

**Board of Trustees Regular Meeting
February 15, 2017 – 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,
Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. City of Darien to IPPL Board re: Citizen of the Year Page 3
 - 2. LIMRICC to Administrators re: Dividend Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, January 18, 2017 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bill/Additional Bills Page 12
 - 4. Statement of Receipts and Disbursements for Fiscal
Period July 1, 2016 through December 31, 2016 Page 17

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 23 Information

- H. Department Reports Information
 - 1. Assistant Director Page 25
 - 2. Marketing Page 31
 - 3. Adult Page 36
 - 4. Circulation Page 40
 - 5. Technology and Technical Services Page 43
 - 6. Youth Page 46

- I. Staff Report Information
 - Tyler Works, Assistant Head of Youth Services, Technology

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- J. Reports
 - 1. Chamber Reports (Jensen) Page 56 Information
 - 2. RAILS Page 57 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
 - 1. Self Checkout and RFID Page 64 Discussion

- L. New Business
 - 1. Proposal to Replace Receiving Room Doors Page 66 Action
 - 2. Proposal to Increase Meeting Room Fee for Business Use Action
 - 3. Theft in Library Action

- M. Meetings Scheduled
 - Policy Committee, Wednesday, Feb. 22, 9:30 a.m.

- N. Community Events

- O. Library Events

- P. Adjournment



January 30, 2017

Indian Prairie Public Library board
Vicky Suriano, President
401 Plainfield Road
Darien, IL 60561

Dear Indian Prairie Public Library board ,

Our city's motto is "**Darien is a Nice Place to Live**" and it takes many people who believe in this adage to make it so.

This year, we are honoring **Steven Hiatt** as our 2017 Citizen of the Year.

Steve freely gives of his time and talents to so many causes within the City of Darien. His willingness to be available to serve and help others at all times proves he is truly a role model for all to follow. We hope you can join us with your family, friends and colleagues in celebrating Steve's accomplishments at our annual recognition.

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Our dinner/dance honoring Steve will take place on:
Saturday, March 4th, 2017
Alpine Banquets
8230 S. Cass Avenue; Darien
Cocktails – 6 pm / Dinner – 7 pm

The \$30.00 per person cost includes a full-course dinner, 3-hours of open bar, music and dancing. For reservations, please contact Diane directly at Darien City Hall at 630-353-8102. Please specify the full names of those attending and their dinner choice of either Roast Pork Tenderloin or Chicken Piccata. Please indicate also if there are specific individuals you wish to be seated with at the event. Checks should be made out to City of Darien and mailed to: City of Darien, Attention: Citizen of the Year Committee, 1702 Plainfield Road; Darien, Illinois, 60561 or deliver it to the location. City Hall is open Monday through Friday from 8:30 am to 5 pm. There is a drop box inside the vestibule of City Hall Offices for off hour convenience. RSVP and payment should be received no later than Tuesday, February 28th.

To kick-off this recognition, please join us on Tuesday, February 21st for a Coffee/Cake Reception for **Steve** at City Hall following the City Council Meeting which begins at 7:30 pm.

We hope you will be able to join us honoring **Steven Hiatt** and all he has done to make "Darien A Nice Place to Live."

Sincerely,

Kathleen Weaver
Mayor, City of Darien
/blk

[Faint, illegible text]

City of Darien 1702 Plainfield Road Darien, IL 60561

Office: 630-852-5000 Fax: 630-852-4709 www.darienil.us



The Library Insurance Management and Risk Control Combination

27W457 Warrenville Rd.
Warrenville, IL 60560
630.393.1483 Phone
630.393.2516 Fax
www.LIMRiCC.org

Date: January 17th, 2017
To: Administrators, Libraries in Unemployment Compensation Group Account (UCGA)
From: Margie Tannehil, Benefits Administrator
Re: FY2016 UCGA Dividends

Dear UCGA Member:

As indicated in the LIMRiCC Intergovernmental Agreement concerning the Unemployment Compensation Group Account, amounts in excess of \$1,000,000 based on the June 30, 2016 audit, shall be apportioned to the members as dividends.

Upon review of the financial activity for FY 2016 the reserve had a balance of \$1,146,662 this year. Therefore, LIMRiCC will be issuing a total dividend of \$146,662 to members this year. Please find enclosed the check for your libraries share of this dividend.

The UCGA pool remains financially secure and has a healthy cash balance to pay outstanding claims on behalf of its members.

If you have any questions please feel free to contact me directly at 630-393-1483 or mtannehil@limrice.org

Sincerely,

A handwritten signature in cursive script that reads "Margie Tannehill".

Margie Tannehill
Benefits Administrator

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 18, 2017

**Board of Trustees Regular Meeting
January 18, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti,
Victoria Suriano

Absent: Crystal Megaridis

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

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 – none

D. Communications and Announcements

1. Bukovac to Parlour re: Thank You for Darien Garden Club Donation
2. Brownie Troop #51971 to IPPL re: Thank You
3. Maercker School District 60 PTA to IPPL re: Thank You
4. Jablonski to Williams re: Thank You
5. ILA Library Trustees Forum Workshop
6. Brachle to Sheehan re: Food for Fines
7. Gift of Carl Foundation to Bukovac re: Write on Festival

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 16, 2016
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Treasurer's Report & Action on Bills November 2016
5. Motion to Delete Two Executive Session Tapes from January 2015
Damon moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report – none

J. Reports

- 1. Chamber Reports – backup in packet.
- 2. RAILS – backup in packet.
- 3. Building and Grounds Committee- no report
- 4. Finance Committee – no report
- 5. Planning/Outreach Committee – no report.
- 6. Policy Committee – no report

K. Unfinished Business

- 1. Self Checkout and RFID – Bukovac distributed additional backup detailing four self service scenarios. The information included the upfront cost and annual maintenance for each scenario. Bukovac and the department heads considered cost, security, the user experience, and impact on staff as they studied and discussed the various scenarios. Discussion tonight included the advantages of RFID in terms of inventory and security. Bukovac said that she expects the number of tags we need to go down due to heavy weeding of the collection. The Board considered various scenarios and will discuss further at the next meeting. The Board would like Bukovac to proceed with preparation of a RFQ for RFID.

L. New Business

- 1. Strategic Plan Update – there were no questions from the Board.

M. Scheduled Meetings

A Policy Committee meeting was scheduled for February 22 at 9:30 a.m.

- N. At 7:50 p.m. Deshmukh moved, Ruscitti seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Ruscitti, Suriano. Nays: None. Absent: Megaridis. Motion carried unanimously.

O. Return to Open Session

At 7:53 p.m. Damon moved, Lacayo seconded to go back into open session. Roll call vote. Motion carried unanimously.

- 1. Closed Session Minutes, 1/20/16, 8/17/16, 9/6/16, 9/21/16 - Damon moved, Krupicka seconded to approve the closed session minutes dated 1/20/16, 8/17/16, 9/6/16, 9/21/16. Motion carried unanimously.
- 2. Open or Close All Closed Session Minutes - Damon moved, Deshmukh seconded to keep all closed session minutes closed. Motion carried unanimously.

- P. At 7:55 p.m. Damon moved, Ruscitti seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Ruscitti,

Suriano. Naves: None. Absent: Megaridis. Motion carried unanimously

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Q. Return to Open Session

At 9:07 p.m. Damon moved, Lacayo seconded to go back in to open session. Roll call vote. Motion carried unanimously.

1. Director's Salary Increase – Damon moved, Krupicka seconded to set the Director's salary at \$125,250 per annum. Motion carried unanimously.

R. Community Events

S. Library Event

T. Adjournment

At 9:09 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2017

Balance on hand as of December, 2016.....	3,231,023.32
Cash Receipts for January.....	21,157.40
Cash Disbursements for January.....	288,974.65
Cash on hand as January 31, 2017.....	2,963,206.07

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.590%

General.....	194,364.29
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,044.09
Children's Endowment.....	2,898.72
Endowment.....	11,220.88
MPI Investment (Corporate Fund).....	2,607,611.46

JP Morgan Chase - Checking

General.....	12,947.09
Hinsdale Bank & Trust - Checking.....	2,355.29
JP Morgan Chase - Savings - Rate .08%	
General.....	100,160.25
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2017.....	2,963,206.07

FUND BALANCES AS OF 01/31/2017

Corporate Fund.....	2,809,906.59
Building & Maintenance Fund.....	38,800.11
I.M.R.F. Fund.....	1.93
Liability Fund.....	1,132.21
Social Security Fund.....	1.55
Special Reserve Fund.....	22,167.99
Current Liabilites.....	91,195.69
Grand Total All Funds.....	2,963,206.07

Indian Prairie Public Library District
Consolidated Revenue Report for January 2017

Percent of Year: 58.33

	RECEIVED January 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,396,842.44	98.85%	3,436,415.00	39,572.56
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	0.00	1.34	0.00%	0.00	-1.34
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,397,180.77	98.86%	3,436,415.00	39,234.23
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	2,291.59	2,291.59	0.00%	0.00	-2,291.59
TOTAL INTERGOVERNMENTAL	2,291.59	2,881.59	9.01%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	195.32	1,747.82	174.78%	1,000.00	-747.82
TOTAL INTEREST	195.32	1,747.82	174.78%	1,000.00	-747.82
DESK MONIES					
45100 · Copier	422.37	2,792.88	58.19%	4,800.00	2,007.12
45120 · Computer Copies	1,322.00	8,728.16	72.74%	12,000.00	3,271.84
45200 · Fines/Fees	3,897.25	26,756.00	55.74%	48,000.00	21,244.00
45250 · Gifts/Donations	75.00	10,271.00	684.73%	1,500.00	-8,771.00
45300 · Lost Materials	988.56	7,765.19	64.71%	12,000.00	4,234.81
45350 · Non-Resident Fees	7,353.91	49,390.66	60.23%	82,000.00	32,609.34
45400 · DVD Fines	559.90	3,143.10	44.90%	7,000.00	3,856.90
45450 · Book Rental	66.00	412.15	41.22%	1,000.00	587.85
45550 · Meeting Room Rental	0.00	175.00	87.50%	200.00	25.00
45600 · ILL Fees	25.00	261.10	37.30%	700.00	438.90
45650 · 3D Printing	19.70	176.65	35.33%	500.00	323.35
TOTAL DESK MONIES	14,729.69	109,871.89	64.75%	169,700.00	59,828.11
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	242.00	1,762.20	352.44%	500.00	-1,262.20
46800 · Collection Agency Fee	40.00	133.80	44.60%	300.00	166.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	282.00	6,659.00	119.70%	5,563.00	-1,096.00
GRAND TOTAL	17,498.60	3,518,341.07	96.53%	3,644,678.00	128,628.52

* Operating Transfer In reflects \$4,000.00 from Liability Reserve Fund:
 \$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

Indian Prairie Public Library District Consolidated Expenditures Report for January 2017

Percent of Year: 58.33		January 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL								
61100 · Salaries		156,154.36	1,172,110.41	54.85%	2,137,000.00	964,889.59	2,179,740.00	53.77%
61310 · Benefits - Medical / Life Ins.		20,228.51	81,533.78	61.54%	132,500.00	50,966.22	132,000.00	61.77%
61330 · Benefits - IMRF		15,414.69	116,340.55	56.20%	207,000.00	90,659.45	225,000.00	51.71%
61340 · Benefits - FICA		11,754.49	86,130.04	52.68%	163,500.00	77,369.96	175,000.00	49.22%
61400 · Staff Development		553.27	9,267.94	56.86%	16,300.00	7,032.06	20,000.00	46.34%
61600 · Board Development		0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
* 61710 · Workers Compensation		0.00	9,787.00	108.74%	9,000.00	-787.00	13,000.00	75.28%
61720 · Unemployment Insurance		484.03	1,355.62	40.11%	3,380.00	2,024.38	6,000.00	22.59%
TOTAL PERSONNEL		204,589.35	1,476,600.34	55.31%	2,669,680.00	1,193,079.66	2,753,740.00	53.62%
MATERIALS								
62100 · Books		18,031.83	124,365.21	52.44%	237,175.00	112,789.79	250,000.00	49.75%
62200 · Periodicals		13,626.44	23,965.29	75.60%	31,700.00	7,734.71	35,000.00	68.47%
62300 · Audio		2,275.12	23,799.12	48.82%	48,750.00	24,950.88	50,000.00	47.60%
62400 · Video		5,842.00	35,316.41	60.68%	58,200.00	22,883.59	60,000.00	58.86%
62500 · Multi-Media		544.45	4,067.67	50.85%	8,000.00	3,932.33	10,000.00	40.68%
62600 · Electronic Reference Resources		0.00	60,814.87	94.58%	64,300.00	3,485.13	68,000.00	89.43%
62700 · Software		158.71	3,601.55	51.45%	7,000.00	3,398.45	8,000.00	45.02%
62800 · ESL		511.15	563.34	28.17%	2,000.00	1,436.66	3,000.00	18.78%
62900 · Materials Supplies		1,375.23	10,967.30	51.01%	21,500.00	10,532.70	25,000.00	43.87%
TOTAL MATERIALS		42,362.93	287,480.76	60.06%	478,625.00	191,144.24	509,000.00	56.48%
BUILDING								
63200 · Cleaning Service		4,689.86	39,158.95	54.77%	71,500.00	32,341.05	80,000.00	48.95%
63300 · Utilities (1-8-11 · Gas)		1,100.99	4,519.51	34.77%	13,000.00	8,480.49	70,000.00	6.46%
63300 · Utilities (1-8-12 · Electric)		4,668.72	34,853.55	53.62%	65,000.00	30,146.45	100,000.00	34.85%
63300 · Utilities (1-8-13 · Telephone)		696.98	5,120.74	73.15%	7,000.00	1,879.26	9,000.00	56.90%
63300 · Utilities (1-8-14 · Water/Sewer)		0.00	4,446.49	63.52%	7,000.00	2,553.51	15,000.00	29.64%
63300 · Utilities (1-8-15 · Garbage Disposal)		0.00	1,628.49	54.28%	3,000.00	1,371.51	15,000.00	10.86%
63400 · Maintenance Supplies		1,940.09	10,822.09	63.66%	17,000.00	6,177.91	20,000.00	54.11%
63500 · Security System Monitoring		0.00	354.00	29.50%	1,200.00	846.00	3,000.00	11.80%
63600 · Property Maintenance		0.00	7,535.73	30.14%	25,000.00	17,464.27	30,000.00	25.12%
* 63800 · Building Maintenance/Repairs		16,336.44	60,076.19	120.15%	50,000.00	-10,076.19	60,000.00	100.13%
TOTAL BUILDING		29,413.08	168,515.74	64.89%	259,700.00	91,184.26	402,000.00	41.92%
OPERATIONS								
64200 · Supplies - Office		667.46	5,684.73	40.61%	14,000.00	8,315.27	18,000.00	31.58%
64300 · Photocopy Supplies		428.06	2,961.94	59.24%	5,000.00	2,038.06	6,000.00	49.37%
64400 · Patron Card Supplies		0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage		34.85	2,536.21	63.41%	4,000.00	1,463.79	8,000.00	31.70%
64600 · Non-Payment Reimbursement		0.00	514.97	17.17%	3,000.00	2,485.03	5,000.00	10.30%
64700 · Travel		38.21	216.40	43.28%	500.00	283.60	1,000.00	21.64%
64800 · Organizational Memberships		320.00	1,101.00	61.17%	1,800.00	699.00	2,200.00	50.05%
64900 · Bank Fees		203.68	1,607.41	64.30%	2,500.00	892.59	3,000.00	53.58%
TOTAL OPERATION		1,692.26	14,622.66	46.57%	31,400.00	16,777.34	47,000.00	31.11%
AUTOMATION								
65100 · Supplies-Public Toner		681.62	3,695.51	52.79%	7,000.00	3,304.49	8,000.00	46.19%
65150 · Supplies-Staff Toner		527.53	3,277.93	54.63%	6,000.00	2,722.07	8,000.00	40.97%
65160 · Supplies-3D Printer		0.00	199.99	28.57%	700.00	500.01	1,100.00	18.18%
65200 · Automation-Prof Services		0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment		0.00	9,408.77	75.27%	12,500.00	3,091.23	18,000.00	52.27%
65400 · Automation Equip Mnt/Repair		58.79	1,958.80	53.61%	3,650.00	1,693.20	5,000.00	39.14%
65500 · Software		451.29	4,013.69	21.70%	18,500.00	14,486.31	27,000.00	14.87%
65600 · SWAN		0.00	30,310.00	66.44%	45,620.00	15,310.00	47,000.00	64.49%
65700 · Telecommunications		189.85	1,338.95	55.79%	2,400.00	1,061.05	4,000.00	33.47%

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

Percent of Year: 58.33

	January 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
TOTAL AUTOMATION	1,909.08	54,201.64	53.47%	101,370.00	47,168.36	126,100.00	42.98%
CONTRACTUAL SERVICES							
66100 - General Professional Services	26.00	6,201.50	95.41%	6,500.00	298.50	17,000.00	36.48%
66200 - Credit Bureau	71.60	503.30	33.55%	1,500.00	996.70	2,000.00	25.17%
66300 - Equipment-Maintenance Repair	925.83	3,159.83	52.66%	6,000.00	2,840.17	8,000.00	39.50%
66900 - Fees - Bond Registrar	50.00	200.00	200.00%	100.00	-100.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,073.43	10,064.63	71.38%	14,100.00	4,035.37	27,000.00	37.28%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 - Marketing Newsletter	0.00	14,686.37	42.42%	34,619.00	19,932.63	37,000.00	39.69%
68111 - eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 - Marketing Advertising	21.25	205.00	41.00%	500.00	295.00	2,000.00	10.25%
68310 - Marketing Supplies	0.00	379.07	75.81%	500.00	120.93	2,000.00	18.95%
68410 - Marketing-Information Printing	776.10	1,348.45	53.94%	2,500.00	1,151.55	8,000.00	16.86%
68500 - Legal Notices	0.00	840.49	60.04%	1,400.00	559.51	2,000.00	42.02%
68600 - Special Events	1,465.73	11,059.60	44.96%	24,800.00	13,540.40	28,000.00	39.50%
TOTAL PUBLIC INFORMATION	2,263.08	30,156.98	45.82%	65,819.00	35,662.02	81,000.00	37.23%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 - Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	0.00	4,774.54	67.68%	7,055.00	2,280.46	50,000.00	9.55%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	283,303.21	2,067,224.29	56.72%	3,644,678.00	1,581,453.71	4,115,340.00	50.23%

* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:
\$1,030.00 for 61710 - Workmans Compensation and \$1,368.60 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

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ACTION ON BILLS January 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49343 thru 49444	\$ 98,534.50
Chase Bank-Salaries for January	36818 thru 36842	\$ 6,933.94
Hinsdale Bank-Direct Deposits	& 23279 thru 23436	\$ 105,644.01

MONTH'S TOTAL: \$ 211,112.45

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

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	01/09/2017	49343	Baker & Taylor	6,938.11
Bill Pmt Check	01/09/2017	49344	Baker & Taylor (video)	561.64
Bill Pmt Check	01/09/2017	49345	Blackstone Audio, Inc.	25.00
Bill Pmt Check	01/09/2017	49346	Case Lots Inc.	196.75
Bill Pmt Check	01/09/2017	49347	Colonial Life	82.53
Bill Pmt Check	01/09/2017	49348	Cook County Clerk	10.00
Bill Pmt Check	01/09/2017	49349	Deliciously Yours - VOID	0.00
Bill Pmt Check	01/09/2017	49350	Dynergy Energy Services	4,668.72
Bill Pmt Check	01/09/2017	49351	Forest Preserve District of DuPage County	50.00
Bill Pmt Check	01/09/2017	49352	Henderson, Nubia	200.00
Bill Pmt Check	01/09/2017	49353	Heritage House Florist	60.95
Bill Pmt Check	01/09/2017	49354	Ingram Library Services	348.29
Bill Pmt Check	01/09/2017	49355	Law Bulletin Publishing Company	67.00
Bill Pmt Check	01/09/2017	49356	Layman, Jez	28.00
Bill Pmt Check	01/09/2017	49357	LM Information Delivery, Inc.	1,971.63
Bill Pmt Check	01/09/2017	49358	Mailbox Yearbook, The	5.00
Bill Pmt Check	01/09/2017	49359	Medicom Reimbursement Spec., Ltd.	21.25
Bill Pmt Check	01/09/2017	49360	Midwest Tape	2,640.85
Bill Pmt Check	01/09/2017	49361	OverDrive	807.88
Bill Pmt Check	01/09/2017	49362	Palmisano, Stacy.	12.96
Bill Pmt Check	01/09/2017	49363	Penguin Random House LLC	54.00
Bill Pmt Check	01/09/2017	49364	Quality Books Inc.	333.79
Bill Pmt Check	01/09/2017	49365	Quick Signs, Inc.	45.00
Bill Pmt Check	01/09/2017	49366	Quill	612.72
Bill Pmt Check	01/09/2017	49367	RAILS	751.00
Bill Pmt Check	01/09/2017	49368	Rivistas Subscription Services	935.51
Bill Pmt Check	01/09/2017	49369	Showcases	138.22
Bill Pmt Check	01/09/2017	49370	TV Weekly	48.92
Bill Pmt Check	01/09/2017	49371	Unique Management	71.60
Bill Pmt Check	01/09/2017	49372	Wlosinski, Maria	11.34
Liability Check	01/12/2017	49373	Nationwide Retirement	660.00
Liability Check	01/12/2017	49374	Vantagepoint	943.19
Bill Pmt Check	01/20/2017	49375	Alphagraphics	158.50
Bill Pmt Check	01/20/2017	49376	Asimakopoulos, Jennifer	67.68
Bill Pmt Check	01/20/2017	49377	Assurant Employee Benefits	604.23
Bill Pmt Check	01/20/2017	49378	Baker & Taylor	2,458.41
Bill Pmt Check	01/20/2017	49379	Baker & Taylor (video)	337.02
Bill Pmt Check	01/20/2017	49380	Bank of America	5,813.96
Bill Pmt Check	01/20/2017	49381	Bengal Electric Inc.	4,310.00
Bill Pmt Check	01/20/2017	49382	Blackstone Audio, Inc.	180.00
Bill Pmt Check	01/20/2017	49383	Bukovac, Jamie	125.00
Bill Pmt Check	01/20/2017	49384	Call One	696.98
Bill Pmt Check	01/20/2017	49385	Canon Solutions America Inc.	925.83
Bill Pmt Check	01/20/2017	49386	Case Lots Inc.	136.30

Indian Prairie Public Library District
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Type	Date	Num	Name	Amount
Bill Pmt Check	01/20/2017	49387	Center Point Large Print	49.34
Bill Pmt Check	01/20/2017	49388	Chicago SunTimes	223.60
Bill Pmt Check	01/20/2017	49389	Children's Plus Inc.	2,753.85
Bill Pmt Check	01/20/2017	49390	Colley Elevator Co.	383.00
Bill Pmt Check	01/20/2017	49391	Displays2go	107.35
Bill Pmt Check	01/20/2017	49392	Gale/CENGAGE Learning	191.00
Bill Pmt Check	01/20/2017	49393	Heritage House Florist	55.95
Bill Pmt Check	01/20/2017	49394	ID Label	284.38
Bill Pmt Check	01/20/2017	49395	Illinois Library Association	300.00
Bill Pmt Check	01/20/2017	49396	Ingram Library Services	603.91
Bill Pmt Check	01/20/2017	49397	Kamm Insurance Group	30.00
Bill Pmt Check	01/20/2017	49398	Kroeschell Service	10,574.72
Bill Pmt Check	01/20/2017	49399	Lincoln National Life	128.34
Bill Pmt Check	01/20/2017	49400	LM Information Delivery, Inc.	1,067.22
Bill Pmt Check	01/20/2017	49401	Midwest Tape	2,475.79
Bill Pmt Check	01/20/2017	49402	Neviol Inc.	4,502.95
Bill Pmt Check	01/20/2017	49403	OverDrive	1,951.97
Bill Pmt Check	01/20/2017	49404	Oxford University Press	320.96
Bill Pmt Check	01/20/2017	49405	Palmisano, Stacy.	18.96
Bill Pmt Check	01/20/2017	49406	Patrick B. Murphy Plumbing Inc.	375.00
Bill Pmt Check	01/20/2017	49407	Penguin Random House LLC	166.50
Bill Pmt Check	01/20/2017	49408	Quill	587.01
Bill Pmt Check	01/20/2017	49409	Raincoat Roof Maintenance, Inc.	1,490.00
Bill Pmt Check	01/20/2017	49410	Recorded Books, LLC	9,359.61
Bill Pmt Check	01/20/2017	49411	Runco	206.16
Bill Pmt Check	01/20/2017	49412	Speciality Mat Service	179.86
Bill Pmt Check	01/20/2017	49413	Vegetarian Today	19.95
Bill Pmt Check	01/20/2017	49414	VISOgraphic	208.50
Bill Pmt Check	01/20/2017	49415	VSP Vision	122.55
Bill Pmt Check	01/20/2017	49416	Waterlogic East LLC	143.49
Bill Pmt Check	01/20/2017	49417	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Liability Check	01/26/2017	49418	LIMRICC Unemployment Compensation	378.93
Liability Check	01/26/2017	49419	Nationwide Retirement	660.00
Liability Check	01/26/2017	49420	Vantagepoint	943.19
Bill Pmt Check	01/26/2017	49421	Baker & Taylor	3,381.80
Bill Pmt Check	01/26/2017	49422	Baker & Taylor (video)	301.55
Bill Pmt Check	01/26/2017	49423	BCBS	11,008.18
Bill Pmt Check	01/26/2017	49424	Center Point Large Print	4.86
Bill Pmt Check	01/26/2017	49425	Children's Plus Inc.	530.97
Bill Pmt Check	01/26/2017	49426	Comcast	189.85
Bill Pmt Check	01/26/2017	49427	Findaway World, LLC	40.96
Bill Pmt Check	01/26/2017	49428	Funny Valentine Press	250.00
Bill Pmt Check	01/26/2017	49429	Gale/CENGAGE Learning	209.52
Bill Pmt Check	01/26/2017	49430	Grasso Graphics	145.10
Bill Pmt Check	01/26/2017	49431	Illinois Secretary of State	10.00

1:09 PM
01/09/17
Accrual Basis

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

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	01/26/2017	49432	Ingram Library Services	330.47
Bill Pmt Check	01/26/2017	49433	Midwest Tape	545.15
Bill Pmt Check	01/26/2017	49434	Palmisano, Stacy.	13.91
Bill Pmt Check	01/26/2017	49435	Penguin Random House LLC	60.00
Bill Pmt Check	01/26/2017	49436	Quality Books Inc.	531.47
Bill Pmt Check	01/26/2017	49437	Recorded Books, LLC	34.75
Bill Pmt Check	01/26/2017	49438	Roy, Nancy	32.16
Bill Pmt Check	01/26/2017	49439	Runco	377.06
Bill Pmt Check	01/26/2017	49440	Thomson Reuters West	63.07
Bill Pmt Check	01/26/2017	49441	Trapp, Sandra	150.00
Bill Pmt Check	01/26/2017	49442	Vernon Library Supplies, Inc.	78.78
Bill Pmt Check	01/26/2017	49443	Workshop 88	200.00
Bill Pmt Check	01/26/2017	49444	WTTW11 CHICAGO\98.7 WFMT	45.09

Total 10121 - Checking JP Morgan Chase
TOTAL

98,534.50
98,534.50

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	01/13/2017	18,953.22
ILDOR-State	Payroll taxes	01/13/2017	2,494.63
EFTPS-Federal	Payroll taxes	01/27/2017	20,096.36
ILDOR-State	Payroll taxes	01/27/2017	2,664.05
IMRF	Payroll Pension	01/30/2017	20,661.77
DAC	Deposit to HRA	01/19/2017	11,687.50
Nicor	Gas	01/17/2017	1,100.99
Chase/US Bank	Credit Card Fee	01/04/2017	178.68
Hinsdale Bank	Fee-Direct Deposit	01/04/2017	25.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2016 THROUGH DECEMBER 31, 2016

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

RECEIPTS BY FUND

CORPORATE FUND: Property Taxes 1,579,588.55, Non-current Property Taxes \$315.54 Interest 1,509.54, Misc. Revenue - Grants, Copier, Fines, Gifts, Non-Resident Fees, Rental, Etc. 98,109.20 TOTAL 1,679,522.83

BUILDING & MAINTENANCE FUND: Property Taxes 39,620.27, Non-current Property Taxes \$8.96 TOTAL \$39,629.23.

I.M.R.F. FUND: Property Taxes 28,661.47, Non-current Property Taxes \$5.80 TOTAL \$28,667.27.

LIABILITY INSURANCE FUND: Property 6,743.87, Non-current Property Taxes \$1.59 TOTAL \$6,745.46.

SOCIAL SECURITY FUND: Property Taxes 24,446.57, Non-current Property Taxes \$5.10 TOTAL \$24,451.67.

SPECIAL RESERVE FUND: Interest 44.30, TOTAL \$44.30.

TOTAL RECEIPTS ALL FUNDS: 1,779,060.76

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 756,119.64 VENDORS: AAI 24.00 Accent on History 235.00 Adult Reading Round Table 20.00 Alarm Financial 144.00 ALLDATA 1,500.00 Alphagraphics 194.63 American Library Association 31.50 Animal Quest Entertainment Inc. 100.00 Arlington Heights Memorial Library 24.95 Art Excursions, Inc. 300.00 Asimakopoulos, Jennifer 193.75 Assurant Employee Benefits 3,392.96 Aurico 189.00 Baker & Taylor 66,937.71 Baker & Taylor (video) 4,446.30 Bal Industries 4,110.00 Bank of America 30,539.85 Banks, Ollie 30.00 Barrett, Kathryn 50.00 BCBS 63,012.44 Beard, Tina 125.00 Bengal Electric Inc. 1,937.60 Better Business Planning, Inc. 11,155.88 Birmingham, Laura 256.86 Blackstone Audio, Inc. 2,671.33 BookBrowse LLC 630.00 Bukovac, Jamie 115.33 Call One 4,423.76 Canon Solutions America Inc. 2,234.00 Case Lots Inc. 4,477.26 Cavendish Square 474.21 CCI Solutions 135.07 Center Point Large Print 571.31 Center Resources for Teaching & Learning 700.00 Chicago Sun-Times 213.20 Chicago Tribune 797.35 Chicago Tribune Media Group 679.62 Children's Plus Inc. 5,853.96 City of Darien 50.00 Clarendon Courier, Inc. 20.00 CNA Surety 30.00 Colonial Life 412.65 Comcast 1,139.10 Consumers' Checkbook 450.00 Cook County Clerk 10.00 Costume Specialists 140.00 Cox, Helene 21.50 Current Technologies 3,118.37 Darien Chamber of Commerce 140.00 Darien Woman's Club 75.00 Deliciously Yours 300.00 Dell Marketing L.P. 7,245.00

Deluxe 355.15 DEMCO 3,457.56 Dow Theory Forecasts 159.00 DuPage County Clerk 20.00 DuPage Pavement 1,800.00 Dzierzbicki, Monica 392.16 Easy English NEWS 42.00 EBSCO Information Services 6,354.00 Edmonds Incorporated 580.35 EFTPS 214,670.47 Estrada, Heidi 88.58 FedEx 21.11 Ferrill, Meredith 100.00 Findaway World, LLC 1,339.18 Fire & Security Systems 210.00 Flying Fox Conservation Fund 275.00 Forest Preserve District of DuPage County 50.00 Gale/CENGAGE Learning 17,190.58 Garvey's Office Products 76.01 Gibson, Amanda 100.00 Grainger 67.80 Great Courses, The 17.50 Grey House Publishing, Inc. 4,273.00 Hartney, Jane 122.05 Hausner, Indrani 250.00 Heather Fulscher 12.60 Herath, Adrian 80.00 Heritage House Florist 59.95 Hinsdale Bank 160.00 Hinsdale Humane Society 50.00 Home Depot 1,139.34 IL Dept of Revenue 34,680.25 Illinois Humanities 75.00 Illinois Library Association 425.00 Illinois Office of the State Fire Marshal 100.00 Illinois Secretary of State 30.00 IMRF 80,236.99 Infogroup 3,700.00 Information Today, Inc. 404.53 Ingram Library Services 4,845.84 Interact Business Products, LLC 320.00 Jensen, Heather Forster 8.48 Jensen, Shirley P 94.99 Kalkwarf, Rhonda 125.00 Kamm Insurance Group 11,183.00 Kapco 75.03 Kelly, Stephanie 6.00 Kroeschell Service 37,843.26 Kujawinski, Peter 534.56 Lacayo, Sara 5.80 LACONi 100.00 Layman, Jez 162.06 LexisNexis Matthew Bender 225.51 LibrariesFirst 5,275.00 Library Display Design Systems 107.00 Library Furniture International 1,876.00 LIMRiCC 1,390.71 Lincoln National Life 747.72 Lipowski, Nadine 44.82 LM Information Delivery, Inc. 7,338.77 Lucarelli, Anthony 330.70 Lynch, Terrence 550.00 lynda.com, inc. 7,000.00 Mailbox Yearbook, The 34.95 Mango Languages 3,496.48 Master Brew Beverages, Inc. 99.00 McCully, Nancy 200.00 Medicom Reimbursement Spec., Ltd. 108.75 Midwest Tape 29,303.93 Moneyletter 129.00 Morningstar 3,988.00 Myk, Alice 24.28 National Audubon Society 20.00 National Geographic Little Kids 18.00 Nationwide Retirement 8,130.00 NCPERS Group Life 464.00 Near West Youth Services 25.00 Neviol Inc. 30,125.00 New Readers Press 56.16 News Bank, Inc. 5,705.00 Niestrom, Kathy 200.00 No-Load Fund Investor, The 98.00 Northern Illinois University 60.00 O'Leary, Joan 6.80 O'Malley, Joan 1,031.00 On Time Label 272.00 OverDrive 21,273.78 Owl Hill Media, LLC 29.99 Pack, William 300.00 Palmisano, Stacy. 274.43 Paoli, Beth 233.46 PCM 205.84 Penguin Random House LLC 2,500.25 Penworthy Company, The 988.22 Peregrine, Stime, Newman, Ritzman & Bruck 2,272.50 Phillip's Interior Plants 215.00 Pioneer Press 26.00 PitneyBowes 465.98 ProQuest LLC 2,423.00 Quality Books Inc. 4,935.05 Quality Integrated Solutions, Inc. 371.00 Quick Signs, Inc. 89.00 Quill 4,895.74 RAILS 9,136.04 Record Information Services, Inc. 769.00 Recorded Books, LLC 2,683.83 Regent Book Company 16.06 Reynolds, Jason 3,202.20 Rezvi, Uzma 7.80 Risk Management Association, The 382.00 Rivistas Subscription Services 1,080.34 Roy, Nancy 144.85 Runco 6,323.39 Ryan, Marianne 732.65 Sage Publications, Inc. 227.02 Salo, Kathryn 195.53 Samuel, Scott 24.60 Sander, Julie 11.80 Scharping, Ronald A. 300.00 Scholastic Library Publishing 488.80 Sebert Landscaping 3,418.00 Sheehan, Debbie 469.43 Speciality Mat Service 754.09 Springer Customer Service Center LLC 465.36 Stephens Plumbing & Heating, Inc. 2,227.30 Streett, Cathy 320.13 Suburban Door Check & Lock Service 239.00 Suburban Life Media 42.00 SWAN 22,810.00 Szafranski, T.J. 699.20 Team One Repair, Inc. 1,162.00 Thomson Reuters - West 378.42 ThyssenKrupp Elevator 1,654.66 Trapp, Sandra 950.00 U.S. Postal Service (Postage-By-Phone) 2,000.00 Uline 98.75 Unique Management 411.70 Uppal, Madhu 15.00 USA Today 291.91

Value Line Publishing, Inc. 3,257.25 Vantagepoint 12,409.40 VBS CAL, LLC 257.28 Vernon Library Supplies, Inc. 424.45 VISOgraphic 14,078.40 VSP Vision 675.90 Warehouse Direct 82.69 Waterlogic East LLC 854.40 Williams., Natalie 93.20 Willowbrook/Burr Ridge Chamber of Commerce 315.00 Winterhalter, Deidre 50.00 Wlosinski, Maria 55.62 Workforce 39.50 Works, Tyler 598.45 World Relief 360.00 WTTW11 CHICAGO\98.7 WFMT 40.00 Zabel, Brian & Associates, PC 3,675.00 Zeglin, Lynn 36.80 VENDORS PAID UNDER 1.00: 138.50 TOTAL: 1,662,223.79.

BUILDING & MAINTENANCE FUND: Bengal Electric 371.00 DuPage County Public Works 4,207.54 Dynegy Energy Services 29,813.83 Groot Industries 1,628.49 Nicor 3,418.52 Waterlogic East LLC 238.95 TOTAL: \$39,678.33.

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

LIABILITY INSURANCE FUND: Fox Valley Fire & Safety \$1,368.60 Kamm Insurance Group 15,471.00 TOTAL: \$16,839.60

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

TOTAL DISBURSEMENTS ALL FUNDS: \$1,825,060.89

CASH AND INVESTMENTS AS OF DECEMBER 31, 2016: \$3,231,023.32

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JULY 1, 2016 THROUGH DECEMBER 31, 2016.

Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 15th DAY OF February 2017

NOTARY PUBLIC

Employees paid during the fiscal period July 1, 2016 through December 31, 2016:

Allard, Jamie Y. Security Monitor 6,853.20 Armstrong, Michael K. Building Services Associate 10,393.92 Asimakopoulos, Jennifer A. Assistant Head of Adult Services 29,032.12 Barnett, Geri L. Technical Services Associate I 4,767.88 Benes, Tori I. Sub Youth Services Associate 1,147.86 Birmingham, Laura N. Assistant Director 46,739.71 Bishop, Roxane M. Circulation Services Page 1,527.01 Bortman, Priscilla L. Sub Circulation Services Associate 1,642.27 Boyer, Barbara A. Circulation Services Associate 5,790.69 Braden, Quiana N Youth Services Associate 959.76 Brodeur, Vicki A. Sub Asst Circulation Supervisor 14,925.23 Bruggeman, Lora L. Sub AS Librarian/Sub AS Associate 2,379.12 Bukovac, Jamie P. Director 60,801.00 Bunn, David L. Technology & Digital Services Associate 16,762.50 Butcher, Brett A. Technology Services Technician 15,970.52 Cartwright, Karen J. Circulation Services Associate 6,187.64 Cerkanowicz, Barbara A. Youth Services Page 2,737.13 Cochran, Judith J. Sub Youth Services Associate 1,805.67 Cox, Nancy Technical Services Associate I 3,725.96 Czuba, Patricia A. Interlibrary Loan Associate 12,532.70 Dangles, Joyce D. Circulation Services Associate 8,056.46 Dzierzbicki, Monica A. Youth Services Librarian 32,384.59 Egglar, Benjamin C. Security Monitor/Sub AS Assoc. 7,347.57 Eisenschenk, Kimberly Sub Circulation Services Associate 361.40 Ernst, Mary K. Youth Services Associate 1,564.00 Estrada, Heidi E. Youth Services Librarian 21,596.10 Fank, Susan C. Technical Services Associate I 5,693.57 Filis, April W. Technical Acquisitions Associate 9,876.81 Glenn, Hugh W. Technology Services Associate 8,318.76 Grob, Anna M. Circulation Services Page 4,618.96 Guidi, Monica A. Circulation Services Associate 6,738.43 Guldberg, Barbara A. Circulation Services Associate 8,021.43 Hartney, Jane S. Youth Services Associate 20,275.18 Herath, Adrian I Summer Teen Intern 602.50 Herka, Weronika A. Technology Services Associate 1,376.56 Hinkley, Anna M. Technical Services Associate II 9,342.62 Honan, Karen L Sub Circulation Services Associate 5,511.15 Hudson, Nancy K. Senior Circulation Supervisor 2,094.36 Jensen, Heather E. Youth Services Associate 3,651.85 Jensen, Shirley P. Assistant Head of Adult Services 37,050.00 Johnson, Gail A. Assistant Circulation Supervisor 15,315.99 Jones, Susan M. Circulation Services Page 714.43 Kaur, Kuldeep Sub Circulation Services Page 1,986.66 Khan, Harris M. Sub Interlibrary Loan Page 3,456.19 Kitley, Nicolette F. Circulation Services Associate 4,801.55 Kline, Cynthia L. Adult Program Coordinator 6,845.77 Kolalis, Ashley M Adult Services Associate 5,667.47 Komperda, Patricia A. Circulation Services Associate 5,853.76 Krekelberg, Mary L. Adult Services Librarian 32,414.33 Lafayette, Luella Sub Circulation Services Supervisor

3,061.68 Layman, Jessica E. Adult Services Librarian 21,766.08
Lazarski, Carol R. Technology Services Associate 6,461.50 Leja,
Patricia L. Circulation Services Associate 5,610.04 Lipowski, Nadine
V. Circulation Services Associate 7,011.84 Lippencott, Suzanne H. Sub
Youth Services Associate 828.84 Lucarelli, Anthony V. Head of Adult
Services 22,611.60 Maher, Sandra L. Sub Adult Services Librarian
860.62 Maleno, Christian H. AS Assoc/Sub AS Lib 5,661.41 Martin, Omar
A. Sub Circulation Services Page 2,251.55 McKee, Sandra P. Youth
Services Page 3,000.11 Melton, Audra D Technology Services Associate
6,731.29 Meronek, Gregory Interlibrary Loan Page 4,838.70 Milewski,
Robert J. Circulation Services Page 4,632.34 Mommsen, Joan B. Sub AS
Lib/AS Assoc/YS Assoc 3,333.47 Nordan, Sarah J. Sub YS/ AS Page 628.76
O'Connell, Nila J. Circulation Services Associate 6,301.60 Palicz,
Kimberly A. Sub Circulation Services Associate 639.57 Palmisano,
Stacy Administrative Associate/Sub Circ Assoc 10,652.81 Papaurelis,
Theresa A. Graphic Designer & Media Services 13,916.71 Paxson, Mary K.
Adult Services Associate 7,787.91 Perez, Samantha A Youth Services
Page 2,927.76 Peters, Jason M. Technology Services Associate 5,961.00
Poluektova, Yulia V. Youth Services Page 3,372.44 Popowitch, Joseph
A. Adult Services Librarian 31,045.30 Procter, Justin R. Security
Monitor 453.70 Raffenetti, Mimi A. Sub AS Librarian/Sub AS Associate
458.54n Ramirez, Martha Technical Services Associate I 5,261.49 Roman,
Linda E. Adult Services Page 4,013.42 Roy, Nancy E. Administrative
Office Coordinator 22,882.59 Rusthoven, Christine D. Sub Adult
Services Librarian 1,180.02 Ryan, Marianne T. Marketing and Promotion
Coordinator 24,432.22 Salo, Kathryn M Early Literacy Librarian
23,574.53 Schueren, Mary J. Adult Services Assoc-Home/Sub TS Assoc
8,875.11 Shackleton, Carol A. Circulation Services Associate
11,970.48 Sheehan, Deborah A. Head of Circulation 40,193.10 Smith,
Tina L. Adult Services Page 2,861.20 Sobun, Mary Lynn C. Youth
Services Page 3,369.44 Staron, Susan T. Assistant Circulation
Supervisor 960.32 Stovall, Ann M. Head of Technology & Technical
Services 43,430.10 Stranski, Corrine AS Page/Sub YS Page 3,811.52
Stuart, Elizabeth C. Adult Services Page 3,478.95 Such, Deborah S.
Sub Interlibrary Loan Page 688.55 Szafranski, Theodore J. Asst Head
of Technology & Tech Services 24,393.20 Tamos, Norbert P. Security
Monitor 740.72 Tauer, Hillary K. Adult Services Page 629.97 Thurman,
Deidre L. Sub Asst. Circ. Supervisor 1,323.91 Trout, John S
Technology Services Associate 2,903.88 Tucker, Denise C. Adult
Services Associate 6,596.79 Vlasko-Vlasova, Galina S. Sub YS Page/Sub
AS Page 1,907.84 Watts, William T. Sub Circulation Services Page
905.92 Wendling, April L. Sub Youth Services Associate 1,121.35
Williams, Natalie Head of Youth Services 30,162.55 Witczak, Geraldine
Adult Services Page 2,152.34 Wlosinski, Maria A. Administrative
Associate 11,581.63 Wordinger, Debra L. Head of Adult Services

14,304.90 Works, Tyler C. Assistant Head of Youth Services 26,410.50
Yang, Man Hua Circulation Services/AS Page 9,792.83 Zinoveva, Natalya
Technical Services Associate I 5,393.60 Zwergel, Jane B. Technical
Services Associate I 3,219.39 TOTAL 1,045,551.87

Director's Report

February 2017

FYI I went on vacation after the board meeting in January and have been sick on and off since then so I don't have a lot to report.

Agenda

Old Business:

For RFID and self-checkout I've included the self-service scenarios I provided last month as well as information on loss of materials in 2016. I determined it was best to do an RFP rather than an RFQ so I've been working on that and expect it to be sent out the Friday after the board meeting.

New Business:

Receiving Room Doors - Laura has included a memo about replacing the receiving room doors. I am asking for a motion to approve the project and to take the money out of the reserves.

Meeting Room Fee - We have always charged businesses \$25.00 for 4 hours to use the meeting room. That fee was set when the library first started. I am proposing the board consider changing it to \$25.00 per hour for the meeting room and the Board Room. For comparison, the Park District charges \$90/hour during the week and \$100/hour on the weekend to anyone, just not businesses. Last year we had about 10 business uses. Five of those were the University of Chicago. One was an investment firm. Upcoming we have a law firm who wants to use it and Edward Jones as expressed interest. We would still continue to offer the room for free to local organizations

Theft in the Library – a man stole a woman's wallet and we have video from the security cameras of him taking the money from the wallet and putting it into his pocket. The police have charged him. I am recommending that this person be banned from the library indefinitely.

Donor Engagement, Retention, and Development

Besides working on the self-checkout RFP I've spent time reading and listening to webinars about donor engagement and retention as well as developing new donors. I met with Marianne and Laura this week to start discussing strategies toward this end. We will be meeting again to start to develop a plan.

Postcards to Non-Residents

This is still in process with ideas going back and forth between Marianne and I. Of course the fact that we're using a postcard limits what we can say. We'll be meeting in a few days to make a final design decision and then it will go to Theresa for layout and should be mailed soon.

We've decided to hold a raffle for those who bring the postcard within a certain amount of time.

Staff

Susan Staron started as an Assistant Circulation Supervisor January 16 at a salary of \$14.88/hour.

Community

Willowbrook Corner Coalition meeting

Willowbrook Corner Coalition Executive Board meeting

We've decided to explore ways that Internet access and personal computers can be provided to the residents at Hinsdale Lake Terrace in a low-cost manner. A meeting was held with the property manager and there is the potential of working with other organizations in this effort.

Continuing Education

Jamie – *Mastering Online Social Fundraising Using Content Marketing*

Nancy – *Top 10 Employment Issues; New Sick Laws; HR Roundtable*

Jamie, Nancy, Stacy and Maria – email security presentation given by Ann

Meetings

One-on-one with Debbie

One-on-one with Laura

One-on-one with Ann

One-on-one with Natalie

One-on-one with Tony

Meeting with Tony and Shirley to discuss promotional strategies to businesses.

Meeting with Marianne and Laura to discuss strategies for donors

Nancy, Marian and Stacy had three meetings together

Assistant Director's Report

February 2017

25

Building:

It is time to replace our aging and rusty Receiving Room doors. The doorframe, transom, and threshold are starting to fall apart making them difficult to open and close. These doors get used many times per day by delivery persons, contractors, the cleaning crew, staff and people dropping off donations. I received three quotes and my recommendation is under new business.

Mike has repaired the walls, replaced ceiling tiles and repainted the café. We are still monitoring the roof and ceiling for any type of leak.

We ordered armchair covers for the nine wing back chairs in Adult Services. The chairs have two different fabrics. One set of four chairs is completed and I am still waiting on the covers for the other five chairs.

Community:

I am happy to report that two new volunteers have started in the Technical Services Department. I met them at the Community Connections Expo. A big welcome to Lisa Berg of Willowbrook and Pat Vlcek of Darien.

I sent a survey to the organizations that participated in the Expo to get their feedback on the event. I have attached a summary of the responses.

At the Expo, I spoke at length with the founder Mary Travis of DuPage Residents Networking for Change (DRNC). DRNS is a nonpartisan pro-active volunteer community service group. Their mission is to seek out networking opportunities with not-for-profit organizations in DuPage County and provide support volunteer services. They are a relatively new organization. She has expressed interest in doing some drop-ins in the lobby this spring.

Friends of the Library:

The Book Nook made \$810.25 in January.

The Friends have some upcoming programs:

Movie: Café Society -Thursday, February 16th at 2pm (Annual license \$1,423)

Opera Lecture: Carmen - Wednesday, February 8th at 1pm (\$50)

Concert: You Oughta Be in Pictures with singer Petra van Nuis and guitarist Andy Brown – Sunday, February 26th at 2pm. (\$300)

Marketing:

Marianne's report for January is attached.

Meetings:

1/24 Department Head Meeting

- 1/26 One-on-one with Marianne
- 1/27 Assistant Directors Meeting at Addison Public Library
- 2/3 One-on-one with Jamie
- 2/7 Department Head Meeting
- 2/9 One-on-one with Marianne
- 2/15 Library Board Meeting

Desk Time:

- 1/25 Reference Desk (4 hours)

Submitted by: Laura Birmingham

Survey Software: Ask, Analyze, Improve
 Survey Creation, Deployment, & Analysis Tools for Businesses

Survey: Community Connections Expo 2017 Survey

Report: Default Report

Survey Status	Respondent Statistics	Points Summary
Status: Live	Total Responses: 13	No Points Questions used in this survey.
Deploy Date: 01/18/2017	Completes: 13	
Closed Date:	Partials: 0	

1. Was this your first time participating in the Community Connections Expo?

	Responses	Percent
Yes, this was the first time my organization participated:	3	25%
No, my organization has participated before:	9	75%
Total Responded to this question:	12	92.31%
Total who skipped this question:	1	7.69%
Total:	13	100%

2. Was your space adequate? If not, please explain why.

	Responses	Percent
Responses:	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

2. Was your space adequate? If not, please explain why.

Response	Response Text
1	Yes, very accomodating.
2	Yes
3	Yes, it was perfect for us:especially being in the corner.
4	Yes
5	Yes
6	yes
7	yes
8	Yes
9	Yes
10	Yes
11	Yes thank you
12	Yes
13	yes

3. Did the day or the week and/or time work for you? Would you have preferred a different day of the week or time? (Please explain.)

	Responses	Percent
Responses:	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

3. Did the day or the week and/or time work for you? Would you have preferred a different day of the week or time? (Please explain.)

Response	Response Text
1	This was good. If you wanted to try a different time to see if there is more response I'm good with that also. We are there to requite volunteers and want to hit the biggest volume of patrons.
2	Yes
3	Saturday is a good day for the community/most people are off of work
4	Worked fine.
5	Yes - would be open to other possiblities. Evenings might be considered.
6	yes
7	Saturday was fine.
8	The day worked out for me.
9	The day and time worked well
10	Yes
11	Seems fine.
12	Yes
13	yes

4. How do you feel about the event being held in January? (Please explain.)

	Responses	Percent
Responses:	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

4. How do you feel about the event being held in January? (Please explain.)

Response	Response Text
1	Good, Not sure about Seniors / Retired folks. They are the ones that have the time to volunteer and weather permitting if they wasnt to drive or maybe they want to get out of the house ??
2	I think the timing is fine - as always weather at this time of year can be a concern
3	It is a very good time for us (Darien Garden Club), early February would be good too
4	January works for VFW.
5	Fortunately, we had good weather for January this year. However, the fall might be another time to offer this event.
6	might have more attendees in spring
7	January is fine.
8	It is a good time since some people have made New Year's Resolutions to help out in the community or become more active.
9	I think the time of the event is a slower season, I wonder if the event was held in the summer or during the holiday season if more individuals would attend
10	It made sense- we found many people were working on New Year's Resolutions re: vofunteering.
11	Don't know enuf about other months. Do you have data?
12	It shouldn't be the same weekend as MLK Jr day again, many people use this weekend for a vacation
13	i liked it

5.
What did you hope to achieve by participating?

	Responses	Percent
Responses: [REDACTED]	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

5.
What did you hope to achieve by participating?

Response	Response Text
1	Sign up adult volunteers that we need to help out during the day. Our Teen program is always full but they can only volunteer after school and on weekends. we need daytime adults for some of our positions.
2	Getting connections within the community
3	connecting with people that might be interested in joining our club or attending our community fundraiser "Spring Gardening Inspiration"
4	Greater awareness of VFW in community and to become aware of other organizations.
5	Knowledge about our organization as well as women who might be interested in joining our organization.
6	connect with new volunteers and other NPO's
7	Getting people to know where we are and what we are.
8	Increasing name recognition, talk to potential volunteers and community partners
9	We wanted to have outreach to community members and learn about the other organizations which were present
10	We're always looking to increase awareness of what services we provide and also welcome people to give back to volunteerism.
11	Attracting new members
12	More volunteers and getting our name out there as a community resource
13	to talk to people about the West Suburban Community Pantry

6.
Do you feel you achieved that?

	Responses	Percent
Responses: [REDACTED]	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

6.
Do you feel you achieved that?

Response	Response Text
1	Yes, I received 3 online applications the next day.
2	Yes
3	Yes, this year almost everyone who came to us was very interested in our club.
4	Yes
5	Last year we did! Participants appeared interested to hear about our organization. As for members, not sure yet. We had a smaller percentage of women sign up for more information than we did last year.
6	definitely
7	yes
8	Yes
9	Yes and no, we were able to meet the other organizations however we were hoping more community members were present for the event.
10	Yes!
11	Not yet, but things can take time.
12	Yes
13	yes, I did

7.
Would you participate in the Expo again? Why or why not?

	Responses	Percent
Responses: [REDACTED]	13	100%
Total Responded to this question:	13	100%
Total who skipped this question:	0	0%
Total:	13	100%

7.
Would you participate in the Expo again? Why or why not?

Response	Response Text
1	YES, we are always in need of adult volunteers. we are trying to find more ways to requite Seniors and Adults.
2	Yes - good variety of people & organizations
3	Yes, absolutely
4	Certainly
5	Yes for the reasons mentioned above.
6	yes, well organized and nice mix of participating organizations
7	yes
8	Yes. I really liked the set up this year. It gave organizations not only a chance to talk one on one with community members but other organizations.
9	Yes, it is always beneficial to get out and be apart of the community!
10	Yes
11	Yes please. For same reason as above
12	Yes
13	yes

8.
Do you have any suggestions or additional comments about the event?

	Responses	Percent
Responses: [REDACTED]	10	100%
Total Responded to this question:	10	76.92%
Total who skipped this question:	3	23.08%
Total:	13	100%

8.
Do you have any suggestions or additional comments about the event?

Response	Response Text
1	Maybe held twice a year?? winter and fall when people are couped up or thinking what are they going to do this winter. Appeal to the Seniors who need a purpose, giving back has changed many lives of the Seniors we have helping us.
2	It seems to be very attractive, listing some of the groups being represented in your eletter may attract more attendees
3	Possibly, as more area residents become aware of event, attendance will increase.
4	None at this time. Thanks for sponsoring this event!
5	not at this time
6	no
7	It was a great experience; we talked to many people and are grateful for the event!
8	Glad to be invited to participate. If you held it in the lobby, we'd get more traffic but probably obstruct traffic as well. Thank you for your connecting.
9	No
10	Not at this time.

Marketing Department Report – January 2017

Teen Job Fair

IPPL, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry will host their third annual Teen Job Fair on Saturday, April 8, from 1 to 3 p.m. at the library. The fair is for teens seeking employment, internships, and/or volunteer opportunities, and we are currently seeking local employers to participate. The event flyer (included in this packet) has been sent to both chambers for their enewsletters, social media, and other communications, and Marianne will promote the event at the WB/BR chamber's March 1 meeting (on the agenda under New Business).

How-To Expo

Planning is underway for the 2017 How-To Expo scheduled for Saturday, April 29, 1-4 p.m. Marianne created a promotional video using photos from the 2016 event using Animoto, and it has been shared on social media. It can also be viewed at howtoexpo.ippl.info. Marianne also plans to create a Selfie Station with a backdrop and props based on the workshop topics for participants to take social media photos during the event.

Reading Resolution

As part of Strategy 2.1.3, Marianne and Jennifer initiated the 2017 Reading Resolution project, which will utilize and promote the library's readers' advisory services throughout the year. The Reading Resolution promotion encourages adults to set a reading goal, meet it, and turn in their reading logs to be entered into a drawing for a \$100 gift card to their favorite bookstore.

Story Plan

As directed by Strategy 5.2.4, Marianne has developed a plan for how to tell the library's story using outcomes, focusing on how residents benefit from the library. Her November Share Your Story question, "Are you thankful for the library?", prompted 40 responses, and volunteer Deb Barrett is following up with a handful of the commenters to interview them and write their stories for promotional use.

Darien Park District

Per Action 5.2.2.7, Marianne submitted items to the Darien Park District for their winter brochure, which was mailed to residents in mid-November. Spring brochure items are due Feb. 10.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block articles for the January/February issue. Items for the March/April issue are due Feb. 10.

Suburban Life

T.J. Szafranski wrote a November *Suburban Life* Community Voice column about the new Tech Takeout program. It finally ran in the Jan. 20 issue. A copy is included in this packet.

Newsletter

Production of the spring newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Feb. 18.

eNews

There are currently 17,482 (+266) email addresses on the mailing list. The link generating the most clicks in January was the link to the Community Connections Expo in the Jan. 10 eNews (150).

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Marianne's Jan. 16 Comfort Dog Visit post featuring Shami, which reached 1,328 people and received 51 likes, 23 loves, 6 comments, and 2 shares. In addition, the total number of page likes has grown to 1,384 (+12).

The library has also added an Instagram account to its social media platforms, and Marianne is contributing program and event photos when available, as well as some library history photos for Wayback Wednesday, Throwback Thursday, and/or Flashback Friday.



Posted to Instagram, Facebook, & Twitter:

Today we met Shami, the first certified comfort dog for the Lutheran Church Charities Comfort Dog Ministry. In her 8 years, Shami has responded to many disasters, including the shooting at Sandy Hook Elementary School, the Boston Marathon bombing, as well as tornadoes in Washington and Coal City, Illinois. #shamicomfortdog #lutheranchurchcharities #ipplinfo #everyonelovesshami

Marianne's Meetings

Meetings

- Meetings w/Laura on Jan. 10, 12, 26
- Meetings w/Theresa on Jan. 5, 10, 13, 16
- Comfort Dog Visit pics on Jan. 16
- LEGO Sumo Challenge meeting w/Tyler & Theresa on Jan. 30
- Email security presentation on Jan. 30

Continuing Education

Animoto Step-by-Step: Learn How Crate & Barrel Created a Marketing Video for Facebook webinar on Jan. 18

Effectively Communicating Your Mission and Impact for Nonprofits workshop at College of DuPage on Jan. 27

Community

DarienFest 30th Anniversary Meeting at Darien Swim & Recreation Club on Jan. 30

Theresa's Meetings**Meetings**

Meetings w/Marianne on Jan. 5, 10, 13, 16

Teen Tech Week infographics meeting w/Tyler on Jan. 10

LEGO Sumo Challenge meeting w/Tyler & Marianne on Jan. 30

Teen Tech Week infographics meeting w/Tyler on Jan. 30

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the spring newsletter and new shelf topper signs for the Kids & Teens Department.

Marianne Ryan, Marketing Coordinator
Feb. 9, 2017

Library program serves up tech buffet

Is your technology cupboard bare? Your library card can be a meal ticket for an all-you-can-eat technology buffet. Indian Prairie Public Library now offers Tech Takeout, a smorgasbord of gadgets, gizmos and tools for you to take home. iPPL cardholders can check out a Go Pro Hero+, Apple TV, Chromebook, Fitbit Zip, iPad Air and a handful of other devices.

The special ingredients of Tech Takeout are variety and value. With the collection, you can:

- 1. Try before you buy:** Technology is expensive. Tech Takeout can help make sure you buy the right device. Thinking about a fitness tracker? Try out our Fitbit Zip for a few thousand steps. Want a new device for ebooks? Compare the Kindle Paperwhite and the Kindle Fire.
- 2. Use that thing you only need once:** As cool as a thermal leak detector sounds, it's probably not an everyday tool. An 80-inch projection screen can take movie night to the next level, but not every night can be movie night. We'll keep the stuff, and you can use it when you need it.
- 3. Enjoy your weekend:** A Netflix binge using a Roku, a GoPro for your



COMMUNITY VOICE
T.J. Szafranski

About Tech Takeout

Indian Prairie Public Library now is offering gadgets, gizmos and tools for its library cardholders to check out, including a Go Pro Hero+, Apple TV, Chromebook, Fitbit Zip, iPad Air and a handful of other devices. If you have a suggestion for a device or tool you'd like the library to get, share it by emailing ts@ippl.info.

hike, a stack of bestsellers on one device. More than anything else, we hope our Tech Takeout can provide some enjoyment and fun.

All devices come with set-up instructions, and some are so easy to use that we're probably lying when we label them as "Tech." Our portable, under-the-desk exercise bike comes fully assembled and ready to use. Press a button, and it'll track how many miles you ride. If you know how

Write to us

We want to hear from you. Letters must be no more than 300 words. They must include your first and last name, town and a phone number for verification. We may edit them for clarity, accuracy and style. Email letters to letters@mysuburbanlife.com. The deadline is 4 p.m. Thursday for the following week's paper.

to use a hair dryer, you can use our Vornado air circulator. Just plug it in and select the speed setting.

Tech Takeout isn't a finished product, either. We'll soon be adding wireless hotspots to the menu, and more items after that. If you have a suggestion for a device or tool you'd like us to get, we invite you to share it with us by emailing ts@ippl.info. If Tech Takeout has what your appetite, then go to techtakeout.ippl.info to reserve an item or visit the library. And we hope you'll come back for seconds.

T.J. Szafranski is the assistant head of technology services at Indian Prairie Public Library.

Medically Complex Program at RML Specialty Hospital helps patients who need it most

SPONSORED BY



damaged." With experience in sports medicine, industrial rehab, and community hospitals, Burdine says the patients he sees at RML are by far in greatest need of high-level care.

RML, as a small company, is focused only

NEWS BRIEF

West Suburban Humane Society to present dog adoption seminar

DOWNERS GROVE – The West Suburban Humane Society will hold a "So You Want to Get a Dog" seminar Jan. 25 at the Doggie Depot in Downers Grove, according to a news release from the society.

The goal is to get potential adopters

LETTERS

Consider donating time to FISH

To the editor:

The FISH Organization is in dire need of volunteers! Can you help? For years you have donated food, clothing and money, which is always needed and always used. You're the reason we've been able to help our neediest neighbors for 46 years. Now we need people to donate time. Can you do that? We need van drivers to pick up food and other donations that are donated to us four mornings a week. Most of the pickups are from local stores, churches and schools in Downers Grove. Can you drive or assist on the pickups any Monday, Tuesday, Thursday or Friday morning? If you want to be a part of the FISH operation as a van driver, please call FISH at 630-964-7776. Leave your name and number, and we'll get back to you. Also, visit our website at downersgrovefish.org. There are also other volunteer jobs if you're interested. You can be a telephone one day a month from your own home, you can take our clients to doctor appointments, or you can work in the pantry. Thank you for your consideration.

June Miller

FISH corresponding secretary

the increasing rate of dogs returned to shelters. Topics will include breed and age consideration, costs, training, pet introductions and more.

The session will be led by a certified humane educator and professional dog trainer, and it will run from 7 to 8:30 p.m. at Doggie Depot, 607 Rogers St., Down-

TEEN JOB FAIR

Sat., April 8, 1-3 p.m.
at Indian Prairie Public Library

**For teens seeking
employment,
internships,
and/or volunteer
opportunities.**

Hosted by:



If your business is interested in participating, please fill out the online form at jobfair.ippl.info by March 31. Businesses that apply by March 10 will be included in event promotions. There is no fee to participate, but space is limited, so tables will be first come, first served. For additional information, please contact IPPL Teen Librarian Heidi Estrada at heidie@ippl.info or 630/887-8760 ext. 260.

Adult Services Monthly Report

January 2017

I completed my one-on-one meetings with all the staff in the department. These were opportunities for them to get to know me a little better and vice-versa. I have been very impressed by the level of professionalism and service orientation of the entire staff.

This month we began to work towards implementation of the Ebsco Discovery Service (EDS). This tool becomes part of the Enterprise catalog and allows not only our materials collection to be searched, but also it searches a number of our research databases as well. The hope is that this product will expose more patrons to the rich array of online databases we subscribe to and will boost usage of not just these, but all our databases.

I have been asked to do a historical analysis on the adult materials collection to see if we can find any areas we can identify for improvement in terms of circulation. I have contacted SWAN for assistance in pulling the information I need out of Sirsi/Dynix.

Collection management continues by all staff. So far, besides Money Management, the areas that have been gone through are True Crime, Cooking, Home, the 500s, and the computer books in the 004-006 area. These sections are all on our three-year weeding cycle for completion at the end of 2016 or for 2017. Replacement ordering is ongoing for items that have high circulation or recent circulations and we are trying to eliminate damaged items from the collection, ordering replacements as demand dictates.

In February, we will begin doing a study of the reference book collection to gauge usage of these materials. The study will start in mid-February and continue through the end of the school year.

Monthly Highlights

- Shirley sent out a survey to our Zinio users to gauge how they feel about the service. So far, out of 1083 people queried, 119 had answered the survey by the end of the month. She has also been working on a mailing list of local businesses to send a letter pitching the services we can provide to them.
- Jennifer has begun weeding the beginning of the fiction collection, focusing on multiple copies of once popular titles that, due to decreased demand, it is no longer necessary to keep so many copies of those titles. She also worked with Marketing to promote Reader's Advisory services as a tie in to the 2017 Reading Resolution program.
- Mary K. worked with Laura Birmingham to coordinate the Community Connections Expo that took place on January 14 from 10 a.m. to 12 p.m. Sixteen community organizations participated and we had 40 people attend. Three of the organizations were new to the event this year. She also worked with Heidi and the Teen Advisory Board on the Better Together Rock the Socks Box sock collection for DuPage Pads. 165 pairs of new socks were donated between January 2 and January 16, 2017.
- Joe is again coordinating our tax form distribution. Since 2013, the IRS and Illinois Department of Revenue has significantly cut the number of forms available to distribute through local libraries. This year, we only have IRS Forms and Instructions for 1040, 1040A and 1040EZ and Illinois 1040 forms and instructions (we had a very limited amount of ICR forms and instruction books sent to

us, of which we are already out of instruction books). He continues to coordinate a Literacy LEARN program at Oak Park on March 15.

- Jez has been working with Heidi, Monica, and Tyler in Kids & Teens for Free Comic Book Day. She is also part a committee, along with Jennifer, that is planning a library wide Harry Potter event tied to the 20th Anniversary of the release of *Harry Potter and the Sorcerer's Stone*. Her #LibSocial events have seen increased attendance since she put the library on MeetUp, and Cindy has noted a number of people attending her programs due to postings on MeetUp.

Community

- Shirley has begun attending Darien Chamber of Commerce Coffee Connection function. This takes place in the morning and is more intimate than the large WBBR Chamber luncheons. She spoke to the group about our online resources for businesses, and the Chamber has reached out to us to host a lunch and learn here at the library for Darien businesses to learn how to make use of these resources. We have scheduled April 19 for this event.
- Jennifer continues to see the Book Club Resource service grow. This month she provided 11 patrons with resources for their groups, five by e-mail and six with print. She is coordinating the transition of the Crime Readers discussion group leadership to our Reader's Advisory Associates as Debbie Wordinger has indicated she wishes to step down as leader of this group. Full transition is expected to be completed by December of this year. She also had one final applicant for the Soon to Be Famous Illinois Author Project.
- As discussed in the monthly highlights, Mary K. helped coordinate the Community Connections Expo and the sock donation to DuPage Pads.
- Joe has coordinated with the local schools to distribute ESL information for ESL students to take home to their parents.

Contributing to the Profession

- Joe is coordinating a literacy LEARN event for other librarians at Oak Park Public Library on March 15 and has 30 people registered so far. He will be coordinating the next LEARN meeting for May 2 at Arlington Heights.

Continuing Education

- All staff received training in Ebsco Discovery Service and Ann held a training on avoiding ransomware and malware distributed through e-mail scams. Both were held at our regular departmental monthly meeting.
- Tony viewed a webinar on EBSCOadmin so that he can properly oversee deployment of EDS.
- Jennifer attended an ARRT Book Club Study.
- Mary K. viewed a webinar about identifying "fake news" and how librarians can help our patrons learn to identify such items.

User Experience

- Staff has been instructed to read chapter one in the user experience book. Their homework is to view the library as a patron might, to put themselves in the patron's place. We will discuss this at our February monthly meeting.

Meetings

Date	Meeting	Staff
4-Jan	WBBR Chamber Luncheon	Shirley
4-Jan	Meeting with Jamie to discuss fiction collection	Tony & Jennifer
4-Jan	SciFi/Fiction Collection Policy and 20/30s Survey	Jennifer & Jez
5-Jan	DUX Meeting at SWAN	Tony
9-Jan	One-on-one with Jamie	Tony
10-Jan	Management Team meeting	Tony
10-Jan	Page Meeting	Shirley, Corinne, Elizabeth, Ellen, Hillary, Linda, & Tina
10-Jan	One-on-one	Jennifer & Christine
11-Jan	One-on-one	Tony & Shirley
11-Jan	One-on-one	Tony & Corinne
11-Jan	One-on-one	Tony & Mary P.
11-Jan	Darien Historical Society Regular Meeting	Mary K.
12-Jan	One-on-one with Natalie	Tony
12-Jan	What Your Library Can Do For You program planning	Jez & Mary K.
13-Jan	One-on-one	Tony & Christine
13-Jan	Darien Historical Society Website	Mary K.
16-Jan	One-on-one	Tony & Hillary
16-Jan	One-on-one	Tony & Mary S.
16-Jan	One-on-one with Jamie	Tony
17-Jan	One-on-one	Tony & Jez
18-Jan	Department Monthly Meeting	All
19-Jan	One-on-one	Tony & Denise
19-Jan	Programming Discussion with Jamie & Natalie	Tony
20-Jan	Darien Historical Society Website	Mary K.
21-Jan	One-on-one	Tony & Tina
24-Jan	Management Team meeting	Tony
25-Jan	Darien Chamber Luncheon	Shirley
26-Jan	DUX Meeting at SWAN	Tony
26-Jan	One-on-one	Tony & Ashe
27-Jan	Darien Historical Society Event	Mary K.
30-Jan	One-on-one with Natalie	Tony
30-Jan	One-on-one with Jamie	Tony
31-Jan	Meeting to discuss summer room usage	Tony & Cindy
31-Jan	Darien Chamber Coffee Connection	Shirley

Programs

Date	Time	Program	Staff	Attendance
2-Jan	6:00 p.m.	Chess		8
4-Jan	2:00 p.m.	eLibrary Drop-In	Jennifer	6
5-Jan	7:00 p.m.	Theatre of Western Springs Presentation	Cindy	6
6-Jan	6:30 p.m.	#LibSocial - Plug In and Play	Jez	13
7-Jan	10:00 a.m.	ESL	Joe	8
9-Jan	6:00 p.m.	Chess		13
9-Jan	7:00 p.m.	Current Events		17
11-Jan	7:00 p.m.	Novel Idea	Mary P.	13
11-Jan	7:00 p.m.	Super Bowl, Super Snacks (Canc. due to presenter illness)	Cindy	0
11-Jan	6:30 p.m.	SCORE Roundtable Discussion	Shirley	5
14-Jan	2:00 p.m.	Community Connections Expo	Mary K.	40
16-Jan	6:00 p.m.	Chess		15
17-Jan	7:00 p.m.	Willowbrook Wildlife Center Presentation	Cindy	26
18-Jan	6:30 p.m.	GenLit Book Discussion	Jennifer	7
19-Jan	7:00 p.m.	Crime Readers		14
19-Jan	1:30 p.m.	Thursday Afternoon Movies	Joe	22
20-Jan	6:30 p.m.	#LibSocial - Art Therapy Night	Jez	11
21-Jan	10:00 a.m.	ESL	Joe	9
23-Jan	6:00 p.m.	Chess		15
23-Jan	7:00 p.m.	Current Events		33
23-Jan	10:00 a.m.	Chill Out & Color	Cindy	8
25-Jan	2:00 p.m.	Drama Reading Group		6
25-Jan	1:30 p.m.	Opera Lecture: Norma	Cindy	8
25-Jan	10:00 a.m.	Short on Time Book Discussion	Shirley	1
26-Jan	1:00 p.m.	Genealogy Group	Mary K.	34
26-Jan	7:00 p.m.	SCORE - Business Model Canvas	Shirley	9
29-Jan	2:00 p.m.	Old Time Radio	Cindy	34
			Total:	381

Volunteers

- 11 volunteers completed 129.75 hours of service
 - Court Ordered/Community Service – nine volunteers completed 123.75 hours
 - Regular Volunteers – two volunteers completed 6 hours of service

Proctoring

- Shirley proctored one exam this month.

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Circulation Services

January 2017

Total checkouts and renewals for January were down from last year by 5,281 or 8%. We had 58,950 items circulated this month as compared to 64,231 last year. Electronic circulation was up slightly – 5,117 circulations this year while we had 4,323 circulations last year.

ILL's processed were up 5%. We processed 9,013 this year and 8,606 last year. Patron visits were up slightly (1%) from last year (33,112 this year compared to 32,699 last year)

A total of 8,732 holds were placed in January. Patrons placed 6,734 (77%) holds while staff placed 1,998 (or 23%) holds.

20,887 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 26,347 items were checked out or renewed by patrons at one of our self-check machines, 6,599 items were renewed by patrons through Enterprise or BookMyne and 5,117 items were electronically checked out by patrons – for a total of 38,063 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

We changed our fine schedule on January 2. All items that had been previously \$.10 are now \$.25 per day. We decreased the fines for "old" feature films from \$1.00 per day to \$.25 per day. New feature films, Console Games, Tech Take Out, E-Readers, Play Away Views, Kits, Leap Pads, Launch Pads and Digital Equipment are \$1.00 per day. As of this writing, we have not heard many complaints.

We hired Susan Staron as a new Assistant Circulation Supervisor.

Because we have two new supervisors, training is currently taking up much of my time. Our new Senior Supervisor, Nancy Hudson, and I met with the Circulation Pages in January. We discussed the current checkin processes and answered any questions they had.

Community

Because we have not been officially confirmed as a Passport Acceptance Facility yet, we have moved the start date to March. In the meantime, staff that needed to, are finishing up their on-line classes. I will be holding a review for staff in February. Ann Stovall and I will be working on a web page that will give patrons information that they will need before they come into the library.

Workshops and Meetings Attended:

Jan. 6	Meeting with Jamie
Jan. 6	One on One with Nancy H.
Jan. 10	Department Heads
Jan. 12	One on One with Nancy H.
Jan. 12	One on One with Gail J.
Jan. 16	One on One with Jamie
Jan. 18	Circulation Advisory - RAILS
Jan. 19	One on One with Nancy H.
Jan. 24	Department Heads
Jan. 26	One on One with Gail J.
Jan. 26	One on One with Nancy H.
Jan. 27	Meeting with Ann S.

Jan. 30 One on One with Jamie
Jan. 31 Nancy H.
Jan. 31 Circulation Page meeting

Debbie Sheehan
Head of Circulation Services

Circ Stats												
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
Renewals through the webpack not included:				1,284								
				Electronic Circulation	3,852							
Yearly												
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	404,456
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT

January 2017

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Improvements for Public & Strategic Goals

- Adult Internet Computers - Twelve adult Internet computers were replaced with new computers that have the latest versions of the Windows operating system and Microsoft Office 2016.
- Local History Blog - Dave worked with Mark K. to make changes to enhance the blog by adding digital photo albums and a map overlay of historical landmarks and businesses.
- Kids & Teens Department Video Tour - A nine-minute video tour about the Kids & Teens Department and its services was created to promote services to schools. Dave worked closely with Natalie, Monica and Katie to produce the video.

User Experience (UX)

- UX & Staff- At our monthly department meetings, T.J. and I had a discussion with our staff on the first chapter in the book *Useful, Usable, Desirable: Applying User Experience Design to Your Library*. T.J. did a UX exercise on public printing with the Technology Center staff. We are using Google spreadsheet to gather staff UX ideas.
- New DVD- In response to a patron request for an easier way to discover what DVDs were recently added to the collection, I asked Denise T. to save our new DVD lists to a .pdf file. I uploaded the files to our website so patrons can easily access these lists from home. I updated the DVD and music pages to include a new kids/teens DVD and a new music cd list also.

Technical Services

- Discard Statistics - SWAN revised the process of purging discarded items from the SWAN database due to circulation statistics. This effected the way we run reports for discard statistics. Anna was able to research and come up with a new process for gathering monthly discard statistics.
- Staffing/Volunteers- Jane Zwergel resigned as a 12 hour Technical Services Associate. We have two new volunteers to help run the disc-cleaning machine. They have both expressed interest in helping with the computer classes and other projects.

Technology Services Projects/Issues

- iPad Update - The Adult Services iPad 2 was replaced with the iPad Air 2 from Circulation Services. We received a \$350 dollar donation to purchase Apple products and we used it towards the purchase of a new iPad Air 2 to replace the Kids & Teens staff iPad 2. The older iPads will be used for programming.
- Office 2016 - Administration and Circulation staff computers were updated to Office 2016.
- AARP Laptop - Brett configured and updated five training laptops for AARP assistants to provide fee tax-aid for our middle and low income taxpayers.

3D Printing

- We processed seven 3D print requests.

Wi-Fi Usage

- 6,027 Wi-Fi total connections; 5,170 were from patrons using their own device.

Community

- Nothing to report this month.

Sharing

- Nothing to report this month.

Contributing to the Profession

- T.J. attended ALA Midwinter in Atlanta, Georgia. He is the Networking Director for the New Members Round Table and oversees the Orientation and Social Committee. TJ attended a NMRT Board meeting, moderated a panel for conference orientation, and hosted a trivia night as part of a social event. TJ also attended a variety of workshops including *Managing UX Change in the Library*, *Library Advocacy and Core Values in Uncertain Times*, *Top Technology Trends*, and *Digital Literacy Training Resources*.

Public Technology Programs & Classes

- We held seven classes with a total attendance of 77.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 1/10 (2 PM)	iPad/iPhone 101	Dave	16
Tuesday 1/10 (7 PM)	App Attack: Health & Fitness	T.J.	3
Wednesday 1/11 (10 AM)	Samsung Galaxy/Android 101	Dave	18
Thursday 1/12 (6 PM)	Intro to Windows 10	Sandi	11
Sunday 1/15 (2 PM)	Photography Basics	John	11
Wednesday 1/18 (10 AM)	Computer Basics	Sandi	11
Saturday 1/28	Linked In	Valeria	7

Training & Continuing Education

- April attended a SWAN audiovisual pre-cataloging training and an introductory webinar to Baker & Taylor's new ordering interface TS360.
- I held four staff email security presentations to educate staff and help reduce potential security attacks on the library's equipment and network.
- Technology Center desk staff received training on the wireless printing app.

Personnel/Staff Meetings

- Jan. 3, 17, 31- One-on-one meetings with Jamie
- Jan. 4, 25 - One-on-one meetings with Brett
- Jan. 6 - One-on-one meetings with April
- Jan 9, 26- One-on-one meetings with T.J.
- Jan. 9, 23 - One-on-one meetings with Anna
- Jan 10, 24 - Department Head Meeting
- Jan 10- T.J. met with John to discuss performance review.
- Jan 11- Technical Services Department meeting
- Jan. 11- Dave, T.J., Brett and I attended the Technology Committee meeting
- Jan. 11- One-on-one meeting with Dave.
- Jan 20 - I attended the SWAN cataloging user group meeting at Tinley Park Library.

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- Jan 24 - April and I attended the Technical Services SWAN user group meeting at Tinley Park Library.
 - Jan 31- I met with Natalie, Tony and Cindy K. to go over summer calendar for programming.

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

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

Programs

In January, Youth Services presented 34 programs at IPPL with 655 people in attendance. (This does not include the events and services we provided out in the community. See also Community section)

Date	Description	Staff	Attendance
6-Jan	Teen Crafternoon: Tangled T-shirt art	Monica	2
7-Jan	Family Movie & Community talk: Zootopia	Monica	46
7-Jan	Teen Service Day	Heidi	12
10-Jan	Homeschool STEM - Robotics	Tyler	16
10-Jan	STEM for Homeschoolers: Robotics & Coding	Monica, Tyler	16
12-Jan	Knitting 101	Heidi	5
13-Jan	Preschool Programmers	Tyler, Katie	16
13-Jan	Teen Movie Night	Heidi	6
16-Jan	Comfort Dog	Monica	28
16-Jan	Anime Addicts	Heidi	10
17-Jan	Shake, Shimmy, & Dance	Katie	63
18-Jan	Maker Lab	Natalie	9
19-Jan	Knitting 101	Heidi, Jane	5
20-Jan	Teen Crafternoon: Cupcake Decorating	Monica	7
21-Jan	TAB Meeting	Heidi	12
21-Jan	Gaming Lock In	Heidi, Tyler	50
23-Jan	Talented Toddlers (16 children + 17 adults)	Jane	33
23-Jan	Junior Genius	Jane	7
24-Jan	Baby Brilliance (14 children + 13 adults)	Jane	27
24-Jan	Junior Genius	Katie	17
25-Jan	Maker Lab	Tyler	13
25-Jan	Baby Brilliance (11 children + 13 adults)	Jane	24
25-Jan	SAT vs. ACT	Heidi	6
26-Jan	Talented Toddlers	Katie	30
26-Jan	Talented Toddlers	Katie	27
26-Jan	Fantastic Families Storytime	Heather	21
26-Jan	Knitting 101	Heidi	4
27-Jan	Minecraft Club	Tyler	18
27-Jan	Open Mic Night	Heidi	24
30-Jan	Talented Toddlers	Katie	36
30-Jan	Junior Genius	Katie	12
31-Jan	Baby Brilliance (16 children + 17 adults)	Jane	33
31-Jan	Junior Genius	Katie	20
TOTAL:			655

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

Family Movie and Community Talk

Monica Dzierzbicki presented the Winter Break family movie and community talk. After watching the movie Zootopia (The 2016 Pixar film telling the story of Officer Judy Hops), families were able to meet with an officer from the Willowbrook police. In addition to families, two groups of Girl Scouts shared their questions for the officer. Forty-six people attended. This is the first in a series scheduled of movies connected with a visit from a local community service provider. Next in the series will be the Spring Break movie The Secret Life of Pets followed by a visit with a veterinarian.

STEM for Homeschoolers

Monica Dzierzbicki and Tyler Works presented the STEM for Homeschoolers: Robotics & Coding activities. Tyler introduced the Homeschooling families to robotics and coding concepts using the Ozobots. Kids and families continuing exploring these concepts using the Code-a-pillar and Code and Go Robot Mouse.

Community

Date	Description	Staff	Attendance
4-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	18
4-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	26
5-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	18
5-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	26
11-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	22
11-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	28
12-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	22
12-Jan	Eisenhower Junior High - Technology Class - Coding Unit	Tyler	28
9-Jan	Chick-fil-A	Jane	
19-Jan	Play to Learn - DuPage Children's Museum	Jane	77
5-Jan	Whole Foods Storytime	Katie	37
18-Jan	Teens for Excellence after-school book club	Monica	7
11-Jan	Hinsdale South Book Club	Heidi	5
19-Jan	Story Stroll Install at Burr Ridge Village Center	Natalie	2
11-Jan	STEM DuPage Planning Meeting	Natalie	6
18-Jan	Good Worx Gardening Planning	Natalie	3
TOTAL:			325

(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.)

Story Stroll

Natalie Williams visited the Burr Ridge Village Center to install the second story in the Story Stroll. The winter book selection is "The Snowy Day" by Ezra Jack Keats. She is working with representatives from Barbara's Books to have stories donated by publishers with copyrights to repurpose publications.

Good Worx

Natalie Williams met with Cynthia McGann and Mary Beth Owana from Good Worx to plan for the upcoming growing season. We will be expanding the garden at IPPL by adding 10 patches/beds. We are planning for the Seed Swap event and the community gardening event to plant this year's crops. Because of the work that Good Worx is doing with IPPL and because of their sizable donations to the Seed Library, Good Worx has been acknowledged as the new sponsor of the Seed Library.

WouldShop

In the WouldShop, Heather Forster Jensen featured two new themes in January, the first being "Static Electricity," with popcorn packing peanut game and an experiment where kids and families could see which types of materials a balloon could pick up with static electricity. The second display, which will continue into February, is "Super Bowl." Projects include a "Design Your Own Helmet" activity sheet, as well as paper football. "Football" can be folded out of paper with provided instructions and used to play on the table converted into a field.

Displays

Heather Forster Jensen created two different book displays for January. For Early Literacy, the themes were "Best of 2016" and "Fractured Fairy Tales - The Gingerbread Man." For Mid-Kids, the themes were "Best of 2016" and "Surviving Winter and Other Assorted Adventures."

Heidi Estrada organized a "Teen Best of 2016" display in the lounge. She created a list from "Best of..." lists from different resources like Goodreads, Novelist, and starred books in review journals. She organized two new displays for February. The first is Black Lives Matter, which will feature books relevant to Black History Month and that star characters of color. The second is a display of romantic teen books.

Kits

The Baby Bundles are ready and available for checkout. Katie Salo created 16 Baby Bundles on the following themes: alphabet, balls, bugs, colors, counting, faces, farm, food, make music, ocean, peek-a-boo, pets, shapes, sounds, things that go, and zoo. Baby Bundles are sponsored by the Sadowski family.

Tyler Works continues to develop the STEM kit collection. He worked with Tech services to update the labels after the check-in procedure changed. He is also developing new sound based kits. The STEM kits will soon be moved to the shelving unit directly behind the K&T desk. We want to differentiate the STEM kits from the WouldShop kits and make them more visible to patrons.

Seed Library

Number of Checkouts: 4

Number of Seed Packets Checked Out: 8

Number of Donations: 0

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

Continuing Education

Date	Description	Staff
17-Jan	STEAM Webinar (Week 1) - What is STEAM?	Heather
20-Jan	Association of Library Services to Children Mini Institute	Katie
20-Jan	American Library Association Midwinter Conference	Katie
24-Jan	STEAM Webinar (Week 2) - STEAM for Preschool	Heather

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

What is STEAM?

Heather Forster Jensen is signed up for a 4-week course on STEAM (Science, Technology, Engineering, Art, Math) programming. She completed the first set of assigned readings and post for her STEAM webinar around the topic of "What is STEAM?" The assignment was to turn a straight arts and crafts activity into a STEAM experience. Heather used the upcoming department project of hatching eggs as

her inspiration. The obvious science aspects come into play when thinking about biology and development of the chicks. Technology will also be tied in because of the equipment used to warm the eggs. Math can be tied in by inviting name suggestions, and the top choices could be put to a vote. To compliment this in the WouldShop, arts and craft projects can be chosen that relate to chickens, such as a life cycle wheel to color and assemble.

Association of Library Services to Children (ALSC) Mini-Institute

Katie Salo attended the following presentations at the ALSC Mini Institute: Why is it so Difficult to Talk about Race, Culture, and Other Marginalizations in Children's Literature?; Adele, Rascal Flatts, Mumford & Sons, and LL Cool J Come to Storytime; and Kindergarten Bootcamp - Preparing Parents for Children's School Success. She also attended the Breakfast for Bill and the Luncheon Keynote Speaker.

American Library Association (ALA) Midwinter Conference

Katie Salo attended the following events at ALA Annual: Guerrilla Storytime (Saturday and Sunday sessions); OITP - 'I wish someone had taught me to _____': An interactive session for children and youth librarians; Towards A Less Normative Future in Library Services to Children/Teens; Program-a-Rama; Youth Media Awards; Morris Award and Excellence in Non-Fiction Award for Young Adults presentation; Closing Sessions Speaker.

Contributing to the Profession

Date	Description	Staff
5-Jan	Tinker Planning Meeting	Tyler
11-Jan	Dominican University - SOIS Alumni Council	Tyler
13-Jan	Monarch Meeting Scoring Round II	Katie
21-Jan	2018 Caldecott Committee Meeting	Katie
23-Jan	Registered as Dominican University GLIS mentor	Monica
23-Jan	Registered as member and volunteer for ISLMA (Illinois School Library Media Association)	Monica

Pages

The K&T Pages completed their collection shelf read. There was a 50% decrease in mis-shelved items in the picture book collection and J nonfiction. These two collections combined make up 46% of all mis-shelved items. Overall, there were 30% less mis-shelved items after this shelf read rotation.

Meetings & Planning

Date	Description	Staff
4-Jan	Summer Reading Meeting	Natalie, Tyler, Monica, Katie, Heidi
4-Jan	Meeting with Ann S about Storytime registration requirements	Jane, Ann
4-Jan	Meeting with Katie S. about upcoming storytime registrations	Jane, Katie
6-Jan	Communico Update Meeting with Ann	Katie, Natalie, Jane
9-Jan	One on One with Jamie	Natalie
10-Jan	Marketing - Teen Tech Week Infographics	Tyler
10-Jan	Meeting about Storytime registration requirements and Communico updates and eta's for future updates	Jane, Katie, Natalie, Ann
10-Jan	Youth Room Storytime Cleaning	Katie, Jane, Heather

10-Jan	Early Literacy Team Review of Storytime Materials	Heather, Jane, Katie
10-Jan	Dept. Heads	Natalie
11-Jan	Technology Committee Meeting	Tyler
11-Jan	Family Center Meeting	Katie, Natalie
11-Jan	Videotaping K&T Department	Monica, Katie
12-Jan	Discussed junior novel genres (historical fiction, mystery, adventure, animals, horror, science fiction, short story, fantasy) and Novelist for genres for each age group.	Quiana and Monica
12-Jan	with Tony - stats meeting	Natalie
14-Jan	Robotics competition in Elgin	Natalie, Tyler
17-Jan	Mid-Kid Survey discussion	Monica, Natalie
17-Jan	One on One with Jamie	Natalie
19-Jan	library wide events meeting with Jamie & Tony	Natalie
24-Jan	Annual Review	Tyler, Natalie
24-Jan	C2 Education meeting with Francis Taylor	Heidi
24-Jan	Dept. Heads	Natalie
25-Jan	Interview with HSHS district 86 Transition Center Representatives	Jane, Cristina, Katie
25-Jan	K&T Department Meeting	Natalie, Tyler, Monica, Katie, Heidi, Jane, Heather
30-Jan	Family Center Meeting with Jamie	Katie, Natalie
30-Jan	One on One with Jamie	Natalie
30-Jan	Programming planning with Tony	Natalie
31-Jan	Meeting Room calendars with Tony, Ann, Cindy	Natalie

Planning for LEGO Robotics Competition

Tyler Works continues to plan the LEGO Sumo Challenge with Monica and Natalie. Tyler and Natalie visited the LEGO First Robotics state championship to get a feel and understanding of how a large-scale robotics competition would work. Natalie has reached out to Praxair and Tyler is in contact with a local MIT Alumni group to help as mentors on the day of the event. We are waiting to hear back if members will be available.

User Experience (UX)

The K&T staff have been working through the UX plan that Natalie created last fall. To date, they have accomplished the following:

- ✓ Create basecamp to document staff ideas & discussions— ongoing
- ✓ Read Chapters 1-2 of "Useful, Usable, Desirable" – Nov 2016
- ✓ Look at services and procedures we already have that support UX – Nov 2016
- ✓ Read Chapters 3-4 – Dec 2016
- ✓ Create a list of service touchpoints – Dec 2016
- ✓ Read Chapters 5-6 – Jan 2017
- ✓ Review Service Philosophy Handbook – Jan 2017

Submitted by Natalie Williams, Head of Youth Services 2/6/2017

STATISTICS FOR	Jan-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	34,191	37,173	234,214	251,506	-6.88%
Teen	2,388	2,828	19,687	20,530	-4.11%
Kids	17,254	19,907	119,474	138,579	-13.79%
TOTAL	53,833	59,908	373,375	410,615	-9.07%
Electronic Circulation	5,117	4,323	30,713	30,577	0.44%
GRAND TOTAL CIRC.	58,950	64,231	404,088	441,192	-8.41%
% Reciprocal Borrowing	13%	13%	13%	14%	
Patron Visits	33,112	32,699	250,125	251,468	-0.53%
Current Cards					
Resident	146	207	20,545	21,384	-3.92%
Non-Resident	89	101	1,023	939	8.95%
TOTAL	235	308	21,568	22,323	-3.38%
Non-Resident Households	43	50	449	512	-12.30%
Patron Assistance					
Adult - Reference	2,880		21,160		
Kids - Reference	1,222	1,463	8,588	9,735	-11.78%
Technology - Reference	1,062		6,537		
TOTAL REFERENCE	5,164	4,446	36,285	31,748	14.29%
Adult - Other	879		5,658		
Kids - Other	2,274	1,729	17,053	12,876	32.44%
Technology - Other	87		844		
TOTAL OTHER	3,240	3,451	23,555	26,065	-9.63%
GRAND TOTAL ASST.	8,404	7,897	59,840	57,813	3.51%
ILL/Reserves					
Holds	8,732	8,621	54,358	54,456	-0.18%
ILLs Sent	3,827	4,453	25,608	24,554	4.29%
ILLs Checked Out	4,746	3,708	29,627	29,882	-0.85%
ILLs Received	5,186	4,153	32,829	31,623	3.81%
Programs - Adult					
# Programs	12	10	75	60	25.00%
Attendance	188	268	1,386	1,391	-0.36%
Technology Classes					
# Programs	8	9	58	47	23.40%
Attendance	97	81	580	510	13.73%
Individual Technology Training					
# of Patrons	81	128	584	578	1.04%
Groups					
# Programs	14	16	79	85	-7.06%
Attendance	193	155	841	854	-1.52%
Others					
# Programs	0	1	8	8	0.00%
Attendance	0	8	156	241	-35.27%
Programs - Teen					
# Programs	9	7	61	52	17.31%
Attendance	129	81	868	759	14.36%
Programs - Kids					
# Programs	25	30	247	171	44.44%
Attendance	603	610	6,966	5,056	37.78%
GRAND TOTAL ATT.	1,291	1,331	11,381	9,389	21.22%

STATISTICS FOR	Jan-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,367	3,339	24,284	26,546	-8.52%
Kids Computers	1,516	1,276	10,355	10,623	-2.52%
Teen Laptop	163	131	1,523	1,446	5.33%
Adult Laptop	161	202	1,113	1,431	-22.22%
TOTAL PATRON USE	5,207	4,948	37,275	40,046	-6.92%
Hours Used					
Adult Computers	2,516	2,400	17,457	18,315	-4.68%
Kids Computers	981	849	6,622	7,061	-6.22%
Teen Laptop	206	183	1,984	1,851	7.19%
Adult Laptop	357	397	1,954.50	2,203	-11.28%
TOTAL HOURS USED	4,060	3,829	28,017.50	29,430	-4.80%
Wireless Total Connections	8,994		61,247		
IPPL Total Web Site Access	30,927	28,839	175,052	197,081	-11.18%
IPPL Total Page Views	41,171	62,158	266,410	394,345	-32.44%
Subscription Database Logins	2,336	2,427	14,441	18,496	-21.92%
Outreach-Homebound					
Items Delivered	152	144	1,045	1,066	-1.97%
Volunteers					
Number Active	58	50			
Hours Worked	387.50	310.25	2,374.75	3,405.50	-30.27%
Staff Training Hours	122	75	663	479.25	38.34%
Room Use					
Youth Room	17	24	119	195	-38.97%
Meeting Room					
Library	37	36	263	238	10.50%
Non-Library	4	10	46	61	-24.59%
Conference Rooms	385	282	2,620	1,555	68.49%
Lobby Programs	2	5	28	34	-17.65%
Board Room					
Library	16	21	119	117	1.71%
Non-Library	19	25	130	151	-13.91%
Clavinova	0	0	0	6	

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2017

53

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1011	4	15	1000	32	124	36	139
Non-Fiction	51185	373	1657	49901	2008	3144	2381	4801
Fiction	38821	383	617	38587	2167	2611	2550	3228
ADULT TOTALS	91017	760	2289	89488	4207	5879	4967	8168
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17171	220	21	17370	443	274	663	295
Fiction	28241	160	603	27798	1248	3393	1408	3996
KIDS TOTALS	45433	380	624	45189	1691	3667	2071	4291
TEEN								
Non-Fiction	724	3	3	724	49	109	52	112
Fiction	3563	63	119	3507	340	326	403	445
TEEN TOTALS	4287	66	122	4231	389	435	455	557
BOOK TOTALS	140737	1206	3035	138908	6287	9981	7493	13016

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6516	34	13	6537	310	7	344	20
Music CD	9811	31	156	9686	207	891	238	1047
Playaway	366	0	1	365	4	9	4	10
DVDs (DVD & Blu-ray)	19936	220	482	19674	828	513	1048	995
CD-ROMs	87	0	0	87	0	3	0	3
Console Games (Feb 2016)	32	0	0	32	40	3	40	3
ADULT TOTALS	36748	285	652	36381	1389	1426	1674	2078
KIDS								
Audio Books	709	0	2	707	4	9	4	11
Music CDs	941	0	8	933	45	9	45	17
Playaway	97	0	0	97	10	1	10	1
DVDs (DVD & Blu-ray)	4950	22	73	4899	399	70	421	143
Playaway Launch Pads (New)	19	0	0	19	5	1	5	1
KIDS TOTALS	6716	22	83	6655	463	90	485	173
TEEN								
Audio Books on CD	230	2	0	232	6	3	8	3
Playaway	43	0	0	43	7	0	7	0
DVDs (DVD & Blu-ray)	616	6	3	619	47	14	53	17
CONSOLE GAMES	567	6	4	569	60	18	66	22
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1514	14	7	1521	120	35	134	42
AUDIOVISUAL TOTALS	44978	321	742	44557	1972	1551	2293	2293
COLLECTION TOTALS	185715	1527	3777	183465	8259	11532	9786	15309

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Jan 2017

54

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26161	213	43	26331	1513	1510	1726	1553
TOTALS FOR ALL AGES	141,892	213	43	142,062	1513	0	1726	1553
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,396	28		2,424	87	0	115	0
eMedia (Overdrive Advantage)	727	6		733	48	0	54	0
Fiction								
eMedia (Overdrive Consortium)	9,986	70		10,056	474	0	544	0
eMedia (Overdrive Advantage)	2,926	51		2,977	364	0	415	0
ADULT TOTALS	16,035	155		16,190	973	0	1128	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	85	2		87	4		6	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,411	21		1,432	84	0	105	0
eMedia (Overdrive Advantage)	161	11		172	14	0	25	
KIDS TOTALS	1,663	34		1,697	98	0	136	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	120	1		121	1		2	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,292	32		2,324	136	0	168	0
eMedia (Overdrive Advantage)	398	22		420	23	0	45	
TEEN TOTALS	2,820	55		2,875	160	0	215	0
BOOK TOTALS	162,410	457		162,824	2744	0	3,205	1553

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	5,434	141		5,575	977	0	1118	0
Yearly Total for All Ages	337,199	141	0	337,340	977	0	1118	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,668	18		3,686	96		114	0
eMedia Advantage (Overdrive)	470	12		482	76		88	0
Movies								
Preloaded Roku Titles	653	20		673	87		107	
ADULT TOTALS	4,791	50		4,841	259	0	309	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	249	1		250	13		14	
eMedia Advantage (Overdrive)	3	1		4	3		3	
Movies								
Preloaded Roku Titles	109	4		113	22		26	
KIDS TOTALS	361	6		367	38	0	43	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	197	4		201	31		35	0
eMedia Advantage (Overdrive)	20	4		24	2		6	0
TEEN TOTALS	217	8		225	33	0	41	0
AUDIOVISUAL TOTAL	342,568	205		342,773	1307	0	1511	0
COLLECTION TOTALS	504,978	662		505,597	4051	0	4,716	1553

Chamber Report

Darien Chamber:

I attended the Darien Chamber luncheon and meeting on Jan. 25, 2016 at Chuck's Southern Comforts restaurant. Clare Bongiovanni, Chamber President, and Sosilia Reddy of First American Bank made sure I received introductions to others at the meeting. At lunch, I sat with two business excellence nominees, Orangetheory Fitness (Ian Krohmer) and Alkaye Media (Al Kohout). Several at the table had positive comments about the library. During the program, board members presented business excellence awards for: Ambassador of the Year, Member of the Year and Business of the Year. We also voted on new by-laws.

On January 31, I went to my first early morning Darien Coffee Connection at BMO Harris Bank. This gathering focuses on networking, cross marketing and Chamber news. In attendance: Clare Bongiovanni; Nick Pitzer of State Farm Agency; JoAnne Ragona, City Clerk and Rotary Club representative; Lori Wrzesinski, PR Director of Downers Grove Township; home business owner Doris Young; Sue Diaz of BMO Harris Bank; Barbara J. Vondra, CPA; Kate Sullivan, publisher of *Neighbors Magazine*; and Carole Kempf of LegalShield. Each of us had several minutes to describe and promote our business/organization. I highlighted some upcoming programs. Some helpful suggestions came up, including using NextDoor.com as a site for promoting community events. Clare asked that we send flyers related to business programming to the Chamber so that she can promote them to members and Sue requested flyers that she can post at the bank because they work extensively with small business owners. I will work out with Marianne how we can best do this. I specifically promoted to the home based business owner how she can develop a lifestyle marketing list using ReferenceUSA. I heard about everyone's business as well as community updates because some members also belong to the Rotary and Women in Business. In addition, I received one application for a business library card.

Willowbrook/Burr Ridge Chamber:

The luncheon and general meeting took place February 1 at Marriott Southwest at Burr Ridge. Committee reports made up the day's program so I became more familiar with the many opportunities within the chamber. I volunteered for the Business Expo committee. They will hold this year's Expo on June 7. I attended this last year and considered it well run. Volunteering will help me become more familiar with area businesses and increase our exposure with them.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison
2/1/17



 e-news

Public Library Trustee Needed to Fill RAILS Board Vacancy

RAILS is looking for a public library trustee to fill a vacancy on the RAILS Board for a term ending June 30, 2018. Interested candidates should [fill out the nomination form](#) on the RAILS website by Friday, February 10, 2017.

All RAILS Libraries Must Complete ILL Traffic Survey and Online Library Certification

All RAILS libraries must complete the annual online certification form on the [Illinois State Library's certification website](#) to certify that they are meeting system membership requirements. Before completing the form, all libraries are required to complete the annual [Interlibrary Loan \(ILL\) Traffic Survey](#) that covers July 1, 2015 – June 30, 2016.

All RAILS libraries must complete the ILL survey and certification form by Friday, March 31, to remain eligible for system services such as delivery, continuing education, grant projects, and other programs/services. [See more information](#). If you have any questions, contact the RAILS Certification Team at certification@railslibraries.info or 630.734.5160.

RAILS Networking and Certification Assistance Events

The RAILS Certification Team will attend two upcoming networking events to help members complete the annual online certification form and Interlibrary Loan Traffic Survey on the spot (see above article). Bring your laptop or use one of the computers we will have available. Refreshments will be served. You will also have the opportunity to network with other attendees and hear the latest RAILS news.

Register at your preferred location using the links below:

- [RAILS East Peoria](#), Tuesday, February 21, 10 a.m.–noon
- [RAILS Rockford](#), Tuesday, March 7, 10 a.m.–noon

Save the Date for March 30 RAILS Member Update

The next [RAILS Member Update](#) will be Thursday, March 30, from 10 a.m.–noon. Topics will include RAILS' involvement in several leadership development initiatives; [DPLAfest](#); an update on our e-initiatives, including [Popup Picks](#) and resources to support self-publishing in your community; RAILS [discounts/group purchases](#); an update on our [overlay project](#), and more. Watch for further details coming soon. [Register here](#).

RAILS BiblioBoard Group Purchase and Self-Publishing Webinars

RAILS is offering a group purchase for three [BiblioBoard](#) products. Currently, all Illinois residents have access to BiblioBoard's [Popup Picks](#) and the [Recovering the Classics](#) e-book collections courtesy of RAILS.

February 8, 2017

RAILS Links

- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)
- [RAILS Facebook Page](#)
- [RAILS YouTube Channel](#)

Member Resources

- [RAILS Community Email Lists](#)
- [Library News](#)
- [Continuing Education](#)
- [Jobs](#)
- [Free/For Sale/Wanted](#)

Upcoming RAILS CE

[February 10 Serving Patrons with Dementia](#)

[February 10 Meeting Adult Education Needs](#)

[February 16 Makerspaces](#)

[February 21, 28, & March 7 IT Security for Libraries](#)

[February 22 Making Meetings Work](#)

[March 2 Simple Strategies for Social Media](#)

Certification/Networking Events

[February 21 East Peoria](#)

[March 7 Rockford](#)

Archives

- SELF-e – a vetted collection of self-published Illinois authors
- Creator – a curation tool that helps libraries make unique local content available to the entire community
- Pressbooks – a one-stop solution for self-published authors to write, format, and publish their work

Subscriptions

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To find out more about these products and the group discount, as well as how to support self-published authors and connect your community to quality self-published content, plan on attending one of two identical webinars on [Tuesday, March 7, at 2 p.m.](#) or [Wednesday, March 8, at 10 a.m.](#) (log into L2 to view). Questions? Contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist, 630.734.5118.

RAILS Group Purchase for Career Online High School

RAILS is offering a group purchase for [Gale Cengage Career Online High School](#), an accredited online high school diploma and career certification program that enables students to earn high school diplomas while gaining real-world career skills.

Attend one of three webinars to learn more about Career Online High School. [Log into L2](#) to register/for more information. Questions? Contact [Amanda Musacchio](#), 630.734.5118.

- [Thursday, February 16, 2 p.m.](#) (will feature feedback from Fountaindale Public Library District)
- [Tuesday, February 21, 10 a.m.](#)
- [Tuesday, February 28, 3 p.m.](#)

Auto Finance Resource Webinar February 16

RAILS is offering a group purchase discount to all RAILS libraries for [Reid Communications' Auto Finance Resource](#). When using this software tool, patrons can view videos explaining the car financing process and utilize current market research data to get the best rates and terms. Register on L2 to attend a webinar demo on [Thursday, February 16, at 2 p.m.](#)

Simple Strategies for Social Media Webinar March 2

Athens Moreno will share tips, strategies, and resources to strengthen your library's social media presence in this webinar on Thursday, March 2, from 9:30–11:00 a.m. Learn about social media plans and using different platforms. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Meeting Adult Education Needs in Your Community](#) February 10

[Serving Patrons with Dementia](#) February 10

[Programming Ideas for Makerspaces](#) webinar February 16

[IT Security for Libraries](#) webinar series begins February 21

[Making Meetings Work](#) webinar February 22

Required Delivery Count February 27-March 3

All RAILS members are required to count all outgoing items being picked up for delivery

Fast, Convenient Way to Submit Delivery Feedback

The easiest, most convenient way for RAILS members to report any feedback/issues/concerns they have with RAILS delivery is to use our online ticketing system. This includes libraries that receive direct delivery from RAILS and libraries that receive delivery from Continental Transportation Solutions (CTS).

Send a message to railsdelivery@railslibraries.info to report missing items, misrouted materials, damaged items, library closings, or any other feedback you have regarding delivery. You'll receive an email confirmation and email updates about the status of your "ticket." You can also check the status by logging into the online [ticket form](#) with the same email address and password you use for L2. For more information, visit the [RAILS website](#).

SWAN Welcomes 19 New Libraries

The members of the [SWAN](#) consortium have approved the addition of [19 libraries](#) from the LINC and MAGIC consortia. The anticipated go-live date with the 19 new libraries is June 2018. Congratulations to all!

E-rate: Limited Consulting Support Available for School and Public Libraries

RAILS is offering limited consulting support to individual school and public libraries applying for E-rate, the Schools and Libraries Program of the Universal Service Fund. To learn more, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Registration Open for DPLAfest 2017

Registration is open for DPLAfest 2017, April 20-21, in Chicago. The two-day event is open to all and advance registration is required. The cost is \$150 and includes access to all DPLAfest events, including a reception on April 20. The full program will be announced soon. RAILS is one of the hosts for the conference, along with Chicago Public Library and other organizations. See [more information/register](#).

ILA Legislative Meet-ups

The Illinois Library Association (ILA) is offering seven legislative events in February and March to give you an opportunity to meet with your legislators to speak with them firsthand about issues affecting your library. Library trustees, directors, and staff are encouraged to attend. See [more information/register](#).

2017 Youth Services Institute Early Bird Deadline February 10

The 2017 Illinois Youth Services Institute will be held March 10-11, at the Crowne Plaza in Springfield. The conference focuses on the power of play and adventure. [View program schedule](#). The [early bird registration deadline](#) is February 10.

RAILS is a conference sponsor and will also exhibit there. If you are attending, be sure to stop by our table to find out about all the programs/services we offer for youth services staff.

Illinois Library Trustee Forum Workshop February 18

Join library trustees from around the state for a full day of learning and networking on Saturday, February 18, at the Chicago Marriott in Oak Brook. Registration includes a continental breakfast, buffet luncheon, and coffee breaks. See [more information/register](#).

Illinois Reads 2017

beginning with read aloud books for babies through adult readers. The 36 books chosen are written by Illinois authors (or authors with ties to Illinois). There is a mix of fiction and informational text, including several Science, Technology, Engineering, Art, and Mathematics (STEAM)-related books. Please check out the [website](#) for information on the books and other activities.

Save the Date for ARSL 2017

Be sure to mark your calendar for the Association for Rural & Small Libraries annual conference, September 7-9, in St. George, Utah. If you work in a smaller or rural library, this conference is built especially for you. Watch [arsl.info](#) for more details.

Science Kits for Public Libraries 2017 Grant Recipients

Four RAILS public libraries will receive a grant from the Institute of Electrical and Electronics Engineers (IEEE) through its "[Science Kits for Public Libraries](#)" project. The following libraries will receive \$2,000 to start a collection of circulating kits: Ella Johnson Memorial Public Library District, Itasca Community Library, Roselle Public Library District, and Stickney-Forest View Public Library District.

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.

Library News

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

[Dolton Public Library District Closed February 28 through Early August](#)

[Robert Rowe Library Open House](#)

[Chocolate Tasting at the Bartlett Library, a Delicious Experience](#)

[Chicago Cubs Trophy Tour at Gail Borden Public Library February 12](#)

Fast Facts Survey

[Patron Driven Acquisitions](#)

[Library Card Identification Requirement](#)

Additional Continuing Education (CE) Opportunities

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

[LACONI Technical Services Section: Do you Dewey? We do! March 3](#)



 e-news

Public Library Trustee Needed to Fill RAILS Board Vacancy

RAILS is looking for a public library trustee to fill a vacancy on the RAILS Board for a term ending June 30, 2018. Interested candidates should [fill out the nomination form](#) on the RAILS website by Friday, February 10, 2017. The RAILS Board Executive Committee will review all nominations and recommend a candidate to the full board for approval.

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

New RAILS Sparks Podcast on Fundraising

In the [latest Sparks podcast](#), RAILS Executive Director Dee Brennan talks with Ryan Livergood, Executive Director of Warren-Newport Public Library, about how libraries can get started with fundraising. [Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railslibraries.info/sparks.

Popup Picks Features E-Books for Everyone

Popup Picks are curated by librarians and collections change quarterly. This service is provided by RAILS and there is no cost to you or your patrons. Anyone in Illinois can use Popup Picks and there are no hold queues or waiting for titles – ever!

Just a few of the titles available through March 2017 include: *Chicago History for Kids*, *Yoga Calm for Children*, *The Facebook Diet*, *Kill Your Mortgage and Sort Your Retirement*, and *Paris Discovered*. See [more information](#) about Popup Picks, or [start browsing](#) now.

Overlay Project Update

RAILS is currently seeking [proposals](#) for a resource sharing discovery and fulfillment system to provide RAILS-area library users with seamless access to the catalogs of consortia and standalone libraries that choose to participate, beginning with a pilot project. Proposals are due March 3, 2017. The [Overlay Software Search Working Group](#) will evaluate the proposals and invite finalists to RAILS for demos. The demos will likely be held in May and will be open to anyone who wants to attend. Watch for further information in this *E-News*.

Auto Finance Resource Webinar February 16

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February 1, 2017

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Upcoming RAILS CE

[February 7 Early Literacy and the Library](#)

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[February 22](#)

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[March 2 Simple Strategies for Social Media](#)

RAILS Networking Events

[February 8 Special Library](#)

[Virtual Networking](#)

[February 8 Academic Library](#)

[Virtual Networking](#)

Certification/Networking Events

[February 21 East Peoria](#)**Demco Software Webinar Demo February 23**

RAILS is offering a group purchase discount to all RAILS libraries for [Demco Software](#) products including Boopsie, SignUp, Spaces, D!Bs, Wandoo Reader, and BrainHQ. Register on L2 to attend one of two identical webinar demos of these products on [Wednesday, February 22, at 10 a.m.](#) or [Thursday, February 23, at 2 p.m.](#) Questions? Contact [Amanda Musacchio](#), 630.734.5118.

[March 7 Rockford](#)[Archives](#)[RAILS E-News](#)[Archives](#)**Programming Ideas for Makerspaces Webinar February 16**

You have a makerspace; what's next? Brian Pichman from the Evolve Project will share successful programming ideas and discuss how to plan and market makerspace events in this webinar on Thursday, February 16, from 9:30–11:00 a.m. Log into L2 for [more information/registration](#).

[Subscriptions](#)[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)**IT Security for Libraries Webinar Series Begins February 21**

With the rise of data breaches and exploits, what can libraries do to remain secure? Brian Pichman will discuss basic IT security and how to protect your library in this three-part webinar series on Tuesday, February 21, February 28, and March 7, from 10–11 a.m. Topics include securing your library, the dark web and anonymity, and disaster recovery. Log into L2 for [more information/registration](#).

Making Meetings Work Webinar February 22

The Management Association will share how to make meetings concise and productive in this webinar on Wednesday, February 22, from 9:30–11:00 a.m. Learn about meeting preparation and management, conflict resolution, and effective communication. Log into L2 for [more information/registration](#).

Simple Strategies for Social Media Webinar March 2

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Other RAILS CE Opportunities[Early Literacy and the Library webinar February 7](#)[Meeting Adult Education Needs in Your Community February 10](#)[Serving Patrons with Dementia February 10](#)**Virtual Networking Opportunities for Special and Academic Libraries February 8**

All staff members at RAILS special and academic libraries can hear the latest RAILS news on programs/services for their type of library without leaving their desks on Wednesday, February 8. There will be plenty of time for attendees to share their library news and network with other colleagues as well. Click on the appropriate link below for more information and to register.

- [Virtual event for special libraries](#), February 8, 10–11 a.m.
- [Virtual event for academic libraries](#), February 8, 2–3 p.m.

RAILS Networking and Certification Assistance Events

The RAILS Certification Team will attend several RAILS networking events to help members

laptop or use one of the computers we will have available. Refreshments will be served. You will also have the opportunity to network with other attendees and hear the latest RAILS news.

Register at your preferred location using the links below:

- [RAILS Coal Valley](#), Tuesday, February 7, 2-4 p.m.
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Workshop on Assisting Immigrant Communities March 15

Libraries' English and Reading Network (LEARN) is coordinating a one-day training presented by the Illinois Coalition for Immigrant and Refugee Rights on "Assisting Immigrant Communities from Undocumented to Citizenship" on Wednesday, March 15, from 9:00 a.m.-4:30 p.m., at Oak Park Public Library. If you are interested in attending, email joep@ippl.info. See [L2 for more information](#).

Internet Librarian Conference Discount

All RAILS libraries are eligible for an Information Today, Inc. discount to attend the [Computers in Libraries](#) conference, March 28-30, in Arlington, Virginia. See [discounted pricing/register](#). The deadline to receive the discount is February 24. Contact [Jill Heffernan](#) at the Illinois State Library at 217.557.7259 for more information.

Free Webinars on Writing Preservation Assistance Grants

LYRASIS is offering free webinars on writing National Endowment for the Humanities Preservation Assistance Grants (PAGs). Institutions can apply for a PAG to fund consulting, training, equipment, supplies, or other activities related to preservation. See [more](#)

Self Service Scenarios

No security scenario

Upfront cost	\$9,470.00
Annual maintenance \$675.00; 5 years =	\$3,375.00
Upfront cost + 5 years maintenance	\$12,845.00

Current scenario – security cases on popular DVDs/CDs, RFID just on items in security cases, no security gates

Upfront cost	\$33,970.00
Annual maintenance \$5,949.00; 5 years =	\$29,745.00
Upfront cost + 5 year maintenance	\$63,715.00

Recommended scenario – RFID on all items, security gates, no security cases on popular DVDs/CDs

Upfront cost	\$62,700.00
Annual maintenance \$3,887.00; 5 years =	\$19,435.00
Upfront cost + 5 year maintenance	\$82,135.00

Everything scenario – RFID on all items, security gates, security cases on popular DVDs/CDs

Upfront cost	\$71,500
Annual maintenance \$7,500.00; 5 years =	\$37,500.00
Upfront cost + 5 year maintenance	\$109,000.00

Consideration of RFID

Information regarding missing items

We have not had a good way of easily doing inventory so missing items are those items that come to our attention because someone has asked for an item. I presume we have more missing items that we are not aware of.

For your information:

The total value of our collection is \$3,529,005.00

Of that 13,041 DVDs are in security cases and their value is \$311,479.00 and 4,417 CDs are in security cases and their value is \$55,306.00

Missing items:

In 2016 we report 608 items missing at a value of \$10,686.00

Of those items 234 items were CDs or DVDs in security cases. Their value is \$4,843.00

Receiving Room Door Replacement

The two Receiving Room Doors need replacement. They are rusty and falling apart, making them difficult to open and shut properly.

I received three quotes from vendors. We regularly use Suburban Door. Door Systems and Tee Jay Servicer Company were companies recommended to me by other libraries. To save money, we are using the existing door hardware. The quotes came in as follows:

Suburban Door	\$3,061
Tee Jay	\$3,269
Door Systems	\$4,770

I recommend going with Suburban Door. They are the lowest quote and I have been satisfied with the quality of their work over many years of doing business with them.

Once ordered, the doors take 6-8 weeks to arrive. Once installed, Mike will have to prime and paint them.

Laura Birmingham

Kids & Teens

I overheard one of our young members, (age 5) approach another young member (age 7) near the chess table in the Mid-Kid Hangout. The younger member inquired if the older student knew how to play chess. The older boy replied "yes", and the younger boy asked, "Can You Teach Me?" The older boy provided a lesson for the younger boy that lasted 20-25 minutes. One of my favorite quotes while they were playing/instructing was made by the instructor (older boy). He stated, if you are planning your plays ahead it would be good but I don't really plan ahead much so I just play. The younger boy told his mom when they had to end the session that this was a great library. Let's find something else to do now. I really enjoyed overhearing this exchange while on desk today!

Just as we opened at 1pm, a group of three young boys that we know very well came running up the stairs to the computers. I went over and said hi as they were peeling off their coats. One of them said excitedly, "We were the first ones here today!" I laughed and said, "I know. I heard you coming." He said, "We are loud because we are so happy!"

A grandmother and her granddaughter were discussing what they might do tomorrow. They discussed the possibility of going to a different library, but the grandmother finally said, "This is the best library."

"Thanks for setting that up dude." overheard after Tyler helped the Current Events groups with a technology issue.

A little girl and her mom came to the Ask Us Desk to return an iPad and headphones. She asked where Miss Katie went, and I had to tell her she went home for the day. Parker was sad that she did not get to say goodbye and asked me to let her know she missed her.

Circulation

A man went to chess club for the first time and raved about how great it was. Said that he did not know about it sooner, "You should advertise!"

Parton was upset about the description of the Community Connections program held on Saturday, January 13 she received in an email. She thought it was a presentation type of program but she found out it was a drip in kind of a program. She said she has a hard time standing for long periods and could not walk around to each of the boots. She thought she would be sitting down and listening to a group of presenters. She was upset that she came out for it.

A Lemont library patron said that he does not like his library. He drives 30 minutes to come here because he likes us.

Patron said she likes the hold shelves on an angle. The area seems more spacious.

One of our regular patrons was checking out DVDs and one of the cases was cracked. I asked Barb Guldberg to look and see if we had a replacement case handy, which we did not. Patron remarked that it was very good customer services on our part to try to give the patron the item to take home.

Adult

On the Great Movies: International Crime Dramas and More lists it would be helpful if the language it is in were included.

Patron commented that they were impressed by how good our Mary Tyler Moore in memoriam poster looked & how quickly we got up a display after the announcement of her death.

Technology

A husband and wife who I had assisted in setting up their tablet and referred to the 12/28 eLibrary Drop-In reported on 12/29 that Jez was extremely friendly and helpful, and helped them get comfortably set up with some material.

“You guys are so sweet to do the headshots.”

Administration

A patron suggested that we offer programs and activities on the weekends for kids. After school times don't work for parents who work.

At Community Connections Expo one of the organizations said “We appreciate the library setting up the Expo. Not only is it an opportunity to talk to the community, but for the organizations to network with each other and find ways to work together.”

A patron reserved the meeting room and he commented that, “The meeting facilities were superb and Jamie A. did a great job in helping us. Thanks very much to all who enabled us to use the meeting room”.

The representative from Jim Durkin's office that has the drop in office hour in the lobby commented that we have a great library with a lot of traffic. Her co-workers go to other libraries and they do not get the same amount of traffic as IPPL.