, July 28](#)

#### Upcoming RAILS CE

[Webinar on Ransomware Protection August 3](#)

[Webinar on Student Input on Library Spaces August 9](#)

[Four-part Webinar on IT Security begins August 10](#)

[Webinar on Human Resources Documentation August 22](#)

[Webinar on Cost Effective Library Design Options August 30](#)

#### Archives

[RAILS E-News](#)

[Archives](#)

[Subscribe](#)[Past Issues](#)

RSS

/06

[Webinar on Gathering Student Input on Library Spaces August 9](#)[Subscriptions](#)[Four-part Webinar Series on IT Security Begins August 10](#)[Subscribe to RAILS communications](#)**Driving Decisions with Data Webcast**

On Monday, July 24, at noon, American Libraries Live will host a webcast on how the Toledo Lucas County (Ohio) Public Library uses Gale's Analytics on Demand. Please see their [website](#) for more information and registration details.

[Unsubscribe from this list](#)[Update subscription preferences](#)

Please log into the [RAILS website](#) using your L2 username and password for more information on the [RAILS Gale Analytics on Demand group purchase](#).

[Forward to a friend](#)**Call for Proposals: LITA @ ALA Annual 2018**

The Library and Information Technology Association (LITA) Program Planning Committee is looking for innovative and creative proposals for programs focusing on library technology for the 2018 American Library Association (ALA) Conference. This [link to the submission site](#) will redirect to the ALA login page. All submitters are required to have an ALA profile, but are not required to be ALA members. The deadline is August 25, 2017.

**Reaching Forward Conference 2018 - Call for Programs**

The Reaching Forward Conference Committee is accepting [program submissions](#) for the 2018 conference on Friday, May 4, at Stephens Convention Center in Rosemont. Submit your proposal using the online form by Friday, September 8, 11:59 p.m. Reaching Forward serves library staff at all levels, with a strong focus on frontline and support staff.

**SAILS Staff Development Day**

Supporting Administrators in Libraries (SAILS) will hold a staff development day made possible through the support of a [RAILS CE Networking Group Grant](#). The event will be on Friday, August 11, 8:30 a.m.–4:30 p.m., at the [Coal City High School Auditorium](#). Sessions will include readers' advisory and customer service. Fee for lunch. See L2 for more [information/registration](#).

**Nation's Highest Honor for Community Service Accepting Nominations**

The Institute of Museum and Library Services (IMLS) recognizes outstanding libraries and museums through the [National Medal for Museum and Library Services](#) award. To nominate an institution [complete and return the form](#) by October 2.

**Free Webinar on Movement-Based Programs in Public Libraries**

This webinar is the first in a quarterly series of free programs for public libraries offered as part of the "Let's Move in Libraries" initiative. [Register](#) and join the live webinar at noon on Wednesday, August 16. A recording will also be made available at [LetsMoveLibraries.org](#).

**Girls Who Code Clubs**

With a goal of 100,000 girls reached by the end of 2018, [Girls Who Code](#) is seeking partners to help close the gender gap in technology. Their [Clubs](#) are free after-school programs for girls in grades 6-12. They can be hosted in schools, universities, libraries, and more. [Applications](#) to start a Club are free and open. Contact [Jackson Thomas](#), Community Partner Manager, at Girls Who Code to discuss your goals and their programs.

**RAILS Library Director News**

[Subscribe](#)[Past Issues](#)

RSS

107

directors to the RAILS community and say good-bye to retiring directors.

Sharon Hillyer, Library Director at Brown County Public Library District retires on July 28. Richard Young is the new director effective July 29.

Maria Zawacki, Library Director at Johnsborg Public Library retires on July 30. Beth Ryan is the new director effective August 1.

Amanda Bennett is the new director at Sandwich Public Library District.

Lori McGreal is the new director at Trinity High School.

### 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.

[Lake Villa's Tegan Anclade to Serve on 2019 Lincoln Committee](#)

[NEDSRA Has a PAWSitive Experience at Addison Public Library](#)

[Donations for Flood Damaged Schools and School Library](#)

### Fast Facts Survey

[Social Media Monitoring and Response](#)

[English Conversation Group Questionnaire](#)

[Broad Band Connection & Speed?](#)

[Linking Minor Children to Parents](#)

[Holiday Pay for Part-Time Staff](#)

[Faxing Charges Update/3 Easy Parts](#)

[Postal Service](#)

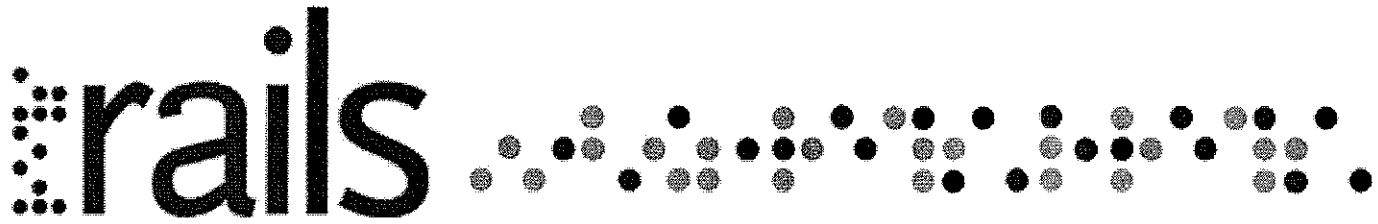
Copyright © 2017 RAILS Reaching Across Illinois Library System (RAILS). All rights reserved.  
You are receiving *RAILS E-News* because you are a member of a RAILS library and we would like to inform you of RAILS services.

[forward to a friend](#)

[unsubscribe from this list](#) | [update subscription preferences](#)

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#) /08

News from the Reaching Across Illinois Library System.



e-news

**RAILS Offices Closed for In-Service Day July 20**

RAILS offices will be closed on Thursday, July 20, for a staff in-service meeting. Visit the RAILS website for [more information](#). (View a list of all RAILS [holidays & closings](#).)

**RAILS Board Meeting July 28**

The [RAILS Board](#) will meet Friday, July 28, at 1 p.m., in person at Aurora Public Library - Santori Library and at other videoconference locations. All RAILS members in the Aurora area are invited to attend in person. The meeting will also be streamed and recorded for viewing at a later date. See the RAILS website for an [agenda/supporting documents](#) when available.

**New Sparks Podcast on Trends**

You'll want to listen to this! In the latest *Sparks* podcast, RAILS Executive Director Dee Brennan talks with Liz Aviles, VP of Market Research for Upshot, a Chicago marketing agency. Liz talks about how her role in trend tracking and business development has implications for libraries, and how libraries can be reflective of other aspects of the marketplace and culture.

[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. Questions or suggestions for future *Sparks* episodes? Please contact [Mary Witt](#), RAILS Communications Director.

**Webinar on Human Resources (HR) Documentation August 22**

Sonal Shah of Management Association will discuss HR document management practices in a webinar on Tuesday, August 22, 1:30–3:00 p.m. Learn how to ensure that your documentation is legally compliant and requirements for document retention. Log into L2 for more [information/registration](#).

**Webinar on Gathering Student Input on Library Spaces August 9**

Carolyn Foote, technolibrarian from Austin, Texas, will explore a variety of methods for gathering and incorporating student feedback when redesigning school library spaces in this webinar on Wednesday, August 9, 10:00–11:30 a.m. Log into L2 for more [information/registration](#).

**Other RAILS CE Opportunities**

[Webinar on Ransomware Protection August 3](#)

[Four-part Webinar Series on IT Security Begins August 10](#)

**July 19, 2017****RAILS Links**[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)**Member Resources**[RAILS Community Email Lists](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale/Wanted](#)**Upcoming Meetings**[RAILS Board Meeting, July 28](#)**Upcoming RAILS CE**[Webinar on Human Resources](#)[Documentation August 22](#)[Webinar on Student Input on](#)[Library Spaces August 9](#)[Webinar on Ransomware](#)[Protection August 3](#)[Four-part Webinar on IT](#)[Security begins August 10](#)[Webinar on Library Privacy July](#)[25](#)[Noise vs. News: Program](#)[Recordings Available](#)**Archives**

[Subscribe](#)[Past Issues](#)

RSS

/09

**Driving Decisions with Data Webcast**

On Monday, July 24, at noon (CT), American Libraries Live will be hosting a webcast discussing how the Toledo Lucas County (Ohio) Public Library uses Gale's Analytics on Demand. Please see their [website for more information and registration details](#).

Please log into the [RAILS website](#) using your [L2](#) username and password for more information on the [RAILS Gale Analytics on Demand group purchase](#).

**Noise vs. News: Program Recordings Available**

Noise vs. News was a collaborative project between Illinois Valley Community College's Jacobs Library and LaSalle Public Library. It brought scholars, journalists, and the public together for a series of programs that explored professional and public responsibilities related to establishing truth in news. Funding was made possible through a [RAILS multitype collaborative grant](#). Recordings of the programs are [available here](#).

**Reaching Forward Conference 2018 - Call for Programs**

The Reaching Forward Conference Committee is accepting [program submissions](#) for the 2018 Conference, which will be held Friday, May 4, at Stephens Convention Center in Rosemont. Proposals must be submitted using the online proposal form by Friday, September 8, 11:59 p.m. The Reaching Forward Conference serves library staff at all levels, with a strong focus on frontline and support staff.

**SAILS Staff Development Day**

Supporting Administrators in Libraries ([SAILS](#)) will hold a staff development day made possible through the support of a [RAILS CE Networking Group Grant](#). The event will be on Friday, August 11, 8:30 a.m.-4:30 p.m., at the [Coal City High School Auditorium](#). Sessions will include readers' advisory and customer service. Fee for lunch. See L2 for more [information/registration](#).

**Wow! We Can't Believe This is Free!**

The ALA (American Library Association) Office for Human Resource Development and Recruitment (HRDR) announces the publication of its comprehensive new [Career Development Resource Guide](#) created to assist library staff at all levels in their job search and career journeys.

The *Guide* includes sections on job search strategies, self-marketing, resumes, CVs, and cover letters, as well as interviewing strategies, tips on negotiating and accepting job offers, and resources to help individuals manage stress during a job search.

Download a [printable version](#) of the *Career Development Resource Guide*. For additional resources provided by the ALA Office for HRDR, visit their [webpage](#).

**Nominate a Librarian for 2017 I Love My Librarian Award**

ALA is now accepting nominations for the 2017 I Love My Librarian Award, which recognizes the public service contributions that librarians make in transforming lives and communities through education and lifelong learning. The national award invites the public to nominate their favorite librarians working in public, school, college, community college or university libraries.

[Nominations](#) can be made through September 18.

**RAILS Library Director News**

Do you have library director changes to share? Let RAILS [Communications](#) know of library

**Subscriptions**

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

[Subscribe](#)[Past Issues](#)

RSS

1/10

### **RAILS Website: Elements, Items, and Features**

Each month, *RAILS E-News* will highlight a feature or benefit of the RAILS website. If you have something you would like us to highlight, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

### ***Networking Groups Directory***

On the Networking Groups Directory page of the RAILS website, you'll find dozens of groups for all library types and positions. There are groups based on area, size, job title, and more. From Bookmobile & Outreach to Health Science Librarians, Circulation Managers to Marketing, School Libraries to Serving Patrons with Dementia, there is a wide variety of groups to choose from. We guarantee that you'll find one or more to join. Meet new people, learn from each other, gather new ideas, and get motivated!

You can find the [Networking Groups Directory](#) under the Members tab of the [RAILS website](#). Contact [Debbie Baaske](#) for more information.

### **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.

[DONATE: Round Lake Elementary School Asks for Help Rebuilding Flooded Library](#)

[IMLS Funding: Continued Advocacy Efforts Required](#)

[Cherry Valley Public Library Lends Fishing Equipment](#)

[Shorewood-Troy Library Installs "Little Free Food Pantry"](#)

[Joliet Public Library Citywide Summer Reading Challenge Goal of 3 Million Pages Met](#)

[Celebrate 75 Years of Little Golden Books with Authors Diane Muldrow and Leonard Marchus](#)

[Messenger Library to Hold Rally in Support of Libraries during 80th Birthday Party](#)

[Schaumburg Library's Youth Department Director Wins ILA Award](#)

### **Fast Facts Survey**

[English Conversation Group Questionnaire](#)

[Broad Band Connection & Speed?](#)

[Linking Minor Children to Parents](#)

[Holiday Pay for Part-Time Staff](#)

## Debt Certificate

At the July meeting we received an overview of how using a debt certificate would work. If trustees have some interest in exploring this idea further I suggest this occur in the spring. The reason being that I don't see us doing much with capital projects this fall. As such, there's no sense in starting a debt certificate process now as the process requires that we go to bid and once we have final bids for projects the debt certificate sale is then completed. Also we could see what the true rates are at that time.

I asked Ehlers to prepare a Debt Service Schedule for \$550,000 and a cash flow chart. Just to see what that looks like. This is included as well as the original documents for \$800,000.

To aid in understanding cash flow with a debt certificate compared to cash flow when using reserve monies for capital projects I prepared the following charts:

I prepared a chart that compares using reserve monies for capital projects (scenario 1) to using an \$800,000 debt certificate (scenario 2).

I prepared a 2<sup>nd</sup> chart relative to a \$550,000 debt certificate doing the same comparison.

On each chart I show the total fund balance in each scenario (I did not remove the \$500,000 we've set aside for emergencies.)

I provide a column for each scenario that reflects 2% interest earned on the fund balance for that scenario. You can compare the amount of interest earned in each scenario. (I did not include any money earned from the debt certificate money. That the money would be in its own account earning some level of interest. But if the library chose this route we would spend the money fairly quickly and the money would most likely have a low return since interest levels are low and we can't earn more interest than the interest on the debt certificate.)

The last column on each sheet presumes use of the debt certificate (scenario 2 on each chart) and shows the difference in the fund balance using a debt certificate and the fund balance used directly for capital projects. In each case a higher fund balance is maintained until FY25. After that it is a lower fund balance.

In addition, I've included an overview of the more costly capital projects.

## Indian Prairie Public Library District

**Cash Flows : Assuming \$800,000 GO Debt Certificates, Series 2017**

Fiscal Year	Total Revenue	Total Expenditures	Surplus (Deficiency)	Projected Debt Service	Debt Certificate Proceeds	Fund Balance (Beg. Year)	Fund Balance (Year End) <sup>a</sup>	Target Balance (Expenditures)	Year End Balance Over/(Under) Target <sup>b</sup>	% of Ending Fund balance to total expenses (without Debt)
2014	3,768,045	3,882,809	(114,764)			1,513,444	1,398,680	500,000	898,680	36%
2015	3,603,847	3,489,993	113,854			1,398,680	1,413,979	500,000	913,979	41%
2016	3,649,035	3,616,997	32,038			1,413,979	1,420,896	500,000	920,896	38%
2017	3,629,048	3,626,170	2,878			1,420,896	1,423,774	500,000	923,774	39%
2018	3,749,779	3,691,490	58,289	97,000		1,423,774	1,352,357	500,000	852,357	37%
2019	3,789,881	3,758,419	31,462	97,888		1,352,357	1,285,931	500,000	785,931	34%
2020	3,863,122	3,831,923	31,199	95,638		1,285,931	1,221,493	500,000	721,493	32%
2021	3,937,832	3,907,038	30,794	98,388		1,221,493	1,153,899	500,000	653,899	30%
2022	4,014,098	3,983,800	30,298	95,888		1,153,899	1,088,210	500,000	588,210	27%
2023	4,091,852	4,062,248	29,604	98,588		1,088,210	519,226	500,000	19,226	13%
2024	4,161,221	4,142,417	18,804	96,038		519,226	441,993	500,000	(58,007)	11%
2025	4,241,937	4,224,349	17,588	98,488		441,993	361,093	500,000	(138,907)	9%
2026	4,324,325	4,308,081	16,244	95,788		361,093	281,550	500,000	(218,450)	7%
2027	4,408,317	4,393,656	14,661	98,088		281,550	198,123	500,000	(301,877)	5%
2028	4,494,044	4,481,114	12,930			198,123	211,053	500,000	(288,947)	5%
2029	4,581,437	4,570,498	10,939			211,053	221,992	500,000	(278,008)	5%
2030	4,672,535	4,661,851	10,684			221,992	232,676	500,000	(267,324)	5%
2031			-					-	-	
2032			-					-	-	

Prepared by Ehlers 7/12/2017



**Comparison - using just reserves or \$800,000 debt certificate to pay capital expenses**

	Scenario 1		Scenario 2		Fund balance difference between scenarios 1 and 2
	Pay with reserves	2% interest earned on fund balance	Pay with certificate	2% interest earned on fund balance	
	Total fund balance June 30		Total fund balance June 30		
FY18	\$1,217,236.00	\$24,344.72	\$1,352,357.00	\$27,047.14	\$135,121.00
FY19	\$1,034,057.00	\$20,681.14	\$1,285,931.00	\$25,718.62	\$251,874.00
FY20	\$968,261.00	\$19,365.22	\$1,221,493.00	\$24,429.86	\$253,232.00
FY21	\$892,077.00	\$17,841.54	\$1,153,899.00	\$23,077.98	\$261,822.00
FY22	\$915,171.00	\$18,303.42	\$1,088,210.00	\$21,764.20	\$173,039.00
FY23	\$269,395.00	\$5,387.90	\$519,226.00	\$10,384.52	\$249,831.00
FY24	\$281,230.00	\$5,624.60	\$441,993.00	\$8,839.86	\$160,763.00
FY25	\$293,683.00	\$5,873.66	\$361,093.00	\$7,221.86	\$67,410.00
FY26	\$291,609.00	\$5,832.18	\$281,550.00	\$5,631.00	-\$10,059.00
FY27	\$304,556.00	\$6,091.12	\$198,123.00	\$3,962.46	-\$106,433.00
FY28	\$317,654.00	\$6,353.08	\$211,053.00	\$4,221.06	-\$106,601.00
FY29	\$330,726.00	\$6,614.52	\$221,992.00	\$4,439.84	-\$108,734.00
FY30	\$331,583.00	\$6,631.66	\$232,676.00	\$4,653.52	-\$98,907.00
	<b>total interest earned</b>	<b>\$148,944.76</b>	<b>total interest earned</b>	<b>\$171,391.92</b>	

debt certificate payments include \$146,888 in interest, \$22,000 in fees

## Indian Prairie Public Library District

**Cash Flows : Assuming \$550,000 GO Debt Certificates, Series 2017**

Fiscal Year	Total Revenue	Total Expenditures	Surplus (Deficiency)	Projected Debt Service	Fund Balance (Beg. Year)	Fund Balance (Year End) <sup>a</sup>	Target Balance (Expenditures)	Year End Balance Over/(Under) Target <sup>b</sup>	% of Ending Fund balance to total expenses (without Debt)
2014	3,768,045	3,882,809	(114,764)		1,513,444	1,398,680	500,000	898,680	36%
2015	3,603,847	3,489,993	113,854		1,398,680	1,413,979	500,000	913,979	41%
2016	3,649,035	3,616,997	32,038		1,413,979	1,420,896	500,000	920,896	39%
2017	3,629,048	3,626,170	2,878		1,420,896	1,423,774	500,000	923,774	39%
2018	3,749,779	3,691,490	58,289	<b>63,005</b>	1,423,774	1,296,958	500,000	796,958	35%
2019	3,788,093	3,758,419	29,674	<b>65,313</b>	1,296,958	1,241,320	500,000	741,320	33%
2020	3,861,579	3,831,923	29,656	<b>63,813</b>	1,241,320	1,207,163	500,000	707,163	32%
2021	3,936,908	3,907,038	29,870	<b>67,313</b>	1,207,163	1,159,721	500,000	659,721	30%
2022	4,013,593	3,983,800	29,793	<b>65,663</b>	1,159,721	1,123,851	500,000	623,851	28%
2023	4,091,958	4,062,248	29,710	<b>64,013</b>	1,123,851	419,549	500,000	(80,451)	10%
2024	4,158,536	4,142,417	16,119	<b>62,363</b>	419,549	373,305	500,000	(126,695)	9%
2025	4,239,890	4,224,349	15,541	<b>65,713</b>	373,305	323,134	500,000	(176,866)	8%
2026	4,322,911	4,308,081	14,830	<b>63,913</b>	323,134	259,051	500,000	(240,949)	6%
2027	4,407,230	4,393,656	13,574	<b>67,113</b>	259,051	205,513	500,000	(294,487)	5%
2028	4,493,572	4,481,114	12,458		205,513	217,971	500,000	(282,029)	5%
2029	4,581,576	4,570,498	11,078		217,971	229,049	500,000	(270,951)	5%
2030	4,672,676	4,661,851	10,825		229,049	239,874	500,000	(260,126)	5%
2031			-				-	-	
2032			-				-	-	

Prepared by Ehlers 7/12/2017

**Comparison - using just reserves or \$550,000 debt certificate to pay capital expenses**

Scenario 1			Scenario 2		Fund balance
Pay with reserves		2% interest	Pay with certificate		difference
Total fund		earned on	Total fund	2% interest	between
balance June 30		fund balance	balance June 30	earned on	scenarios
				fund balance	1 and 2
FY18	\$1,217,236.00	\$24,344.72	\$1,296,958.00	\$25,939.16	\$79,722.00
FY19	\$1,034,057.00	\$20,681.14	\$1,241,320.00	\$24,826.40	\$207,263.00
FY20	\$968,261.00	\$19,365.22	\$1,207,163.00	\$24,143.26	\$238,902.00
FY21	\$892,077.00	\$17,841.54	\$1,159,721.00	\$23,194.42	\$267,644.00
FY22	\$915,171.00	\$18,303.42	\$1,123,851.00	\$22,477.02	\$208,680.00
FY23	\$269,395.00	\$5,387.90	\$419,549.00	\$8,390.98	\$150,154.00
FY24	\$281,230.00	\$5,624.60	\$373,305.00	\$7,466.10	\$92,075.00
FY25	\$293,683.00	\$5,873.66	\$323,134.00	\$6,462.68	\$29,451.00
FY26	\$291,609.00	\$5,832.18	\$259,051.00	\$5,181.02	-\$32,558.00
FY27	\$304,556.00	\$6,091.12	\$205,513.00	\$4,110.26	-\$99,043.00
FY28	\$317,654.00	\$6,353.08	\$217,971.00	\$4,359.42	-\$99,683.00
FY29	\$330,726.00	\$6,614.52	\$229,049.00	\$4,580.98	-\$101,677.00
FY30	\$331,583.00	\$6,631.66	\$239,874.00	\$4,797.48	-\$91,709.00
total interest earned		\$148,944.76	total interest earned		\$165,929.18

debt certificate payments include \$98,217 in interest, \$25,000 in fees

## Capital Projects

116

Update on the more costly capital projects:

### HVAC

In 2009 the architectural firm Dewberry evaluated the library's facilities and assessed the conditions as well as the likely life expectancy for the various components of the facility. The capital expenses I put into the financial forecast are based on this assessment.

When discussing the HVAC system and the cost to replace the 108 VAV boxes in the ceiling, the Building and Grounds Committee recommended we hire a consultant to do a complete assessment of the HVAC system. This could be done over the fall/winter and would give us an up-to-date assessment for planning capital expenses relative to the HVAC system. The assessment would be related to the \$315,000 earmarked for the VAV boxes, \$128,000 for the boiler, \$10,000 for the circulating pumps, and \$15,000 for the HVAC bearings in the financial forecast.

Having said this, based on the recommendation from the Building and Grounds Committee and discussion at a board meeting, we would still proceed in replacing individual VAV boxes at a cost of \$4,500 each rather than repairing. This past fiscal year we spent \$31,456.00 repairing five VAV boxes so this plan of replacing instead of repairing would ultimately save money for the library. Costs for VAV box replacement in this fiscal year would come out of the reserves rather than the operating budget.

### Parking Lot

As Laura and I learn more about the work to be done in the parking lot we realize this will not be done this fall. This includes hiring a civil engineer (getting at least three proposals and evaluating credentials, etc.), then the civil engineer assesses the parking lot, including drainage, and prepares drawings for the project, we develop a bid document and hold a bid process for the project. At this point we are planning on the work being done the end of May.

### Tuck Point

Feedback from the consultant is that the project will be less than the \$45,000 we were told a few years ago. The project will be done in 2018 and will be broken into three components:

- Tuck pointing – very little is required, the building is in good shape
- Windows – caulking and painting is needed
- The brick wall surrounding the chiller – bricks are starting to degrade on the west wall because water has been accumulating under the bricks and the bricks soak up the moisture. This project will require changing the slope of the ground at that point and replacing a certain amount of bricks.

### Building Renovation

It's possible the library would do a small renovation but that decision hasn't been made yet and quite a bit of work would need to be done to get to the point of starting a renovation project. The earliest possible start of a construction project would be the fall of 2018.

2017 Portfolio Review

# Indian Prairie Public Library District

August 16, 2017

Presented by:

Bradley C. Smith, Sr. Vice President

**MPI**  
**INVESTMENT MANAGEMENT, INC.**

15 Salt Creek Rd, Suite 404  
Hinsdale, IL 60521  
630-325-6900

New Business (LI)  
- distributed at mtg.

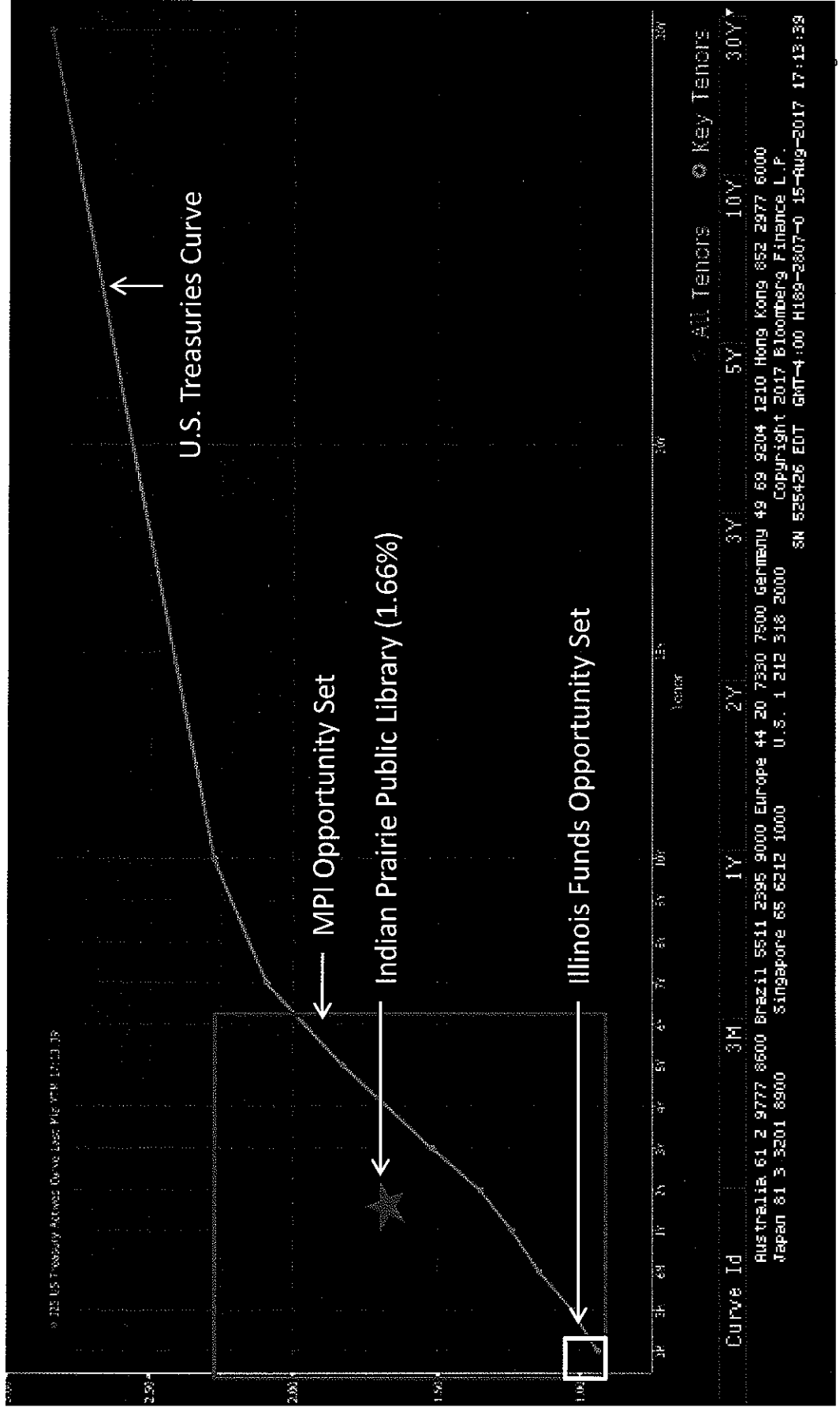
**Portfolio Statistics:**

- Account Value: \$2,469,427
- Duration: 1.79 Years
- Yield on Cost: 1.66%
- Annual Income: \$40,992
- Quality: AAA

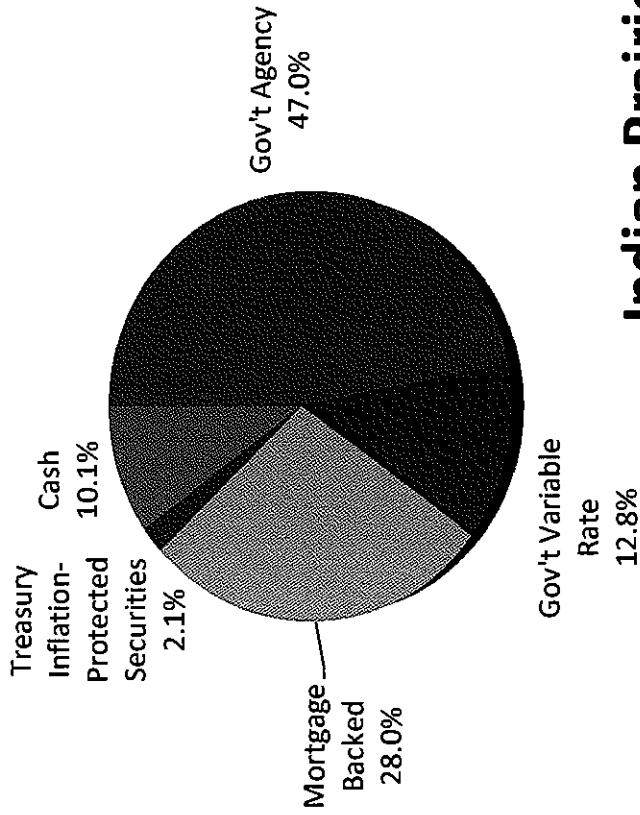
**Portfolio Characteristics:**

- Managed by MPI since October 2009
- 41% of portfolio matures under 18 months
  - Gives the Ability to:
    1. Meet Liquidity needs
    2. Reinvest at higher rates
- Trailing 12 month contributions: \$595,000
- Trailing 12 month withdrawals: \$745,000

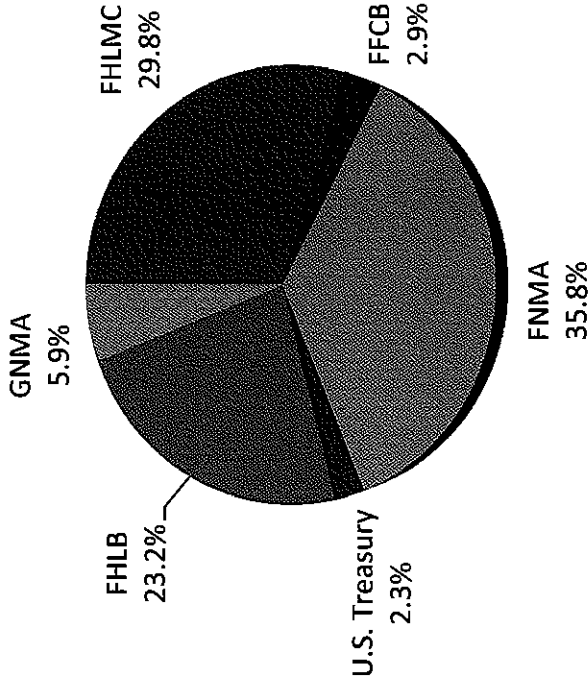
# MPI Active Management vs. Illinois Funds



**Allocation by Type**



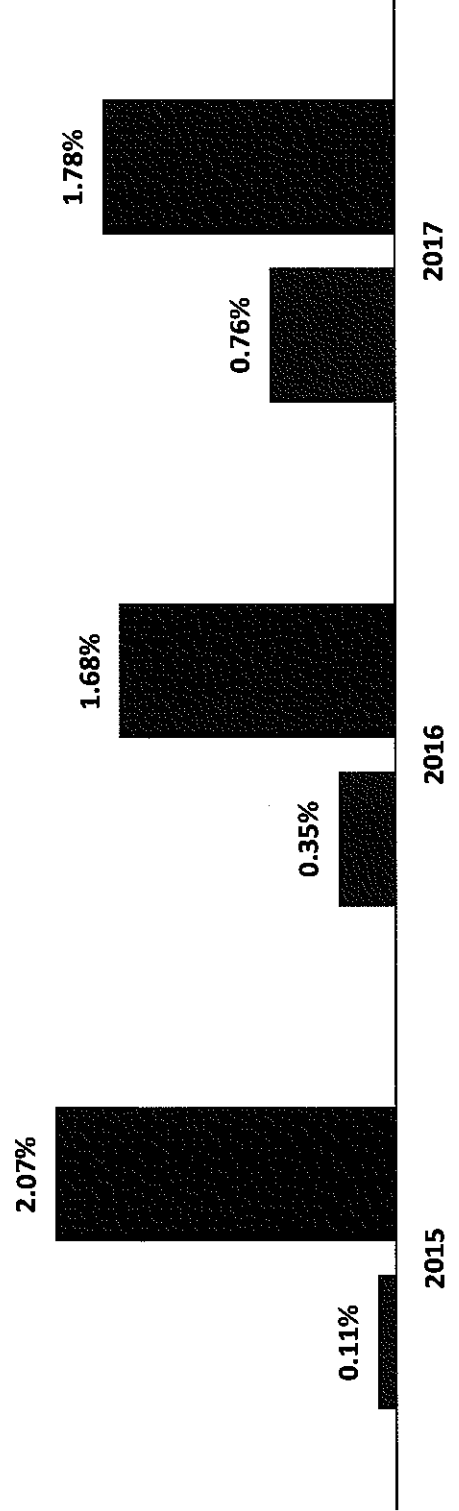
**Allocation by Issuer**



**Indian Prairie Public Library**

December 31, 2014 to July 31, 2017

■ Illinois Funds Net Yield ■ MPI Portfolio Net Yield





# Portfolio Appraisal

US Dollar  
7/31/2017

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

Quantity	Security	Unit Adj. Cost	Total Adjusted Cost	Price	Market Value	% Assets	Curr. Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
125,000	Federal Home Loan Mtg Corp 4.875% Due 06-13-18	103.33	129,157.29	103.11	128,888.63	5.2	4.7
100,000	Federal Natl Mtg Assn 1.125% Due 07-20-18	100.21	100,207.97	99.84	99,838.20	4.0	1.1
125,000	Federal Home Loan Banks 1.750% Due 12-14-18	100.68	125,849.71	100.54	125,670.13	5.1	1.7
40,000	Federal Home Loan Banks 1.500% Due 03-08-19	100.00	40,000.00	100.28	40,112.40	1.6	1.5
100,000	Federal Home Loan Mtg Corp 3.750% Due 03-27-19	104.39	104,389.84	103.90	103,900.40	4.2	3.6
100,000	Federal Natl Mtg Assn 1.580% Due 12-30-19	99.90	99,897.28	99.94	99,935.30	4.0	1.6
150,000	Federal Natl Mtg Assn 1.625% Due 01-21-20	100.34	150,514.80	100.39	150,582.45	6.1	1.6
81,000	Federal Natl Mtg Assn 2.000% Due 03-27-20	102.02	82,634.50	101.09	81,885.09	3.3	2.0
100,000	Federal Home Loan Banks 2.050% Due 04-28-20	102.51	102,508.33	101.26	101,260.20	4.1	2.0
100,000	Federal Natl Mtg Assn 1.500% Due 11-30-20	100.72	100,719.83	99.62	99,621.00	4.0	1.5
75,000	Federal Natl Mtg Assn 1.250% Due 05-06-21	98.49	73,867.69	98.49	73,869.75	3.0	1.3
50,000	Federal Home Loan Mtg Corp 2.375% Due 01-13-22	105.10	52,551.73	102.25	51,126.05	2.1	2.3
	Accrued Interest				4,480.15	0.2	
			<b>1,162,298.97</b>		<b>1,161,169.74</b>	<b>47.0</b>	<b>2.2</b>
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>							
50,000	Federal Home Loan Banks 1.269% Due 01-08-18	100.14	50,070.33	100.08	50,039.25	2.0	1.3
50,000	Federal Home Loan Banks 1.268% Due 02-28-18	100.05	50,023.38	100.10	50,050.20	2.0	1.3
50,000	Federal Home Loan Banks 1.181% Due 10-05-18	100.07	50,033.38	100.03	50,012.95	2.0	1.2
100,000	Federal Home Loan Banks 1.068% Due 06-12-19	99.99	99,988.83	100.00	100,003.20	4.0	1.1
65,000	Federal Farm Credit Banks 1.394% Due 11-14-19	100.20	65,127.44	100.49	65,315.90	2.6	1.4
	Accrued Interest				273.12	0.0	
			<b>315,243.37</b>		<b>315,694.62</b>	<b>12.8</b>	<b>1.2</b>

# Portfolio Appraisal

US Dollar  
7/31/2017

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

Quantity	Security	Unit Adj. Cost	Total Adjusted Cost	Price	Market Value	% Assets	Curr. Yield
<b>TIPS(USD)</b>							
50,000	United States Treas Nts 0.125% Due 01-15-23	100.80	53,438.50	99.61	52,806.63	2.1	0.1
	Accrued Interest		2.88			0.0	
			<b>53,438.50</b>		<b>52,809.51</b>	<b>2.1</b>	<b>0.1</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 05-25-25	105.63	30,594.09	102.63	29,726.99	1.2	2.9
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 04-25-33	108.00	18,380.42	103.81	17,567.91	0.7	3.9
32,000	FHLMC REMIC Series 3325 5.500% Due 06-15-37	108.11	2,884.72	111.39	2,972.42	0.1	4.9
125,000	GNMA REMIC Trust 2012-57 3.000% Due 03-20-39	105.66	52,057.59	102.13	50,321.69	2.0	2.9
	Accrued Interest		264.55			0.0	
			<b>103,916.82</b>		<b>100,953.55</b>	<b>4.1</b>	<b>3.2</b>
<b>FHLMC's(USD)</b>							
1,000,000	FHLMC PC Gold Comb 15 6.500% Due 04-01-18	107.75	42.28	100.37	39.39	0.0	6.5
455,000	FHLMC PC Gold Guar 15 5.000% Due 05-01-18	107.67	1,454.37	102.42	1,383.57	0.1	4.9
1,220,000	FHLMC PC Gold Cash 15 5.000% Due 10-01-18	106.69	11,847.89	102.42	11,374.51	0.5	4.9
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 01-01-20	104.47	112,001.00	102.19	109,556.97	4.4	4.4
375,000	FHLMC PC Gold Comb 15 5.500% Due 05-01-20	108.96	10,024.47	102.85	9,462.38	0.4	5.3
210,000	FHLMC PC Gold Comb 15 5.500% Due 06-01-20	108.13	3,786.54	102.87	3,602.67	0.1	5.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 04-01-22	107.88	74,905.69	105.05	72,942.12	3.0	5.2
340,000	FHLMC PC Gold 15 Yr 5.000% Due 07-01-23	107.94	6,385.79	105.52	6,242.51	0.3	4.7
520,000	FHLMC PC Gold Cash 20 5.500% Due 08-01-24	109.50	19,394.51	110.19	19,516.42	0.8	5.0
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11-01-25	104.53	21,182.18	104.81	21,237.90	0.9	3.3
280,000	FHLMC PC Gold 15 Yr 4.000% Due 03-01-26	107.31	75,759.38	105.62	74,566.47	3.0	3.8

# Portfolio Appraisal

US Dollar  
7/31/2017

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

Quantity	Security	Unit Adj. Cost	Total Adjusted Cost	Price	Market Value	% Assets	Curr. Yield
240,000	FHLMC PC Gold Comb 15 4.500% Due 09-01-26	107.19	40,267.50	104.55	39,276.86	1.6	4.3
	Accrued Interest		1,371.75			0.1	
			<b>377,051.59</b>		<b>370,573.53</b>	<b>15.0</b>	<b>4.5</b>
<b>FNMA's(USD)</b>							
140,000	FNMA Pass-Thru Int 15 Year 4.500% Due 12-01-18	102.84	43,627.56	102.30	43,397.65	1.8	4.4
174,145	FNMA Pass-Thru Int 15 Year 6.000% Due 01-01-19	107.14	32.64	100.16	30.52	0.0	6.0
145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 04-01-19	105.89	3,414.76	102.30	3,299.17	0.1	4.4
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 08-01-19	106.29	5,545.21	102.30	5,337.15	0.2	4.4
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12-01-19	105.90	6,943.95	103.63	6,795.42	0.3	3.9
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 03-01-21	107.36	2,434.52	102.89	2,333.17	0.1	4.4
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 02-01-22	104.00	6,920.41	101.02	6,721.64	0.3	2.5
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 01-01-23	109.00	24,224.88	106.22	23,606.16	1.0	5.2
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11-01-28	106.63	29,675.85	104.98	29,217.05	1.2	3.8
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 03-01-37	111.50	16,000.58	117.55	16,868.38	0.7	6.0
	Accrued Interest		513.46			0.0	
			<b>138,820.37</b>		<b>138,119.79</b>	<b>5.6</b>	<b>4.5</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11-15-24	110.97	6,585.51	107.19	6,360.89	0.3	6.5
100,000	GNMA Pass-Thru M Single Family 4.500% Due 01-20-25	108.00	19,038.00	105.97	18,680.68	0.8	4.2
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 06-15-31	111.93	18,095.28	110.18	17,812.82	0.7	6.4
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12-15-32	108.98	7,773.62	111.29	7,938.11	0.3	4.9
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 04-15-33	108.99	5,739.16	112.55	5,927.06	0.2	4.9
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.01	5,668.27	111.75	5,810.96	0.2	4.9

# Portfolio Appraisal

US Dollar  
7/31/2017

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

Quantity	Security	Unit Adj. Cost	Total Adjusted Cost	Price	Market Value	% Assets	Curr. Yield
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.14	2,379.43	112.69	2,456.84	0.1	4.9
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11-15-35	105.80	9,548.96	112.61	10,163.02	0.4	4.9
111,289	GNMA Pass-Thru X Single Family 6.000% Due 06-15-37	107.23	4,592.07	112.74	4,828.01	0.2	5.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10-15-38	108.93	1,541.72	112.71	1,595.22	0.1	5.3
	Accrued Interest		355.53			0.0	
			<b>80,962.03</b>		<b>81,929.14</b>	<b>3.3</b>	<b>5.2</b>
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		248,177.58		248,177.58	10.1	0.0
			<b>248,177.58</b>		<b>248,177.58</b>	<b>10.1</b>	<b>0.0</b>

**Total Portfolio** 2,479,909.22 2,469,427.46 100.0 2.4

# Strategic Plan FY16/17

## 1. Deliver an exceptional library user experience

*The library is friendly and welcoming to all. We continually adapt to meet the needs and interests of our community so that residents consider the library essential, useful and easy to use.*

### 1.1. User experience philosophy and concepts are integrated into library practices.

#### 1.1.1. Form a Staff User Experience Committee.

Jamie and the Dept Heads started the process of creating a committee, including writing up and sharing expectations to gauge who would be interested in joining the committee. We decided to postpone the committee until all staff have received more UX training to ensure a total cultural shift. At this point in time we continue to have discussions, review suggestions, and make changes within each department.

#### 1.1.2. Develop and implement a plan for training staff in the theory of user experience and how to apply the principles to their areas of responsibility.

Jamie and the Dept Heads met with supervisors on Dec 13 to review UX concepts and all supervisors read the book. Each supervisor developed 3 ways to train their staff. Information about user experience was shared at the staff institute day in 2016, staff were asked to read certain chapters in the user experience book that we're following, discussion started in departments. At the staff institute day in 2017 staff visited other libraries and brought back ideas to their departments to discuss and examine for implementation at IPPL. All departments have created a list of ideas that is being used for ongoing discussions and examination within each department. An annual report will be written at the end of each calendar year detailing analysis and results.

### 1.2. Input from our community drives our services.

#### 1.2.1. Use topical surveys and user assessments to determine how services should be developed, refined or discontinued.

##### 1.2.1.1 Map and survey patrons' use of the building.

Tony has begun using Communico's report functionality to track the size of groups (number of people) using the conference rooms.

##### 1.2.1.2. Survey mid-kids regarding programming and services.

Natalie and Monica have created a baseboard for discussion and have a meeting planned in fall 2017 to create the survey and assess results.

#### 1.2.2. Communication with community organizations will assist in identifying community strengths and needs.

##### 1.2.2.1 Create a list of discussion questions to use when talking with community organizations.

Through the Harwood Lab training Jamie received as well as research on other methods of community outreach, she has provided resources to assist staff as they develop appropriate questions for community conversations.

1.2.2.2 Train staff to gather pertinent community input as they engage with organizations.

Natalie held a K&T training on Dec 15, Jamie presented info from Harwood about the questions we should be asking.

**1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.**

In Adult Services Tony has evaluated the non-fiction collection for the purpose of right-sizing the collection – making sure we do not over develop areas of the collection that do not circulate as frequently as other areas. He also introduced selectors to the CREW Method of weeding a library collection, which will make the collection fresher and more attractive to our public. Studies have shown that well curated collections lead to higher circulation of materials. Joe is currently in the process of weeding the DVDs for excessive duplicates and for items that are not circulating. Jennifer is evaluating the adult fiction collection and is developing a strategy to curate the collection.

Adult Services is in the process of changing the location of collection signage so the signs display more prominently.

Ann is evaluating the adult music CD collection and is developing a strategy to curate the collection.

Technology Center added a supplies table near the printers. Previously, supplies were kept at the help desk and patrons would wait in line to ask to borrow them. The table is more approachable and removes an unnecessary interaction with staff.

1.3.1 Support our patrons' use of personal technology in the building.

Technology Center has accessories available for use in the building. These include phone chargers, (iPhone and android), laptop chargers, and external CD drives. We offer wireless printing to our print centers and provide high-speed wireless.

1.3.1 Investigate a new fax service for the public.

T.J. and Ann have started to investigate using the scan station as a faxing service.

**1.4 Library online services are highly used and valued by our residents.**

1.4.1. Continually assess the effectiveness of the library's website.

The new web site came up in June 2016. The web site committee is starting to analyze usage statistics for the past year

1.4.2 Users are very satisfied with the eLibrary.

Shirley sent a survey to our Zinio users to get feedback about the Zinio platform and the results are available in August. Big changes are going to be taking place with some of our eLibrary resources in the near future, namely Recorded Books is developing a new app for Zinio and Overdrive is developing a new app to access the content on that platform. We will survey our users a short time after the apps launch to find out what they think of the new interfaces.

1.4.3. The library's booking software is user-friendly.

1.4.3.1 Move to another platform.

In November 2016 Ann managed the migration to a new program registration and calendar platform with the company Communico. In August 2017 we are moving to their room booking software.

1.4.3.2 Investigate ways in which patrons can reserve other services online.

Patrons will be able to book conference rooms themselves for the first time in August 2017.

1.4.4 Create engaging age-specific catalogs.

This is dependent on SWAN providing training to our staff. We anticipate training will begin in fall 2017.

1.5 We ensure ease of access to library services.

1.5.1 Provide users with more opportunities for self-service.

The new room reservation system will allow patrons to book the conference rooms themselves. We are adding an additional self-checkout station in August 2017 and looking into a self-checkin station.

1.5.2 Use traffic shaping to optimize or guarantee performance, improve latency and increase usable bandwidth.

We are monitoring bandwidth and shape traffic when bandwidth is at its max to guarantee performance for all users. We conduct regular speed tests to ensure we are receiving the maximum bandwidth from our providers.

**2. Inspire learning, discovery and creativity.**

***With state-of-the art services and expert assistance and instruction, the library is the place for lifelong learning and inspiring discovery, creativity and enjoyment.***

2.1. The library fosters a love of reading for learning and enjoyment.

2.1.1 Prepare young children for school.

Katie presented our first Preschool Fair in August. This prepares children and parents for school and connects families to local preschool options.

2.1.1.1 Create a kindergarten boot camp.

We hosted a Kindergarten boot camp in Aug 2017.

2.1.2 Parents and schools see the library's Summer Reading Challenge as being an important program in children's lives.

2.1.2.1 Evaluate the summer 2016 partnership with Gower and see how it can be applied to other schools.

Natalie has submitted a written evaluation and a plan for building additional school partnerships.

2.1.3 Promote readers' advisory services for all ages.

Marianne and Jennifer initiated the 2017 Reading Resolution project, which will utilize and promote our readers' advisory services for adults throughout the year. Jennifer also began an initiative to support community book discussion groups by providing them with resources and materials to facilitate their book discussions.

2.1.3.1 Create short videos of staff recommending books.

Dave, Heidi, and Jennifer have created *Book Bytes*, a series of 30-second video book reviews. Book Bytes videos are being posted to Instagram.

2.1.3.2 Investigate and possibly offer a community alternative to World Book Night.

Tony and Natalie have had one preliminary discussion about this, possibly a tie into Family Reading Night in November.

**2.2 The library provides ways for patrons to easily explore our collections and discover materials that spark their interest.**

2.2.1 Create a promotional video for adults to highlight entertainment at your fingertips.

The Technology Committee held a discussion about possibly subscribing to the online product Niche Academy. The product has a variety of already made videos covering a number of library provided online resources and the library can make their own using the product. This is still being investigated.

2.2.2 Create a promotional video to highlight the various children's digital collections.

K&T staff created scripts and were filmed by Dave. The film is complete and has been shared with schools. (Debbie also starred in the video)

**2.3 The library provides residents opportunities for learning, exploration, creativity and enjoyment.**

2.3.1 Expand making and creation programming for all ages.

K&T hosted the Minecraft Min-con. The library held a Day of Code for all ages, in which participants learned coding/design software and had opportunities for building and making. We also introduced the LEGO wall. We have tested offering open maker lab programs for kids. This summer we are offering Design Camp, Engineering Camp, Crafternoons, and Teen Fab Labs.

Cindy and Jez have increased the number of programs involving arts and crafts. Technology Services has offered open maker lab sessions and is offering a digital media boot camp this summer. They also offered a 3D printer class.



### 2.3.1.1 Identify and acquire equipment and tools to support maker/creation programming.

Tyler wrote a proposal to the Foundation for the CNC equipment, which was approved. CNC was introduced at the How-To-Expo and we've held some open labs.

### 2.3.1.2 Provide creation, exploration and technology kits that residents can check out.

To date, Tyler has created 23 STEM Kits and he is in the process of building more. We were able to purchase 8 sewing machines because of a donation from the Darien Woman's Club. They will be circulating in fall 2017.

We offer technology circulating kits including devices, equipment and gadgets for adults and has been branded as "Tech Takeout". The new Tech Takeout collection gives our members the opportunity to learn or try something new, access additional content, try things before they buy them or why buy that thing when you only need it just once and can borrow it from the library. A web page and address ([techtakeout.ippl.info](http://techtakeout.ippl.info)) was created for patrons to discover and check availability of what we offer. There is a complete list of all the devices and topics lists include Health & Fitness, Home & Garden, Business & Presentations and Entertainment & Fun on our website.

### 2.3.1.3 Hold an event that focuses on digital media creation.

As part of the How-To Fest, the Technology Committee ran a Maker Lab. It featured the 3D printer, Carvey, Tech Takeout, digital camera, and green screen.

In August, there is a Digital Media Boot Camp scheduled. The boot camp is a 3 day program that will walk attendees through the steps to create their own short video.

### 2.3.3. Promote and support information literacy and resources to assist residents with their questions and information needs.

#### 2.3.3.1. Promote mobile use of databases.

We are supposed to receive a new Communico library app soon. It should be easier to tie our various databases into the app, but need to have further discussions to see how Communico will accomplish this.

## 2.4 The library introduces new technologies to the community and provides opportunities for residents to experiment with technology as well as receive instruction and assistance.

Technology Services created one-on-one technology help sessions. In FY16/17 over 1,000 patrons were served by one-one sessions.

Tony purchased a digital microform unit that will enable residents to scan and save images from microforms to digital formats.

### 2.4.1. Create videos that assist in teaching patrons about new technology.

This would be possible through the Niche Academy product previously discussed.

2.4.2. Provide assistance to patrons of all ages on how to use devices and software offered by the library.

With the changes in how department are organized the Technology Services Desk staff have been trained to assist adults and Kids & Teens has a dedicate technology librarian to train their staff and work with youth.

2.4.2.1. Explore ways to educate and train staff so they are able to assist patrons in a continuous and sustainable manner.

Technology Services Associates have been trained on new services at staff meetings. New services that they've learned include wireless printing, Windows 10, and checkout/checkin services via Workflows. They've also been introduced to various Tech Takeout devices at meetings.

2.4.2.2. Provide opportunities for drop-in assistance to patrons with devices and software.

Adult Services has been partnering with Technology Services to offer drop-in sessions for patrons who may have received new technology. As always, Adult Services staff is ready, willing and able to assist our patrons at any time they come in for assistance. T.J. has trained the Technology Center staff on our eLibrary collections so they are able to assist patrons.

2.4.2.3. Create additional e-tutor instructional videos.

This would be possible through the Niche Academy product previously discussed.

2.4.2.4. Explore partnerships in the community to expand opportunities for teaching residents.

On Dec 10, at the Day of Code event, the HCHS robotics club volunteered to help run classes. Natalie is working with the DuPage Regional Office of Education and Gower 62 to offer "ExSTEMaganza" in fall 2017.

2.4.2.5. Do demonstrations and on-the-spot training of devices at community events.

Staff tried this at the Farmer's Market but this was not successful. People were there to purchase items not watch demonstrations.

2.4.2.6 Promote our online resources as a tool for learning about technology.

Tyler worked with Marketing to create new handouts that promote Lynda.com and other resources for learning about coding. Adult technology classes advertise Lynda.com as a place to go for more instructions and reinforcement.

**2.5. The library supports the cultural diversity of our community through services and resources.**

2.5.1. Enhance our ESL services.

We have subscribed to the online resource Pronunciator starting July 1. The resource is more extensive in its ESL offerings than the previous resource, Mango Languages. Pronunciator not only has more foreign language to English components, but also offers small discussion groups. The Kids ELL collection has been merged into the Language Collection upstairs under Language/English.

#### 2.5.1.1 Cross promote adult ESL and Kids & Teens ELL collections

Katie created a "Resources for English Language Learners" which cross lists resources for all ages. Joe has also made an English Language Learners brochure. Katie and Monica are working on creating ELL kits to benefit families (both K&T and adult ELL).

#### 2.5.1.2. Create language specific marketing materials.

Katie created a self-talker to direct patrons who are looking for language specific materials. The Inclusivity Committee has identified materials to be translated into other languages and they are seeking quotes to determine cost of translation.

#### 2.5.2. Effectively promote our services to various ethnic groups in the community.

The Inclusivity Committee is currently working on a survey to ethnic organizations on ways to communicate with their members.

##### 2.5.2.1. Identify organizations that represent or provide services to ethnic groups within the community.

Joe Popwitch has put together a list of ethnic organizations in the surrounding area. Inclusivity Committee is working on survey.

##### 2.5.2.2. Use the organizations as a resource and partner for programs, displays and information.

Joe has worked with the following organizations that support immigrants:

- Illinois Coalition for Immigrant and Refugee Rights: I have helped coordinate three citizenship presentations for them.
- Literacy DuPage: They are our closest partner for ESL instruction.
- World Relief DuPage: They do our legal consultations for immigrants every August.

##### 2.5.2.3. Promote the foreign language materials available through SWAN to the community.

Katie has added a message on the back page of the Resources for English Language Learners brochure: "We are members of the SWAN library consortium and can borrow materials — including materials in other languages — from 77 neighboring libraries." Katie has added shelf-talkers to the ELL section in Kids and Teens advertising the availability of materials on SWAN.

### **3. Enhance community engagement**

***The library is an active member of the community taking library services beyond our walls and building relationships. As a community center, we bring people together to share ideas, skills and knowledge.***

**3.1. The library creates partnerships throughout the community that provide mutual benefits and enhance the community.**

**3.2.1. Create sustainable partnerships with the schools in the library district.**

K&T staff continue to meet and partner with schools regularly.

3.2.2 Offer organizations the opportunity to hold a lobby drop-in.

As part of *Better Together*, we have had numerous organizations that work in the community do lobby drop-ins, including College of DuPage, DuPage County Forest Preserve District, Literacy DuPage, and DuPage Federation on Human Services to name a few. The Darien Lions Club was featured in the lobby in February. The VFW and the Darien Woman's Club will be featured August/September.

K&T has organized multiple drop-ins as well, ex: Countryside Bank, Dental Drop-in

3.2.3. Celebrate and communicate the outcomes that result from community partnerships.

The winter 2016 newsletter cover article featured the partnership with Eagle Scout Troop 101. The fall 2017 cover article features the partnership with Good Worx Sunny Patch.

**3.3. The library will provide opportunities for residents to gather at the library and activities that feature the community.**

3.3.1. Identify ways the library can feature local organizations.

The library hosted another Community Connections Expo on January 14, 2017. Plus we offer the lobby drop-ins mentioned above.

3.3.2 Use library programming to promote the sharing of ideas, skills and knowledge among residents.

The library presented its 2<sup>nd</sup> annual How To Expo which took place on Saturday, April 29<sup>th</sup>.

**4. Practice exceptional organizational stewardship**

***Library staff, volunteers, the facility, technology and funding are all essential to delivering exceptional service. We manage and allocate these important resources to ensure our mission, vision and strategic goals and to support our progressiveness and responsiveness to our community.***

**4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests.**

4.1.1 Develop a "Totally Responsible Person" initiative to nurture a culture of staff partnership and engagement and leadership at all levels.

Jamie and the Dept Heads continue to practice TRP principles as they work with staff and each department head agenda has TRP on it for discussion of how we continue to learn in this area. Since we are working on building a "user experience culture", in-depth training of supervisors on TRP principles has been put on hold but each is using the principles as we work with staff. This summer Jamie has started contributing a TRP "column" in the staff newsletter *Catch the Wave*

4.1.2 Focus on cross-department committees and projects.

Natalie and Tony hosted a joint K&T/AS dept meeting which focused on cross-dept programming and projects. We brainstormed new programs and talked about communicating collaboration between depts. We have a joint selectors meeting planned for Sept. A cross-departmental Inclusivity Committee began meeting in 2017 to develop ideas for fostering inclusivity for all our residents

In addition, a new Technology Committee started meeting in August 2016 consisting of representatives from Technology Services, Adult Services and K&T. A committee developed and ran the 2017 How-to Expo. Another cross-departmental staff committee put on the Harry Potter celebration and a cross-departmental committee is developing the Fiber Fest.

**4.2. The building is designed to meet a wide variety of needs and is attractive and well-maintained. The library continues to implement environmental stewardship strategies.**

4.2.1. Use products and practices in our facility that are "green" and "sustainable" as well as that create financial savings.

Natalie started a composting program to reduce staff waste and to create soil for the community garden. Rain barrels were added in 2016 to reduce watering costs. Laura is currently researching solar panels to reduce energy costs. LED lighting has been installed in some areas to test the benefits/detriments of using this kind of lighting. When possible, LED bulbs are used in existing fixtures.

4.2.2.1. The library will earn the "Green Flag".

The library has accomplished this and the presentation of the Green Flag will be at the September 2017 Board Meeting.

4.2.2.2. The library will investigate replacing current lighting with LED lighting.

Laura submitted a grant application to "Illinois Energy Now" for LED lighting but determined this was not the most cost effective way to implement LED lighting. Laura is worked with Bengal Electric to get quotes relative to the new ComEd incentive rebate program.

4.2.2.3. The library will investigate VOIP telephone services.

Laura is researching this with the assistance of Don Damon.

**4.3. Technology is continually evaluated to effectively support library services and provide the greatest efficiencies and cost savings.**

4.3.1. Investigate RFID.

Jamie, Ann and Debbie have investigated this and Jamie led a discussion with the trustees. The decision has been made that we will not implement RFID.

4.3.2. Investigate self-checkout software options. Ann, Deb S.

Jamie, Ann and Debbie have been investigating this and plan to install new software in FY17/18.

**4.4. New sources of funding are developed using a variety of methods.**

**4.4.1. Apply for at least two grants each year.**

In October 2016, Laura applied for a grant for LED lighting to "Illinois Energy Now".  
In April 2017, Tyler applied for and received the RAALS grant for virtual reality equipment.

**4.4.2. Evaluate, refine and expand the library's giving program and promotion of that program.**

The new Foundation website came up in summer 2016. Jamie is working on developing a more robust end-of-year campaign for 2017.

**4.4.3 Consider the use of sponsorships of services.**

Jamie and Natalie met with Joe Sadowski regarding sponsorship of library programming by his family. Natalie wrote up several sponsorship opportunities. The Sadowski family is sponsoring the new Baby Bundles and a Robotics Comp in March 2017. Adult and Kids & Teens has increased sponsorship opportunities for Countryside Bank.

**4.4.4 Implement a passport service**

We began offering passport acceptance services on March 13.

***5. Inspire the community to explore the full range of library services.***

***Residents are knowledgeable about and proud of the services offered by the library. They recognize the library as a community asset and trusted resource for enhancing their quality of life.***

**5.1. Staff develop a variety of ways to showcase the library.**

**5.1.1 Create mini video tours and promotions.**

Marianne created a promotional video utilizing 2016 How-To Expo photos to promote the 2017 event. Dave and K&T created a video to highlight the K&T Department. Currently Natalie and Dave are developing a video about the community garden.

**5.2. Residents understand how the library can enhance their lives.**

**5.2.1. Target home businesses and entrepreneurs.**

Shirley worked with Marketing to create a logo and a business newsletter which was mailed to 1,400 businesses. Shirley developed an e-newsletter targeting businesses within the district particularly homebased businesses.

**5.2.2 Market to Willowbrook Corner.**

In the spring of 2017 Tony presented at a WC event on career and job information. In May 2017, Natalie presented an event at the Food Pantry in Anne M Jeans and promoted library services to families in the area. K&T staff visited WC during the summer, bringing books and activities for the kids and encouraging their participation in the Summer Challenge. Information is given to the apartment management company to send to the residents in email blasts.

**5.2.3 Use patron stories and their outcomes to focus on how residents benefit from the library.**

Marianne's November Share Your Story question prompted 40 responses about why people are thankful for the library, and volunteer Deb Barrett is following up with a handful of the commenters to interview them and write their stories for promotional use. We also used patron stories as the cover articles in the summer 2016, fall 2016 and fall 2017 newsletters. Jamie, Laura, and Marianne took a 4-week course on developing and writing stories. Jamie presented to the trustees and the department heads on this marketing focus and will be presenting to the various departments as well.

**5.3 Social Media becomes a stronger tool for promotional purposes.**

**5.4.1. Develop a social media purpose statement and strategy.**

The Social Media team met in November 2016 to discuss and strategize social media. They met again in February and discussed best practices, made assignments, and developed new strategies to increase engagement.

**5.4.2 Develop a social media evaluation process.**

Since the February 2017 meeting, Laura is monitoring social media statistics. Since applying new strategies, we have increased user engagement and "likes" on Facebook, Instagram, Twitter and LinkedIn. The committee met in June 2017 to review statistics and review current assignments.

**5.4.3 Increase user engagement on the library's social media.**

In order to reach new users, the library is now on Instagram. When the baby chicks were hatching, the library set up a live feed through Periscope and had over 1,000 users engaged. Jez established a library presence on MeetUp. This has led to an increase in adult program attendance due to library events being publicized on the platform. People have been leaving very positive comments on MeetUp for the library after attending events. The total number of page likes on Facebook has grown to 1,458 from 1,307 last August which is just over 10%.

Kids & Teens

One of the teens from the Hinsdale South Book Club that received an ARC book while attending club meeting came to the desk and recommended it as an excellent choice and a good read and was looking for more in the series and by the author! Well done Heidi!!

"Mom, you have to see this! There are awesome songs in here!" about the mid-kid cubes.

Jamie A. overheard one of our younger patrons chanting Miss Jane's name as she came up each step to K&T. Someone clearly has a favorite.

A patron would like us to reduce the number of CDs and DVDs we purchase so that we can buy all of the textbooks for the local high schools.

*Some feedback from the Harry Potter Fest:*

"Thank you for this event. Great for kids and fun for parents too!" – said a parent waiting in line for Beginning Potions Making

"This is even better than the Wizarding World of Harry Potter!" – said a child walking into the Movies

"What a wonderful day. We really appreciate the time and effort that the library puts into events like this." – said a caregiver leaving for the day

Circulation

Patron said that she loves the shape of the new F.O.L bags.

"It was really nice". Said a patron about the Harry Potter day.

Patron remarked that, "we are the best" after he got a Brookfield Zoo pass.

Hinsdale patron said she prefers coming to our library because our staff is so personable.

Three adult patrons who came for the Harry Potter Fest in costume stopped at the Circ desk on their way out to say, "Thank you so much for this, what a fun day!"

I overheard some kids telling their grandmother all about the upcoming Harry Potter Fest. The grandmother replied by saying, "Wow! You guys have the best library!"

Customer complained that the lobby tile floors are always filthy.

Patron commented that he misses the "beep" after every book.

Patron commented on how much he likes the barcodes on the outside of the item.



## July 2017 Listening Posts

129

A patron came in and said, "I love this library". She said she came in everyday using her computer to look for a job. She said she sent out more than 200 resumes and finally got a job at McDonalds Corp. in Oak Brook. She said they were very helpful here with working on the job search and resume.

Patron liked that we chose not to have automatic renewals. He thinks that there should be "accountability".

IPPL patron said, "I have been to libraries all over, in Urbana and Virginia and none are as wonderful as this library."

A gentleman was thrilled with the consistent help he received getting books from outside the system. He was very appreciative of all the services the library offers. "If people aren't using their library, they either don't care or are clueless."

Patron asked me to check in items, check out items and purchase postage stamps. Afterwards, she said "That's what I like about the library, one stop shopping."

"These playaway launchpads are great!" From an IPPL patron grandmother.

"The kids get all excited coming here, it's like going to the candy store".

### Adult

Had a gentleman ask me about the new microfilm scanner as he has old fiche at home he would like to scan. Said it was wonderful the library had upgraded as he had tried to use the old machine but the quality of the scans/prints was not good enough for what he was trying to do.

Some young girls came in and were so excited to see the Adirondack chairs that their class decorated on display in the stairwell. They started exclaiming to anyone passing by "we painted this!"

Member said "I love the Hot Picks!"

A patron stopped by The Ask Us Desk to say how great and talented the K Michaels Band was.

A patron emailed in to thank us for trying so hard to find a book for her. The title wasn't available in the format she wanted, but she was so happy that we checked multiple places for her.

### Technology

**Administration**

“This is the greatest library I have ever seen in my whole life.”

“If I wasn’t hard of hearing before, I am now, but it was so worth it! Said a patron attending the K. Micheals Band performance.

“That brought back a lot of really good memories. I’ve seen a lot of the bands they played live. I’m an old man so it was great to feel like I was back there again.” Said a patron attending the K. Micheals Band performance.

Patron came into the Administration office to inquire about reserving the meeting room for a group. She raved about the library and how much she loves our library and the services we offer the community. She is a Hinsdale patron, but prefers to come to our library.