

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
December 19, 2018 – 7 p.m. – Board Room**

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

- A. Roll Call  
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
  
- E. Omnibus Consent Agenda  
1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 28, 2018 Page 3 Action  
2. Action on Bill/Additional Bills Page 6
  
- F. Items Deleted from Omnibus Consent Agenda Action
  
- G. Library Director's Report Page 11 Information
  
- H. Department Reports Information  
1. Assistant Director Page 15  
2. Marketing Page 17  
3. Adult Page 19  
4. Circulation Page 23  
5. Technology and Technical Services Page 26  
6. Youth Page 29
  
- I. Staff Reports  
Jill Yott, Communications Coordinator Information

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J. Reports

- |                                               |         |             |
|-----------------------------------------------|---------|-------------|
| 1. Treasurer’s Report                         | Page 40 | Information |
| 2. ILA Annual Conference Trustee Day (Damon)  | Page 44 | Information |
| 3. Chamber Reports (Jenkins)                  | Page 77 | Information |
| 4. RAILS                                      | Page 78 | Information |
| 5. Building and Grounds Committee (no report) |         |             |
| 6. Finance Committee (no report)              |         |             |
| 7. Plan/Annexation Committee (no report)      |         |             |
| 8. Policy Committee (no report)               |         |             |

K. Unfinished Business

- |                                                                                    |         |        |
|------------------------------------------------------------------------------------|---------|--------|
| 1. Request to Pay Towards Dental and Vision Insurance Premiums for Full Time Staff | Page 85 | Action |
|------------------------------------------------------------------------------------|---------|--------|

L. New Business

- |                                      |         |            |
|--------------------------------------|---------|------------|
| 1. Proposal to Install LED Lighting  | Page 88 | Action     |
| 2. Strategic Planning                | Page 90 | Discussion |
| 3. Donation of Painting by Ben Clark |         | Action     |

M. Meetings Scheduled

N. Community Events

O. Library Events

P. Adjournment

Indian Prairie Public Library  
Board of Trustees Minutes

**Truth in Taxation Hearing  
November 28, 2018 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 7:05 p.m. Present were Beena Deshmukh, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Maria Wlosinski. Absent: Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 15, 2018.
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 7:10 p.m.

**Board of Trustees Regular Meeting  
November 28, 2018 – 7:10 p.m.**

- A. Roll Call  
President Suriano called the meeting to order at 7:12 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano  
Absent: none  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Joe Popowitch  
Others:

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

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

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

- C. Public Comment
- D. Communications and Announcements
- E. Omnibus Consent Agenda
  - 1. Minutes of Regular Board Meeting, October 30, 2018
  - 2. Treasurer’s Report
  - 3. Action on Bill/Additional Bills
  - 4. Ordinance #2018-10 Directing Cook County as to PTELL Reduction

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

F. Items Deleted from Omnibus Consent Agenda - none

At this point Popowitch gave his staff report. He left at 7:30 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

The new self-checkout software is up and running. One station was added.

H. Department Reports

I. Staff Report

Adult Services Librarian, Joe Popowitch, spoke to the Board about the Illinois Veterans History Project. Veterans or their family members can complete an Illinois Patriot Information form to share their experiences. If they choose to, they can also submit an oral recording. Popowitch also updated the Board about the library's ongoing effort to support the Library of Congress Veterans History Project. We have participated in the program since 2002. Over 170 interviews are associated with our library. We have wonderful volunteers who do all of the work on the project which includes conducting the interviews, scanning photos, typing the transcripts, and assembling the paperwork for the Library of Congress. Full transcripts, pictures and audio are available on our website. A copy of the interview is also given to the veteran.

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

- 1. Ordinance #2018-9 Levying and Assessing Taxes for FY 2018-19 – Damon moved, Megaridis seconded to approve Ordinance #2018-9 Levying and Assessing Taxes for FY 2018-2019. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.

L. New Business

- 1. Request to Pay Towards Dental and Vision Insurance Premiums for Full Time Staff – Bukovac reviewed the request with the Finance Committee earlier in the year. The committee was interested in discussing it further with the rest of the Board. The dental and vision enrollment is in February. Bukovac said we are trying to get on par with what other libraries are offering in terms of benefits. Ruscitti asked what our cost is for salary and health benefits compared to the other libraries noted in the backup information. The Board agreed that this information would be helpful to them when considering the request. Bukovac will gather the information for the December Board meeting and the discussion will continue at that time.

2. Proposed Changes to Policy 200 Bylaws – Bukovac sent the proposed changes to the Trustees on October 31 as changes to the bylaws require at least 10 days advance notice to the Trustees. The first proposed change is to change the wording as to when the Trustees set the date, time and place of Board meetings. Change it from the “May” meeting to “any” meeting. The second proposed change is to move the Treasurer’s Report from the Omnibus agenda to reports. According to Robert’s Rules of Order, the monthly Treasurer’s Report does not require approval by the Board. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Proposed Ordinance 2018-11 Establishing a Regular Meeting Date – The Board discussed the possibility of changing the monthly meeting time to 6:30 p.m. They decided to keep the time at 7 p.m. and change it as needed. No action was taken.
4. Donation of Four Paintings by Laura Lein-Svencner – Laura participated in our Artist in Residence program this fall and would like to donate four pieces she created to the library. Bukovac showed the paintings to the Board. Damon moved, Ruscitti seconded to accept the donation of four paintings by Laura Lein-Svencner. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Discussion About Disability Awareness Training Video as Required by the Per Capita Grant – At the September board meeting Bukovac reported that one of the requirements for the Per Capita Grant is that the Trustees and staff watch a video about serving patrons with challenges and disabilities. The link was sent to the Trustees and they viewed the video prior to tonight’s meeting. The Trustees agreed that it was valuable to hear directly from people with disabilities in order to understand their perspective. It’s an important reminder of what behavior we should be using when interacting with a person who has a disability. Bukovac noted that we will be updating terminology in our brochures and on our website.

M. Scheduled Meetings

The Board will meet in December. The January meeting will begin at 6:30 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:15 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

ACTION ON BILLS November 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2553 thru 2655	\$ 130,895.45
MB-Salaries for November	421 thru 458	\$ 11,504.82
Hinsdale Bank-Direct Deposits	& 27114 thru 27355	\$ 169,136.79
MONTH'S TOTAL:		\$ 311,537.06

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**Indian Prairie Public Library District**  
**Account QuickReport - Vendors**  
 As of November 30, 2018

10122 - MB Checking

Type	Date	Num	Name	Amount
Liability Check	11/01/2018	2553	Nationwide Retirement	660.00
Liability Check	11/01/2018	2554	Vantagepoint	1,206.21
Bill Pmt Check	11/08/2018	2555	Asimakopoulos, Jennifer	17.99
Bill Pmt Check	11/08/2018	2556	Baker & Taylor	2,305.66
Bill Pmt Check	11/08/2018	2557	Baker & Taylor (video)	170.60
Bill Pmt Check	11/08/2018	2558	Blackstone Audio, Inc.	180.00
Bill Pmt Check	11/08/2018	2559	Case Lots Inc.	249.15
Bill Pmt Check	11/08/2018	2560	Casey, Christine	50.00
Bill Pmt Check	11/08/2018	2561	Dow Theory Forecasts	159.00
Bill Pmt Check	11/08/2018	2562	Dzierzbicki, Monica	43.00
Bill Pmt Check	11/08/2018	2563	Fidelity Monitor & Insight	159.00
Bill Pmt Check	11/08/2018	2564	Groot Industries, Inc.	310.51
Bill Pmt Check	11/08/2018	2565	Ingram Library Services	485.99
Bill Pmt Check	11/08/2018	2566	Midwest Tape	3,067.33
Bill Pmt Check	11/08/2018	2567	Naturally, Danny Seo	23.97
Bill Pmt Check	11/08/2018	2568	Neviol Inc.	4,590.00
Bill Pmt Check	11/08/2018	2569	NoLoad Fund Investor, The	169.00
Bill Pmt Check	11/08/2018	2570	OverDrive	1,784.23
Bill Pmt Check	11/08/2018	2571	Quill	156.14
Bill Pmt Check	11/08/2018	2572	Runco	196.84
Bill Pmt Check	11/08/2018	2573	Slaten	44,845.00
Bill Pmt Check	11/08/2018	2574	Williams., Natalie	20.11
Bill Pmt Check	11/08/2018	2575	Zabel, Brian & Associates, PC	3,975.00
Bill Pmt Check	11/10/2018	2576	Allard, Jamie	17.11
Bill Pmt Check	11/10/2018	2577	Allen, Julia	14.50
Bill Pmt Check	11/10/2018	2578	Better Business Planning, Inc	165.43
Bill Pmt Check	11/10/2018	2579	Bukovac, Jamie	14.93
Bill Pmt Check	11/10/2018	2580	Call One	180.85
Bill Pmt Check	11/10/2018	2581	CareerBuilder Employment S	85.00
Bill Pmt Check	11/10/2018	2582	Chicago Project Management	300.00
Bill Pmt Check	11/10/2018	2583	Consumers' Checkbook	450.00
Bill Pmt Check	11/10/2018	2584	DEMCO	92.28
Bill Pmt Check	11/10/2018	2585	Frank & Son Handyman Serv	241.00
Bill Pmt Check	11/10/2018	2586	Gale/CENGAGE Learning	182.88
Bill Pmt Check	11/10/2018	2587	James, Pharlis	100.00
Bill Pmt Check	11/10/2018	2588	Keyes, Spencer A.	100.00
Bill Pmt Check	11/10/2018	2589	Mason, Scott	100.00
Bill Pmt Check	11/10/2018	2590	Midwest Tape	2,453.74
Bill Pmt Check	11/10/2018	2591	Ortega, Larry	100.00
Bill Pmt Check	11/10/2018	2592	OverDrive	941.04
Bill Pmt Check	11/10/2018	2593	Salo, Kathryn	101.75
Bill Pmt Check	11/10/2018	2594	Speciality Mat Service	154.29
Bill Pmt Check	11/10/2018	2595	Stovall, Ann	284.90
Bill Pmt Check	11/10/2018	2596	Unique Management	80.55

### Indian Prairie Public Library District Account QuickReport - Vendors As of November 30, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	11/10/2018	2597	USA Today	340.70
Bill Pmt Check	11/10/2018	2598	Williams., Natalie	88.72
Bill Pmt Check	11/10/2018	2599	Workforce	49.50
Liability Check	11/15/2018	2600	Nationwide Retirement	660.00
Liability Check	11/15/2018	2601	Vantagepoint	1,206.21
Bill Pmt Check	11/14/2018	2602	Cataldo, Jill	300.00
Bill Pmt Check	11/25/2018	2603	Alphagraphics	31.38
Bill Pmt Check	11/25/2018	2604	American Library Association	75.69
Bill Pmt Check	11/25/2018	2605	Baker & Taylor	4,970.30
Bill Pmt Check	11/25/2018	2606	Baker & Taylor (video)	101.40
Bill Pmt Check	11/25/2018	2607	Blackstone Audio, Inc.	405.00
Bill Pmt Check	11/25/2018	2608	Case Lots Inc.	241.95
Bill Pmt Check	11/25/2018	2609	Casey, Kathy	16.50
Bill Pmt Check	11/25/2018	2610	CCI Solutions	42.57
Bill Pmt Check	11/25/2018	2611	Center Point Large Print	152.69
Bill Pmt Check	11/25/2018	2612	Children's Plus Inc.	207.11
Bill Pmt Check	11/25/2018	2613	Closer Weekly	92.04
Bill Pmt Check	11/25/2018	2614	DEMCO	1,094.38
Bill Pmt Check	11/25/2018	2615	Dynegy Energy Services	4,620.56
Bill Pmt Check	11/25/2018	2616	Estrada, Heidi	60.47
Bill Pmt Check	11/25/2018	2617	French Battlefields	150.00
Bill Pmt Check	11/25/2018	2618	Gale/CENGAGE Learning	667.77
Bill Pmt Check	11/25/2018	2619	Garvey's Office Products	41.35
Bill Pmt Check	11/25/2018	2620	Grey House Publishing, Inc.	278.00
Bill Pmt Check	11/25/2018	2621	Hajek, Sandra	33.00
Bill Pmt Check	11/25/2018	2622	Independent Construction Se	1,540.00
Bill Pmt Check	11/25/2018	2623	Ingram Library Services	973.92
Bill Pmt Check	11/25/2018	2624	Manhard Consulting	409.13
Bill Pmt Check	11/25/2018	2625	Midwest Tape	1,730.75
Bill Pmt Check	11/25/2018	2626	OverDrive	1,220.43
Bill Pmt Check	11/25/2018	2627	Penguin Random House LLC	198.75
Bill Pmt Check	11/25/2018	2628	Penworthy Company, The	385.85
Bill Pmt Check	11/25/2018	2629	Recorded Books, LLC	196.83
Bill Pmt Check	11/25/2018	2630	Runco	1,820.58
Bill Pmt Check	11/25/2018	2631	Scharping, Ronald A.	150.00
Bill Pmt Check	11/25/2018	2632	Sebert Landscaping	6,388.00
Bill Pmt Check	11/25/2018	2633	Sheehan, Debbie	30.43
Bill Pmt Check	11/25/2018	2634	Suburban Life Media	73.00
Bill Pmt Check	11/25/2018	2635	Thomson Reuters West	72.21
Bill Pmt Check	11/25/2018	2636	Very Smart People LLC	200.00
Bill Pmt Check	11/25/2018	2637	Williams., Natalie	13.00
Bill Pmt Check	11/25/2018	2638	Willowbrook/Burr Ridge Chan	210.00
Bill Pmt Check	11/28/2018	2639	Bank of America	5,277.24
Bill Pmt Check	11/28/2018	2640	BCBS	10,816.70
Bill Pmt Check	11/28/2018	2641	Canon Solutions America Inc	221.00



Indian Prairie Public Library District  
Account QuickReport - Vendors  
As of November 30, 2018

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Type	Date	Num	Name	Amount
Bill Pmt Check	11/28/2018	2642	Case Lots Inc.	85.80
Bill Pmt Check	11/28/2018	2643	Creekside Printing	6,282.66
Bill Pmt Check	11/28/2018	2644	DuPage County Public Works	1,457.43
Bill Pmt Check	11/28/2018	2645	Eskew, Joe	142.21
Bill Pmt Check	11/28/2018	2646	NCPERS Group Life	80.00
Bill Pmt Check	11/28/2018	2647	OverDrive	831.94
Bill Pmt Check	11/28/2018	2648	Principal Life Insurance Com	668.08
Bill Pmt Check	11/28/2018	2649	Salo, Kathryn	22.91
Bill Pmt Check	11/28/2018	2650	Schultz., Jack	56.81
Bill Pmt Check	11/28/2018	2651	Stovall, Ann	379.99
Bill Pmt Check	11/28/2018	2652	VSP Vision	148.07
Bill Pmt Check	11/28/2018	2653	Wlosinski, Maria	33.25
Liability Check	11/29/2018	2654	Nationwide Retirement	660.00
Liability Check	11/29/2018	2655	Vantagepoint	1,206.21
				<hr/>
Total 10122 - MB Checking				130,895.45
<b>TOTAL</b>				<hr/> <b>130,895.45</b> <hr/>

Bills for approval – Electronic Payments & Automatic Withdrawals

**November 2018**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	11/02/2018	19,124.16
ILDOR-State	Payroll taxes	11/02/2018	3,584.25
EFTPS-Federal	Payroll taxes	11/16/2018	19,311.60
ILDOR-State	Payroll taxes	11/16/2018	3,640.14
EFTPS-Federal	Payroll taxes	11/30/2018	19,010.12
ILDOR-State	Payroll taxes	11/30/2018	3,539.82
IMRF	Payroll Pension	11/30/2018	32,187.25
DAC	Deposit to HRA	11/06/2018	2,187.50
Nicor	Gas	11/13/2018	1,179.80
Mk Solutions	LibSoft Software	11/26/2018	6,100.00
INB Bank/MB	Credit Card Fee	11/02/2018	234.36
Hinsdale Bank	Fee-Direct Deposit	11/02/2018	20.00

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## Director's Report December 2018

### Agenda

#### Staff Reports:

New Communications Coordinator Jill Yott will attend the meeting to introduce herself and give an overview of her first priorities.

#### Unfinished Business:

I updated the memo with the information requested by the trustees. Woodridge and Lisle have not yet provided their information to me. I'll bring those numbers to the meeting.

#### New Business:

Laura prepared a memo relative to the LED project.

For the strategic plan discussion I provided the notes from when the trustees visited libraries and the notes from recent staff visit to libraries. I'll also be making a presentation.

### Self-Checkout

As Debbie notes in her report the new self checks are operational. Debbie, Ann, and Brett did a great job in putting this together.

### Visioning Committee

The department heads, assistant department heads, Laura and I met again and the assignment for each person was to develop a new Indian Prairie Library. I asked them if they were given the building and told to develop the services what would they create. Based on that each of them also created a (very rough) floor plan. Each shared their ideas for the library with the group. It was a very interesting exercise with a lot of great ideas from each of them.

### Willowbrook/Burr Ridge Chamber

Congratulations to Shirley who was awarded Member of the Year by the chamber!

### Praxair Grant

Crystal informed me at the last board meeting that her company, Praxair, is offering grants. I solicited ideas from the staff and wrote a grant which Crystal submitted. I've attached the descriptive part of the grant to this report.

### Staff

Kids & Teens Services Support Associate Kristina Guchenia was promoted to Kids & Teens Associate, replacing Jane Hartney effective December 17.

### Continuing Education

Jamie B. received CPR training

Jamie A. received training on how to add information to the Foundation website.

**Meetings**

SWAN Strategic Planning meeting

Visioning Committee meeting

Two department heads meetings

One one-on-ones with Tony

Two one-on-ones with Natalie

One one-on-ones with Ann

One one-on-ones with Debbie

One one-on-one with Laura

Meeting with Laura and Jill to review next steps for Jill

Nancy had a passport review meeting

Jamie A. trained Joe on ordering building supplies and installing new messages on the exterior signs

Jamie Bukovac, Director

As a Trustee for the Indian Prairie Public Library (IPPL) and a member of the Indian Prairie Public Library District Foundation, I am applying for an Employee Volunteer Grant for the Praxair Foundation in the amount of \$22,209.00 for the Experiential Learning Project.

The library serves 42,000 people in the towns of Darien, Willowbrook and Burr Ridge, Illinois, which is the same District in which the Praxair Burr Ridge office resides. Indian Prairie Public Library offers all people a diverse range of learning experiences that match their interests and help to inspire and enhance their personal and professional lives. In this role, Indian Prairie Public Library is committed to providing lifelong learning experiences, including development of 21st century skills and STEM learning.

The library currently offers a variety of STEM resources and programming with a focus on youth and teens. This Experiential Learning Project grant would allow the library to expand those learning opportunities and develop more STEM learning opportunities for adults.

The library also provides opportunities for residents to learn about new technologies, an opportunity they do not have elsewhere. They see how the equipment is relevant to, not only their hobbies, but their academic and career paths as well. While residents have printed some 900 objects on the library's current 3D printer, an updated model would better meet the demand for larger and more intricate projects. Residents are very interested in working with a laser cutter and having one would elevate the learning and design experience to another level.

The equipment requested in the Experiential Learning Project grant would be used to develop services and classes that:

- provide formal instruction for STEM learning
- offer opportunities for self-directed STEM learning and exploration
- encourage all ages to cultivate 21st century skills
- inspire and support continuous learning
- create a collaborative environment for sharing knowledge and skills

Thank you for your consideration of the Indian Prairie Public Library Foundation for an Employee Volunteer Grant for the Experiential Learning Project.

**Experiential Learning Project Employee Volunteer Grant - Indian Prairie Public Library - Budget**

<b>Item</b>	<b>Quantity</b>	<b>Price</b>	<b>Total Cost</b>
breadboard Circuit Wall - Supplies	1	\$1,000.00	\$1,000.00
ration Portable Digital HD LCD Microscope	6	\$130.00	\$780.00
Orion StarBlast II 4.5 EQ Reflector telescope Kit with Orion 05662 1.25-Inch 13 percent Transmission Moon Filter and added Telescope Case	6	\$350.00	\$2,100.00
luse Hobby Laser Cutter including 2 year xtended warranty, water cooling system, ir handling equipment, additional lens, ngrave for cylindrical objects, laser tube.	1	\$10,870.00	\$10,870.00
Ultimaker S5 3D Printer including additional ear warranty and start pack	1	\$7,459.00	\$7,459.00
<b>Total Grant Request</b>			<b>\$22,209.00</b>

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**Assistant Director's Report  
December 2018**

**Building & Grounds:**

Joe Eskew, the new Building Services Coordinator, started on November 26<sup>th</sup>. In fact, his first day was a snowstorm and he literally grabbed a shovel and took care of walkways as his first order of duty. Joe has completed a wide-variety of repairs since starting as well as working on organizing storage areas. He has both electrical and plumbing skills and has already saved us service call costs in these areas.

**Staffing:**

With Jill and Joe both starting in November, I have been busy onboarding and training them the past several weeks. They are both proving to be great hires and have been fantastic to work with. Jill is attending the December meeting to introduce herself to the Board.

**CPR Training:**

In charge staff received training on CPR and the use of the AED devices. 17 staff were trained.

**IPPL Foundation and Friends:**

The Book Nook made \$614.47 in November.

Plans for the miniature golf fundraiser are underway. The event will be Saturday, March 9<sup>th</sup> from 3pm to 6pm. Participants will pay to play (\$5 per person). We will be soliciting businesses, organizations and groups to sponsor holes at \$200 per hole. More information to follow.

**Marketing and Promotion:**

Since starting in November, Jill has done a great job of showing the library's "personality" while educating the public on our services and collections through a wide-variety of posts on Facebook and Instagram.

It is time to think about the next newsletter. In order to tie programs together, we came up with a theme for the next quarter (March-April-May): Pop Culture. Aspects of pop culture include: gaming, internet, comics, cosplay, TV/movies, art/music, anime, fantasy and science fiction. Theresa will develop a fun look to the newsletter to incorporate this theme. Everything from displays to programs to social media posts will incorporate pop culture.

Jill's and Theresa's reports are attached.

**Meetings:**

- 11/29 One on one with Theresa
- 11/29 Inclusivity Committee
- 12/4 One on one with Jamie
- 12/4 Visioning Retreat
- 12/6 One on one with Theresa

- 12
- 12/10 One on one with Jill
  - 12/10 Administration Department Meeting
  - 12/13 One on one with Theresa
  - 12/11 Department Heads Meeting

**Continuing Education**

- 12/5 CPR Training/Recertification
- 12/12 Webinar: community Conversations Across Neighborhoods: Dialogue-Driven Programming
- 12/12 TEDTalk: Everyday Leadership by Drew Dudley

*Laura*

Submitted by: Laura Birmingham, Assistant Director



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

Nov. 7-30, 2018

**Continuing Education**

Nov. 19: Webinar about Giving Tuesday Strategies

Nov. 27: Social Media Webinar from RAILS

Nov. 28: Webinar about Giving Tuesday

**Meetings**

Nov. 7: Department Introduction with Natalie

Nov. 8: Discussion about tasks and upcoming projects with Jamie

Nov. 12: Department Introduction with Debbie

Nov. 13: Department Introduction with Ann

Nov. 14: Department Introduction with Tony

Nov. 14: Basecamp Introduction with Natalie

Nov. 19: Promotion Discussion with Jez

Nov. 19: enews training with Laura

Nov. 21: Meeting with Laura, Natalie, and Theresa about Winter Read

Nov. 26: Promotion Discussion with Katie

**Social Media**

- Facebook account is now authenticated. Also on Facebook, the auto message was updated, and filters were set control poor language.
- An attempt was made to authenticate Instagram. The request was denied; I can appeal in 30 days. Note: Instagram is more difficult to authenticate because it depends on the reviewer and the amount of likes a brand has. They used to only verify accounts that had at least 10,000 likes; it's only recently they started doing less.
- The Yelp account was claimed. By claiming the account, we can respond to reviews, as well as receive data about those who search for us.
- The Google account is now being monitored, and we can respond to reviews. One review was responded to. Google alters are set up to monitor potential stories where the library's name is in the news.

**Social Media Followers through Nov. 30.**

Facebook Likes: 1,653 (+13)

Facebook Followers: 1,627 (+12)

Instagram: 264 (+20)

Twitter: 1,013 (+1)

**Enews**

I am going to evaluate the data we get from Constant Contact and look for patterns to determine the best frequency and day to send. In November, the enews was sent on Tuesday.

**Tuesday, Nov. 20:** 15 percent open; 2 percent click through

**Tuesday, Nov. 27:** (Foundation & Friends): 44 percent open; 4 percent click through

**Tuesday, Nov. 27:** 16 percent open; 4 percent click through

# November 2018 Board Report

By Theresa Papaurelis, Graphic Designer & Media Services Associate

## PROJECTS

- Redesign LEARN (Libraries' English and Reading Network) flyer for Joe Popowitch
- Edit Donate button on website to advertise Giving Tuesday
- Winter Read bookmark



## MEETINGS

- Met with Shirley Jensen re: future marketing for small business programs (11/20)
- Met with Natalie Williams (w/Jill Yott, Laura B.) re: Winter Read bookmarks (11/21)
- Met with Dave Bunn re: backing up files in preparation for new hard drive (11/28)
- Inclusivity Committee (11/29)

## ART GALLERY

- Communicated with December artist Bernard Mensah

Adult Services Monthly Report

November 2018

I attended the RAILS Community Engagement Networking Group meeting this month. The topic was services the library could provide to those who have dementia or who are caring for someone with dementia. One of the items presented was a memory kit, which is a bag that contains a book, a couple of movie or TV show DVDs, and a music CD all centered on a topic. For example, the one displayed was centered on *I Love Lucy* and had a book about the show, two DVDs of episodes, and a CD of music from that time.

Mary K., Joe and Cindy helped me to gather information and plan programming to submit an application for the American Creed grant offered through ALA. American Creed is a discussion program that talks about the immigrant experience coming to the United States and integrating into the culture. I wrote the grant and we should know in December if we got the grant as the grant period runs January through August of 2019.

I began an InfoPeople course on supervision. Week one was thinking about how I have been supervised in the past and present and what I could take away from those experiences. Week two was about different generations and personality types in the workplace.

I created a Google Form for collecting Ask Us Desk statistics. We will begin using it in December, along with our paper forms so that staff has time to get used to it. By January, I hope to be using it exclusively and that will eliminate the clipboards from the workstations thereby reducing some of the clutter at the desk. It will also help facilitate compiling the statistics at the end of the month.

This month we also started tracking how many display and endcap items we are restocking, Here are the stats for November:

Area	# of Items
Windowing	137
Endcap	256
Display	388

We also started tracking the number of people who used the collaboration station table. For November, 30 people made use of the activity. The activity was sticker painting, which is kind of like paint by number, only you find the corresponding sticker that goes with the number on the "canvas". We had someone stop at the Ask Us Desk asking where they could buy these activities.

In future reports, I will include these statistics at the end of my reports.

Monthly Highlights

- Shirley reports that we've seen a huge increase in usage of our online RBDigital Magazines. She attributes this to the large display labels that were put up that sit under the current issue of the magazine on our shelves. If someone is reading the paper issue, the large label informs the person looking for the magazine that it is available as an eMagazine through RBDigital.
- Mary K. finished writing up a simplified Dewey report for the genealogy collection in the 929s and finished weeding the 770s.

- Jez, with help from Mary P., put together displays of popular materials outside of the main meeting room that people could browse while they waited in line to vote on November 6. One person was overheard saying that they did not know the library had some of these things!
- Joe reports that we continue to see a larger turnout for the ESL Conversation group held on the first and third Saturdays of the month. This is the second month in a row turnout has exceeded what our stated capacity is for the board room. We are looking at arranging for this group to use a larger space if turnout continues like this. He also took an active role in planning and putting together the Multi-Cultural Fest.

### Community

- Congratulations to Shirley for being awarded the "Member of the Year" by the Willowbrook/Burr Ridge Chamber! Shirley attended the WBBR Chamber Women in Business meeting. She also attended the Darien Chamber Board Meeting as part of her duties in serving on the board.
- Jennifer and the Associates provided book discussion information to 11 local area book clubs (six via e-mail; five by print pick up) on six new titles and five titles that had previously been requested by other book clubs.
- Joe put a table in the lobby with information on how people could become Literacy DuPage tutors. Literacy DuPage will again host a tutor training at Indian Prairie in January 2019.

### Contributing to the Profession

- Shirley contributed information on proctoring services for a RAILS Fast Facts survey.
- Jennifer attended the Adult Reading Roundtable (ARRT) Steering Committee meeting to plan that groups programming for 2019. She also answered a question about the starting a 20s/30s book club from Terra McLeod of Jackson County Libraries in Oregon.
- Jez answered questions from the same librarian above about starting programming for those in their 20s & 30s. She helped coordinate the LACONI Reference/Adult Services Section (RASS) quarterly program.

### Continuing Education

- Tony began a four-week InfoPeople course on being a supervisor.
- Shirley and Jennifer took part in CPR Training.
- Jennifer also attended an ARRT Book Club Study.

### Meetings

Date	Meeting	Staff
1-Nov	ARRT Steering Committee	Jennifer
2-Nov	One-on-One with Jamie	Tony
5-Nov	One-on-One	Tony & Jennifer
6-Nov	One-on-One	Tony & Joe
7-Nov	One-on-One	Jennifer & Emily
7-Nov	ARRT Book Club Study	Jennifer
8-Nov	RAILS Community Engagment Networking Group	Tony
8-Nov	Darien Chamber Board Meeting	Shirley

13-Nov	WBRR Chamber Women in Business Meeting	Shirley
13-Nov	LACONI RASS Program	Jez
14-Nov	Adult Services Department Monthly Meeting	All Librarians & Associates
15-Nov	Department Leadership Meeting	Tony, Shirley & Jennifer
19-Nov	One-on-One with Jamie	Tony
20-Nov	Meeting with Theresa	Shirley
20-Nov	Job Fair Meeting	Jez
27-Nov	CPR Training	Shirley & Jennifer
28-Nov	One-on-One	Tony & Jez
28-Nov	Southwest Business Librarians Networking Group	Shirley
28-Nov	20s/30s Programmers Meeting	Jez
29-Nov	One-on-One	Tony & Mary K.
29-Nov	DUX Meeting	Tony
29-Nov	Inclusivity Committee	Jez & Joe
30-Nov	One-on-One	Shirley & Hillary

### Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Nov	2:00 p.m.	Thursday Afternoon Movies: <i>Molly's Game</i>	Joe	31
2-Nov	7:00 p.m.	#LibSocial - Plug in & Play	Jez	4
3-Nov	10:00 a.m.	ESL Conversation Group	Joe	15
5-Nov	6:00 p.m.	Chess Club	Denise	10
7-Nov	10:00 a.m.	Job Club	Jez	1
7-Nov	2:00 p.m.	Drama Reading Group	Joe	7
8-Nov	11:30 a.m.	Mahjong Club	Denise	9
12-Nov	6:00 p.m.	Chess Club	Denise	10
12-Nov	7:00 p.m.	Current Events	Denise	8
14-Nov	2:00 p.m.	Drama Reading Group	Joe	7
14-Nov	7:00 p.m.	Opera Lecture: <i>Il Trovatore</i>	Cindy	9
14-Nov	7:00 p.m.	Novel Idea Book Club	Mary P.	11
15-Nov	1:00 p.m.	Genealogy Group	Denise	24
15-Nov	6:00 p.m.	Crime Readers Book Club	Kathy	13
15-Nov	7:00 p.m.	#LibSocial - Galaxy Silhouette Painting	Jez	16
17-Nov	10:00 a.m.	ESL Conversation Group	Joe	15
18-Nov	7:00 p.m.	Pharlis James Quartet	Cindy	30
19-Nov	6:00 p.m.	Chess Club	Denise	9
26-Nov	7:00 p.m.	Board Game Group	Jez	9
26-Nov	7:00 p.m.	Current Events	Denise	8
27-Nov	7:00 p.m.	Super Couponing	Cindy	52
28-Nov	1:00 p.m.	4th Wednesday: Tech Gifts	Cindy	12
29-Nov	11:30 a.m.	Mahjong Club	Denise	11

29-Nov	2:00 p.m.	Thursday Afternoon Movies: <i>Game Night</i>	Joe	26
			<b>Total</b>	<b>347</b>

**Note:** We were disappointed in the turnout for Super Couponing. Jill Cataldo presents this workshop and she can usually pack a room. We did have 87 people sign up, and we were expecting some walk-ins, but only 52 attended. We think this was due to the snowstorm that hit the day before.

**Select comments:**

**Foundation and Friends Concert: Pharlis James Jazz Quartet**

They were terrific!  
Great set of music.

**4<sup>th</sup> Wednesdays: Tech Gifts for Holiday Shoppers**

Great ideas. Hope this is offered again within 6-12 months for new ideas in technology. Enjoyable and informative presentation. Thanks for the handout and room to take notes.

Volunteers

- Eight volunteers completed 63.25 hours of service.
  - Court Ordered/Community Service: seven volunteers performed 59.25 hours of service.
  - Regular volunteers: one volunteer completed four hours of service.

Proctoring

- Shirley proctored three exams this month.

Social Media & e-Newsletter Reach

- Twitter – 318 profile visits; 11 mentions; 1010 followers (+0)
- Meetup
  - #LibSocial – 632 followers (+24)
  - Indian Prairie Public Library – 176 followers (+7)
  - Board Game Group – 164 followers (+11)
- Instagram – 264 followers (+31).
  - Our most popular picture was from November 30 of a young patron delivering cupcakes to the Kids & Teens staff.

Circulation Services  
November 2018

Checkouts and renewals were down just .5% from last year. This year we circulated 50,846 as compared to 51,105 last year (a difference of only 259). Electronic circulation is up again. We circulated 5,978 this year compared to 4,339 last year. This is a 38% increase.

ILL's processed were again slightly lower this year. We processed 7,043 this year and 7,941 last year.

Patron visits were slightly lower this year – by less than 1%. (30,822 this year compared to 31,075 last year).

A total of 7,031 holds were placed in October. Patrons placed 5,480 (78%) holds while staff placed 1,551 (or 22%) holds.

14,279 items were checked out or renewed by staff at the desk. This is **28%** of total checkouts/renewals. 25,051 items were checked out or renewed by patrons at one of our self-check machines, 5,538 items were renewed by patrons through Enterprise or BookMyne and 5,978 items were electronically checked out by patrons – for a total of 36,567 items checked out through some sort of self service. This is **72%** of total checkouts/renewals

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook 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
<b>2454</b>	<b>120</b>	<b>143</b>	<b>399</b>	<b>95</b>	<b>55</b>

Community

**Passports:** The circulation staff accepted 47 passports in November. We accepted 57 last year.

**Notary Public:** We notarized 114 documents in November - out of those, 16 were done at no charge.

On November 7 we were ready to deal with the SWAN server upgrade. This meant using the Work Flows “bridge” - a tool that allows us to check out and check in, but not enter or update patron records. SWAN started the project a few hours earlier than planned and was able to finish before 9am the next day. We didn't have to use the “bridge” at all!

**User Ex**

There was a lot of new things happening in the Circulation Department in November.

On Wednesday, November 8<sup>th</sup> we went live with our new credit card software. As I stated last month, this was a change that was mandated by the State of Illinois. We now enter the payment types and the amounts into a web site – the nice thing is that it is very easy for Nancy Roy to run reports that detail charges. For the most part, staff have found this easy to use.

Our new self checks (Express Check Out) finally went live on Tuesday, November 27. Although we have had a few complaints (change can be hard) most of the comments have been positive. We've made a few tweaks and I feel that patrons will just like it more and more! The software is very intuitive and easy to use. Because there is a help button on each self check screen, we now have the opportunity to help patrons with their accounts right there, instead of needing them to come to the desk. A big thank you to Brett Butcher! His technical expertise allowed us to have the help button when we went live (the software didn't perform as we had hoped). Brett was with me every step of the way and always available when I needed him.

I attended a great LACONI Workshop on November 15 in Morton Grove. It was called "Improvising Your Way to Success" and was put on by the IO Theater. The IO Theater is famous for improvisational comedy. Some of the things they teach are:

- Thinking in the Moment
- Presentation Skills
- Brainstorming
- Team Building
- Conflict Resolution

**Workshops and Meetings Attended:**

Nov. 6	One on One with Jamie
Nov. 9	Nancy Roy
Nov. 12	Lunch with Jill Yott
Nov. 19	Ann Stovall
Nov. 27	Department Heads
Nov. 27	CPR Training – Nancy Hudson

Debbie Sheehan  
Head of Circulation Services





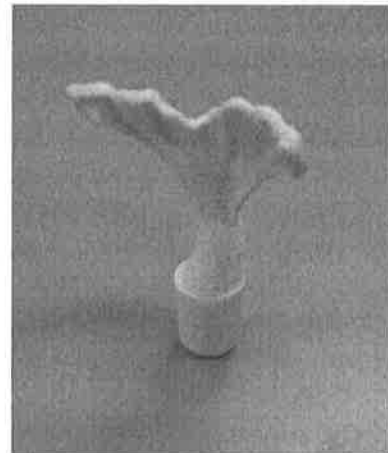
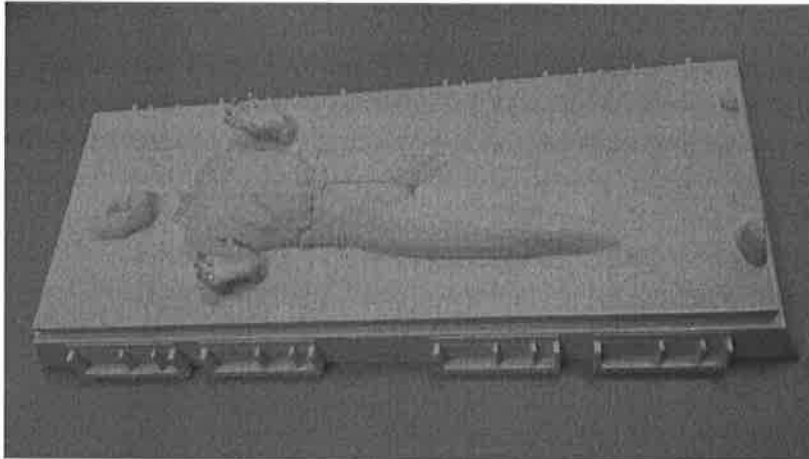
## Technology & Technical Services Board Report November 2018

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

- Streaming Video – Based on patron feedback and usage, we revamped our streaming video service by increasing the amount of devices (Rokus) from 8 to 17 and adding new streaming services (HBO Now and Amazon Prime Video). Each device includes access to Vudu movies and one streaming service (8-Netflix, 4-Hulu, 3-HBO Now and 2-Amazon Prime Video), giving our members access to a wider variety of content to enjoy.
- eLibrary Takeout - To improve patron discovery of the collections, display cases were created using larger DVD cases for streaming video and preloaded audiobook and ebook titles. Each case has a picture of a title with description on the front and additional titles available on the back or inside the case.
- Macs- Patron will notice faster application response and load times using the iMacs or MacBook's. Brett and Dave replaced the hard drive with spare solid-state drives and updated them to the latest version of the operating system.
- Computer Access – Patrons will now find it easier to keep track of their computer session length and time remaining by viewing the new on-screen overlay which is part of a software upgrade.
- Sudoku Puzzles- Copies of the newspaper Sudoku puzzle are now available in the café for members to take.

### Maker (DIY)

- 3D Printer- 5 print requests were processed. Interesting prints: Han Solo in carbonite and mermaid bottle stopper.



### Video Productions

- Wouldshop Video Series- Sewing Machine Introduction is the first in a 3 part video series on sewing. The video stars Monica guiding users on how to checkout and set-up our sewing machine.

### Public Technology Programs & Classes

- Program attendance totals: 57
- 1-on-1 patron assistance: T.J. helped a patron with a job application.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Sun., 11/4 2 p.m.	Productivity Apps	T.J.	9
Wed., 11/7 2 p.m.	Android 101	Dave	8
Tues., 11/13 2 p.m.	Email Basics	T.J.	7
Tues., 11/13 6:30 p.m.	Intermediate Excel	Ron	13
Wed., 11/14 6:30 p.m.	Android 101	Dave	10
Wed., 11/28 1 p.m.	Tech Gifts for the Holidays	Mike	10

### Continuing Education

- Ann- *Prepare for the Future : Tech Strategies You Need to Know* Webinar
- T.J. - *Revamping Strategies for Social Success* Webinar; CPR certification training.

### Sharing

- T.J. met with Liz Stroud from Fairmount School to show her the Carving machine. She is considering purchasing one for the school.
- I shared with LaGrange Library information on our program registration and room booking software.

### Personnel/Staff Meetings

Bhargavi Lokkaraju was hired as a Technology Services Associate. Her start date was December 5.

- November 1- Brett and I met with Current Technologies to discuss options for server replacement and data back-up.
- Nov. 2- I attended R.A.I.L.S. West IT Users Group meeting at Naperville 95<sup>th</sup> street branch.
- Nov. 6 & 20 – 1-On-1 meetings with Jamie
- Nov. 7 & 21 - 1- 1-On-1 meetings with Brett

- Nov. 12- 1-On-1 meetings with April
- Nov. 14- Met with Mary and Joe to discuss cataloging of new adult Spanish & Russian language fiction collections.
- Nov. 20 - 1-On-1 meetings with T.J.
- Nov. 26 - 1-On-1 meetings with Anna
- Nov. 27- Department Head Meeting
- Nov. 29- Dave, T.J., Brett and I met to review public computer usage

Ann M. Stovall, Head of Technical & Computer Services, December 10, 2018

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

## Programs

In November, Youth Services presented 44 programs at IPPL with 1,424 people in attendance. We also participated in 17 events out in the community serving 802 people.

Date	Description	K&T Staff	Attendance
1-Nov	Junior Genius	Katie	18
1-Nov	Talented Toddler 9:15 class	Jane	26
1-Nov	Talented Toddler 10:15 class	Jane	14
1-Nov	Crafternoons: T-Shirt Totes	Heidi	5
2-Nov	Dungeons and Dragons	Jimmy	4
2-Nov	Fantastic Families Storytime	Heather	40
3-Nov	Sensory Storytime	Katie	13
5-Nov	Parent Focus Group with Jamie B and Jamie A	Natalie	9
5-Nov	Open MIDI Lab	Jimmy	2
5-Nov	Shake, Shimmy, & Dance	Katie	77
5-Nov	Junior Genius	Katie	13
6-Nov	Coaster Crazy	Jack	0
6-Nov	Baby Brilliance 9:15 class	Jane	18
6-Nov	Baby Brilliance 10:15 class	Jane	26
7-Nov	An Evening with Nic Stone	Natalie, Heidi	43
8-Nov	Parent Focus Group with Jamie B and Jamie A	Natalie	12
8-Nov	Junior Genius	Katie	19
8-Nov	Talented Toddler 9:15 class	Jane	34
8-Nov	Talented Toddler 10:15 class	Jane	14
9-Nov	Fortnite	Jimmy	10
9-Nov	Fantastic Families Storytime	Heather	28
10-Nov	Multicultural Fest	Natalie, Katie, Monica	402
12-Nov	Shake, Shimmy, & Dance	Katie	93
12-Nov	Junior Genius	Katie	14
12-Nov	Pete the Cat Party	Katie, Monica	72
13-Nov	Bookgardeners - Bryan Collier - sub for Katie	Natalie	26
13-Nov	Baby Brilliance 9:15 class	Jane	25
13-Nov	Baby Brilliance 10:15 class	Jane	23
13-Nov	Rainbow Club	Heidi	4
15-Nov	Junior Genius	Katie	16
15-Nov	Talented Toddler 9:15 class	Jane	26
15-Nov	Talented Toddler 10:15 class	Jane	13
15-Nov	Crafternoons: Constellation Coasters	Heidi	8
16-Nov	Dungeons and Dragons	Jimmy	4
16-Nov	Fantastic Families Storytime	Heather	32
17-Nov	Tiny Tech Day	Jack, Katie	19
17-Nov	Teen Advisory and Service Committee	Heidi	8

19-Nov	Anime and Gaming Club	Heidi	7
20-Nov	Homeschooling Smart - Sub for Monica	Natalie, Jack	30
21-Nov	WTTW (Window to the World) Kids BIG IDEA	Katie	148
23-Nov	Mighty MidKids Gaming	Monica	13
23-Nov	Bilingual Spanish-English Storytime	Heather	9
28-Nov	Tech talk & Touch	Jack	2
30-Nov	Dungeons and Dragons Mid-Kids One-Shot	Jimmy	5
		TOTAL:	1424

30

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

### *Multicultural Fest*

On November 10, we hosted our first Multicultural Fest. There were 402 people in attendance who were able to enjoy music, dance performances, food, arts, crafts, and more. The committee, which included Natalie Williams, Monica Dzierzbicki, and Katie Salo from Kids & Teens, has been meeting since January to plan the event. Natalie Williams coordinated staff, schedules, spaces, marketing, and budgets for the event. She contacted 20 restaurants about providing food at the event. She also handled the eight presenter applications that came in from the community. Natalie created the logo, posters, handouts, and event signage. She also provided the Instagram Live feed from the event. Monica worked to promote the event within our schools. She also facilitated performances by The Bharatam Academy, who presented dances of India, Bollywoodfit4U, and the Xilin Art Center Chinese Lion Dancers. Katie Salo reached out to the various cultural groups in our district. She worked with the Thai Cultural Fine Arts Institute (Willowbrook), Philippine American Cultural and Foundation Performing Arts (Willowbrook), and The Mecca Center (Willowbrook), which also participated in the event.

### *Rainbow Club*

Heidi Estrada attended the second meeting of the Rainbow Club. Rainbow Club provides an opportunity for LGBTQIA teens to expand their social network beyond school walls and meet other teens with whom they can identify. The teens in attendance spoke about some of the isolation they feel with their peers and adults. The participants share contact information and talk about being able to reach out to each other. The group is still small, but Heidi continues to speak to other teens about the program, and has received a lot of positive feedback and interest.

### *Write On*

Heidi Estrada concluded the 2018 Write On. Our guest, author Nic Stone, reached over 667 Students by visiting three high schools; Downers Grove North, Downers Grove South, and Hinsdale South. The evening presentation at Indian Prairie was in an interview or talk show style, with Heidi asking Nic questions. There were 43 people in attendance, including Rob and Char Villaume from the Gift of Carl Foundation who spoke about the foundation and help present awards to Cool Compositions finalists. Cool Compositions is the writing contest portion of Write On. We awarded 13 prizes, a first, second, and third prize for fan fiction, poetry, and stories, with three honorable mentions. (There was a tie for third place in poetry.)

### *Sensory Storytime*

On November 3, Katie Salo hosted the second session of Sensory Storytime, which is open to all but designed to reach children who may have disabilities. The 13 attendees were given props to engage with during storytime, including wrist ribbons, a parachute, color flip books, and visual boards. Information about autism was available from the Center for Autism and Related Disorders. Katie also highlighted other resources and tools, like the Sensory Kit, which are available for families to use in the library.

### *Open MIDI Lab*

In the month of November, Jimmy Doane hosted his final music production event of the session. Music production classes were a new addition to Indian Prairie Public Library's offerings this year. In

partnership with The Gift of Carl Foundation, the Kids and Teens department purchased 10 sets of music production equipment (including keyboards, headphones, microphones, and two different music production computer programs). Jimmy has planned and presented six total classes related to music production this fall, and had a total turnout of 30 children. Jimmy also worked with Jack Schultz to introduce a Digital Music STEM Kit into general circulation, allowing patrons access to this new technology at home.

## Community

Date	Description	K&T Staff	Attendance
1-Nov	Early Childhood Subcommittee Meeting: Willowbrook	Katie	8
1-Nov	Whole Foods Storytime	Katie	23
2-Nov	Met with representative from Anderson's Book Store	Monica	2
4-Nov	Scheduled a Daisy Scouts library tour for January 2019	Monica	1
6-Nov	Author dinner with Gift of Carl and Nic Stone	Natalie, Heidi	6
6-Nov	Nic Stone visit at Hinsdale South	Heidi	350
7-Nov	Nic Stone visit at Downer's Grove South	Heidi	212
7-Nov	Nic Stone visit at Downer's Grove North	Heidi	105
8-Nov	Meeting with School District 61 librarian	Monica	2
12-Nov	Kindi Academy Storytime @ Indian Prairie	Katie	78
14-Nov	Supplied two dozen Amazon Rainforest books to Lakeview Jr. High School	Monica	1
14-Nov	Provided email list of recommend titles for the Mark DeLay Elementary Parent/Child Book Club.	Monica	1
15-Nov	Library Early Literacy Advocates (LELA) Meeting	Katie	7
26-Nov	Supplied books to Lakeview Jr. High School on Respect & Empathy and Ancient Greece.	Monica	1
27-Nov	Winter Read detail confirmation with Steve Braband from D180	Natalie	2
28-Nov	Meeting with Cynthia McGann from Good Worx, garden planning	Natalie	2
30-Nov	Submitted Book Club Interlibrary Loan request for Gower Middle School.	Monica	1
TOTAL:			802

*(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.)*

### *Willowbrook Early Childhood Subcommittee*

Katie Salo met with the Willowbrook Early Childhood Subcommittee. They discussed ways to partner between several organizations including: Anne M. Jeans School, Bright & Early DuPage, DayOne PACT, Head Start, Indian Prairie Public Library, Project HELP, Strong Families, and YWCA Metropolitan Chicago. The group's ultimate goal is to reach underserved populations and connect them to needed services.

### *Story Stroll at Burr Ridge Village Center*

We have created and installed a new story for the Story Stroll. The story for December is "Goodbye Autumn, Hello Winter" by Kenard Pak. The Story Stroll is a series of ten panels that allow visitors to read a story as they walk through Burr Ridge Village Center. This month Kristina Guchenia, a Support Services Associate in the Kids and Teens Department, helped to write the interactive prompts on each panel. Katie Salo updated the design for the panels, and Natalie Williams worked with our partners at BRVC to select the book, coordinate our staff's contributions, and deliver the panels to BRVC. The current layout of the panels allows for 1-2 advertisements. This season's ads promote the library's Winter Read and Language Story Kits.

### Working with Schools

Monica Dzierzbicki is working with the Lakeview Junior High Librarian to provide 6th grade classroom material loans on the Amazon Rainforest, Ancient Greece, and Respect & Empathy. Jack Schultz is working with the school to allow staff to access our poster printer and Heidi Estrada and Natalie Williams are coordinating new monthly lunchtime visits where staff will be able to interact with students and promote books and materials and demo kits and technology.

Monica Dzierzbicki met with Darien School District #61 Librarian, Diane Nelson, to discuss providing interlibrary loans for multiple copies to use at a proposed parent/child book club, scheduling a loan of our Ozobot coding robots, and sending Kids & Teens staff to participate in the Mark DeLay Elementary's Invention Convention on February 6th, 2019.

Natalie Williams is coordinating the Winter Read for IPPL and she has been working with Steve Braband from D180 to present the program in Anne M. Jeans and Burr Ridge Middle Schools. She has also been working with Marketing to get the reading logs and promo materials created. D180 will have personalized logs in order to reach and engage students. Our two goals for the program are to encourage students to read and to reward them by clearing their fines so that they have access to the library.

### LittleShop

In the LittleShop, Heather Forster Jensen introduced the last project for fall, crinkle tail turkeys. This project allowed children to practice cutting and using fine motor skills to fold and glue the pieces of their project together.

### WouldShop

In the WouldShop, Jack Schultz prepared activities to teach the basic elements of physics. Patrons made electromagnets, experimenting to see if the amount of wire coiled or the amount of battery power could change the strength of the magnet. They also built a bottle car that was propelled by air pressure from a balloon. Participants learned about force and direction and how small changes to the car could adjust distance travelled and the direction that the car would car. Jack has also been working with Dave Bunn and Monica Dzierzbicki to create more how-to videos. Video introductions to the 3D printer, poster printer, and the sewing machines have been added to the WouldShop computers.

### Seed Library

Number of Checkouts: 1

Number of Seed Packets Checked Out: 2

Number of Donations: 2

*(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	K&T Staff
17-Nov	Chicago Toy and Game Fair	Jack
13-Nov	Webinar on Children's & YA Materials Collecting for Diversity presented by Betsy Bird from Evanston Public Library.	Monica
28-Nov	Training on updated PC Reservation system and Self Check	Monica
16-Nov	LACONI YSS : Stuck in the Middle: Programming for TWEENS in your library	Monica



13-Nov	Hospitality Training Video "The Transforming Power of Hospitality"	Heather
27-Nov	CPR Training	Heidi, Jack

*Hospitality Training*

This month, the Kids & Teens dept have been learning about hospitality. Natalie Williams presented a training and follow-up discussion using the information that she received at the Global Leadership Summit, the 4-week hospitality course that she took following, and the book "Setting the Table" by Danny Meyer. This training encourages staff to consider the difference between "service" and "hospitality." It defines service as the action steps that we take to help others, while hospitality is how we make them feel while providing service. It makes the claim that if we want to be truly successful, we must be create a culture of hospitality.

**Contributing to the Profession**

Date	Description	K&T Staff
13-Nov	Tinker Meeting - STEM kit and program presentation	Jack
16-Nov	LACONI (Library Administrators Conference of Northern Illinois) presentation and panel discussion	Natalie, Jack, Monica

*LACONI*

As part of the LACONI (Library Administrators Conference of Northern Illinois) Youth Services Board, Natalie Williams helped to plan the training presented by LACONI about serving mid-kids or tweens on November 16. She hosted the meeting here at IPPL, working with the committee to provide lunch and accommodations for presenters and attendees. Natalie was also one of the presenters and she moderated a panel of speakers, including Jack Schultz and Monica Dzierzbicki. There were 47 people in attendance.

**Meetings & Planning**

MEETINGS		
Date	Description	K&T Staff
7-Nov	Lunch meeting with Jill	Natalie
8-Nov	One-on-one	Natalie, Katie
12-Nov	One-on-one	Natalie, Jack
12-Nov	One-on-one with Jamie	Natalie
14-Nov	Joice Lewis (YWCA)	Heidi
15-Nov	Interview with La Donna Foster	Natalie, Jack
15-Nov	One-on-one	Natalie, Heidi
15-Nov	LACONI presentation planning	Monica, Natalie, Jack
15-Nov	One-on-One	Heidi, Natalie
19-Nov	Interview with Rachel Stine	Natalie, Jack
19-Nov	One-on-one with Jamie	Natalie
19-Nov	One-on-one	Natalie, Heather
19-Nov	LibCal Training	Jimmy, Jane
20-Nov	Interview with Alexandra Krejci	Natalie, Jack
20-Nov	Young Adult Job Fair	Heidi, Jez
21-Nov	Winter Read Marketing meeting with Laura, Jill, and Theresa	Natalie
21-Nov	Multicultural meeting with Cindy Khatri, Community Engagement Coordinator, Downers Grove Public Library	Natalie

26-Nov	One-on-one with Jamie	Natalie
26-Nov	Marketing Meeting with Jill	Katie
27-Nov	Dept Heads	Natalie
28-Nov	K&T Department	Natalie, Jack, Heidi, Monica, Jimmy, Heather, Jane, Katie
28-Nov	Kids & Teens Staff Department Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane, Heather, Jimmy
29-Nov	Interview with Kathleen Eriksen	Natalie, Jack
29-Nov	LibCal Training	Jimmy, Jane
29-Nov	Inclusivity Meeting	Katie
30-Nov	Visioning Committee	Natalie, Jack

## Staff Changes

Jack Chavez resigned from his position as a Kids & Teens Support Service Associate. His last day was November 25. His position has not been reposted.

Jane Hartney has announced her retirement. Her last day will be December 8. Her position has been posted. We received 19 applications. Natalie Williams and Jack Schultz interviewed four candidates. Building Services Support Associate Kristina Gučenja has been selected as the new Youth Services Associate.

## Signage

Heather Forster Jensen continued to develop and adjust signage for the Kids and Teens Department, including new end-caps for the Junior Novel collection, an end-cap for video game systems available for checkout, Jane Hartney's public retirement reception signage and invitations, and food safety notices. Developing food safety notices was previously discussed with the Board. Food safety signage has been posted throughout the department.

## Kits

Natalie Williams and Katie Salo worked with T.J. Szafranski to create a Technology Desk Activities Kit. The kit features four toys for preschool aged children, along with coloring pages and crayons. Technology Desk staff can give this kit to grown-ups with children in the Technology Area to help occupy the kid's attention so that parents can complete their goals in the library

*Submitted by Natalie Williams, Head of Youth Services 12/10/2018*

STATISTICS FOR	Nov. 2018	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	27,639	29,157	146,809	154,198	-4.79%
Teen	1,850	2,182	11,372	12,337	-7.82%
Kids	15,379	15,427	77,650	76,471	1.54%
TOTAL	44,868	46,766	235,831	243,006	-2.95%
Electronic Circulation	5,978	4,339	28,517	24,299	17.36%
GRAND TOTAL CIRC.	50,846	51,105	264,348	267,305	-1.11%
% Reciprocal Borrowing	13%	14%	14%	14%	
Patron Visits	30,822	31,075	169,821	184,160	-7.79%
<b><u>Current Cards</u></b>					
Resident	142	112	22,954	19,973	14.93%
Non-Resident	71	43	1,079	994	8.55%
TOTAL	213	155	24,033	20,967	14.62%
Non-Resident Households	37	25	531	479	10.86%
<b><u>Patron Assistance</u></b>					
Adult - Reference	2,612	2,694	14,310	15,037	-4.83%
Kids - Reference	1,768	1,105	6,348	5,753	10.34%
Technology - Reference	1,031	915	5,574	5,022	10.99%
TOTAL REFERENCE	5,411	4,714	26,232	25,812	1.63%
Adult - Other	672	709	3,403	4,289	-20.66%
Kids - Other	91	1,318	4,877	10,358	-52.92%
Technology - Other	67	68	394	487	-19.10%
TOTAL OTHER	830	2,095	8,674	15,134	-42.69%
GRAND TOTAL ASST.	6,241	6,809	34,906	40,946	-14.75%
<b><u>ILL/Reserves</u></b>					
Holds	7,031	7,034	37,620	37,659	-0.10%
ILLs Sent	3,056	3,542	16,684	17,869	-6.63%
ILLs Checked Out	3,571	3,948	19,193	19,541	-1.78%
ILLs Received	3,987	4,399	21,645	22,013	-1.67%
<b><u>Programs - Adult</u></b>					
# Programs	9	11	56	66	-15.15%
Attendance	181	250	1,047	1,474	-28.97%
<b><u>Technology Classes</u></b>					
# Programs	6	11	33	46	-28.26%
Attendance	57	135	311	368	-15.49%
<b><u>Individual Technology Training</u></b>					
# of Patrons	58	33	212	329	-35.56%
<b><u>Groups</u></b>					
# Programs	15	10	71	55	29.09%
Attendance	166	129	703	650	8.15%
<b><u>Others</u></b>					
# Programs	0	1	1	1	0.00%
Attendance	0	15	11	15	-26.67%
<b><u>Programs - Teen</u></b>					
# Programs	13	6	53	40	32.50%
Attendance	86	209	771	672	14.73%
<b><u>Programs - Kids</u></b>					
# Programs	37	36	193	751	-74.30%
Attendance	2,035	682	6,326	7,241	-12.64%
GRAND TOTAL ATT.	2,583	1,453	9,381	10,749	-12.73%

STATISTICS FOR	Nov. 2018	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,839	2,841	15,571	15,772	-1.27%
Kids Computers	604	1,096	3,802	6,102	-37.69%
Teen Laptop	61	131	413	699	-40.92%
Adult Laptop	93	200	501	847	-40.85%
<b>TOTAL PATRON USE</b>	<b>3,597</b>	<b>4,268</b>	<b>20,287</b>	<b>23,420</b>	<b>-13.38%</b>
<b>Hours Used</b>					
Adult Computers	2,106	2,252	11,899	12,271	-3.03%
Kids Computers	426	609	2,401	3,829	-37.29%
Teen Laptop	66	134	450	689	-34.69%
Adult Laptop	159	356	888	1,486	-40.28%
<b>TOTAL HOURS USED</b>	<b>2,757</b>	<b>3,351</b>	<b>15,638</b>	<b>18,275</b>	<b>-14.43%</b>
<b>Wireless Total Connections</b>	<b>8,529</b>	<b>6,291</b>	<b>43,536</b>	<b>42,896</b>	<b>1.49%</b>
<b>IPPL Total Web Site Access</b>	<b>17,625</b>	<b>25,508</b>	<b>84,413</b>	<b>138,676</b>	<b>-39.13%</b>
<b>IPPL Total Page Views</b>	<b>41,860</b>	<b>37,326</b>	<b>216,979</b>	<b>203,264</b>	<b>6.75%</b>
<b>Subscription Database Logins</b>	<b>2,483</b>	<b>3,035</b>	<b>12,879</b>	<b>17,220</b>	<b>-25.21%</b>
<b>Outreach-Homebound</b>					
Items Delivered	131	175	645	743	-13.19%
<b>Volunteers</b>					
Number Active	47	49			
Hours Worked	299.25	466.75	1,888.00	2,030	-7.00%
<b>Staff Training Hours</b>	<b>46</b>	<b>86.50</b>	<b>455.25</b>	<b>427</b>	<b>6.62%</b>
<b>Room Use</b>					
Youth Room					
Library	17	21	76	91	-16.48%
Non-Library	19		55		
Meeting Room					
Library	36	36	160	193	-17.10%
Non-Library	16	7	51	30	70.00%
Conference Rooms	440	383	2,088	1,899	9.95%
Lobby Programs	5	1	33	10	230.00%
Board Room					
Library	25	16	124	75	65.33%
Non-Library	26	21	102	88	15.91%
<b>Clavinova</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>100.00%</b>

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - November 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	478	4	1	481	13	14	17	15
Non-Fiction	44381	358	779	43960	1053	2614	1411	3393
Fiction	38433	541	1364	37610	1390	1459	1931	2823
<b>ADULT TOTALS</b>	<b>83292</b>	<b>903</b>	<b>2144</b>	<b>82051</b>	<b>2456</b>	<b>4087</b>	<b>3359</b>	<b>6231</b>
<b>KIDS</b>								
Non-Fiction	12796	100	58	12838	233	1640	333	1698
Fiction	22832	253	432	22653	1041	2186	1294	2618
<b>KIDS TOTALS</b>	<b>35628</b>	<b>353</b>	<b>490</b>	<b>35491</b>	<b>1274</b>	<b>3826</b>	<b>1627</b>	<b>4316</b>
<b>TEEN</b>								
Non-Fiction	534	4	0	538	33	101	37	101
Fiction	3524	32	58	3498	202	233	234	291
<b>TEEN TOTALS</b>	<b>4058</b>	<b>36</b>	<b>58</b>	<b>4036</b>	<b>235</b>	<b>334</b>	<b>271</b>	<b>392</b>
<b>BOOK TOTALS</b>	<b>122978</b>	<b>1292</b>	<b>2692</b>	<b>121578</b>	<b>3965</b>	<b>8247</b>	<b>5257</b>	<b>10939</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6362	46	3	6405	178	46	224	49
Music CDs	8120	29	1	8148	135	181	164	182
Playaway	358	0	0	358	14	4	14	4
DVDs (DVD & Blu-ray)	20214	82	23	20273	630	687	712	710
<b>ADULT TOTALS</b>	<b>35054</b>	<b>157</b>	<b>27</b>	<b>35184</b>	<b>957</b>	<b>918</b>	<b>1114</b>	<b>945</b>
<b>KIDS</b>								
Audiobooks on CD	606	0	1	605	11	9	11	10
Music CDs	789	5	1	793	21	12	26	13
Playaway	97	0	1	96	4	3	4	4
DVDs (DVD & Blu-ray)	4103	25	4	4124	151	322	176	326
<b>KIDS TOTALS</b>	<b>5595</b>	<b>30</b>	<b>7</b>	<b>5618</b>	<b>187</b>	<b>346</b>	<b>217</b>	<b>353</b>
<b>TEEN</b>								
Audiobooks on CD	201	3	0	204	8	28	11	28
Playaway	25	0	1	24	0	8	0	9
DVDs (DVD & Blu-ray)	563	5	0	568	17	14	22	14
<b>TEEN TOTALS</b>	<b>789</b>	<b>8</b>	<b>1</b>	<b>796</b>	<b>25</b>	<b>50</b>	<b>33</b>	<b>51</b>
<b>AUDIOVISUAL TOTALS</b>	<b>41438</b>	<b>195</b>	<b>35</b>	<b>41598</b>	<b>1169</b>	<b>1314</b>	<b>1364</b>	<b>1349</b>

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Console Games	104	7	0	111	11	6	18	6
Tech Takeout (except digital content devices)	66	10	0	76	6	0	16	0
CD-ROMs	58	0	0	58	0	0	0	0
<b>ADULT TOTALS</b>	<b>228</b>	<b>17</b>	<b>0</b>	<b>245</b>	<b>17</b>	<b>6</b>	<b>34</b>	<b>6</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	127	3	1	129	19	0	22	1
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	24	0	0	24	6	0	6	0
<b>KIDS TOTALS</b>	<b>167</b>	<b>3</b>	<b>1</b>	<b>153</b>	<b>25</b>	<b>0</b>	<b>28</b>	<b>1</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	677	6	0	683	36	27	42	27
Board Games	53	0	0	53	21	0	21	0
<b>TEEN TOTALS</b>	<b>732</b>	<b>6</b>	<b>0</b>	<b>738</b>	<b>57</b>	<b>27</b>	<b>63</b>	<b>27</b>
<b>OTHER TOTALS</b>	<b>1127</b>	<b>26</b>	<b>1</b>	<b>1136</b>	<b>99</b>	<b>33</b>	<b>125</b>	<b>34</b>
<b>COLLECTION TOTALS</b>	<b>165543</b>	<b>26</b>	<b>1</b>	<b>165568</b>	<b>99</b>	<b>33</b>	<b>125</b>	<b>34</b>

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- November 2018 38

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
<b>TOTALS FOR ALL AGES</b>	<b>229,277</b>	<b>69,927</b>	<b>29506</b>	<b>269,667</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29506</b>
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,851	25		2,876	89	0	114	0
eMedia (Overdrive Advantage)	943	10		953	45	0	55	0
Fiction								
eMedia (Overdrive Consortium)	11,870	79		11,949	328	0	407	0
eMedia (Overdrive Advantage)	4,039	50		4,089	242	0	292	0
Preloaded eReaders	6			6				
<b>ADULT TOTALS</b>	<b>19,703</b>	<b>164</b>		<b>19,867</b>	<b>704</b>	<b>0</b>	<b>868</b>	<b>0</b>
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	94	0		94	2		2	
eMedia (Overdrive Advantage)	28	1		29	2		3	
Fiction								
eMedia (Overdrive Consortium)	1,724	5		1,729	45	0	50	0
eMedia (Overdrive Advantage)	277	19		296	23	0	42	
<b>KIDS TOTALS</b>	<b>2,123</b>	<b>25</b>		<b>2,148</b>	<b>68</b>	<b>0</b>	<b>97</b>	<b>0</b>
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	129	1		130	1		2	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,653	20		2,673	57	0	77	0
eMedia (Overdrive Advantage)	502	1		503	21	0	22	
<b>TEEN TOTALS</b>	<b>3,299</b>	<b>22</b>		<b>3,321</b>	<b>79</b>	<b>0</b>	<b>101</b>	<b>0</b>
<b>BOOK TOTALS</b>	<b>254,402</b>	<b>70,138</b>		<b>295,003</b>	<b>851</b>	<b>0</b>	<b>1,066</b>	<b>29506</b>

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	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
<b>Yearly Total for All Ages</b>	<b>366,094</b>	<b>14354</b>	<b>43151</b>	<b>337,297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9397</b>
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	4,079	20	0	4,099	89		109	0
eMedia Advantage (Overdrive)	745	19		764	59		78	0
Preloaded Audiobook iPods	22	0		22	22		22	
Movies								
Preloaded Roku Titles	1,008	12		1,020	56		68	
<b>ADULT TOTALS</b>	<b>5,854</b>	<b>51</b>		<b>5,905</b>	<b>226</b>	<b>0</b>	<b>277</b>	<b>18794</b>
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	284	0		284	6		6	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	139	0		139	3		3	
<b>KIDS TOTALS</b>	<b>446</b>	<b>0</b>		<b>446</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	245	7		252	16		23	0
eMedia Advantage (Overdrive)	39	0		39	2		2	0
<b>TEEN TOTALS</b>	<b>284</b>	<b>7</b>		<b>291</b>	<b>18</b>	<b>0</b>	<b>25</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>372,678</b>	<b>58</b>		<b>343,939</b>	<b>254</b>	<b>0</b>	<b>312</b>	<b>28191</b>
<b>COLLECTION TOTALS</b>	<b>627,080</b>	<b>70,196</b>		<b>638,942</b>	<b>1105</b>	<b>0</b>	<b>1,378</b>	<b>57697</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2018

Balance on hand as of October 31, 2018.....	3,984,999.69
Cash Receipts for November.....	52,691.30
Cash Disbursements for November.....	421,656.06
Cash on hand as November 30, 2018.....	3,616,034.93

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.228%	
General.....	1,407,585.41
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,705.67
Children's Endowment.....	2,971.62
Endowment.....	11,503.23
MPI Investment (Corporate Fund).....	2,061,386.93

MB - Checking

General.....	637.75
Hinsdale Bank & Trust - Checking.....	6,635.69
MB - Savings - Rate 1.60%	
General.....	100,237.89
Petty Cash/Circulation.....	404.00
Balances as of November 30, 2018.....	3,616,034.93

FUND BALANCES AS OF 11/30/2018

Corporate Fund.....	3,520,111.48
Building & Maintenance Fund.....	44,468.77
I.M.R.F. Fund.....	10,078.71
Liability Fund.....	(665.54)
Social Security Fund.....	373.83
Special Reserve Fund.....	5,705.67
Current Liabilites.....	35,962.01
Grand Total All Funds.....	3,616,034.93



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## Indian Prairie Public Library District Consolidated Revenue Report for November 2018

Percent of Year: 41.67

	RECEIVED November 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	32,067.44	3,537,704.51	99.32%	3,562,098.00	24,393.49
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	1.17	1,191.05	0.00%	0.00	-1,191.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>32,068.61</b>	<b>3,538,900.65</b>	<b>99.35%</b>	<b>3,562,098.00</b>	<b>23,197.35</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	3,122.05	14,421.69	288.43%	5,000.00	-9,421.69
<b>TOTAL INTEREST</b>	<b>3,122.05</b>	<b>14,421.69</b>	<b>288.43%</b>	<b>5,000.00</b>	<b>-9,421.69</b>
<b>DESK MONIES</b>					
45100 · Copier	276.50	1,702.92	37.02%	4,600.00	2,897.08
45120 · Computer Copies	1,184.78	6,416.37	42.78%	15,000.00	8,583.63
45200 · Fines/Fees	3,017.43	20,102.17	37.23%	54,000.00	33,897.83
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	898.32	3,016.46	37.71%	8,000.00	4,983.54
45350 · Non-Resident Fees	8,222.61	43,667.83	50.78%	86,000.00	42,332.17
45400 · DVD Fines	97.75	578.26	48.19%	1,200.00	621.74
45450 · Top Picks	15.50	81.25	40.63%	200.00	118.75
45550 · Meeting Room Rental	0.00	282.50	141.25%	200.00	-82.50
45600 · ILL Fees	5.87	616.83	77.10%	800.00	183.17
45650 · 3D Printing	27.20	121.60	40.53%	300.00	178.40
45660 · Carvey	0.00	9.00	9.00%	100.00	91.00
45700 · Passport Fees	1,575.00	7,980.00	39.90%	20,000.00	12,020.00
45750 · Notary Fees	114.00	610.00	61.00%	1,000.00	390.00
<b>TOTAL DESK MONIES</b>	<b>15,434.96</b>	<b>85,185.19</b>	<b>44.48%</b>	<b>191,500.00</b>	<b>106,314.81</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	473.75	950.93	47.55%	2,000.00	1,049.07
46800 · Collection Agency Fee	20.00	90.00	45.00%	200.00	110.00
* 49000 · Operating Transfer In	47,094.13	74,625.94	0.00%	0.00	-74,625.94
<b>TOTAL OTHER INCOME</b>	<b>47,587.88</b>	<b>76,546.87</b>	<b>2639.55%</b>	<b>2,900.00</b>	<b>-73,646.87</b>
<b>GRAND TOTAL</b>	<b>98,213.50</b>	<b>3,768,215.65</b>	<b>98.78%</b>	<b>3,814,659.00</b>	<b>46,443.35</b>

- Operating Transfer In reflects \$74,625.94 from Corporate Reserves
- 69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00
- 69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55
- 69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50
- 69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00
- 69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00
- 70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

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## Indian Prairie Public Library District Consolidated Expenditures Report for November 2018

Percent of Year: 41.67

	November 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	247,705.01	873,148.44	39.04%	2,236,300.00	1,363,151.56	2,258,663.00	38.66%
61310 · Benefits - Medical / Life Ins.	10,916.87	53,424.17	34.12%	156,600.00	103,175.83	166,600.00	32.07%
61330 · Benefits - IMRF	24,104.47	84,122.43	41.34%	203,487.00	119,364.57	277,000.00	30.37%
61340 · Benefits - FICA	18,673.74	65,434.71	38.33%	170,722.00	105,287.29	230,000.00	28.45%
61400 · Staff Development	428.47	7,622.59	44.84%	17,000.00	9,377.41	19,000.00	40.12%
61600 · Board Development	0.00	325.00	32.50%	1,000.00	675.00	2,000.00	16.25%
61710 · Workers Compensation	0.00	6,006.00	98.46%	6,100.00	94.00	10,000.00	60.06%
61720 · Unemployment Insurance	161.24	670.95	24.45%	2,744.00	2,073.05	3,800.00	17.66%
<b>TOTAL PERSONNEL</b>	<b>301,989.80</b>	<b>1,090,754.29</b>	<b>39.04%</b>	<b>2,793,953.00</b>	<b>1,703,198.71</b>	<b>2,967,063.00</b>	<b>36.76%</b>
<b>MATERIALS</b>							
62100 · Books	14,468.38	77,032.70	34.98%	220,250.00	143,217.30	234,000.00	32.92%
62200 · Periodicals	1,066.21	10,207.80	32.80%	31,125.00	20,917.20	33,000.00	30.93%
62300 · Audio	3,101.08	15,863.81	33.08%	47,950.00	32,086.19	50,000.00	31.73%
62400 · Video	6,512.57	27,131.00	36.20%	74,950.00	47,819.00	82,000.00	33.09%
62500 · Multi-Media	556.93	1,987.60	19.39%	10,250.00	8,262.40	13,000.00	15.29%
62600 · Electronic Reference Resources	632.88	62,685.71	97.13%	64,540.00	1,854.29	65,000.00	96.44%
62700 · Software	485.93	2,720.87	38.87%	7,000.00	4,279.13	8,000.00	34.01%
62800 · ESL	0.00	-316.67	-31.67%	1,000.00	1,316.67	1,300.00	-24.36%
62900 · Materials Supplies	1,818.48	9,465.90	46.86%	20,200.00	10,734.10	24,000.00	39.44%
<b>TOTAL MATERIALS</b>	<b>28,642.46</b>	<b>206,778.72</b>	<b>43.33%</b>	<b>477,265.00</b>	<b>270,486.28</b>	<b>510,300.00</b>	<b>40.52%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,744.29	27,222.87	38.07%	71,500.00	44,277.13	78,000.00	34.90%
63300 · Utilities (1-8-11 · Gas)	1,179.80	4,186.52	34.89%	12,000.00	7,813.48	16,000.00	26.17%
63300 · Utilities (1-8-12 · Electric)	4,620.56	32,004.82	50.80%	63,000.00	30,995.18	68,000.00	47.07%
63300 · Utilities (1-8-13 · Telephone)	378.23	1,460.82	33.20%	4,400.00	2,939.18	6,000.00	24.35%
63300 · Utilities (1-8-14 · Water/Sewer)	1,457.43	3,697.12	49.30%	7,500.00	3,802.88	10,000.00	36.97%
63300 · Utilities (1-8-15 · Garbage Disposal)	310.51	1,543.39	51.45%	3,000.00	1,456.61	4,000.00	38.58%
63400 · Maintenance Supplies	815.29	6,299.96	37.06%	17,000.00	10,700.04	22,000.00	28.64%
63500 · Security System Monitoring	0.00	184.50	23.06%	800.00	615.50	1,200.00	15.38%
63600 · Property Maintenance	6,388.00	18,679.00	74.72%	25,000.00	6,321.00	34,000.00	54.94%
63800 · Building Maintenance/Repair	241.00	24,974.36	45.41%	55,000.00	30,025.64	65,000.00	38.42%
<b>TOTAL BUILDING</b>	<b>20,135.11</b>	<b>120,253.36</b>	<b>46.39%</b>	<b>259,200.00</b>	<b>138,946.64</b>	<b>304,200.00</b>	<b>39.53%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	911.15	5,304.58	39.74%	13,350.00	8,045.42	16,000.00	5.69%
64300 · Photocopy Supplies	237.98	1,055.93	21.12%	5,000.00	3,944.07	6,000.00	17.60%
64400 · Patron Card Supplies	0.00	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 · Passport Postage	167.97	717.84	31.21%	2,300.00	1,582.16	4,000.00	0.00%
64500 · Postage	-166.22	3,003.76	68.27%	4,400.00	1,396.24	5,000.00	60.08%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	50.36	389.93	59.99%	650.00	260.07	900.00	43.33%
64800 · Organizational Memberships	210.00	858.00	28.60%	3,000.00	2,142.00	4,000.00	21.45%
64900 · Bank Fees	254.36	1,362.77	45.43%	3,000.00	1,637.23	4,000.00	34.07%
<b>TOTAL OPERATION</b>	<b>1,665.60</b>	<b>13,217.84</b>	<b>38.54%</b>	<b>34,300.00</b>	<b>21,082.16</b>	<b>43,900.00</b>	<b>30.11%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	570.07	2,782.14	39.75%	7,000.00	4,217.86	8,500.00	32.73%
65150 · Supplies-Staff Toner	1,177.33	3,890.13	55.57%	7,000.00	3,109.87	8,500.00	45.77%
65160 · Supplies-Maker	36.81	81.40	10.18%	800.00	718.60	1,200.00	6.78%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	664.89	10,649.27	76.07%	14,000.00	3,350.73	20,000.00	53.25%
65400 · Automation Equip Mnt/Repair	111.03	2,528.21	53.79%	4,700.00	2,171.79	6,000.00	42.14%
65500 · Software	6,129.00	8,422.08	65.86%	12,787.00	4,364.92	20,000.00	42.11%
65600 · SWAN	0.00	21,169.00	49.94%	42,388.00	21,219.00	43,000.00	49.23%

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## Indian Prairie Public Library District Consolidated Expenditures Report for November 2018

Percent of Year: 41.67

	November 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	939.85	2,979.07	44.88%	6,638.00	3,658.93	8,000.00	37.24%
<b>TOTAL AUTOMATION</b>	<b>9,628.98</b>	<b>52,501.30</b>	<b>52.34%</b>	<b>100,313.00</b>	<b>47,811.70</b>	<b>123,200.00</b>	<b>42.61%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	4,060.00	6,285.00	78.56%	8,000.00	1,715.00	20,000.00	31.43%
66200 · Credit Bureau	80.55	214.80	23.87%	900.00	685.20	1,200.00	17.90%
1-10-22 · Equip-Photocopier Maint Cont	0.00	1,599.30	0.00%	0.00	-1,599.30	0.00	0.00%
66300 · Copier	221.00	1,204.03	40.13%	3,000.00	1,795.97	5,000.00	24.08%
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00	1,500.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>4,361.55</b>	<b>9,353.13</b>	<b>77.17%</b>	<b>12,120.00</b>	<b>2,766.87</b>	<b>27,700.00</b>	<b>33.77%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,828.00</b>	<b>97.57%</b>	<b>17,247.00</b>	<b>419.00</b>	<b>36,000.00</b>	<b>46.74%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	6,282.66	17,041.09	48.69%	35,000.00	17,958.91	37,000.00	46.06%
68111 · eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	0.00	133.75	26.75%	500.00	366.25	1,800.00	7.43%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-information Printing	144.33	825.92	37.54%	2,200.00	1,374.08	5,000.00	16.52%
68500 · Legal Notices	0.00	934.38	62.29%	1,500.00	565.62	2,000.00	46.72%
68600 · Programming	1,666.69	7,174.61	28.25%	25,400.00	18,225.39	30,000.00	23.92%
<b>TOTAL PUBLIC INFORMATION</b>	<b>8,093.68</b>	<b>27,898.25</b>	<b>41.58%</b>	<b>67,100.00</b>	<b>39,201.75</b>	<b>79,000.00</b>	<b>35.31%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	45,145.00	60,351.50	0.00%	49,161.00	-11,190.50	100,000.00	0.00%
69150 · Parking Lot Rehab	1,949.13	24,784.05	0.00%	0.00	-24,784.05	0.00	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	700,000.00	0.00%
* 69800 · Operating Transfer Out	47,094.13	<u>74,625.94</u>	0.00%	0.00	-74,625.94	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	4,000.00	4,000.00	20,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	2,446.89	0.00%	0.00	-2,446.89	0.00	0.00%
<b>GRAND TOTAL</b>	<b>468,705.44</b>	<b>1,699,793.27</b>	<b>44.56%</b>	<b>3,814,659.00</b>	<b>2,114,865.73</b>	<b>5,011,363.00</b>	<b>33.92%</b>

Operating Transfer Out reflects \$74,625.94 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00

69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55

69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00

69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

## October 2018 ILA Annual Conference – Peoria IL

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### I'm A Library Trustee and My Role Is ...

Fiduciary – Doesn't just mean money. We're elected to make our best decisions for the library. Not our relatives, not ourselves, not for a vocal group of users ... for the library.

The library director reports to the Board of Trustees. The library employees report through their supervisors to the director. Board members must stay out of trying to manage employees.

### Effective Parliamentary Procedure for Dynamic Library Board Meetings

Almost every board has Roberts Rules for its' legal structure of meetings.

The current version of Robert's Rules is v11. There are a lot of old editions still for sale. Roberts rules has changed. Buy only v11. Accept no substitutes.

Roberts has a special edition of Rules for Small Groups that relaxes a lot of rules for small groups.

The consent agenda does not require a motion or a vote. The consent agenda should contain only items that are "no brainers". The question is raised if there are any items that need to be removed from the consent agenda. After items are removed (if any) the chair declares "If there are no objections the consent agenda items are adopted". And that's it.

The treasurer's report should just be presented as a report (like a Directors or department head's report) and not accepted by vote. Only when a treasurer's report has been audited should it be accepted. "This is an ill-advised custom and a common mistake that groups make. Unfortunately, only groups who have been through litigation having had to take a member to court over financial misfeasance or embezzlement understand the importance of not approving financial reports whose accuracy the board cannot fully substantiate."

### Top Ten Budget Disasters Facing Your Library

This session spent most of the allotted time stretching the general problem of "lack of planning" into the ten budget disasters. The session was given by two lawyers who must have read a book.

### Board Wars

The session presented FOIA, Open Meetings Act, Public Comments and Ethics issues by splitting the audience into 2 groups to play a version of Jeopardy with those topics.

One discussion. The problems with creating "accidental" meetings through email.

- Email should only be addressed to the Director (or an authorized employee)
- The To: on the Director's email should be themselves. All trustees should be addressed only in the BCC: (blind copy) address section. If a trustee does a "Reply All" it will not be sent to the :BCC list.

# **Nancy Sylvester, MA, PRP, CPP-T**

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College  
Professional Registered & Certified Professional Parliamentarian*

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## ***BOARD-STAFF RELATIONSHIPS AND ROLES ILLINOIS LIBRARY ASSOCIATION 2018 ANNUAL CONFERENCE***

- Board Basics
  
  
  
  
  
  
  
  
  
  
  
- Fiduciary Duty
  
  
  
  
  
  
  
  
  
  
  
- Board/Staff Relationship

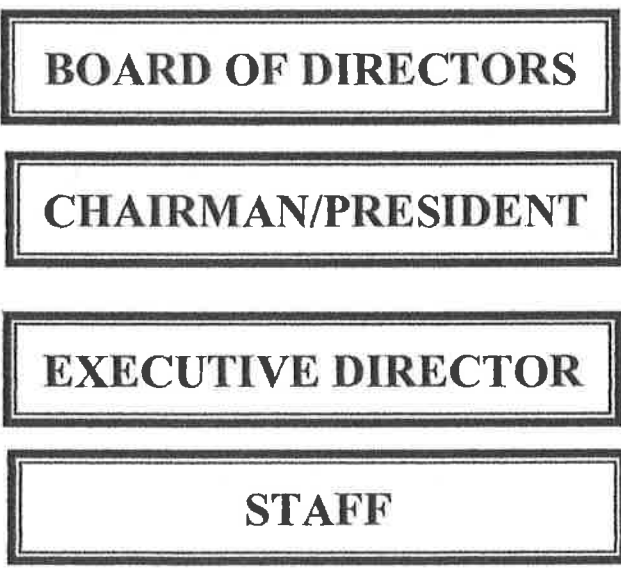
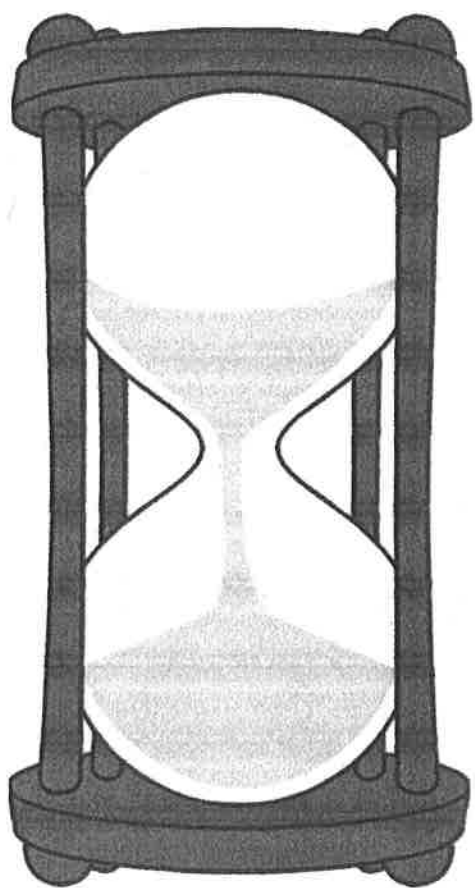
- Board Basics
  - Boards exist to represent the ownership of the organization. Identification of ownership is difficult
  - The board has authority to direct the organization only when acting as a group
    - No individual board member has any authority over the organization
    - To function effectively the board must speak as one voice
  - Board focus should be on values
    - Base the strategic plan on values
    - Develop policies based on values
    - Delegate to staff the responsibility to perform under these policies
  - Board oversees the Executive Director/CEO
    - Hires
    - Defines the duties
    - Evaluates performance
  - Board must follow rules set by government, ownership, and board
    - Federal Laws – Internal Revenue Code, etc.
    - State statutes – IL Open Meetings Act, IL Local Library Act, IL Public Library District Act, and IL Library Statutes and Administrative Rules
    - Articles of Incorporation
    - Bylaws
    - Standing Rules as well as Policies and Procedures
    - Parliamentary Authority
  - The role of the board
    - Governance
    - Support

○ Fiduciary Responsibilities

- Legal Duties
  - Duty of Loyalty
  - Duty of Care
  - Duty of Obedience
- Duty of Loyalty
  - Must Not Compete
  - Avoid Conflicts of Interests
  - May Not Usurp Corporation Opportunities
  - Duty Against Self-Dealing
- Duty of Care
  - Exercise independent judgment
  - Stay reasonably informed
  - Attend regular meetings
  - Participate in Decisions
  - MUST refrain from
    - ✓ Grossly negligent conduct
    - ✓ Reckless conduct
    - ✓ Intentional misconduct
    - ✓ Knowing violation of the law
- Duty of Obedience
  - Law compliance obligations:
    - ✓ Withholding tax requirements
    - ✓ Civil rights laws
    - ✓ State solicitation Laws
    - ✓ Equal rights laws

- Board/staff relationship

# BOARD — STAFF RELATIONSHIP





# 10 Things To Know About FOIA

Julie A. Tappendorf, Ancel Glink

1. **PRESUMPTION OF OPENNESS:** The presumption of FOIA is open records and transparency – remember the “spirit” of the law is to provide members of the public with access to inspect or copy records.
2. **APPLIES TO RECORDS:** Although it’s called Freedom of Information Act, it applies to public records, not information. So, you need not answer questions under FOIA, nor do you need to explain what public records mean. You also do not need to create a record to respond to FOIA. For example, in a recent case, a reporter asked for a timeline of each medical license complaint – court said that this was not required by FOIA, although records would still need to be released.
3. **FORMAT:** A record must be provided in the format requested if it exists in that format – for example, if you maintain a record in Excel format, and the requester asks for it in Excel format, it is not enough to provide a PDF version.
4. **REASONABLE SEARCH:** According to a Public Access Counselor opinion, a public body must conduct a search “of all records systems likely to contain responsive records” in response to a FOIA request. That meant that a public body has to demonstrate that it searched all of its recordkeeping systems to justify a denial.
5. **UNDULY BURDENSOME:** There is a case upholding a public body’s denial of records under the unduly burdensome exemption – it involved the Attorney General as the public body using that exemption (9,000 records). Whether a request is “unduly burdensome” will depend on the scope of the request and the nature of the public body (i.e., staffing).
6. **EXTENSIONS:** FOIA provides a 5 day “by-right” extension, but you can always agree to a longer extension period with the requester.
7. **EMAILS:** E-mails and text messages sent by members of a public body on their private devices might be releasable under FOIA if (1) sent to a majority of a public body; (2) forwarded to or from an official public body email account; or (3) sent or received during a public meeting.
8. **FEES:** You cannot charge a fee to make a copy for your internal file or to scan in and redact. You also cannot pass on third party costs (i.e., what your engineer or attorney charges you to search and provide records). However, there are special fee rules that apply to commercial and voluminous requests, and to recurrent requesters.
9. **PAC REVIEW:** In responding to a PAC request for review, be prompt, courteous, and helpful. Cite to applicable opinions and cases.
10. **FOIA POLICY:** Consider adopting a policy to help administer FOIA more easily – identify the FOIA officers who receive and respond to requests and adopt forms to make it easier to respond (denial, extension, request to narrow, notice to recurrent and voluminous requesters, etc.)

# 10 Things To Know About OMA

Julie A. Tappendorf, Ancel Glink

1. **PRESUMPTION OF OPENNESS:** The presumption of the OMA is that the business of public bodies must be conducted in a transparent manner at meetings that have been noticed to the public and that the public can attend.
2. **DEFINITION OF "MEETING" IS KEY:** The OMA defines a meeting as a *gathering of a majority of a quorum of a public body for the purpose of discussing public business*. Staff meetings, political rallies, and social events generally do not fall under the OMA.
3. **ELECTRONIC COMMUNICATIONS:** Emails, texts, and social media communications, if contemporaneous, can trigger a "meeting" requiring compliance with the OMA. Members of public body should not send or respond to emails that involve a majority of a quorum of the public body (ex: 3 members on a 7 member board) and should also avoid the use of "reply to all" whenever possible.
4. **ELECTRONIC PARTICIPATION:** Members of a public body can participate in a meeting electronically but only if the body has a policy authorizing electronic participation; the member is absent because of illness, business, or an emergency; a quorum is physically present at the meeting; and the body approves the member's electronic attendance.
5. **ANNUAL SCHEDULE OF MEETINGS:** Each public body must adopt an annual schedule of its regular meetings. This is usually done in December for the following year or in January. If a public body fails to adopt an annual schedule, its meetings will be considered special meetings and subject to additional notice obligations.
6. **CONTENT OF AGENDA:** Agenda items must be sufficiently descriptive to inform the public of the general subject matter of an item that is the subject of final action. If an item is not listed on the agenda, it can be discussed (at a regular meeting) but not voted on.
7. **ELECTED OFFICIAL EMAILS:** The OMA requires a public body to post on its website a hyperlinked single email address or individual email addresses of elected officials for members of the public to contact the officials by email.
8. **CLOSED SESSIONS:** The OMA authorizes (but does not require) closed meetings to discuss certain topics such as pending litigation, certain personnel matters, among others. The public body must cite to the applicable exception in the motion to go into closed session, and that motion must be approved by a roll call vote.
9. **RECORDINGS:** Closed sessions must be recorded, and those recordings must be kept for at least 18 months. Open meetings do not have to be recorded. Before a public body can destroy a closed session recording, it must approve minutes for that closed session (but the minutes do not have to be released to the public).
10. **PUBLIC COMMENT:** A public comment period must be provided at every meeting of a public body, including subsidiary bodies. The PAC has interpreted the public comment statute to require public bodies to adopt a written public comment policy. It is important that a written policy be in place if the public body places any limitations on public body, such as time limits for public comment or a designation of the public comment period.

# 10 Things to Know about Public Comment at Meetings

Julie A. Tappendorf, Ancel Glink

1. **REQUIRED AT ALL MEETINGS:** A public comment period must be provided at every meeting of a public body. Alternative forums such as "Coffee with the Mayor," or "Town Halls" do not excuse a public body's duty to provide an opportunity for public comment at all meetings that are subject to the OMA.
2. **APPLIES TO SUBSIDIARY BODIES:** The requirement to provide public comment at every meeting applies to subsidiary bodies, including commissions, boards, and committees.
3. **WRITTEN RULES ARE REQUIRED:** The Attorney General has interpreted the public comment statute to require public bodies to adopt a written public comment policy. It is important that a written policy be in place if the public body places any limitations on public body, such as time limits for public comment or a designation of the public comment period.
4. **CONTENT:** A public body cannot restrict the subject matter or content of a speaker's public comments. That means a public body cannot limit comments to agenda topics.
5. **COMMENT, NOT DEBATE:** A public body need not respond to comments or answer questions during public comment.
6. **TIME LIMITS:** A public body can limit the time for public comment on a per speaker basis, as well as restricting the total time allowed for a public comment period. Rules restricting public comment to 3 minutes per speaker and 30 minutes overall have been upheld by the Attorney General.
7. **SPEAKER QUALIFICATIONS:** A public body cannot require a speaker to disclose his or her address as a condition to speaking. A public body also cannot restrict public comment to residents only or adopt rules that prefer residents.
8. **AGENDA:** Public comment does not have to be listed on the agenda. Nevertheless, it is a good practice to list public comment on every agenda and to adopt a rule designated a particular time period at a meeting where public comment will be allowed. The decision of when to allow public comment (beginning of meeting, end of meeting, or any time in between) is up to the public body.
9. **ADVANCE REGISTRATION:** A public body should not establish pre-registration rules that are unreasonable such as requiring registration 5 days in advance of a meeting.
10. **RULES ON DECORUM:** A public body can establish and enforce rules on decorum so long as those rules are written and adopted by the public body. That means that a public body can remove a member of the public for repeated violations of these rules of decorum.

# 10 Things To Know About Ethics

Julie A. Tappendorf, Ancel Glink

- 1. BAN ON GIFTS:** The Illinois Gift Ban Act prohibits both the giving and receiving of a “gift” from a “prohibited source” and a government official or employee. There are numerous exceptions, but as a general rule, government officials and employees should not accept items of value from people or companies that do business with the government. An official or employee can also donate, return, or pay for the prohibited gift.
- 2. CONTRACTS:** Various Illinois laws prohibit government officials from entering into contracts with their government, and from purchasing government property. There are exceptions for certain “minor” contracts, but these exceptions are limited.
- 3. CONFLICTS OF INTEREST:** Similarly, Illinois law prohibits a government official from having a conflict of interest that would result in their having a financial interest in any action that would come before the board on which the official sits and would be called to act or vote. In some cases, a particular conflict could disqualify the official from continuing to serve in office, and recusal may not be legally sufficient to resolve a conflict.
- 4. APPEARANCE OF IMPROPRIETY.** Even where there is not a statutory conflict of interest in a particular action before the board, there may be a situation where action by an official could raise an “appearance of impropriety”. In these cases, an official might recuse him or herself from the action.
- 5. BRIBES:** A government official cannot take a bribe to influence his or her vote.
- 6. CAMPAIGNING:** Illinois law prohibits government officials from campaigning for any candidate or referendum question on “compensation time.”
- 7. USE OF GOVERNMENT RESOURCES:** The law also prohibits government officials from using government resources (money, property, or staff) to campaign, solicit votes or donations, or any other political activities.
- 8. DISCLOSURE OF ECONOMIC INTERESTS:** Most government officials and some employees must file annual disclosures of their economic interests.
- 9. OFFICIAL MISCONDUCT:** Government officials may be guilty of official misconduct if they: (a) intentionally fail to perform a mandatory duty; (b) knowingly perform an act that is against the law; (c) perform an act outside their authority with the intent to profit; or (d) solicit a bribe.
- 10. FIDUCIARY DUTY.** Every government official has a “fiduciary” duty to the government meaning that they have an obligation to conduct themselves in the best interests of the government and not in their own personal, financial interests.

## Julie A. Tappendorf

Equity Partner



Julie Tappendorf is an equity partner with Ancel Glink in Chicago. For over 20 years, she has focused her practice on representing and advising local governments on general government, litigation, and land use issues.

Julie has published books on government use of social media, land use, and other topics. She has also published articles and conducts trainings on compliance with the Freedom of Information Act and Open Meetings Act. She is a frequent speaker at local and national conferences on FOIA, OMA, ethics, social media, and other local government topics.

Julie currently serves as City Attorney for Park Ridge and Village Attorney for Gilberts, Lindenhurst, Campton Hills, and Wadsworth. She also represents a number of libraries and library districts as their library attorney, and serves as special counsel to a number of other libraries and library districts, as well as other government bodies, in a variety of matters, including FOIA and social media.

Prior to her law career, she served in the U.S. Army, Military Intelligence Branch, as a Korean cryptologic-linguist.

Julie is the author and moderator of the popular local government blog [Municipal Minute](#), where she writes about local government issues.

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**Erin M. Pell**  
**Associate**



Erin Pell is an associate attorney at Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. Erin focuses her practice in local government law, including representation of municipalities, libraries, and park districts. Erin advises clients on a wide variety of government issues, including compliance with FOIA and the Open Meetings Act. Erin frequently speaks and writes about FOIA.

Erin is a graduate of DePaul University College of Law, where she participated in Phi Alpha Delta and the DePaul University Mentor program. While at DePaul College of Law, Erin gained litigation experience as a clinical student for the Center for Justice in capital cases, and worked in municipal law. She also studied comparative labor and employment law at the University of New York in Prague.

Prior to her legal career, Erin interned at the European Union, where she served on the staff of an Irish member of the European Parliament. During her internship, Erin also studied European Union law and economics at the Leuven Institute for Ireland in Europe.

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**ILLINOIS LIBRARY ASSOCIATION**

**TOP TEN BUDGET DISASTERS FACING YOUR  
LIBRARY**

**Annual Conference 2018**

**Adam B. Simon  
W. Britt Isaly**



**Ancel  
Glink**

DIAMOND BUSH  
DICIANNE -  
& KRAFTHEER

# 1. Not Understanding Truth-In-Taxation Act



- E.A.V. determination
- Library Tax Rates
- New Growth
- Black Box Politics
- Hearing
- Business Decision

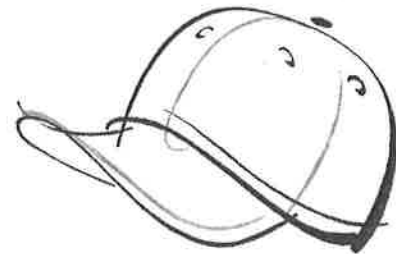




## 2. Not Understanding Property Tax Extension Limitation Law

---

1. ALSO KNOWN AS THE "TAX CAP"
2. LIMITS AMOUNT OF CURRENT LEVY BASED ON LAST YEAR'S EXTENSION and CHANGE IN CONSUMER PRICE INDEX
3. LIMITS GROWTH OF LEVY AS APPLIED TO EXISTING PROPERTY WITHIN DISTRICT
4. ADMINISTERED BY COUNTY CLERKS



### 3. Not controlling Cash

1. Where there is cash there are ten fingers on each person near it
2. Written and followed procedures on dealing with cash
3. Checks & Balances
4. "She has been here forever, there would never be a problem"



## 4. Not Timely Filing Ordinances & Reports

---

1. What are the filing dates
2. Who does the filing
3. Filing of the document
4. Filing Receipts



## 5. Not having an Alternative Revenue Plan

---

1. Loss of extra revenue
2. Gift Idea Booklet
3. Advertising
4. Rentals
5. Communication/Electronic Utilities
6. Foundation
7. Internet Use
8. Sky is the limit



## 6. Not having Cash Reserve & Investment Policies

---

1. Having cash on hand to meet needs
2. Having all cash assets invested
3. Having all investments protected & insured or collateralized
4. Not having or updating investment policy
5. Having a skilled investment manager



## 7. Capital Projects

---

1. Defaulting on a Bond
2. Not obtaining a payment/ performance bond on capital projects
3. Investing the Bond Proceeds (arbitrage)
4. Filing special reports on major bond issues
5. Using the bond funds correctly



## 8. Not Understanding TIFs

1. Getting educated on them
2. Knowing & monitoring them
3. Levy adjustment on the retired increment
4. Getting return from the TIF
5. Per capita payments



## 9. Purchasing & Procurement Problems

1. Compliance with Purchasing Laws
2. Adopting and Implementing Consistent Procurement Practices
3. Separation of Duties to Avoid Fraud
4. Payment & Performance Bonds
5. Certified Payrolls





## 10. Not Recognizing Distinction Between the Budget & Appropriations

1. Financial Document
2. Legal Document
3. Procedural and Substantive Conditions



# Library Budget Disasters



**Thank You!**

**Adam B. Simon**

**W. Britt Isaly**

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## **EFFECTIVE PARLIAMENTARY PROCEDURE FOR DYNAMIC LIBRARY BOARD MEMBERS ILLINOIS LIBRARY ASSOCIATION 2018 ANNUAL CONFERENCE**

- Quorum
- Agenda
- Processing a Motion
- Precedence of Motions
- Meaning of Votes
- Script of a Motion
- Rules for a Small Committee/Board
- Basic Characteristics of a Motion

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## QUORUM

The number of voting members who must be present for business to be transacted legally.

## AGENDA

The following is the agenda for organizations that are governed by *Robert's Rules of Order Newly Revised*:

- I. Approval of minutes
- II. Reports of:
  - A. Officers
  - B. Boards
  - C. Standing Committees
  - D. Special Committees (select, ad hoc, task force, etc.)
- III. Special Orders (orders from the governing documents)
- IV. Unfinished Business (*not* old business)
- V. New Business

## CONSENT AGENDA

- **Purpose**
  - An agenda category that includes a list of routine, uncontroversial items that can be approved with a single motion, no discussion, and one vote.
  - Most frequently used by governmental bodies that have routine business that must be approved. If use consent agenda, may want rules on it.
- **How to handle**
  - Number each item on the consent agenda
  - Presiding officer first asks if any member wants to remove any item from the consent agenda.
  - The member simply states which number he or she would like removed. No explanation is necessary. A member would ask to remove an item if that member wanted to discuss it, ask questions regarding it, or have a separate vote on it.
  - A member moves, or the chair assumes the motion, to approve all of the remaining items on the consent agenda.
  - There can be no discussion or amendment of this motion.
  - The vote is taken and all items that remain on the consent agenda are approved by one vote

## **PROCESSING A MOTION**

1. ***A Member Makes a Motion***
  - a. The member words the motion properly: I move that (followed by specific statement of proposed action)
  - b. The member who made the motion has the first right to speak on the motion
  - c. The member who made the motion can not speak against the motion, but may vote against it
  - d. The presiding officer has the right to request that the motion be in writing, unless the rules indicate otherwise. NCR paper on hand at each meeting will aid in this process
2. ***Another Member Seconds the Motion***
  - a. Motion that comes from a committee does not need a second
  - b. In seconding a motion, a person may only be agreeing that the issue should be discussed and decided upon
  - c. If there is no second, the presiding officer tells the assembly that the motion dies for lack of a second
3. ***The Chair States the Motion, Therefore Formally Placing It Before the Assembly***
  - a. Do not overlook this step. It is crucial because:
    - i. At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present
    - ii. After this step, the motion belongs to the body, not an individual
  - b. Proper restatement of the motion by the presiding officer:
    - i. Helps make sure everyone has heard the motion, exactly as it was proposed, and
    - ii. Helps keep everyone on target as to the exact wording of the motion to be debated
  - c. If the presiding officer is unclear about the exact wording, there are two places the presiding officer can go to for assistance:
    - i. Use the NCR copy of the motion paper provided by the maker of the motion
    - ii. Ask the secretary to read the motion
4. ***The Members Debate the Motion***
  - a. During this time the motion is
    - i. considered pending and
    - ii. can have secondary motions applied to it
  - b. Assignment of the floor: While a motion is open to debate, the first person to rise and address the chair shall be assigned the floor by the chair. Cases where the floor should be assigned to a person who may not have been the first to rise and address the chair are:
    - i. If the member who made the motion has not yet spoken on the question,
    - ii. When the person seeking the floor has not already spoken on the same motion on the same day; and
    - iii. In cases where the chair knows the opinions of the persons seeking the floor, then the assignment should alternate between those favoring and those opposing the question

- c. During debate, there are some motions that are improperly used. If that occurs, assist the maker of the motion to help make it a proper motion.
  - i. "I move to table this motion until . . ."
    - (1) Can not table until a specific time. The intent is probably the motion to Postpone Definitely.
    - (2) Differences between Postpone Definitely and Table:
      - (a) Table is not debatable, Postpone Definitely is debatable.
      - (b) Table must be brought back by a motion to Take from the Table. Postpone Definitely **automatically** comes up when the time of postponement arrives.
    - (3) If the member uses this terminology, simply treat the motion as a motion to Postpone Definitely.
      - (a) Member: "I move to table this motion until next weeks meeting"
      - (b) Another Member: "Second"
      - (c) Presiding Officer: "It has been moved and seconded that we postpone this motion until next weeks meeting. Is there any discussion.
  - ii. "I move to table this motion so that we can kill this issue."
    - (1) Presiding Officer should rule this motion out of order and then suggest that the proper motion is to Postpone Indefinitely.
    - (2) Differences between Table and Postpone Indefinitely:
      - (a) Table is not debatable. Postpone Indefinitely is debatable.
      - (b) The motion to Postpone Indefinitely prevents the issue from coming up again at this meeting. The motion to Table does not.
  - iii. "I call the question" or "Question"
    - (1) These are two versions of the same motion. The intent of this motion is to close debate on this motion and move immediately to the vote.
    - (2) If the motion is to "Call the Question on this and all pending questions" then the effect is to close debate and require movement to the vote on the pending motion and all other pending motions. (E.g. On the amendment and on the main motion.)
    - (3) The member may not simply yell out this motion. Like all other motions, the maker must wait to be recognized.
    - (4) This motion must go through all of the steps of a motion with the following uniqueness:
      - (a) It is not debatable
      - (b) Because it takes rights away from the members, it requires a two-thirds vote.
- d. Debate must be limited to the specific motion that is pending.
  - i. The specific aspects covered in the motion are open to debate, not the whole subject area.
  - ii. If the members begin wondering away from the subject area, a nice way to bring them back on task is: "Is there any further discussion on [specifically state the subject]?"

5. ***The Chair Puts the Question to a Vote***

- a. This should include restatement of the motion to be voted on. This restatement serves as a reminder of what the membership is voting on
- b. Even in obvious votes, the presiding officer should call for votes for and votes against the motion. The only exception here is with courtesy resolutions (e.g. the resolutions at the end of the convention that thank everyone who worked on the convention.)
- c. If the presiding officer requests that those voting in favor of the motion indicate with an affirmative response, the presiding officer should not call for negative votes with a call for "same sign." E.g. "All those in favor say 'aye', those opposed, same sign."
- f. The presiding officer should be very comfortable with being able to determine the results of the vote. If in doubt, it is the duty of the chair to verify the vote beyond reasonable doubt, and to the satisfaction of the members

6. ***The Chair Announces the Results of the Vote***

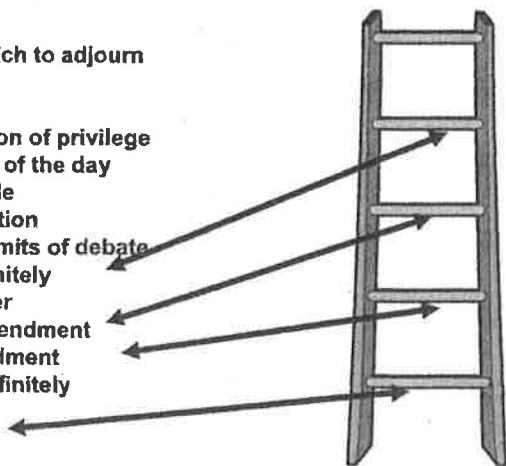
The content of a complete announcement of the results of the vote includes:

- a. Announcement of which side has the necessary votes, and is thus the prevailing side. In a counted vote, the presiding officer should first give the count before announcing the prevailing side
- b. Declaration as to whether the motion is adopted or lost
- c. A statement indicating the effect of the vote
- d. Where applicable, announcement of the next item of business

**PRECEDENCE OF MOTIONS**

**PRECEDENCE OF MOTION**

- 1. Fix time to which to adjourn
- 2. Adjourn
- 3. Recess
- 4. Raise a question of privilege
- 5. Call for orders of the day
- 6. Lay on the table
- 7. Previous question
- 8. Limit/extend limits of debate
- 9. Postpone definitely
- 10. Commit or refer
- 11. Secondary amendment
- 12. Primary amendment
- 13. Postpone indefinitely
- 14. Main motion



**MEANING OF VOTES**

**Majority** – More than half of the votes cast

**Two Thirds** – Two times the number of yes votes as no votes

**Plurality** – A method of voting in which the candidate or proposition receiving the largest number of votes is elected or selected.

**Abstain** – To refrain from voting

<b>VOTING EXAMPLE</b>		
1,000 members in the organization		
100 members present		
90 members vote		
<b>Vote</b>	<b>Majority</b>	<b>Two Thirds</b>
Of the members present	51	67
Of the entire membership	501	667
Of the members present and voting	46	60

**Presiding officer votes:** In all other methods of voting other than a ballot vote, the chair only votes when his or her vote affects the results. Numerical examples would help here.

<b>VOTE REQUIRED</b>	<b>YES VOTES</b>	<b>NO VOTES</b>	<b>PRESIDING OFFICER VOTE</b>	
			<b>YES</b>	<b>NO</b>
Majority	13	13	Yes – affects results	No - fail without vote
Majority	14	13	No – pass without vote	Yes – affects results
Two Thirds	9	5	Yes – affects results	No - fail without vote
Two Thirds	10	5	No - pass without vote	Yes – affects results



**SCRIPT OF A MOTION**

**MEMBER:** I move that . . .

**CHAIR:** Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

**MEMBER:** I second the motion

**CHAIR:** It is moved and seconded that... Is there any discussion? [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

**MEMBERS:** Discussion occurs [It is during this time that a motion is considered pending and secondary motions may be applied to it.]

**CHAIR:** Is there any further discussion? Are you ready for the question? [Pause]  
The question is on the adoption of the motion to [clearly restate the motion]

**VOICE VOTE:**

All those in favor, say aye. [Pause for response]

All those opposed, say no. [If the chair is in doubt of the results of a voice vote, then the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a counted vote.]

**RISING VOTE:**

Those in favor of the motion, please stand. [Pause] Please be seated. Those opposed to the motion, please stand. [Pause] Please be seated

**SHOW OF HANDS VOTE:**

All those in favor of the motion, please raise your right hand. [Pause] Please lower your hand. Thank you. Those opposed to the motion, please raise your right hand. [Pause] Please lower your hand. Thank you

**BALLOT VOTE:**

Please mark your ballots clearly, fold them one time, and hand them directly to a teller

**ROLL CALL VOTE:**

The clerk will now call the roll

**CHAIR: ANNOUNCEMENT OF VOTING RESULTS:**

**UNCOUNTED VOICE, RISING OR SHOW OF HANDS VOTE:** The affirmative has it, the motion is adopted, we will [state the effect of the vote] and the next business in order is . . .

**OR**

The negative has it, the motion is defeated and [state the effect of the motion]

**COUNTED MAJORITY VOTE:**

There are \_\_\_\_\_ votes in the affirmative and \_\_\_\_\_ votes in the negative. There is a majority in the affirmative and the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

**OR**

There are \_\_\_\_\_ votes in the affirmative and \_\_\_\_\_ votes in the negative. There is less than a majority in the affirmative and the motion is defeated [state the effect of the vote] and the next business in order is . . .

**COUNTED TWO-THIRDS VOTE:**

There are \_\_\_\_\_ votes in the affirmative and \_\_\_\_\_ votes in the negative. There is a two-thirds vote in the affirmative and the motion is adopted. We will (Give the effect of the vote) and the next business in order is . . .

**OR**

There are \_\_\_\_\_ votes in the affirmative and \_\_\_\_\_ votes in the negative. There is less than a two-thirds vote in the affirmative and the motion is defeated (state the effect of the vote]

**CHAIR:** The next business in order is . . .

**RULES FOR A SMALL BOARD/COMMITTEE** – no more than 12 members present

- It's not necessary to rise in order to make a motion or when seeking recognition by the chair, raising the hand is adequate
- There is no limit on the number of times a person may speak
- The presiding officer does not have to leave the chair when making a motion or when participating in debate
- Motions to close or limit debate are in order in a board meeting, but not in order in a meeting of a committee
- Motions do not need to be seconded
- Rules that apply only to committees, of any size, except executive committee which follows the rules of a board:
  - A motion can be reconsidered, regardless of when the motion was made
  - A motion can be reconsidered by anyone who did not vote on the losing side (so a member who was not present can move to reconsider, as can a member who abstained)
  - If the motion to reconsider is made at a later meeting, it requires a two-thirds vote without notice, or a majority vote if all committee members who voted with the prevailing side are present or have been notified”

# BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*

*The Guerrilla's Guide to Robert's Rules*

Nancy Sylvester, MA, PRP, CPP-T      www.nancysylvester.com

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. <i>Fix the Time to Which to Adjourn</i>	Sets the time for a continued meeting	No	Yes	No <sup>1</sup>	Yes	Majority
2. <i>Adjourn</i>	Closes the meeting	No	Yes	No	No	Majority
3. <i>Recess</i>	Establishes a brief break	No	Yes	No <sup>2</sup>	Yes	Majority
4. <i>Raise a Question of Privilege</i>	Asks an urgent question regarding rights	Yes	No	No	No	Ruled by chair
5. <i>Call for Orders of the Day</i>	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. <i>Lay on the Table</i>	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. <i>Previous Question</i>	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. <i>Limit or Extend Limits of Debate</i>	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. <i>Postpone to a Certain Time</i>	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority <sup>3</sup>
10. <i>Commit or Refer</i>	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. <i>Amend an amendment (Secondary Amendment)</i>	Proposes a change to an amendment	No	Yes	Yes <sup>4</sup>	No	Majority
12. <i>Amend a motion or resolution (Primary Amendment)</i>	Proposes a change to a main motion	No	Yes	Yes <sup>4</sup>	Yes	Majority
13. <i>Postpone Indefinitely</i>	Kills the motion	No	Yes	Yes	No	Majority
14. <b>MAIN MOTION</b>	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes the question a special order

4 If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition

Chamber Report  
November 2018

The chamber administrators at both Darien and WBBR will promote our programs in their newsletters.

Darien:

One addition to last month's report: I participated in the Women in Business group's Paint the Town Pink ribbon lighting for cancer awareness, rescheduled from October. We hope we can get increased attendance in the future. It is a nice event spotlighting a cancer survivor in the chamber. Mayor Weaver made an appearance.

The month started with a short regular board meeting and then a member appreciation event at Fred Astaire Studio in Burr Ridge. I made the rounds of the booths and chatted with attendees, including a couple of new people and some for whom we are customers too. The Darien Women in Business group did not meet this month.

Willowbrook/Burr Ridge:

I am honored and thrilled that the board selected me as the WBBR Chamber Member of the Year. They presented the award at the Women in Business holiday party on Dec. 11.

The Women in Business Focus Group met at the chamber office on 11/13. We discussed a holiday charitable gift collection at chamber businesses, and some other plans. Denise rescheduled a chamber member's talk on the effect of new tax laws, cancelled from last month; and it took place here late in the month.

Shirley Pride Jensen  
Asst. Head of Adult Services and Business Liaison

**In this Issue:**

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[E-Resources](#) | [Deals, Discounts, Grants](#) | [Illinois State Library News](#) | [Other Library-](#)

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## Current RAILS News

**Holiday Closings**

RAILS will be closed on the following days for the Christmas and New Year holidays. Delivery services will not be provided.

- Christmas Eve - Monday, December 24, 2018
- Christmas Day - Tuesday, December 25, 2018
- New Year's Eve - Monday, December 31, 2018
- New Year's Day - Tuesday, January 1, 2019

A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

**New Sparks Podcast**

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Justin Williams, Adult Services Librarian at Westmont Public Library, about the library's Makery (Library of Things) and how other libraries can start a similar collection. To learn more about Westmont's Makery, visit their [Makery webpage](#) or contact [Justin Williams](#).

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

**All RAILS Libraries Required to Complete Membership Standards Data Collection Form**

From December 2014 through November 2017, RAILS worked with a [committee of 43 members](#) from all types and sizes of libraries to examine [current system membership requirements](#) and make recommendations for changing/strengthening them. Our goal is to help libraries provide the best possible service to their community of users. Based on this work, the RAILS Board approved [new proposed requirements](#) in April 2018 for data collection purposes only.

complete a form [on our website](#) to help determine where our members currently are in meeting the proposed core standards and what assistance RAILS might provide. **Please complete this form by March 31, 2019. Your responses will not affect your library's membership in RAILS or your eligibility for state grants. We are only collecting data at this time.**

The library director will likely be the person best able to complete the form. Near the bottom of the [page](#) you will see a link to log into our website with the email address and password used for L2, followed by a link to the form. You will also find a list of information needed to complete the form and a PDF document listing the questions on the form should you wish to consult with others on your staff. If you're not able to enter all your library's information in one sitting, you can save the form at various points and return to it later.

Thank you in advance for helping RAILS ensure that all of our libraries are providing the best service possible. If you have any questions at any time, please email [standards@railslibraries.info](mailto:standards@railslibraries.info).

### **Hear Latest RAILS and Member News at January 17 Member Update**

The next RAILS Member Update is Thursday, January 17, 10 a.m.-noon. All staff from all types of RAILS libraries (academic, public, school, and special) are invited to attend at one of many RAILS videoconference locations throughout our area or via one-way live streaming (RAILS Live). See [more information/register](#).

You'll hear the latest RAILS news about:

- Revised system membership standards and the [data collection form](#) all RAILS libraries must complete
- RAILS staffing
- Plans to help all types of libraries articulate their value and tell their stories more effectively
- [Find More Illinois](#) and how your library can benefit
- RAILS e-resources (including [eRead Illinois](#) and [BiblioBoard](#) news)
- Preparing for the 2020 Census and maximizing participation in Illinois
- [Explore More Illinois](#), which will provide free/discounted admission to cultural attractions

You'll also hear the latest news from RAILS members, including information about:

- Highland Middle School's award-winning "Highland Reads" program
- Evanston Public Library's Pop-up Library project

Attendees will also be invited to share their plans for the new year and what they are looking forward to in 2019. Hope to see you on January 17!

### **Share Information about Your Library Projects at January 17 RAILS Member Update**

Is your library involved in a special project or are you offering a unique

users? We are looking for members from libraries of all types and sizes to briefly share their information at our January 17 RAILS Member Update (see previous article). You do not need to make a formal presentation or use any sort of visuals (PowerPoint, etc.). Just talk about your project/event for about five minutes, including how it worked for you and how others might be able to use your idea.

You will need to attend at a RAILS videoconference location. (See [list of available locations](#).) If you are interested in sharing your story, please [contact Mary Witt](#) so we can add you to the member update agenda. In addition to these special presentations, we will also have the usual member update go-around for attendees to share their library news and/or their plans for 2019.

## Continuing Education (CE)

### RAILS Continuing Education

#### Building Online Learning Environments Webinar – January 10

Join Brian Pichman from the Evolve Project as he discusses tips and tricks to build an effective online learning environment for your staff members or community of users. This webinar will explore how to create and build course content using an effective delivery method to help users better retain information. See L2 for [more information/registration](#).

#### Marketing for Librarians – Online Course begins January 14

Are you looking to up your library's marketing game? Is marketing in your job description as "other duties as assigned" and you don't know where to start? Barbara Alvarez will present a two-week online course January 14 through January 27 to help you develop a better strategy for marketing your library's programs and services. This mini-course will discuss managing social media accounts, creating press releases, starting an e-newsletter, and cross-promoting with the community. Course content is designed for marketing beginners. See L2 for [more information/registration](#).

### ADDITIONAL CE...

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

#### Online with the Cataloging Maintenance Center (CMC)

All RAILS members are invited to attend these chat sessions. Sessions will be held from 10–11 a.m. **Please note the dates have changed.**

- [December 20, 2018](#) – But Wait, There's More!: Added Titles
- [January 17, 2019](#) – The Fix Is In: MARC Fixed Fields
- [February 21, 2019](#) – Peering into a Cloudy Crystal Ball: The Future of Cataloging

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For more continuing education opportunities, check out the [Library Learning calendar](#) (L2) or visit the [Events page](#) on the RAILS website.

### AND MORE...

[Human Resources Training, Arlington Heights Memorial Library, December 14](#)

[Library Technology Conference 2019 Scholarships](#)

[2019 Money Smart Week® Kids Read Program Designed for Libraries](#)

[Free Online Professional Development in Digital Local History: Creating Local Linkages Begins February 4, 2019](#)

[Defeating the Bullies and Trolls in the Library, Friday, March 8, 2019](#)

[College of DuPage Library & Information Technology Program Registration: Spring 2019](#)

## Networking Opportunities

### Upcoming RAILS Networking/Member Meetups

Do you want to connect with other library professionals on issues related to the profession in a fun and informal setting? Register to join RAILS for networking and refreshments at one of several upcoming member meetups in your backyard:

- [Wednesday, January 16, 10:00-11:30 a.m., at Fondulac Public Library District](#)
- [Tuesday, February 12, 10:00-11:30 a.m., at the Hewes Library at Monmouth College](#)

RAILS Member Meetups are in-person, multitype library events for all levels of library staff. Want to host a meetup in the future? Please contact RAILS Member Engagement Manager, [Dan Bostrom](#), 630.734.5152.

## E-Resources

### Changes Are Coming to eRead Illinois!

To maximize the availability of popular materials in the Axis 360 collection, we are changing the length of time items can be checked out from 21 days to **14 days**. The hold pickup period will also change from 3 days to **2 days**. These changes will take effect January 2, 2019.

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- Enable your patrons to get their holds faster
- Allow you to provide more popular content to your patrons
- Maximize the use of eRead Illinois collection development funds

Patrons who have items checked out prior to the switch will still have those items for the remainder of the 21 day checkout period. Visit the [website for more information](#) about eRead Illinois. Contact the [eRead Illinois team](#) at if you have any questions.

## Deals, Discounts, Grants

### **Public Web Browser License Renewed for 2019**

Public Web Browser (PWB) allows you to lock down the web browser on computers and customize workstations for specific uses (for example, a dedicated catalog computer).

RAILS offers PWB to our libraries free of charge and has renewed the license through December 28, 2019. Any RAILS library (academic, public, school, or special) can use the license for in-library use only. The license does not cover use outside the library, such as classrooms.

For further information, including installation instructions and the 2019 registration key, log into the RAILS website and look under TeamSoftware Solutions on the [Deals and Discounts page](#). The new key can be used now; you don't need to wait until 2019.

Current PWB users: You must enter the new registration key before December 28, 2018. PWB version 3 was released on November 11, 2018, so you may also wish to update your software.

### **American Association of School Libraries (AASL) Innovative Reading Grant**

Applications are now being accepted for the [AASL Innovative Reading Grant](#) that supports the planning and implementation of a unique and innovative program for children which motivates and encourages reading, especially with struggling readers. All applications must be submitted online. The monetary amount awarded will be \$2,500 and the [application](#) deadline is February 1, 2019.

### **Inspire Collection Development Grant**

The American Association of School Libraries (AASL) is now accepting applications for the [Inspire Collection Development Grant](#), a grant for an existing public middle or high school to extend, update, and diversify the book, online, subscription and/or software collections in their library to realize sustainable improvement in student achievement at their school. [All](#)

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## Illinois State Library News

### **FY2019 Per Capita and Equalization Aid Grant Applications**

The FY2019 Public Library Per Capita and Equalization Aid Grant application and FY2017 Expenditure Report [forms are now available](#). The application and the FY2016 expenditure report(s) are due January 15, 2019, and must be sent at the same time!

The Illinois State Library has provided simple, basic instructions on [how to save a PDF grant form](#) to a computer WITHOUT opening the file in a web browser. Contact [Jeanne Urbanek](#), Library Development Group, Illinois State Library, with questions or concerns.

### **FY2019 Live & Learn Construction Grant Webinar Available**

A webinar for public libraries interested in applying for the FY2019 [Live & Learn Construction Grant](#) Program is now available on the [grant program's webpage](#). The webinar provides an overview of the program including eligibility requirements, grant categories, rules and regulations governing the program, application procedures, required supporting documentation, grant submission, and review procedures.

Applications for the program are now being accepted by the Illinois State Library and must be submitted on or before **January 11, 2019**. For more information or if you need assistance in the application process, please email [Mark Shaffer](#) or call 217.524.4901.

## Other Library News

### **Important News about the 2019 Consolidated Election Calendar**

The Illinois Library Association (ILA) has shared information regarding objections for candidate nomination papers, including papers from prospective library trustee candidates. Important dates and deadlines for December 2018 are included. Please [read the ILA article](#) for more information and what actions your library may need to take.

### **Advocate! Contact Your Legislator before December 14**

The Museum and Library Services Act of 2018 was approved by the full Senate on December 4 and will be voted on by the House on Friday, December 14. The White House's proposed budget for 2019 eliminates the Institute of Museum and Library Services, the only federal program that exclusively covers services and funding for libraries. [Contact your Representatives to urge them to support](#) continued library funding.

Registration is now open for the [Illinois Library Association \(ILA\)](#)'s [2019 Legislative Meetups](#). This year, ILA is expanding their regional advocacy efforts by offering eight opportunities to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

If you have questions regarding registration or if you're not sure which meetup covers your library and legislative district, contact the ILA office at 312.644.1896 or email [ILA](#).

### **DPLAfest 2019 Call for Proposals Now Open**

The Digital Public Library of America (DPLA) is [seeking proposals](#) for DPLAfest in Chicago, April 17-18. Proposals should showcase projects, ideas, and solutions designed to help the field meet the technological, social, and civic demands of the 21st century and that highlight the critical role of libraries—and the DPLA network—in shaping the future of access to digital knowledge. Deadline to submit a session proposal is Friday, January 11. [Learn more](#) about DPLAfest or [register to attend](#).

### **American Association of School Libraries (AASL) Frances Henne Award**

The [AASL Frances Henne Award](#) recognizes a school librarian with five years or less experience who demonstrates leadership qualities with learners, educators, and administrators. The award provides a stipend for the recipient's first-time attendance at an AASL National Conference or American Library Association (ALA) Annual Conference. The deadline is February 1, 2019. For additional information, visit the [AASL website](#).

## Member News

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

### **RAILS Library Director News**

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

Abigail Creitz is the new director of the National Association of REALTORS® Library.

Amy Crump is the new director of Bellwood Public Library.

Katelyn Salem is the new director of Crestwood Public Library District.  
Suzanne Bleskin is retiring.

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## Dental and Vision Benefits

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I'm requesting that the trustees consider paying 85% of the premiums for dental insurance and vision insurance for full-time staff. These plans come up for renewal March 1. The annual cost for each at the current premium is:

Dental cost for library 85% of premium = \$6,561.00

Vision cost for library 85% = \$808.00

If the trustees would like to consider 100% the cost would be:

Dental - \$7,718.00

Vision - \$1,181.00

I am requesting this as part of the effort to keep the library on par with benefits offered at other libraries to full-time staff. Currently the library pays 85% of the health insurance premium for employees and does not contribute to the premiums for dependents, dental insurance, or vision insurance. I've listed libraries of similar size as well as libraries in the area and what they provide in health, dental, and vision insurance benefits. Except for Lisle who doesn't pay anything towards vision and Hinsdale who doesn't pay anything towards vision and dental, each library pays a portion of the dental and vision insurance premium. In addition, each library, except Westmont, pays a portion of insurance coverage for dependents. We pay \$0 towards dependents coverage.

Given the size of the budget increase this year we have a surplus of over \$49,000.00. Thus this is an excellent time to consider this benefit as our budget can accommodate it this year and going forward.

I had reviewed this with the Finance Committee earlier this year. From the committee meeting minutes – "Bukovac also shared information relative to benefits. Bukovac polled six area libraries and all but one pay for a portion of the premium for dental insurance for their staff. All but two pay a portion of the premium for vision insurance for their staff. The committee is interested in discussing this further with the other board members. The dental and vision insurance enrollment is February so the board will discuss in the fall."

Comparisons of total salary and library contributions towards premiums for employee health, vision, dental, and life/AD&D for a librarian just starting in a position and a librarian at the midpoint of the salary range. (This does not include the dollars libraries pay toward dependent insurance premiums.):

Indian Prairie

Starting - \$51,016 current      \$51,356 with 85% of dental and vision premium paid by the library

Mid-point - \$62,131 current      \$62,471 with 85% of dental and vision premium paid by the library

Oak Lawn

Starting - \$60,881

Mid-point - \$72,186.00

Downers Grove

Starting - \$52,902

Mid-point - \$64,402

Tinley Park

Starting - \$56,241

Mid-point - \$68,408

Hinsdale

Starting - \$50,599

Mid-point - \$60,918

Westmont

Starting - \$51,528

Mid-point - \$61,962

Percentages paid by other libraries:

Lisle:

90% for individual health and dental

75% for dependent health and dental

doesn't pay for vision

Oak Lawn:

100% for individual health, dental and vision

75% for dependents

Woodridge:

80% for individual health, dental and vision

65% for dependents health, dental and vision

Downers Grove:

92.5% individual health

87.5% dependents health

100% individual dental

86.6% dependent dental

83% individual vision

81.5% dependent vision

Tinley Park:

80% for individual and dependent health, dental and vision

Hinsdale:

70- 88% individual health

56 – 79% dependent health

Does not pay for vision or dental

Westmont

100% individual health

100% dental

100% vision

Does not pay toward dependents

## LED Lighting Upgrades: Com Ed Program

By upgrading to LED bulbs, the library would be saving electricity, lowering our annual electric costs by \$4,000. In addition, LED bulbs have a much longer life (10-25 years), so converting to LED would mean the library would save annual costs to purchase bulbs and ballasts as well as a lot of staff time spent on ordering the materials and replacing burnt out bulbs and ballasts.

The maximum cost for each type of light is listed below. We will look for sales and other incentives to bring down the cost further. There are minimal labor costs as Joe, the Building Services Coordinator, can do the installations during his scheduled work time.

### Interior Lighting:

A: Ceiling florescent T8 Lighting (Instant Discount program - no grant application needed for incentive)

QTY: 451 lamps

Cost with Com Ed Instant Discount: \$10,373 (\$23 a bulb)

Cost without Com Ed Instant Discount: \$17,138 (\$38 a bulb)

No extra installation costs; Joe can do the work

Energy Savings 34,010kw/\$3,000 per year

B: hanging florescent T5 Lighting (Instant Discount program)

QTY: 56 lamps

Cost with Com Ed Instant Discount: \$2,800 (\$50 a bulb)

Cost without Com Ed Instant Discount: \$4,032 (\$72 per bulb)

No extra installation cost

Energy savings: 5,000kw/\$450 per year

C: "Can" lights throughout building (Instant Discount Program)

QTY: 40

Cost with Com Ed Instant Discount: \$1,000 (\$25 per bulb)

Cost without Com Ed Instant Discount: \$1,440 (\$36 per bulb)

No extra installation cost

Energy savings: 520kw/\$50 year



Exterior Lighting:

D: Replace outdoor sign bulbs with LED (Com Ed grant application needed)

QTY: 2 signs

Estimated cost \$1,400 (Labor \$450, Bulbs and Parts \$950)

Grant incentive: \$60

Energy savings: 2,000kw/\$200 per year

E: Floodlights (Com Ed Grant application)

QTY: 16

Estimated Cost: \$5,600

Com Ed Incentive: \$1,200

Energy Savings: 5,000kw/\$450 year

F: "Acorn" Lights (Com Ed Grant Application)

QTY: 6

Estimated Cost: \$1,545

Com Ed Incentive: \$340

No extra installation cost

Energy Savings: 1,200kw/\$110 year

G: Miscellaneous Wallpacks (Receiving Area, Staff Entrance, Book Drop) – (Come Ed Grant)

QTY: 3

Estimated Cost: \$1,000

Com Ed Incentive: \$150

No extra installation cost

Energy Savings: 250kw/\$50 year

**Total Maximum Cost of Project:           \$23,718**

Trustee 2016 Library Visits  
Observations/Impressions

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Downers Grove (Crystal)

- Felt a vision of tomorrow – modern, classy
- Museum-design feeling to the youth area – colorful, sized appropriately, open & spacious feeling
- Conference rooms all with windows
- Self-checkout throughout
- Check-out bags
- Fabulous lighting fixtures
- Returning materials: you can watch the entire process
- Con: lacked community – very quiet, everyone off in their own area
- Con: ugly building

Naperville South (Beena)

- Contemporary building – huge glass windows – open floor plan
- A lot of seating
- Variety of seating
- Charging station
- Station with stapler, paper cutter, shredder, hole-punch
- Idea Lab with scanner, printer, converter, Blu-ray burner
- Meeting rooms can be converted to big/small

Addison (Diane)

- Social worker on staff
- Onsite police officer
- Adding a teen specific room
- Installed soundproofing panels due to sound issues between 1<sup>st</sup> and 2<sup>nd</sup> floors
- OPEC machines on wall to save space
- Theme – dealing with space constraints
- Did not like that it wasn't clear where teen and kid sections began/ended

Arlington Heights (Diane)

- A lot of space – conference rooms A-N and board room
- Kids area is dated
- Teen area enclosed "The Hub" – contains popular items, modular furniture; paper on top that kids can write on; maker space; lounge area
- Liked that kids and teens are segregated
- Tech center has standard equipment
- Studio/Production rooms on wheels (funded by Friends) – traditional equipment, soundproofing room
- Separate, enclosed business center – business publications, CNBC playing
- Several self-checkout units
- Tech bar
- Volunteers answering questions near the door
- Librarians and volunteers at reference desk – volunteer's role is to start the process

**Quincy (Julia)**

- Inviting children's area
- A lot of meeting space
- Impressed by: Used Book Store run by volunteers; special sales throughout the year
- Impressed by: genealogy room

**Elmhurst (Julia)**

- Modern, spacious, huge glass windows
- Electronic book return
- Canvass bags to check-out and bring back
- Text the librarian while you're there
- Liked: enclosed space for younger kids "The Learning Garden" – contained the noise
- Liked: at the end of shelving units throughout the library a plate notes donations
- Liked: info. desk on 1<sup>st</sup> floor with a wall display featuring programs for the month with cards to take
- Liked: large-print signage used at top of shelving units to highlight a particular section of books (i.e. mystery) and books facing out on shelves

**Bolingbrook (Marian & Vicki)**

- A lot of open space – 3 floors
- Amazing café
- Large meeting rooms
- A lot of artwork, things hanging from ceiling
- Huge maker space
- Bookmobile
- Disappointed with kids area
- Con: no family space

**Oak Park (Marian & Vicki)**

- Grand, open entrance
- Very modern
- A lot of artwork
- Art gallery room
- Many meeting rooms
- Very unimpressed with teen area
- Con: a lot of empty space
- Con: not much continuity throughout building
- Con: very little signage or definition of areas
- Con: one service desk, oddly placed, serving an entire floor
- Con: huge space but not inviting

**Barrington (Marian & Vicki)**

- Beautiful building – makes a statement
- Interesting outdoor space features
- Meeting rooms with exterior windows all around the perimeter of the building
- Small conversation areas tucked around the building
- A lot of seating
- Very interactive children's area – chalkboard wall, Lego board on wall & table
- Media area / creative area
- Vending café
- Mobile tables with pop-up electrical in middle of table
- Unimpressed with adult area

# The Library of Things

## More than ever, libraries are offering nontraditional items for checkout

By Brian Mead and Terra Dankowski | June 1, 2017, *American Libraries*

Libraries loaning “stuff” isn’t a new concept. Framed paintings were available for checkout at the Newark (N.J.) Public Library back in 1904. “Libraries were sharing before sharing was cool,” says Miguel Figueroa, director of the American Library Association’s Center for the Future of Libraries . As the sharing economy continues to swell, nontraditional collections become more pervasive, community-specific, and imaginative. Here are some of our favorite unusual items circulating at libraries in North America.

- 1 American Girl dolls Port Townsend (Wash.) Public Library
- 2 Bubble machines Hillsboro (Oreg.) Public Library
- 3 Sewing machines Sacramento (Calif.) Public Library
- 4 Mounted animals Alaska Resources Library and Information Services, University of Alaska Anchorage
- 5 Floppy drives Montana State University Library in Bozeman
- 6 Dog activity kit Wilkinson Public Library in Telluride, Colorado
- 7 Croquet sets Mesa (Ariz.) Public Library
- 8 Video projector Denver Public Library
- 9 Science experiment kits Denton (Tex.) Public Library
- 10 Fishing equipment Grand Rapids (Minn.) Area Library
- 11 Bird-watching kits Shirley M. Wright Memorial Library in Trempealeau, Wisconsin
- 12 Santa suits Bolivar County (Miss.) Library System
- 13 Microscopes Ann Arbor (Mich.) District Library
- 14 Fondue set Temple Terrace (Fla.) Public Library
- 15 Snowshoes McArthur Public Library in Biddeford, Maine
- 16 Roomba vacuuming robot Reading (Mass.) Public Library
- 17 Apple picker Island Free Library in Block Island, Rhode Island
- 18 Canning equipment South Sioux City (Neb.)
- 19 Musical instruments Parkdale branch of the Toronto Public Library
- 20 Bicycles Stark County District Library in Canton, Ohio

They do their maker programming there

They use the whiteboard for announcements and updates. The sink isn't really being used.

Library Visits November 2018

Algonquin

They had a very large brick patio which inspired Jamie to think about expanding the brick garden

Donation bin for donated books right by the entrance (would save our staff time). It was noted by someone that the lobby is prime real estate. The signage was worn and peeling with a lot of "no's".

They had slatwall by the self-checks for take-aways, though they were displayed haphazardly. When slatwall is used we have to think about how the holders are laid out.

The suggestion box was bright and colorful. The signage at the Checkout Desk stated "information" which could be misleading, or not.

Think about face out display in the Book Nook

At the Adult Services Desk they had listed on the wall everything they do (almost everything) – it's like a commercial telling the patron what the staff at the desk do and don't do. However, is it too much on one sign? And we want people to feel comfortable approaching the desk. What if they have a question about something not listed at that desk? Signage is important real estate and don't want to clutter with too much signage. However it is a way to advertise services. Perhaps use a digital sign as a promotion tool at desks.

The library had photos of their trustees.

They had an in-the-library promotion of their newsletters as opposed to just promoting them on their website.

They had a charging station. Some libraries have ads on them. K&T checks out a lot of chargers. Could be good to offer both options depending on where someone is sitting

They had a very large Playaway section with a good sign. Perhaps offer devices for people to stream instead?

One idea – create special sections for all the media we offer across the two departments, all DVDs together, etc.

The Quiet Room has the magazines shelved there – that way the room is more than just a quiet space, this is typical in libraries. Bolingbrook used their local history room for studying.

They offered a handout listing new movies and handouts for curated movies

There was a wellness room in the young children's space

U of I has set up a sensory free room for people and the DuPage Children's Museum has one too (just too use for a short time to help alleviate anxiety, etc.)

They had three-shelves shelving on wheels for curated collections and displays which made them easy to move around and out of the way

Glen Ellyn

Purell stands around the building which made them more visible.

Triangle promotional signs on tables. They offer a Office Suite Boot Camp

They put a tablet on shelf ends to be a catalog.

K&T noted they get asked a lot if the library checks out baskets or bags.

A special room for middle-schoolers where they can hang out, play games, etc.

Natalie noted that she saw a bike repair stand outside of a brewery.

Des Plaines

The way finding aids were really good

11 x 17 poster signs with business cards to promote programs, all in lobby and each floor had its own locate by staircase and elevator

Quick picks has magazines, CDs, DVDs Purchase special issues of magazines in Hot Picks

A lot of donation bins – open bins clearly showing what is in there and not confusing

Large end cap signs in black and white

Tech to Go cases displayed like ours but there is a photo behind each case so you can what is there when the case is gone

They keep 1 year of magazines

Their seating is mostly 1 user or 2 users. Mini table next to lounge seating.

There are 4 floors and the layout of desks, seating and signage is consistent among the floors

The Forum – Flexible, movable furniture, laptop cart. People can use it when its not being used

They changed their business center to an investment room – TV, investment databases. Moved all the equipment in the business center to a general area

The 1<sup>st</sup> floor Info Desk is a triage point – versatile – place holds, register for programs, directional questions, and checkout assistance (it once served as the circulation desk)

Addison

Used lots of shelf talkers in creative ways. Dated them to keep them fresh

Used consistent display throughout the building, they are on wheels

Magazines grouped by subject with good signage (large call outs) indicating digital versions

They only keep 1 year

Small service desks

The Creative Studio is used for classes, the public can't use it by themselves. Includes a sound studio that is not sound proof but has acoustic panels.

The silent room is lounge seating and is smaller than their previous room

The multi-purpose room –after school it is used as quiet study or to hold programs.

No 4-person tables

Barrington

Technology/Business Center service desk

6 express stations, 3 with seats

1 or 2 people sized rooms, some had meeting technology, could share their laptop screens to screens on the wall, the screens were turned on and there were instructions on the screens as to how use them

There was also a space with booths and flat screen on the wall

They have a separate maker room – Carvey, laser cutter, 3D printer, display shelves; room next to it has a painted green wall which can be used as a maker room or a meeting room. Makebots sit out

All the media is together with short shelves for kids' stuff (LaGrange does their Hot Picks for all ages in one area)

Lighting is nice – artistic and non=glare

YS had a music room with a green screen – Studio Kids

Shelf heights tied to users

Created a large play area with rubber flooring



Shelf signage included the subject plus a picture/graphic

There's a craft area with a sliding door. The storytime room opens up to the craft room. Interesting potential for sensory spaces in storytime room

Signage uses the full width of the shelves. Colors represent different parts of the collection. Big and bold

Use the top shelving for face out and spine out

Used a color range and areas of the library blended well

Liked their digital displays highlighting new fiction, Overdrive, ILL and other services

Each service desk has a large digital display

Not many promotional posters

Displays of collection on wheels

New fiction and nonfiction mimics Anythink Library – rather than windowing whole shelf displays like hot picks

Magazines are displayed in acrylic boxes; large signs tell you that you can check out back issues

Some liked the curving shelving. The bottom shelf angled. Put angled shelf with pop of color among shelves to do face out displays

Interfiled new non-fiction with regular non-fiction. "new" label identifies it as such

Grab n' go magazines

2 person service desk at standing height with tv display to the side

All-purpose come in and play room open to the main area with different types of seating

Elmhurst

Like the wallpaper on the public computers

Good sign for printing

Good at laying out in each area how things work

Had headphones and wipes out for people to help themselves

In their computer lab they had promotional posters.

Had CD/DVD duplicator

Signs leading to "creative room" describe what you can do

Sign highlighting a computer to use for booking rooms

Likes signs on the outside of the study rooms

Lots of paper signs, not as many digital signs

Uses groupings of small tables for displays (nesting tables)

Curated bags of materials which are on a spinner with hooks

Launch pads for adults

A previous best seller display by the new books – referred to as "nearly new"

They put out the ARC's in teens "take a free book"

STREAM – bags of materials related to each letter

Their stacks are numbered and they have a wayfinding sign

In teens it is a mix of books and promotional posters

There is a "caregivers corner"

Signs are big and bold

They provide the entire list of what is available on a NOOK inside the promotional case

There is a display of mixed formats

Display of what book clubs have loved

Display on inclusive ideas which included sensory headphones

Share your favorite read on post-it notes

Did an elevator wrap to promote the Makery

In the Makery – button makers, large format printer, t-shirt press, 3D printer, embroidery machine (Northbrook lets you check out their button maker), good signage re what they offer and the costs

Two dedicated staff plus any staff who want to work it can do so

It's set up in a way for people to show their making project on social media

Patrons have to know how to make their own stuff but staff will assist

Distributed @ mtg.  
New Business (L2) Strategic  
PLANNING

# Societal Trends

# Trends

- ▶ 6 out of 10 people prefer online video platforms to live TV
- ▶ In 2015, 18-49 year-olds spent 4% less time watching TV while time on YouTube went up 74%
- ▶ In 2017, YouTube reported that people watched a billion hours on that service every day. On average, young Americans spend two hours a day watching video online.
- ▶ About 70 million Americans regularly listen to podcasts, according to Edison Media Research. People who listen weekly tend to spend five hours a week on them
- ▶ More than 800 million people use Instagram, for more than 30 minutes a day on average.
- ▶ Streaming music is taking over the recording industry

# People like expertise, curation and personalization

Forbes, May 30, 2018

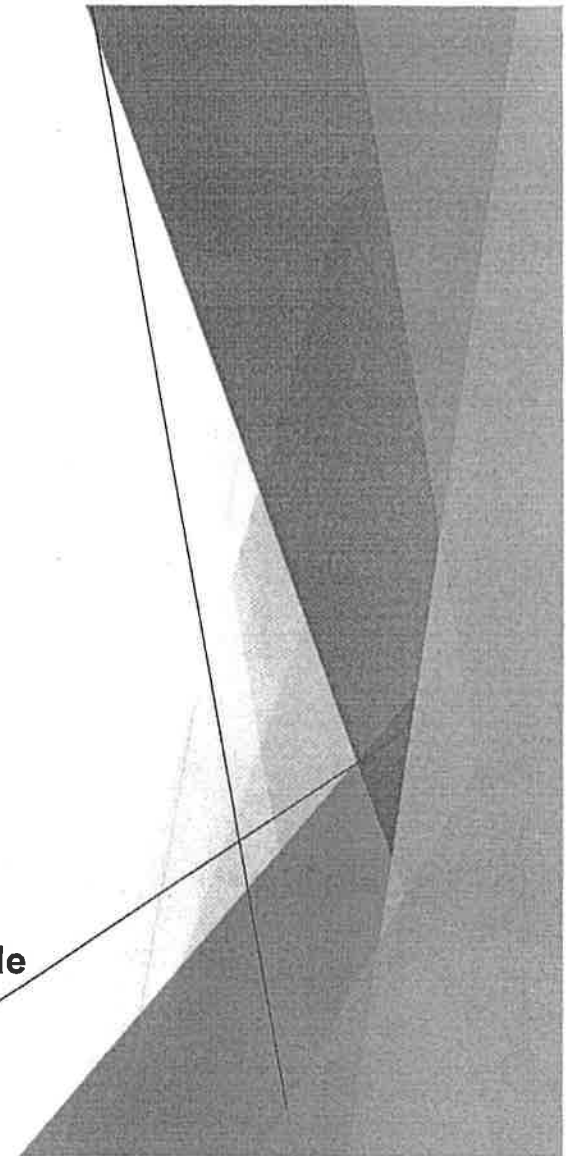
**The Subscription Box Industry Is Getting More Crowded Than Ever**

Tech Crunch April 2018

**Amazon launches Prime Book Box, a \$23 kids' book selection, in its first physical Prime book service**

Digiday May 22, 2018

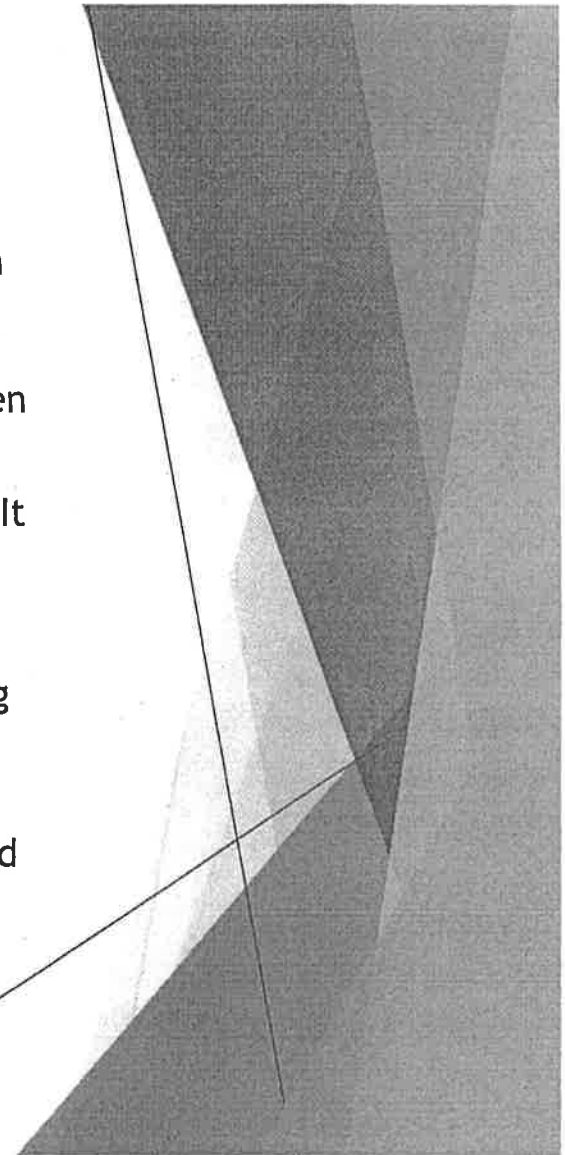
**Why the New York Times Likes Short-Run Newsletters “...they tap into a subject people are fervent about; they’re written by experts and give people something they can’t find elsewhere.”**



# How are people spending their time?

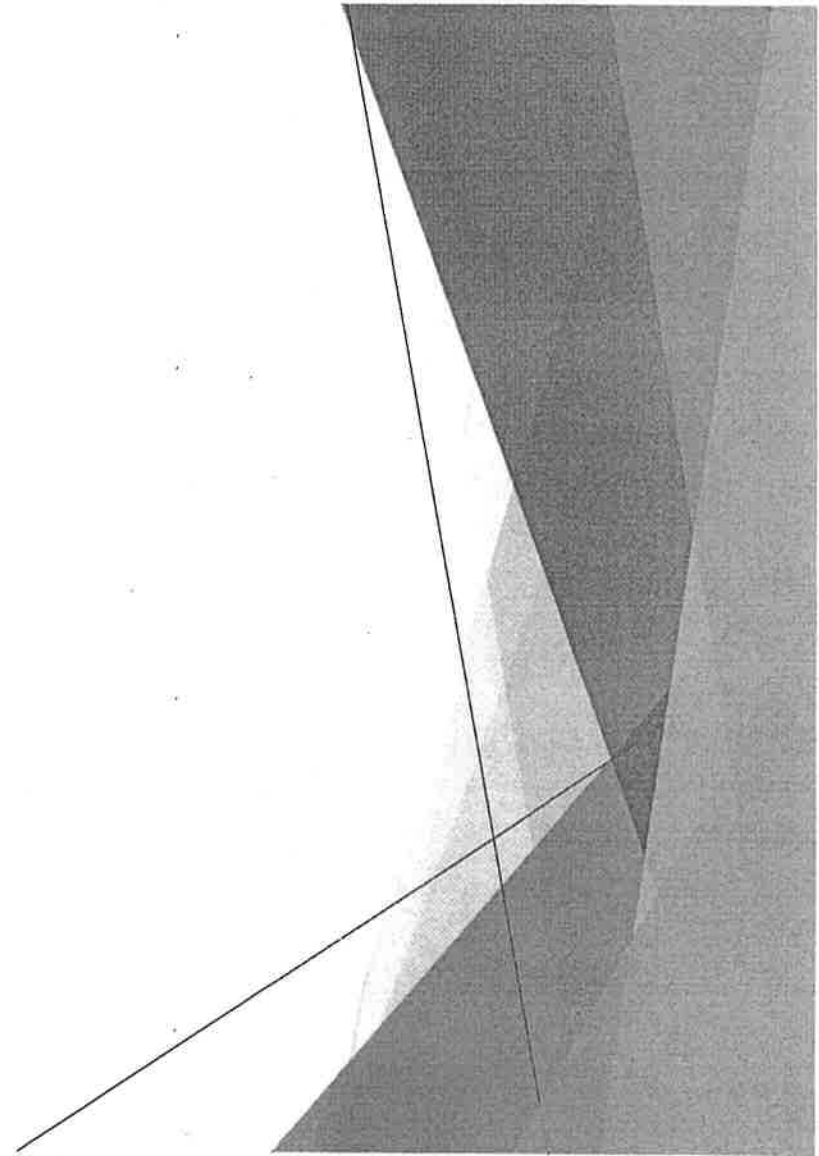
- ▶ Older generations are using more technology
- ▶ Millennials are liking the physical format
- ▶ “Girl Power” - girls seeking non-traditional skills/careers - The Hechinger Report, July 20, 2018, Girls-only trade classes are spreading – and upending stereotypes
- ▶ People are using virtual reality to create team experiences
- ▶ The popularity of board games is growing - more collaboration and less competition
- ▶ Fandoms on the rise - Wikipedia, “Fandom is a subculture composed of fans characterized by a feeling of empathy and camaraderie with others who share a common interest. Fans typically are interested in even minor details of the object(s) of their fandom and spend a significant portion of their time and energy involved with their interest, often as a part of a social network with particular practices.”
- ▶ 24/7 co-working spaces

- ▶ Shareable, June 15, 2016 - “The Library of Things movement is emerging in communities around the world. These spaces give people access to a huge spectrum of items, from board games, party supplies and tennis rackets to saws, kitchen appliances, turntables, clothing and tents, without the burden of ownership.”
- ▶ DIY continues to grow - CityLab, July 17, 2018 - Don’t Throw It Away—Take It to the Repair Café
- ▶ Companies sending 3D files so you can “print” your own appliance part
- ▶ Starbucks trying to change the idea that you have to buy something to hang out there
- ▶ Stores are spending billions on redesigns - Sneak Peek: Target’s Plans to Reimagine Stores “...doubling down on our stores to offer guests an elevated experience, and at the same time ensuring fast, easy pick up for online orders—giving guests every reason to keep coming to Target.”



# What's important?

- ▶ Curation
- ▶ Personalization
- ▶ Convenience, Easy, Flexible
- ▶ Expertise is important
- ▶ Surprise & Delight
- ▶ Lifelong learning continues
- ▶ People want to make connections
- ▶ The experience matters





Circulation

Patron used the self-check without any help and exclaimed "That thing is neat!"

A patron wanted to give positive feedback on the still playing DVD stand by the self-checkouts. He really liked the "classics" section about recently departed actors/authors. He wished we had a DVD section on staff recommendations which I told him we did, he was thrilled.

The "Winter" newsletter is just fantastic! Very colorful!

Patron returning items commented that she wished she would receive an overdue notice before an item is already 7 days overdue.

DGS patron complimented our library especially the magazine section.

Patron does not like the Blu Ray & DVD in the same case. "It seems like a waste since I only need one." Was much better when they were separate.

Patron complimented us on how safe she felt in our parking lot and sidewalk compared to everywhere else she had been today (snowy Monday Nov 26).

Administration

Woman was telling someone on the phone how disappointed she was that Jane was leaving.

When I was walking to the restroom, a patron asked me if we rented "library bags." Since this is only my 4th day, I told her I would find out for her, and I rode the elevator down with her and her toddler sons. I learned we only have them for purchase for a \$1. She said that at DGPL you can rent big, durable bags and bring your materials home. She said it's really helpful and one of the reasons she liked going to DGPL because they had this family-friendly option.

Patron was amazed by all the changes that have happened in the library. She used to come here all the time as a kid & was finally bringing her child here for the first time. She said she used to love it then, but way more impressed now & excited for her son to get to play here.

A woman called & left a voicemail expressing how fantastic she thought Mary Paxson was & asked for the message to be forwarded to the director herself. "I've had the most absolutely excellent experience... That woman is outstanding & a lot of your people are outstanding too, by the way."

Kids & Teens

"Oh, The Baby plants are so cute" Child speaking to caregiver about the plants in the seed library.

As a pair of library friends were leaving for the day, they said goodbye. The youngest (2 and a half) turned around and said, "Thank you for having us!"  
Of course, I said "You're welcome!"

This Election Day, Adult Services had display tables outside the polling place featuring IPPL materials. I just had a DELIGHTED grown-up who didn't know that they could check out magazines. Talk about a win!

A younger preschooler spread their arms out and shouted, "I wish I could take home all the books!"

During the WTTW Kids BIG IDEA Traveling Show, one of their experiments was to grow a plant. The show "fast-forwarded" so that kids could see the growth. When the fully-grown plant was revealed, a young audience member turned to their grown-up and shouted, "HOW DID WE DO THAT?" in awe.

One of our regular families came in on a Sunday after finishing up errands. The mom told us they were headed home when her child told her that they had to turn around so they could stop at the library.

An older patron was talking about how his wife started bringing him to more programs. He was surprise and very impressed with the variety of programs we offer.

A patron was really happy to see our bin of sensory toys and devices. I shared some information about our sensory storytime, and she said when she sees all the great things we're doing to be inclusive it makes her think, "You're doing good Indian Prairie!"

"We just returned the Family Book Bundle. It was great!"

I just wanted to say thank you for such a wonderful kids department! I took my daughter to a story time at the Downers Grove library and it was nowhere near as good as the Indian Prairie ones. All of the programs we've been to have been really well organized, fun, and educational. Keep it up!

Technology

Patron has been helped several times by T.J. Szafranski. The patron wanted me to be sure to let staff know just how appreciative he is of his service.

Adult

I love having the books standing up in the Large Print. I find more authors that way.

"I'm sorry that I couldn't make the Election information drop-in, but I wanted to say how glad I am that you had it. I think it is so important" (and then she took the handout we had containing the resources).

Patron commented that offering the Hot Picks books for 1 week is "the best thing you've ever done here." He uses the service all the time.

Patron commented that he liked the new face out books on the new fiction shelves.

Facebook comment on pictures of the displays we put up on Election Day: "I really appreciated that gesture. Thanks."

Patron commented multiple times what a great idea the audiobook iPod is. She's very excited to be able to get so many titles on a single device and says it's "just wonderful" that the library works to get titles we can't buy on CD.

"I just love the library. You just continue to not let me down!"

I don't like the new language learning program (Pronunciator). I was trying to learn French, and my wife is French, and it didn't help.

We just love your library. It's such a nice facility. The grandkids love the new upstairs and I love all the books you have. Whenever I drive, I take an audiobook and it's great; I can get to my destination and finish a book at the same time.

Patron said Jez helped her make a resume and she got a manager position. She then helped two other people write resumes with the knowledge Jez gave her.

Bookmarks on pole near Ask Us Desk too high. I can't read the ones on top, and they are hard to get to with the carts below.



### Meeting Ground Rules

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