

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian
Prairie Public Library District as a vital and trusted resource for
achieving personal goals and enhancing quality of life. With a
welcoming environment and state-of-the-art services, the library
is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Sadowski to Trustees re: Wouldshop Page 3
 2. Weaver to Suriano re: James Kiser, 2018 Citizen of the Year
Award Page 4
 3. Beardsley to Bukovac re: Soap Collection Project Page 6
 4. Padalik to Bukovac re: Darien Dash Page 7
 5. Bukovac to Padalik re: Darien Dash Page 8
 6. Anjuman-e-Saifee to Trustees re: Reception Invitation Distributed @ mtg
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, January 17, 2018 Page 9 Action
 2. Treasurer's Report Page 12
 3. Action on Bills/Additional Bills Page 16
 4. Approval to Spend \$2,210.00 from Corporate Reserves for
Self-Check Terminals
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 20 Information
- H. Department Reports Information
1. Assistant Director Page 22
 2. Marketing Page 24
 3. Adult Page 26
 4. Circulation Page 34
 5. Technology and Technical Services Page 37
 6. Youth Page 43

- I. Staff Report
None

- J. Reports
 - 1. ILA Trustee Workshop (Ruscitti) Distributed @ mtg. Information
 - 2. Chambers Reports (Jensen) Page 53 Information
 - 3. RAILS Page 55 Information
 - 4. Building and Grounds Committee (no report)
 - 5. Finance Committee (no report)
 - 6. Planning/Outreach Committee (no report)
 - 7. Policy Committee (no report)

- K. Unfinished Business
 - 1. Investments Page 63 Discussion

- L. New Business
 - 1. Ground Rules for Meetings Page 100 Discussion

- M. Meetings Scheduled
 - 1. Policy Committee, Tuesday, February 27, 5:15 p.m.
 - 2. Set date for Finance Committee meeting (Krupicka, Damon, Ruscitti)

- N. Community Events

- O. Library Events

- P. Adjournment

Jamie Bukovac

From: Joe <jxsksi@yahoo.com>
Sent: Tuesday, January 23, 2018 9:26 PM
To: trustees
Subject: Fwd: Thanks

Hi

I wanted to forward a letter to the Trustees that I emailed to Jamie, Natalie, Jack and Marianne. It's in regards to the Grand Opening of the WouldShop last Saturday. Please see the email below.

The staff is top notch, professional and passionate.

Thanks!

Joe Sadowski

Begin forwarded message:

From: Joe <jxsksi@yahoo.com>
Date: January 23, 2018 at 9:17:11 PM CST
To: Jamie Bukovac <jamieb@ippl.info>, Natalie Williams <nataliew@ippl.info>, Jack IPPL <jacks@ippl.info>, marianner@ippl.info
Subject: Thanks

Hi everyone

Everything was perfect on Saturday. Every detail was covered. The stations for the patrons to "design, create and make" and the refreshments were great. Everyone was engaged in the activity they chose. The staff and the volunteer teens were dynamite. The furniture, the cabinets and the plaque fit that space perfectly. The logo on the wall - I wouldn't change a thing. The description of the space on the website and all the verbiage is spot on.

Our friends and family were blown away at the attention to detail of that space and couldn't believe all the time and effort that everyone put in to planning the grand opening, they loved the plaque and thought the ceremony and ribbon cutting were amazing. Seriously, absolutely perfect.

I attached a few pictures that I took to remember the day.

Thanks again!

Joe Sadowski



January 30, 2018

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

Dear Victoria Suriano, President,

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 **James Kiser** as our 2018 Citizen of the Year.

Jim 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 Jim's accomplishments at our annual recognition.

Our dinner/dance honoring Jim will take place on:
Saturday, March 3rd, 2018
Alpine Banquets
8230 S. Cass Avenue; Darien
Cocktails – 6 pm / Dinner – 7 pm

The \$35.00 per person cost includes a full 7-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 if there are specific individuals you wish to be seated with at the event. The dinner will be family-style with the main portion comprised of Roast Pork Tenderloin, Baked Chicken and pasta with Italian sausage. Checks should be made out to the 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. Cash is also accepted. City Hall is open Monday through Friday from 8:30 am to 5 pm. There is a secure drop box inside the vestibule of City Hall Offices for off hour convenience. RSVP and payment should be received no later than Tuesday, February 27th.

To kick-off this recognition, please join us on Tuesday, February 20th for a Coffee/Cake Reception for **Jim** at City Hall following the City Council Meeting which begins at 7:30 pm.

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

Sincerely,

Kathleen Weaver

Mayor, City of Darien

/blk

City of Darien 1702 Plainfield Road Darien, IL 60561

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

2018 Citizen of the Year
Jim Kiser

As the Citizen of the Year Committee rang the doorbell of our nominee's home, the first thing that came to our honoree's mind was..."what crazy people could possibly be at the door on this cold, cold evening?" Our nominee's first response was "I have heard about doorbells ringing around this time of year but never thought it would be mine". Without exaggeration, our nominee, Jim Kiser, is someone who is there for anything, anytime and most important for anyone

Over the years in the multiple nominations Jim has received, they all state his diversity of giving of his time to all organizations, clubs and people both young and old is astounding. It is very hard to find a beginning timeline for Jim – he has been "doing" for so many years.

Jim's dedication to his parish, Our Lady of Peace, spans over 21 years. He served as a Religious Education Instructor from 2002 to 2012 helping grade school children prepare for their upcoming sacraments. He was member of the Church's Parish Council for a year and since 2005 has been a member of the Holy Name Society serving as a board member numerous times. He is the first to volunteer for any major fundraising activity the Parish embarks on.

His greatest giving by far is to the Darien Lions Club. Jim became a member of the Lions Club in 1997. From his license plate to his email address to his actions, he is Mr. Lion. He has held all 12 positions on the Board of Directors and served as president from 2013 to 2014. He has chaired nearly all of the 30 committees – it is easier to count those he hasn't chaired than to name all that he has. His major contributions were heading up the following: the 2001 4th of July Parade, in 2009, the Darienfest Beer Tent, in 2005 and 2008 the Darienfest Corn tent, in 2002, Candy Day, the Children's Halloween Party in 1999, the pancake breakfast in 2006, the Big Raffle in 1999 and the Golf Outing in 2011. He also led the Candy Day Business from 2001 to 2008. He not only lends his helping hands to the Darien Lions Club but seeks out the needs of the Downers Grove and Westmont clubs. He is well known in those Lion communities also. Jim has brought recognition to Darien by serving and participation in Regional and International Lions activities. He has taken on the role as the District 1J Zone Chair for the Southeast Region, he has chaired the State's "Alert" program and in 2017 was chair of recruiting high school marching bands to participate in the Lions International Parade in Chicago. In 2007, he also was an active member for the 90th International Lions Anniversary Committee. For his work in Lionism, Jim has been recognized by the Darien Lions and District 1J with the following awards and recognitions:

- 2003 – Lions of Illinois Foundation Award; 2004-2005 – Darien Lion of the Year
 - 2005 – Darien Lions of Illinois Foundation Fellow; 2011 – District 1J George Lazansky Award
 - 2016 – Darien Lions Lifetime Achievement Award and Melvin Jones Fellowship Recipient
- And his favorite Lion activity ? – flipping pancakes!

Jim's volunteering doesn't stop there. For over 15 years, he has enjoyed helping the Easter Bunny, the Lions Club and the Darien Park District hiding Easter eggs in the various parks for the annual Easter Egg Hunt. Annually, Jim has assisted the City's Chamber of Commerce in planning and setting up for Darienfest. He has also been instrumental working on the safety committee for the Darien Dash. In 2009, Jim received the Darien Chamber of Commerce Outstanding Citizen Award. For the last six years, Jim has served the City of Darien as a member of the Holiday Lights Committee. Along with his 2 other committee members, they locate the nominated homes and begin their assessment. Jim is the navigator and photographer. He sets up the pictures on a visual display board for the city council and citizens to view. He proclaims he loves being on this committee. And he loves decorating his own home for the holidays!

Each year without fail Jim packs up his truck and heads out to Lisle with several other Lion members to assist Giant Steps, a school for autistic children, with their annual spring barbeque and again in the fall for their welcome back spaghetti dinner. From a food server, to working in the cloakroom to assisting with the silent auction, Jim is a prevalent supporter of this organization. From 2004 to 2012, Jim also assisted the Hinsdale High School Booster Club at the concessions stands during athletic events. Jim is a steady donor of blood and platelets to the LifeSource Blood services center. He is given 49 times and still counting! When the need is there so is Jim.

In 1987, he and his wife Carrie were married and became homeowners in the Hinswood Patio Homes subdivision. Jim served several years on the Homeowners Board of Directors. In 1993, they moved to their present home on 73rd Street. They have 2 children, Thomas and Katelyn. Jim has instilled in Tom and Katelyn the importance of giving as they regularly volunteered right alongside their father for numerous events. Jim supported his children in many of their activities including what Jim calls becoming a "baseball Dad".

One of his nominators states: *Jim's efforts to serve others are synonymous with our city motto, "A Nice Place to Live", as well as the Darien Lions Motto, "We Serve". No one embodies the spirit of those mottos more than Jim Kiser, whose interests have always been dedicated to unselfishly serving others in and outside the community.*

William Barclay stated: *"There are two great days in a person's life: The day we are born and the day we discover why."* Indeed, Jim has found the "whys" in life and Darien is proud to be just one the benefactors.



February 9, 2018

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

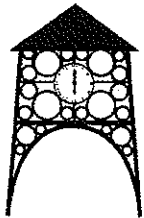
Dear Mrs. Bukovac:

On behalf of the Darien Woman's Club I wish to thank you for the support you gave us regarding our Soap Collection Project of December, 2017. We were able to donate eight hundred forty-six soap products to two hundred twenty-one local families. We collected soap products not only at the Indian Prairie Public Library but at the Darien Public Schools in Districts 61, 63, and 66, the Darien Park District, First Merchants Bank on Cass Avenue, and the Republic Bank of Chicago on 75th Street. The families that received soap products also received toys and bags of food from the Darien Lions Club. The Darien Woman's Club appreciates this outpouring of community spirit.

We look forward to working with you again in December, 2018.

Sincerely,

Mary Beardsley
Home Life Committee



Darien Chamber of Commerce

YOUR CONNECTION TO BUSINESS SUCCESS

February 12, 2018

Jamie Bukovac
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561-4207

Dear Jamie:

The Darien Chamber of Commerce will host the 18th Annual Darien Dash on Sunday, May 6th, 2018. This event will be held at Darien Community Park. Registration begins at 6 a.m. and the races begin at 8:30 a.m. We are requesting approval to use the Library's parking lot. We would expect the event activities to conclude by approximately 11:00 a.m.

Attached is a copy of our Certificate of Insurance. If you have any questions or concerns, please call the Chamber office. Thank you for your consideration and continued support of the Darien Chamber of Commerce!

Sincerely,

April Padalik
Executive Director
Darien Chamber of Commerce
"Your Connection to Business Success!"

401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info



February 15, 2018

April Padalik
Executive Director
Darien Chamber of Commerce
1702 Plainfield Road
Darien, IL 60561

Dear April:

Regarding your request to use the library parking lot for the Darien Dash on May 6, we would be happy to provide use of the library parking lot for the event. Per your letter, we've received the Certificate of Insurance listing the library as an additional insured.

Best wishes for another successful Dash. We're happy to be able to support this important community event.

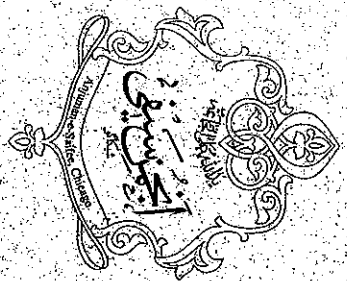
Sincerely,

A handwritten signature in cursive script that reads "Jamie Bukovac".

Jamie Bukovac
Director

Dis tributed at meeting

Communications & Announcements - 06



Anjuman-e-Saifee, the Dawoodi Bohra Community of Chicago, requests the honor of your presence at a reception to celebrate the joyous occasion of the Birth Anniversary of the 52nd Dai Al Mutlaq, His Holiness

Dr. Syedna Mohammed Burhanuddin RA and

Birthday of the 53rd and present Dai Al Mutlaq,

His Holiness Dr. Syedna Mujaddal Saifuddin TVS,

and also to commemorate International Women's Day on

Thursday, the 8th of March, 2018 at 6:30 pm

Al Masjid Al Badi

105252 K Jngery Highway

Willowbrook, IL 60527

Dinner will be served

*Hosted by Noman K. Nooruddin - President, and
The Board of Directors of Anjuman-e-Saifee, Chicago*

The Dawoodi Bohras are spread throughout India, Pakistan, East Africa, Europe, the Middle East and the United States. This Muslim community, over a million strong, is led by His Holiness Dr. Syedna Mufaddal Saifuddin (tus). Syedna, like his late father, Syedna Mohammed Burhanuddin (ra), encourages his followers to foster links that transcend the barriers of race and religion and to remain loyal to the land of their abode as an article of their faith.

His Holiness (tus) has provided Dawoodi Bohras and others with a foundation of faith and inspiration on which they have succeeded in every aspect of their lives, through personal example of pristine character.

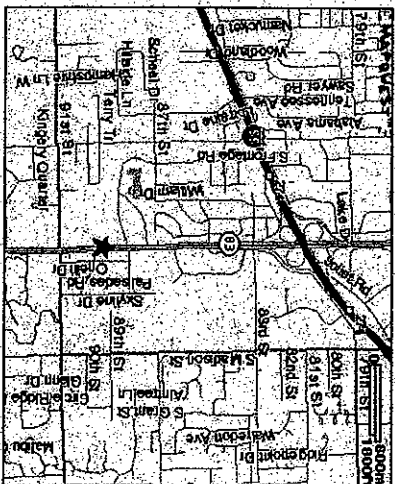
He is also an internationally recognized ambassador of peace, a renowned scholar, and theologian. He has received numerous international civic and academic honors, including several here in the United States.

The favor of a reply is requested by March 2nd by sending an email to rsvp@chicagojamaat.org

Please contact

Aamir Chalisa at 847-924-4058, or
email him at chalisas@aol.com
if you have any questions

Al Masjid Al Badri is located a half mile south of I-55 on Kingery Highway (Route 83) on the west side of the road.



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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 17, 2018

**Board of Trustees Regular Meeting
January 17, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.

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

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

President Suriano asked for additions and/or corrections to the agenda. Suriano added one item to Communication and Announcements, D3 Ground Rules for Meetings.

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

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

C. Public Comment

D. Communications and Announcements

1. Benes to Bukovac re: Thank You for Donation of Food Items
2. ILA Library Trustees Forum Workshop
3. Ground Rules for Meetings

Suriano distributed item D3. It addresses etiquette and courteous behavior. She thought it would be a useful tool for our Board meetings.

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 15, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Delete Two Executive Session Tapes from January 2016
5. Proposed Revision to Policy 420.1 Issuance of Library Cards
6. Proposed Deletion of Policy 420.3 Renewal of Library Cards
7. Proposed Revisions to Sexual Harassment Policy

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Ribbon cutting for the Sadowski makerspace will be on Saturday at 11 a.m. Mayor Weaver is attending the event. Bukovac distributed the patron survey results so the Trustees would have a chance to review them before discussion at the March meeting. Bukovac said she is starting a "word of the month" project with the Trustees. It will focus on what we want to talk to people about in the community. This month the word is "Wouldshop". Bukovac distributed a short information piece about the Wouldshop. Lastly, Bukovac reported that on Friday evening a man was found passed out on the floor of a locked bathroom stall. He was taken away by paramedics.

H. Department Reports

Akhras asked about the cost of fixing the sewer backup on December 21. Birmingham said Service Master charged \$7000 which our insurance paid. The plumber's bill was \$700 and was not covered by our insurance.

I. Staff Report – none

J. Reports

- 1. Chamber Reports – Jensen's report is in the packet. Bukovac said that Jensen is doing a wonderful job bringing the library to the forefront with the businesses.
- 2. RAILS – backup in packet.
- 3. Building and Grounds Committee- no report.
- 4. Finance Committee – no report.
- 5. Planning/Outreach Committee – no report.
- 6. Policy Committee – no report

K. Unfinished Business - none

L. New Business

- 1. Request to Donate Artwork – Bukovac showed the Trustees an unframed drawing of a portrait of Abe Lincoln that an artist would like to donate to the library. He has displayed his artwork at the library in the past. The Board discussed at length whether there was a permanent place in the library for it but was unable to come up with one. Also discussed was whether they wanted to set a precedent by accepting the donation. Deshmukh commented that people may ask why other presidents are not displayed. The Board discussed the idea of using it as part of a display in the Kids and Teens Department during the Abe Lincoln awards. Bukovac said a point to consider would be whether it would appeal to kids and teens as part of a display for them. If not permanently displayed, Suriano questioned how it would be preserved from year to year when not being displayed. Ruscitti asked how this situation differs from the donated painting that hangs above the couch in the first floor stairwell. Bukovac reminded her that the artist, Jenn Weinschenker, did the "Prairie" painting for the library as an artist in residence. She created it at the library throughout the summer as part of a library programming and community experience. So essentially the library commissioned it. Bukovac said that in the past the library accepted Vickery paintings to add to the one that we already owned. They are grouped together as a collection in the adult non-fiction area. We also accepted a limestone sculpture because there was an appropriate place for it in the reading garden. After much discussion, the Board chose not to accept the donation of the Abe Lincoln drawing as a permanent part of the library collection. Bukovac will relay the Board's decision to the artist.
- 2. Strategic Plan Update – Bukovac's report is in the packet. The Trustees agreed that the strategic plan is a very valuable tool. Megaridis asked if Bukovac felt we were on track.

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Bukovac said yes and noted that the plan provides focus for the year and key points for staff to work on.

3. 2017 User Experience Report – Throughout the year, staff has been discussing how we serve our patrons and ways we may be able to improve their experience. The packet contains the ideas that have been considered and implemented. Megaridis asked if we could offer a shredder for checkout. Birmingham said the idea had been considered and discussed. We decided against it because the good machines are very heavy and the smaller ones don't last long. Birmingham said we'll do a better job of letting people know about shredding events in the area.

M. Scheduled Meetings – A Policy Committee meeting was scheduled for February 27 at 5:15 p.m.

N. At 7:50 p.m. Megaridis moved, Deshmukh 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: Akhras, Damon, Deshmukh, Krupicka, Megaridis Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously.

O. Return to Open Session

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

1. Closed Session Minutes, 1/18/17 - Megaridis moved, Damon seconded to approve the closed session minutes dated 1/18/17. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Krupicka moved, Damon seconded to keep all closed session minutes closed. Motion carried unanimously.

P. At 7:56 p.m. Krupicka moved, Akhras 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: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously

Q. Return to Open Session

At 9:06 p.m. Damon moved, Akhras seconded to go back into open session. Roll call vote. Motion carried unanimously.

1. Director's Salary Increase – Akhras moved, Krupicka seconded to award a 3% increase and set the Director's salary at \$129,008 per annum. Motion carried unanimously.

R. Community Events

S. Library Event

T. Adjournment

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

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2018

Balance on hand as of December 31, 2017.....	3,308,503.18
Cash Receipts for January.....	29,925.33
Cash Disbursements for January.....	289,497.61
Cash on hand as January 31, 2018.....	3,048,930.90

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.306%	
General.....	311,938.49
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,618.98
Children's Endowment.....	2,926.45
Endowment.....	11,328.62
MPI Investment (Corporate Fund).....	2,558,866.93

MB - Checking

General.....	45,382.73
Hinsdale Bank & Trust - Checking.....	4,405.24
MB - Savings - Rate .80%	
General.....	89,092.73
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2018.....	3,048,930.90

FUND BALANCES AS OF 01/31/2018

Corporate Fund.....	2,931,468.84
Building & Maintenance Fund.....	38,330.95
I.M.R.F. Fund.....	137.11
Liability Fund.....	(48.63)
Social Security Fund.....	119.68
Special Reserve Fund.....	5,618.98
Deferred Property Taxes.....	8,161.02
Current Liabilites.....	65,142.95
Grand Total All Funds.....	3,048,930.90

Indian Prairie Public Library District Consolidated Revenue Report for January 2018

Percent of Year: 58.33

	RECEIVED January 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,246.68	3,473,672.67	100.05%	3,472,004.00	-1,668.67
41150 · Non-current Property Taxes	0.00	85.59	0.00%	0.00	-85.59
43100 · Interest-Tax Levy	1.28	6.69	0.00%	0.00	-6.69
TOTAL PROPERTY TAX & LEVY INTEREST	2,247.96	3,473,764.95	100.05%	3,472,004.00	-1,760.95
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	32,000.00	32,000.00
INTEREST					
43500 · Interest - Investment	623.33	5,524.38	368.29%	1,500.00	-4,024.38
TOTAL INTEREST	623.33	5,524.38	368.29%	1,500.00	-4,024.38
DESK MONIES					
45100 · Copier	371.70	2,624.06	54.67%	4,800.00	2,175.94
45120 · Computer Copies	1,167.12	8,290.50	55.27%	15,000.00	6,709.50
45200 · Fines/Fees	4,937.37	33,661.99	68.70%	49,000.00	15,338.01
45250 · Gifts/Donations	0.00	9,016.74	1803.35%	500.00	-8,516.74
45300 · Lost Materials	645.12	4,683.00	39.03%	12,000.00	7,317.00
45350 · Non-Resident Fees	7,262.02	51,482.22	61.29%	84,000.00	32,517.78
45400 · DVD Fines	165.50	821.55	82.16%	1,000.00	178.45
45450 · Top Picks	25.00	145.00	0.00%	0.00	-145.00
45550 · Meeting Room Rental	0.00	300.00	150.00%	200.00	-100.00
45600 · ILL Fees	18.00	710.25	101.46%	700.00	-10.25
45650 · 3D Printing	11.90	190.60	38.12%	500.00	309.40
45660 · Carvey	2.50	66.50	22.17%	300.00	233.50
45700 · Passport Fees	2,700.00	8,800.00	58.67%	15,000.00	6,200.00
TOTAL DESK MONIES	17,306.23	120,792.41	66.01%	183,000.00	62,207.59
OTHER INCOME					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	2.00	1,782.97	89.15%	2,000.00	217.03
46800 · Collection Agency Fee	10.00	110.00	36.67%	300.00	190.00
* 49000 · Operating Transfer In	7,261.80	8,881.80	0.00%	0.00	-8,881.80
TOTAL OTHER INCOME	7,273.80	11,764.52	392.15%	3,000.00	117.28
GRAND TOTAL	27,451.32	3,611,846.26	97.84%	3,691,504.00	88,539.54

* Operating Transfer In reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund:
 69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00
 69100 · Building Improvements - Kroeshell Service - \$5,641.80

Indian Prairie Public Library District Consolidated Expenditures Report for January 2018

Percent of Year: 58.33

	January 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	160,376.69	1,194,510.99	54.64%	2,186,000.00	991,489.01	2,207,860.00	54.10%
61310 - Benefits - Medical / Life Ins.	8,718.78	73,160.43	50.46%	145,000.00	71,839.57	155,000.00	47.20%
61330 - Benefits - IMRF	15,954.14	113,468.43	54.88%	206,771.00	93,302.57	220,000.00	51.58%
61340 - Benefits - FICA	12,079.10	90,228.41	53.96%	167,214.00	76,985.59	175,000.00	51.56%
61400 - Staff Development	369.24	7,031.16	43.14%	16,300.00	9,268.84	19,000.00	37.01%
61600 - Board Development	135.00	135.00	13.50%	1,000.00	865.00	3,000.00	4.50%
61710 - Workers Compensation	-903.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 - Unemployment Insurance	924.59	1,797.01	58.54%	3,070.00	1,272.99	4,000.00	44.93%
TOTAL PERSONNEL	197,654.54	1,488,048.43	54.42%	2,734,355.00	1,246,306.57	2,795,860.00	53.22%
MATERIALS							
62100 - Books	15,737.72	117,978.03	51.07%	231,000.00	113,021.97	245,000.00	48.15%
62200 - Periodicals	13,812.32	24,505.13	73.31%	33,425.00	8,919.87	35,000.00	70.01%
62300 - Audio	3,151.49	24,133.73	52.29%	46,150.00	22,016.27	50,000.00	48.27%
62400 - Video	6,015.88	38,173.36	58.55%	65,200.00	27,026.64	70,000.00	54.53%
62500 - Multi-Media	2,963.50	3,479.54	43.49%	8,000.00	4,520.46	10,000.00	34.80%
62600 - Electronic Reference Resources	0.00	57,201.43	91.67%	62,400.00	5,198.57	65,000.00	88.00%
62700 - Software	56.99	3,751.66	53.60%	7,000.00	3,248.34	8,000.00	46.90%
62800 - ESL	56.58	56.58	2.83%	2,000.00	1,943.42	3,000.00	1.89%
62900 - Materials Supplies	815.34	9,908.93	46.74%	21,200.00	11,291.07	25,000.00	39.64%
TOTAL MATERIALS	42,409.82	279,188.39	58.61%	476,375.00	197,186.61	511,000.00	54.64%
BUILDING							
63200 - Cleaning Service	5,161.86	38,317.59	53.59%	71,500.00	33,182.41	80,000.00	47.90%
63300 - Utilities (1-8-11 - Gas)	1,205.94	6,020.57	52.35%	11,500.00	5,479.43	17,500.00	34.40%
63300 - Utilities (1-8-12 - Electric)	3,452.82	34,068.59	54.08%	63,000.00	28,931.41	70,000.00	48.67%
63300 - Utilities (1-8-13 - Telephone)	187.73	9,126.69	130.38%	7,000.00	-2,126.69	9,000.00	101.41%
63300 - Utilities (1-8-14 - Water/Sewer)	706.83	3,832.31	46.74%	8,200.00	4,367.69	12,500.00	30.66%
63300 - Utilities (1-8-15 - Garbage Disposal)	263.03	1,699.26	56.64%	3,000.00	1,300.74	4,000.00	42.48%
63400 - Maintenance Supplies	1,547.48	8,651.74	50.89%	17,000.00	8,348.26	22,000.00	39.33%
63500 - Security System Monitoring	72.00	354.00	44.25%	800.00	446.00	2,000.00	17.70%
63600 - Property Maintenance	4,429.00	16,912.66	89.01%	19,000.00	2,087.34	30,000.00	58.38%
63800 - Building Maintenance/Repair	2,878.70	16,784.94	37.30%	45,000.00	28,215.06	60,000.00	27.97%
TOTAL BUILDING	19,905.39	135,768.35	55.19%	246,000.00	110,231.65	307,000.00	44.22%
OPERATIONS							
64200 - Supplies - Office	1,028.88	6,140.64	45.49%	13,500.00	12,471.12	16,000.00	6.43%
64300 - Photocopy Supplies	246.84	2,175.61	43.51%	5,000.00	2,824.39	6,000.00	36.26%
64400 - Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 - Passport Postage	0.00	659.26	0.00%	2,800.00	2,140.74	4,000.00	0.00%
64500 - Postage	1.75	3,334.42	75.78%	4,400.00	1,065.58	5,000.00	66.69%
64600 - Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 - Travel	35.32	314.63	62.93%	500.00	185.37	700.00	44.95%
64800 - Organizational Memberships	140.00	963.50	50.71%	1,900.00	936.50	2,400.00	40.15%
64900 - Bank Fees	249.35	1,895.05	75.80%	2,500.00	604.95	3,200.00	58.22%
TOTAL OPERATION	1,702.14	15,483.11	46.64%	33,200.00	22,828.65	41,300.00	37.49%
AUTOMATION							
65100 - Supplies-Public Toner	277.16	3,265.56	46.65%	7,000.00	3,734.44	8,500.00	38.42%
65150 - Supplies-Staff Toner	58.65	4,554.85	75.91%	6,000.00	1,445.15	8,500.00	53.59%
65160 - Supplies-Other	0.00	301.75	37.72%	800.00	498.25	1,100.00	27.43%
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	394.66	1,428.37	10.20%	14,000.00	12,571.63	22,000.00	6.49%
65400 - Automation Equip Mnt/Repair	365.99	4,357.33	92.71%	4,700.00	342.67	5,000.00	67.15%
65500 - Software	3,710.10	11,858.84	81.87%	14,485.00	2,626.16	20,000.00	58.29%
65600 - SWAN	11,405.00	22,670.45	49.69%	45,620.00	22,949.55	47,000.00	48.24%

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

Percent of Year: 58.33

	January 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	360.00	1,709.10	59.34%	2,880.00	1,170.90	4,000.00	42.73%
TOTAL AUTOMATION	16,571.56	50,146.25	49.90%	100,485.00	50,338.75	124,100.00	40.41%
CONTRACTUAL SERVICES							
66100 · General Professional Services	59.00	4,583.00	67.10%	6,800.00	2,237.00	17,200.00	26.53%
66200 · Credit Bureau	17.90	340.10	28.34%	1,200.00	859.90	1,500.00	22.67%
66300 · Equipment-Maintenance Repair	997.52	3,370.07	74.89%	4,500.00	1,129.93	7,000.00	48.14%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,074.42	8,273.17	65.04%	12,720.00	4,446.83	25,700.00	32.19%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 · Marketing Newsletter	0.00	14,711.36	42.03%	35,000.00	20,288.64	37,000.00	39.76%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	16.25	302.50	60.50%	500.00	197.50	1,800.00	16.81%
68310 · Marketing Supplies	309.00	309.00	61.80%	500.00	191.00	1,000.00	30.90%
68410 · Marketing-Information Printing	0.00	580.90	26.41%	2,200.00	1,619.10	5,000.00	11.62%
68500 · Legal Notices	0.00	775.56	77.56%	1,000.00	224.44	2,000.00	38.78%
68600 · Special Events	1,769.61	12,230.20	48.15%	25,400.00	13,169.80	30,000.00	40.77%
TOTAL PUBLIC INFORMATION	2,094.86	30,799.52	46.25%	66,600.00	35,800.48	79,000.00	38.99%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	7,261.80	8,881.80	0.00%	0.00	-8,881.80	200,000.00	4.44%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	7,261.80	8,881.80	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	3,538.74	70.58%	5,014.00	1,475.26	20,000.00	17.69%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	295,936.33	2,062,313.81	55.87%	3,691,504.00	1,643,183.75	4,273,160.00	48.26%

Operating Transfer Out reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund:

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

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

ACTION ON BILLS January 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1421 thru 1504	\$ 105,910.85
MB-Salaries for January	181 thru 204	\$ 5,761.61
Hinsdale Bank-Direct Deposits	& 25383 thru 25538	\$ 109,234.72

MONTH'S TOTAL: \$ 220,907.18

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

Type	Date	Num	Name	Amount
10122 · MB Checking				
Bill Pmt Check	01/02/2018	1421	Wenstrup, Gary	150.00
Bill Pmt	01/05/2018	PayPal	Infeld, Max	45.00
Liability Check	01/11/2018	1422	Nationwide Retirement	660.00
Bill Pmt Check	01/11/2018	1423	Art Excursions, Inc.	310.00
Bill Pmt Check	01/11/2018	1424	Baker & Taylor	4,376.88
Bill Pmt Check	01/11/2018	1425	Baker & Taylor (video)	588.82
Bill Pmt Check	01/11/2018	1426	Better Business Planning, Inc.	153.76
Bill Pmt Check	01/11/2018	1427	Canon Solutions America Inc.	997.52
Bill Pmt Check	01/11/2018	1428	CareerBuilder Employment Screening, LLC	50.00
Bill Pmt Check	01/11/2018	1429	Case Lots Inc.	602.05
Bill Pmt Check	01/11/2018	1430	Children's Plus Inc.	3,535.84
Bill Pmt Check	01/11/2018	1431	Darien Chamber of Commerce	140.00
Bill Pmt Check	01/11/2018	1432	DEMCO	183.51
Bill Pmt Check	01/11/2018	1433	Fox Valley Fire & Safety	887.70
Bill Pmt Check	01/11/2018	1434	Ingram Library Services	86.54
Bill Pmt Check	01/11/2018	1435	Keener Rubber Company	27.55
Bill Pmt Check	01/11/2018	1436	Kittredge, Julie	180.00
Bill Pmt Check	01/11/2018	1437	LM Information Delivery, Inc.	2,868.20
Bill Pmt Check	01/11/2018	1438	Medicom Reimbursement Spec., Ltd.	16.25
Bill Pmt Check	01/11/2018	1439	Midwest Tape	4,086.76
Bill Pmt Check	01/11/2018	1440	OverDrive	1,244.80
Bill Pmt Check	01/11/2018	1441	Quill	316.60
Bill Pmt Check	01/11/2018	1442	RAILS	740.75
Bill Pmt Check	01/11/2018	1443	Recorded Books, LLC	52.95
Bill Pmt Check	01/11/2018	1444	Runco	331.49
Bill Pmt Check	01/11/2018	1445	Sebert Landscaping	807.00
Bill Pmt Check	01/11/2018	1446	TV Weekly	48.92
Bill Pmt Check	01/11/2018	1447	Uline	120.39
Liability Check	01/12/2018	1448	Vantagepoint	1,182.25
Bill Pmt Check	01/19/2018	1449	Asimakopoulos, Jennifer	40.81
Bill Pmt Check	01/19/2018	1450	Bengal Electric Inc.	129.40
Bill Pmt Check	01/19/2018	1451	Current Technologies	229.00
Bill Pmt Check	01/19/2018	1452	Groot Industries, Inc.	263.03
Bill Pmt Check	01/19/2018	1453	Law Bulletin Publishing Company	67.00
Bill Pmt Check	01/19/2018	1454	LM Information Delivery, Inc.	112.65
Bill Pmt Check	01/19/2018	1455	Neviol Inc.	4,590.00
Bill Pmt Check	01/19/2018	1456	Penguin Random House LLC	82.50
Bill Pmt Check	01/19/2018	1457	Sebert Landscaping	1,474.00
Bill Pmt Check	01/19/2018	1458	Stephens Plumbing & Heating, Inc.	1,107.60
Bill Pmt Check	01/19/2018	1459	Thorpe, Carla	50.00
Bill Pmt Check	01/19/2018	1460	Wlosinski, Maria	17.66
Bill Pmt Check	01/19/2018	1461	Baker & Taylor (video)	98.01
Bill Pmt Check	01/19/2018	1462	Bal Industries	390.00
Bill Pmt Check	01/19/2018	1463	Children's Plus Inc.	4,790.28

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

Type	Date	Num	Name	Amount
Bill Pmt Check	01/19/2018	1464	Colley Elevator Co.	383.00
Bill Pmt Check	01/19/2018	1465	Dynegy Energy Services	3,452.82
Bill Pmt Check	01/19/2018	1466	Garvey's Office Products	119.80
Bill Pmt Check	01/19/2018	1467	Home Depot	300.03
Bill Pmt Check	01/19/2018	1468	Ingram Library Services	164.25
Bill Pmt Check	01/19/2018	1469	Layman, Jez	21.00
Bill Pmt Check	01/19/2018	1470	LIMRiCC	427.42
Bill Pmt Check	01/19/2018	1471	Midwest Tape	2,482.60
Bill Pmt Check	01/19/2018	1472	Naturally, Danny Seo	23.97
Bill Pmt Check	01/19/2018	1473	OverDrive	1,580.84
Bill Pmt Check	01/19/2018	1474	Palmisano, Stacy.	36.35
Bill Pmt Check	01/19/2018	1475	Recorded Books, LLC	9,752.01
Bill Pmt Check	01/19/2018	1476	Rivistas Subscription Services	1,115.71
Bill Pmt Check	01/19/2018	1477	Sheehan, Debbie	30.00
Bill Pmt Check	01/19/2018	1478	Speciality Mat Service	181.86
Bill Pmt Check	01/19/2018	1479	Suburban Door Check & Lock Service	23.20
Bill Pmt Check	01/19/2018	1480	SWAN	11,405.00
Bill Pmt Check	01/19/2018	1481	Today's Business	3,592.00
Bill Pmt Check	01/19/2018	1482	Unique Management	17.90
Bill Pmt Check	01/23/2018	1483	Alarm Financial	72.00
Bill Pmt Check	01/23/2018	1484	Bank of America	5,113.15
Bill Pmt Check	01/23/2018	1485	BCBS	11,098.63
Bill Pmt Check	01/23/2018	1486	Bengal Electric Inc.	276.00
Bill Pmt Check	01/23/2018	1487	Birmingham, Laura	88.27
Bill Pmt Check	01/23/2018	1488	Case Lots Inc.	416.70
Bill Pmt Check	01/23/2018	1489	Davis, Hannah	240.00
Bill Pmt Check	01/23/2018	1490	DuPage County Public Works	706.83
Bill Pmt Check	01/23/2018	1491	Principal Life Insurance Company	627.14
Bill Pmt Check	01/23/2018	1492	Rebecca Caudill Young Readers' Book Award	10.00
Bill Pmt Check	01/23/2018	1493	Roy, Nancy	32.69
Bill Pmt Check	01/23/2018	1494	Runco	59.29
Bill Pmt Check	01/23/2018	1495	Sebert Landscaping	2,148.00
Bill Pmt Check	01/23/2018	1496	Suburban Door Check & Lock Service	95.00
Bill Pmt Check	01/23/2018	1497	Szafranski, T.J.	26.20
Bill Pmt Check	01/23/2018	1498	Trapp, Sandra	75.00
Liability Check	01/25/2018	1499	Nationwide Retirement	660.00
Liability Check	01/25/2018	1500	Vantagepoint	1,182.25
Bill Pmt Check	01/24/2018	1501	Bank of America	2,231.73
Bill Pmt Check	01/24/2018	1502	Burr Ridge Lighting	1,620.00
Bill Pmt Check	01/24/2018	1503	Kroeschell Service	5,641.80
Bill Pmt Check	01/24/2018	1504	Williams., Natalie	146.94

Total 10122 - MB Checking
TOTAL

105,910.85
105,910.85

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	01/12/2018	19,665.86
ILDOR-State	Payroll taxes	01/12/2018	3,428.47
EFTPS-Federal	Payroll taxes	01/26/2018	19,063.94
ILDOR-State	Payroll taxes	01/26/2018	3,617.88
IMRF	Payroll Pension	01/31/2018	21,303.99
Nicor	Gas	01/16/2018	1,205.94
INB Bank/MB	Credit Card Fee	01/03/2018	224.35
Hinsdale Bank	Fee-Direct Deposit	01/02/2018	25.00

**Director's Report
February 2018**

Agenda

Omnibus:

While we have not purchased new self-check software we have updated the equipment with larger touch screens. This was budgeted for in the operating reserves. The patrons are enjoying the larger screens.

Old Business:

For your review, the packet contains the power point that MPI will be using for their presentation as well as the current portfolio.

New Business:

As mentioned at the last meeting, the trustees will set up ground rules for board meetings.

The Library Budget

In January I started a discussion with the department heads about how we would manage the budget if there any type of cuts in the library's revenue. We brainstormed ways to increase revenue and have studied a few of these ideas. Next we'll be examining expenditures. I'll be putting together a full report for the board once we complete our discussion.

Sadowski Donation for the Family Center

Joe Sadowski contacted me after the WouldShop grand opening about donating money to upgrade the Family Center in honor of his mother. Natalie and I began working on this and I am meeting with the Building and Grounds Committee prior to the board meeting to discuss ideas.

The Sadowskis are also donating money for prizes for the robotics competition in April which uses the Minecraft donated by the Sadowskis. They are also sponsoring our comic book event – PopCon.

SWAN

I am on a committee with two other board members to select a consultant to lead SWAN and the member libraries in a strategic planning process in 2018. I prepared an RFP and presented it to the board for comments. The RFP will be refined and sent out for responses. I and the other committee members will be making a recommendation to the SWAN Board in April as to who to hire.

As treasurer I have been working with the Executive Director to develop the budget. It was presented to the membership last week for comments and will be presented for a vote in March. There were no comments and we feel the budget will pass. The new budget lowers our membership fee from \$45,620.00 to \$42,338.00

Staff

Pamela Perron was hired as a Youth Services Page February 19, 2018 at a salary of \$9.74/hour. Circulation Associate Nadine Lipowski will be retiring from Indian Prairie March 15.

Continuing Education

Laura, Nancy and I attended a workshop on Developing Staff Engagement. Several libraries shared ways that they engage staff such as offering programs about wellness and mindfulness, implementing organizational culture, staff training, and creating positivity. Laura and I will be sharing ideas from this with the department heads next week.

Meetings

SWAN Board meeting

SWAN Directors meeting

Two department heads meetings

One one-on-ones with Tony

One one-on-ones with Debbie

One one-on-ones with Natalie

Two one-on-ones with Ann

One one-on-ones with Laura

Meeting with Natalie to work on Family Center upgrade

Telephone meeting with Laura and the speaker we're using for staff institute day

Meeting with library programmers to discuss creating whole library synergies around programming

Nancy:

HR Roundtable/Mgmt. Association

Jamie Bukovac, Director

Assistant Director's Report February 2018

Building:

Mike has been busy painting the east wall in the adult area on the 1st floor. You'll see that the walls have a fresh coat of paint.

We installed retractable power cords in the ceiling above the WouldShop. They provide power where it is needed and add to the science and technology vibe of the space.

Two new lounge chairs have been added to the Mid-Kids area and they look great!

Mike installed a slat wall column that is being used as a permanent display for Tech Take Out.

Social Media:

As of February 1st, we have a total of 1,541 page "likes" on Facebook (+11 in January) and 1,501 Followers (+13 in January).

Instagram (@ipplinfo) has 85 followers, up 2 since January 1st.

Twitter @ipplinfo currently has 938 followers, up 13 in January.

30th Anniversary:

A staff committee is putting together a birthday celebration in honor of our 30th anniversary. The event will be held on Saturday, July 21st from 1 to 4pm. The theme of the event is a "Wordy Thirty" birthday bash. We are planning games, crafts and programs that will have some fun with words for the event. More information to follow.

IPPL Foundation and Friends:

The Book Nook made \$539.16 in January.

The Foundation and Friends hosted the following programs:

- A series of "retro" movies in honor of our anniversary:
January 18th: *Rain Man*
February 1st: *Driving Miss Daisy*
February 15th: *City Slickers*
- Jeff Mishur's *Looking Back on the White city: The 1893 World's Columbian Exposition in Chicago* drew a crowd of 100 on Wednesday, January 31st.
- *Let's Face the Music and Dance* concert featuring the always-popular singer Petra van Nuis and guitarist Andy Brown on Sunday, February 18th.

Community:

Boy Scout Troop #55 is collecting used athletic shoes in the lobby for the month of February. The shoes will be recycled into athletic courts and playground surfaces.

Marketing:

Marianne's report is attached.

Meetings:

- 1/23 Department Head Meeting
- 1/25 One on one with Marianne
- 1/30 One on one with Jamie
- 2/6 Department Head Meeting
- 2/8 One on one with Marianne
- 1/20 Department Head Meeting
- 1/21 Library Board Meeting

Continuing Education:

- 1/2 Beyond Staff Every Day Employee Engagement at Indian Trails Public Library

I attended this workshop along with Jamie and Nancy and it was a great morning. We all came away with ideas on staff recognition, how to enhance staff morale and ways to increase employee engagement.

Submitted by:

Laura Birmingham
Assistant Director

Marketing Department Report – January 2018

Newsletter

The spring newsletter is scheduled to be delivered to resident mailboxes by Saturday, Feb. 17. Due to the Presidents' Day holiday on Monday, Feb. 19, registration for spring programs will begin on Wednesday, Feb. 21. Marianne's cover story is about the new WouldShop, donated by the Sadowski Family and Friends in honor of Ed Sadowski. Upcoming bestsellers have been removed from the back cover to make room for library news and events.

Story Plan

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

Genealogy story: written and waiting for final approval from Jamie

Technology Equipment/Digital Converter story: patron interviewed, story in progress

Programs story: patron interviewed, story in progress

Upcoming/potential story ideas: Job Club story (attendee who found job by networking at Job Club), and #LibSocial story (couple who transformed their budget with programs and resources at the library).

eNews

There are currently 16,921 email addresses on the mailing list after a purge of addresses that regularly bounce (undeliverable, suspended, or non-existent addresses). The link generating the most clicks was to the library's Carvey page from the Jan. 30 eNews (45). In addition, Marianne has created template for a Foundation & Friends eNewsletter.

Social Media

The total number of Facebook page likes has grown to 1,541 (+11). The post with the largest organic reach was Marianne's Jan. 8 link to the BookBub Blog article "The Biggest Book-to-Movie Adaptations Coming in 2018" which reached 759 people with 8 reactions, 3 comments, and 2 shares. In addition, Marianne used a new app called Ripl to post promotional videos for Sally Monkus, the first 30th anniversary Artist in Residence, as well as the WouldShop Celebration event on Jan. 20. She also used Animoto to create a post-event video for the WouldShop Celebration.

Marianne's Meetings

Meetings

Meetings w/Laura on Jan. 11 & 25

Meetings w/Theresa on Jan. 5, 12, & 25

WouldShop meeting w/Jamie, Natalie & Theresa on Jan. 3

Artist in residence photos on Jan. 10

30th Anniversary Grand Event Planning Committee meeting on Jan. 18

WouldShop Celebration photos on Jan. 20

Artist in residence photos on Jan. 24

Community

Genealogy story interview on Jan. 12

Reading Resolution winner photo on Jan. 12

Converter equipment story interview on Jan. 31

Continuing Education

Fundraising & Community Engagement webinar on Jan. 12

Theresa's Meetings

Meetings

Meetings w/Marianne on Jan. 5, 12, & 25

Art contest committee meeting on Jan. 11

New OPAC design meeting w/Natalie & Dave on Jan. 11

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the new WouldShop™ logo.

WouldShop™
Donated by the Sadowski Family & Friends 

Marianne Ryan, Marketing Coordinator

Feb. 14, 2018

Adult Services Monthly Report

January 2018

I spent the month beginning the compilation of circulation statistics for the Adult Services collections. I am hoping to identify areas to focus on in terms of collection development and curation for the coming year. Most library standards I have looked at target a collection turnover rate of 2 or higher being the sign of a good collection, with a rate of 3 or higher being an excellent collection. There are many areas of the Adult Services collection that fall below a 2, or a 1, and I will be discussing this with the selectors to identify what can be done.

I did discover that areas that were heavily weeded in the early part of the year, or end of 2016, have seen a marked increase in turnover rate (turnover is defined as total circulation for a collection divided by the number of items in the collection).

For example, the area of the collection covering the computer books – Dewey 000-100 – saw a decrease in collection size of 22%. Circulation in this area fell by a miniscule 0.6% while turnover increased by 28% (from 1.77 to 2.25). Money Management saw a decrease in collection size of 43%. Circulation fell by 7%, but collection turnover increased 64% (from 1.64 to 2.7).

In advance of the final weeding of the reference collection, Shirley had her pages do a shelf count of the de-Deweyed areas of the circulating collection. After consolidating what is left of the reference collection (now primarily law, science, medical, building codes and local history resources) we will see if we can move this collection to new shelving against the wall by the beginning of Great Courses. I will also see if we can turn the existing shelving to parallel the other shelving units in the area and then move subject areas around to accommodate growth in collections.

Jennifer recently completed the weeding of our small collection of western themed fiction. Since this collection was so small, and continues to shrink due to dwindling circulation and titles in the genre not published very often, it was decided to interfile westerns with the rest of the fiction/novel/short stories collection which hopefully will help others discover this type of fiction. This freed up space to begin shifting the entire fiction collection to make room for new items. Jennifer completed weeding fiction A-L last year and will begin weeding the rest of the collection this year.

We are again distributing tax forms for the public. Due to the changes passed by Congress in December, the IRS and the Illinois Department of Revenue did not have forms, instructions and publications ready until the end of January. The entire month, especially the final week, we seemed to taking every other phone call and walk up answering the question "Do we have tax forms?" Patrons have been very patient with us as we explained the delay. These delays seem to be becoming a regular occurrence, and I think the public just expects it now.

We also are an AARP Tax Aide site, which will run February 12 through April 13 on Monday and Friday mornings. Denise coordinates this and has done an admirable job of juggling the space needs of the library with the space needs of this service. We began taking signups on January 15. The service is well received by our patrons and we have booked time slots almost through the end of March.

Monthly Highlights

- Shirley’s application to serve on the Darien Chamber of Commerce Board of Directors was accepted and she was voted onto the board to serve a two-year term. She also met with a patron who had questions about financing and start up options for a minority woman in business.
- Jennifer met with Mike to discuss reconfiguration of the shelving in what was the section that housed fiction westerns. She also coordinated with Shirley to interfile westerns with the rest of fiction to increase discovery plus shift the fiction collection.
- Mary K. has been busy lining up presenters for her Great Decisions discussion series. She has reached out to a number of academic institutions (including Benedictine University, Elmhurst College and College of DuPage) for authorities on select topics.
- Joe had a Literacy DuPage table out in the lobby for the month, hoping to garner interest for patrons to become volunteer tutors for the group. About 50 pieces of each of the three informational flyers (150 total) were taken and Literacy DuPage recently held an orientation and have started trainings at the library. They report they have 18 individuals who are in the training here, which they regard as a strong showing of interest.
- Jez wrote an article for Novelist about the success of her #LibSocial newsletter (see attached.)
- Jez launched a collaboration station on the first floor. This is a table with activities that change regularly. People can just stop and take some time to do the activity without having to register for a set program or event. The first month was assembling puzzles. Five puzzles were completed (four 500 piece and one 750 piece). Here are Jez’s observations:
 - We’ve gotten lots of different groups working on this, from three college students to seniors with some intergenerational groups. Christine mentioned that a woman and her mother spent an hour or so on it, left for lunch, and came back—and on a very icy day! We’ve also had many people checking back on the progress.

Community

- Shirley joined the Darien Chamber of Commerce Board of Directors. She attended the Darien Women in Business and Darien Chamber Coffee Connection meetings. She met with a patron regarding financing a business start-up.
- Jennifer and the Associates provided book club resources to 19 groups (10 via e-mail, nine by print pickup) on 13 titles that had never before been requested and six titles that had been previously worked on. She notes that this is the highest monthly output to date. She also coordinated reaching out to the local nursing homes to see if they would like to take some of our large print discarded books. All four homes expressed interest and Mary S. and her volunteers delivered a small selection to two of the locations this month.
- Mary K. worked with Dave to update the appearance of the local history blog and she attended the Darien Historical Society fundraiser on January 28.
- Joe sent the new adult ESL brochure to local school districts using contacts that Monica in Kids & Teens had established. He later followed up by sending Katie’s ELL brochure that is distributed in Kids & Teens. He invited Literacy DuPage tutors to come to the library on two days where he will give them an overview of the library’s ESL resources. He also coordinated the interview of local veteran Nick Darien for the Veteran’s History project.

Contributing to the Profession

- Jennifer attended the ARRT Steering Committee Meeting and Book Club Study. She also fielded follow up questions from Batavia Public Library from her presentation on Book Club services, specifically on Novelist (online resource for assisting with reader's advisory) training for the public.
- Joe has started coordinating the spring 2018 LEARN (Libraries' English and Reading Network) meeting. A date was selected and he arranged for speakers.
- Sara Lock at West Chicago Public Library contacted Jez for information on offering programs and marketing to 20-30 somethings.

Continuing Education

- Shirley viewed a webinar on building business collections.
- Jennifer viewed a webinar entitled *What's to Come in 2018? Assessing and Staying On Top of Adult Leisure Reading and Collection Development Trends*.

User Experience

- Began examining the space that will be left behind by the reference weeding to better configure our subject area pullouts.
- Fiction westerns have been interfiled with the general fiction collection to improve discovery of these items.
- The new collaboration station has been well received by our patrons.

Meetings

Date	Meeting	Staff
9-Jan	Department Head Meeting	Tony
9-Jan	One-on-One with Dave re: website	Jez
10-Jan	Meeting with Business Patron	Shirley
10-Jan	Inclusivity Committee	Jez & Joe
11-Jan	ARRT Steering Committee Meeting	Jennifer
11-Jan	Board Game Meeting	Jez
11-Jan	Technology Committee	Tony
12-Jan	One-on-One	Jennifer & Christine
15-Jan	One-on-One with Jamie	Tony
17-Jan	Adult Services Monthly Department Meeting	All Librarians & Associates
19-Jan	Darien Women in Business Meeting	Shirley
23-Jan	Department Head Meeting	Tony
23-Jan	ARRT Book Club Study	Jennifer
24-Jan	One-on-One	Tony & Jez
24-Jan	Digital Content Committee Meeting	Jennifer
25-Jan	One-on-One	Tony & Mary K.
25-Jan	DUX Meeting	Tony
28-Jan	Darien Historical Society Fundraiser	Mary K.

29-Jan	One-on-One with Jamie	Tony
30-Jan	Darien Chamber Coffee Connection	Shirley

Programs

Date	Time	Program	Staff	Attendance
4-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>Going in Style</i>	Joe	30
4-Jan	7:00 p.m.	The Beatles: Their History in an Hour	Cindy	27
5-Jan	7:00 p.m.	#LibSocial - Plug in and Play	Jez	6
6-Jan	10:00 a.m.	ESL Conversation Group	Joe	5
8-Jan	6:00 p.m.	Chess Club	Denise	14
8-Jan	7:00 p.m.	Current Events	Mary K.	5
10-Jan	10:00 a.m.	Job Club	Jez	4
10-Jan	7:00 p.m.	Novel Idea Book Club	Mary P.	16
10-Jan	7:00 p.m.	SCORE Small Business Roundtable	Shirley	7
15-Jan	6:00 p.m.	Chess Club	Denise	13
16-Jan	7:00 p.m.	Winston Churchill	Cindy	90
17-Jan	6:30 p.m.	GenLit Book Group	Jennifer	12
17-Jan	7:00 p.m.	Resumé Workshop	Jez	10
18-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>Rain Man</i>	Joe	8
18-Jan	7:00 p.m.	Crime Readers Book Club		12
19-Jan	2:00 p.m.	#LibSocial - Millennial Money Management	Jez	17
20-Jan	10:00 a.m.	ESL Conversation Group	Joe	6
22-Jan	6:00 p.m.	Chess Club	Denise	14
22-Jan	7:00 p.m.	Current Events	Mary K.	12
23-Jan	7:00 p.m.	Work from Home Tips	Shirley	14
24-Jan	2:00 p.m.	Drama Reading Group	Denise	3
24-Jan	7:00 p.m.	Opera Lecture: <i>I Puritani</i>	Cindy	7
25-Jan	1:00 p.m.	Genealogy Group	Mary K.	38
25-Jan	7:00 p.m.	SCORE: Introduction to Social Media	Shirley	19
31-Jan	2:00 p.m.	Drama Reading Group	Denise	4
31-Jan	7:00 p.m.	Looking Back on the White City	Cindy	100
			Total	493

Select comments:

Winston Churchill

Best lecture ever!

A very good presentation by a knowledgeable person that this program needed.

Always excellent programs that are informative and educational.

Great program! Love historical topics.

4th Wednesdays: Opera Lovers Lecture: I Puritani

Magnificent. A great introduction if you plan to watch the opera.

Millennial Money Management

This was a great program especially because this topic has been rolling around in my head lately and I need to do another type of retirement investing.

Collaboration Station

Thank you for doing this. I love puzzles, but I have nowhere to do them at home. This is really nice.

Volunteers

- Ten volunteers completed 91.25 hours of service.
 - Court Ordered/Community Service: seven volunteers performed 83 hours of service.
 - Regular volunteers: two volunteers completed 4.25 hours of service.
 - Veteran's History: one volunteer did 4 hours of service

Proctoring

- Shirley proctored 10 exams in four sessions for two students. The increase is due in part to recertification exams for home inspectors.

All Posts

February 13, 2018

Newsletters we love: #LibSocial at Indian Prairie Public Library

Written by:
Jez Layman

Tags: Guest post, Library newsletters, Newsletters we love



At Indian Prairie Public Library (Darien, IL), we began a programming series in 2015 targeting adults in their 20s and 30s called #LibSocial and, despite the PEW Research Center’s report that Millennials are the largest age group using the library, our attendance was low. We quickly realized that traditional marketing wasn’t going to be enough. So we decided to reach the demographic where they are: on their devices and in their inboxes. Using LibraryAware, I created an email newsletter targeted directly at people in this age group, spotlighting #LibSocial programs, our GenLit book club for 20-30somethings, and select new releases. Two

and a half years later, the #LibSocial eNews now goes out to over 5700 readers and provides 16% of attendees.

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Chill Out, Maxing, Relaxing All Cool: Art Therapy Night

Friday, October 21, 7:00 pm
Meeting Room

Stressed out? Come unwind with adult coloring books and other forms of art therapy while enjoying friendly conversation and soothing music.

[Register here](#)



Only the 90s Kids Will Remember This Awesome Party

Friday, November 4, 7:00 PM
Meeting Room

Relive your childhood with music, games, & activities at our I Love the 90s Party.

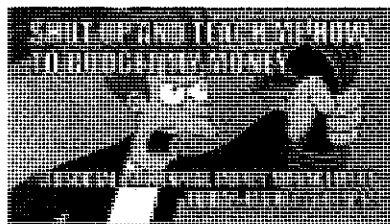
[Register here](#)

What sets #LibSocial apart from the average library eNews can be found in the pictures, titles, and descriptions advertising upcoming programs. I've written all of the content with a combination of Millennial humor, memes, nostalgia, and pop culture references. The key to interacting with 20 and 30-somethings is to throw off the chains of what a "professional" newsletter should look like and embrace fun, laid-back, and even ridiculous descriptions. I know my audience and their interests and I can use that to promote the library and prove we're a hip, happenin' place (that's how kids these days talk, right?).

To reach 5700+ subscribers, I began by collecting emails from attendees at my programs, but ultimately I moved to a limited opt-out system. Working with our circulation department, I was able to import the emails of every cardholder in our district who fell between the ages of 18 and 40, all of whom had consented to receiving communication. If they don't want these emails, they always have the ability to opt-out. Some do, but compared to the ones who stay, the number is fairly insignificant.

Two tricks that helped me make this newsletter successful were changing the "sent from" line to appear as "Jez from Indian Prairie Public Library" and writing in first person, both of which made the process seem more personal. My readers know the eNews isn't automated, but has a real person behind it, which has made some readers more comfortable attending programs, because they felt like they already knew someone there.

Upcoming Events



Millennial Money Management

Friday, January 19, 7:00 p.m.

Meeting Room

You worked hard for the money, so you better save it right. Learn how to best manage your finances as a Real Life Adult™. Our financial expert, Stephanie Synal, will be here to talk about budgeting, building credit, and the best way to pay off those dang student loans.

Save your spot by RSVPing on the [IPPL website](#), [Meetup](#), [Facebook](#), or by replying to this email



Finger Knit Infinity Scarf

Friday, February 2, 7:00 p.m.

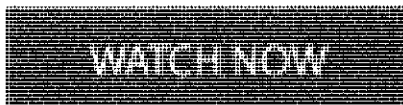
Meeting Room

Impress people with the beautiful scarf you knitted using only your hands. We'll teach you this tool-free way to create an entire scarf in one night. Use it as an easy Valentine's gift or look extra fashionable when you smugly tell your southern friends that 10° isn't really all that cold.

The purpose of the #LibSocial newsletter is to connect with our 20-30something patrons, advertise the #LibSocial programs, GenLit Book Club, and new books, but ultimately I don't feel that I can do any of these things correctly if I don't catch the reader's attention first. Because of this, my true goal is to make people smile or laugh. If they recognize a meme or something funny, they may read on to see what other jokes are hidden and learn about the program at the same time.

If you're looking to start marketing directly to or offering programs specifically for Millennials, relax, have fun with it, and break all your marketing rules -- and if you want advice, email me at jezl@ippl.info or find me on Twitter.

Want to hear more from Jez or learn more about reaching special audiences in your community with newsletters? Watch the recording of our webinar.



Jez Layman is an Adult Services Librarian at Indian Prairie Public Library in Darien, IL. When she's not on the reference desk, she's planning programs for 20-30somethings for IPPL's popular #LibSocial group or teaching classes on job hunting. She has a deep love for audiobooks and has a spreadsheet for every occasion.

Circulation Services

January 2018

34

Total checkouts and renewals for January were down from last year by 5,183 or 9%. We had 53,767 items circulated this month as compared to 58,950 last year. Electronic circulation is about the same as last year. We had 5,121 circulations this year while we had 5,117 circulations last year.

ILL's processed were lower this year. We processed 8,578 this year and 9,013 last year.

Patron visits were lower than last year -6% (31,044 this year compared to 33,112 last year).

A total of 8,758 holds were placed in January. Patrons placed 6,784 (77%) holds while staff placed 1,974 (or 23%) holds.

16,095 items were checked out or renewed by staff at the desk. This is 30% of total checkouts/renewals. 27,495 items were checked out or renewed by patrons at one of our self-check machines, 5,056 items were renewed by patrons through Enterprise or Book Myne and 5,121 items were electronically checked out by patrons - for a total of 37,672 items checked out through some sort of self service. This is 70% of total checkouts/renewals.

You will notice on the statistic page that I am not reporting a FYTD resident card number. This is because of our change to no expiration date. I will continue to report the number of new cards issued monthly and then report a total on an annual basis.

Desk Statistics

Patron Assistance

# of Library cards renewed & Non-swam Reciprocal cards issued	Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
288	2,445	125	131	329	66	60

Community

Passports:

Circulation staff was very busy executing 102 passports in January! This is our all-time busiest month! We were just notified by the State Department that beginning April 2, 2018, the execution charge for accepting passports will increase to \$35 from \$25.

Notary Public:

Circulation Supervisors notarized 97 documents in January.

User Ex

I worked with SWAN to change our patrons over to an expiration date of "Never". This was scheduled to take place on February 1. By removing the expiration date, we are removing a major barrier to good service. Now patrons won't need to wait in line to renew their cards and they can utilize our on-line services without worrying that their cards have expired.

We have continued the Lobby Host position on Saturday afternoons and Sundays. January was a busy month and staff have reported that they are enjoying the extra interactions with patrons.

Workshops and Meetings Attended:

Jan. 15	One on One with Jamie	
Jan. 17	Circulation Advisory	RAILS
Jan. 18	30 th Anniversary Party Meeting	
Jan. 23	Department Head Meeting	
Jan. 29	One on One with Jamie	

Debbie Sheehan
Head of Circulation Services

Month	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018																									
	<u>Circ Stats</u>																																															
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767																																					
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603																																					
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001																																					
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829																																					
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105																																					
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477																																					
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767																																					
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369																																						
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856																																						
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904*	60,424	54,820																																						
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893																																						
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867																																						
Renewals through the webf	1,284																																															
Electronic Circulation	3,852																																															
Yearly Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	369,549																																					
*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 2018

Improvements for Public, User Experience & Strategic Goals

- **Self-Checks** - Brett & Ann replaced the computers and monitors on the self-check stations. The new equipment will provide an easy transition when we are ready for new self-check software. The monitors have a better touch responsiveness and patrons like the bigger screens.
- **Streaming Movies** - T.J. & Ann created a display on the end cap of a DVD unit to promote our streaming movie collection on the Roku. The display has a poster with a list of new movies and display cases promoting the device.
- **New Checkout Items** – Patrons have been asking for devices to play CDs and DVDs. The following items are now available to checkout:
 - Kids & Teens: Two portable CD players
 - Tech Takeout: Blu-ray/DVD player, portable DVD player, a boom box, and a portable CD player
- **Tech Takeout Display**- We now have a permanent display on a column next to the new bookshelves to promote Tech Takeout items.
- **Graphic Novels** – Anna & Jez reclassified the series graphic novels making the collection easier to browse and discover the next book in the series.
- **Teen Non-Fiction** – The teen books are cataloged by subjects rather than Dewey. Anna and Ann worked with Heidi to update the subjects and add new ones for easier browsing.
- **LittleShop Books** – Wouldshop books geared toward younger children were re-classified to create a collection for the LittleShop area.
- **Book Discovery**- We enhanced the browser on the public computers so that when patrons search Amazon, Barnes & Noble, or Good Reads for books the computer will also display those same books in our collection.

Screenshot from Barnes & Noble

- Books Club Page - The book discussion group page on the website was restyled to highlight books, what the current book clubs are reading and added a book club request form for patrons to submit online.

Book Clubs




Discover ideas, questions, and more for your group:

- Browse our book club picks to discover something new to read and discuss.
- Receive copies of the book for your group by filling out the Book Club Request form below.
- Let us provide book reviews, discussion questions, and author Interviews and biographies.
- Use the recommended resources below to gather ideas and advice for your group.
- Not sure what your group should read next? Call 630/887-0637 or email readers@ippl.info.

Experience the library's lively discussions:

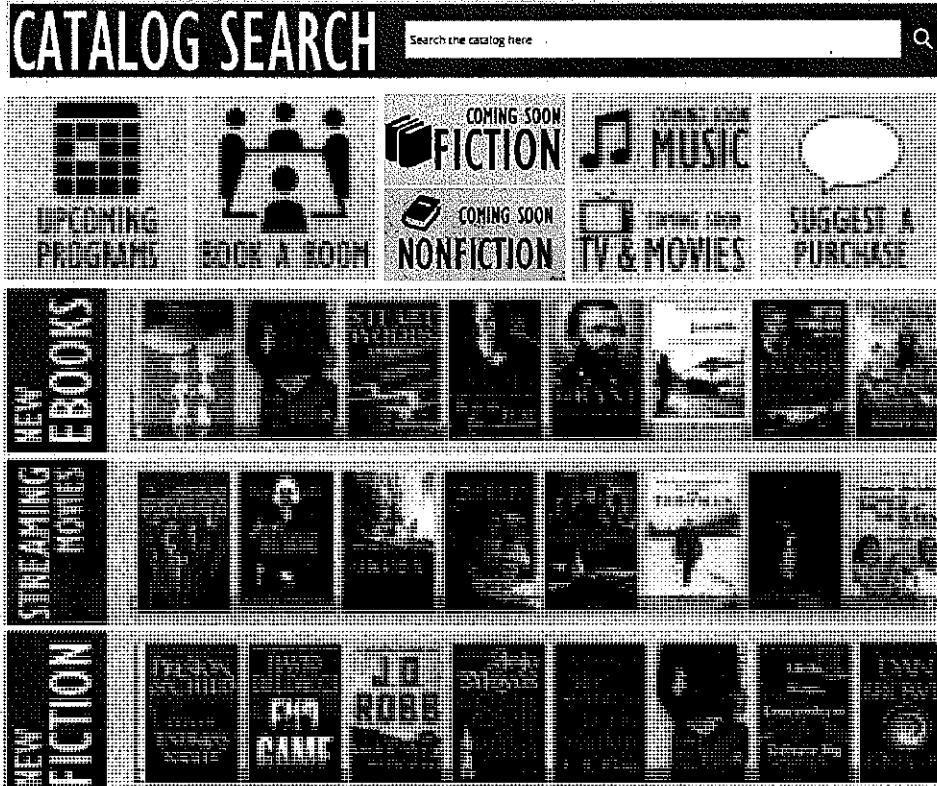
- New members always welcome.
- Copies of the book available at the Checkout Desk one month before the discussion.

Library Book Clubs Resources Book Club Requests

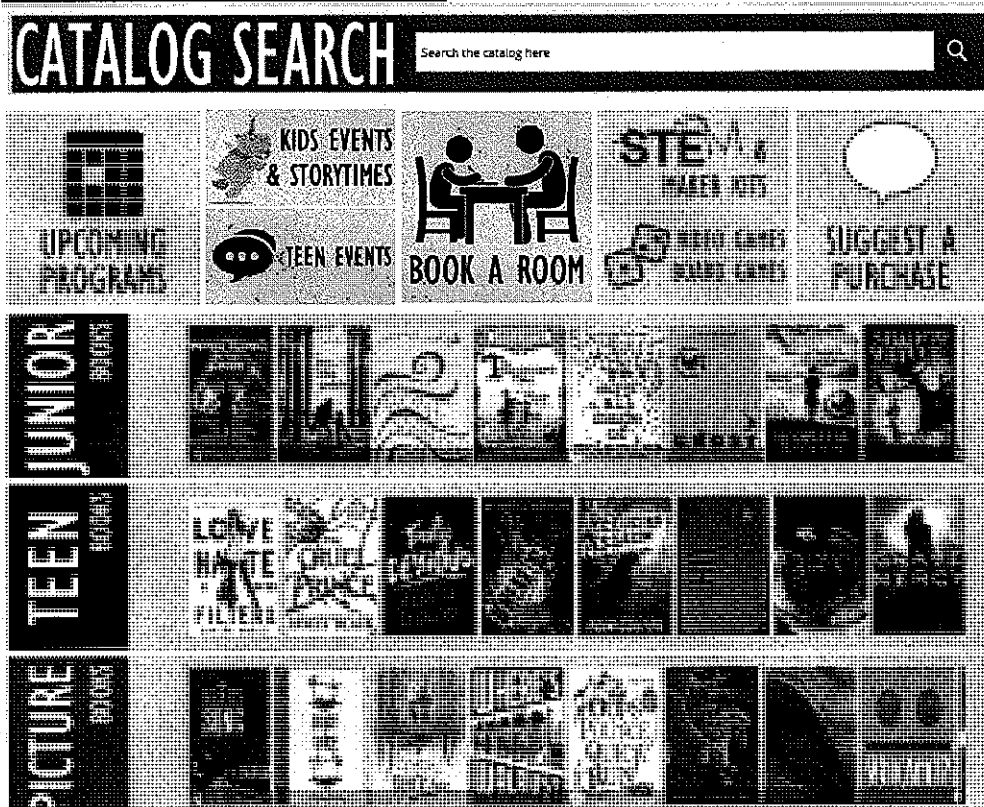
 <p>Crime Readers a book club for readers who like unraveling clues, interpreting evidence, and analyzing characters</p>	 <p>GenLit a book club for 20-30 somethings who enjoy discussing popular and relevant fiction and nonfiction</p>	 <p>Novel Idea a book club for for readers who like to delve into a book's characters, plots, setting, and themes</p>
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- **Enhanced Catalog** Dave and Ann developed and created an enhanced catalog for the public catalogs. The new design promotes services and new books including coming soon materials, booking a room, registering for programs, and suggesting a purchase. There are two version, one for our adult department and one for our kids & teens department. The new enhanced catalog went live February 1st.

Screenshot of Adult Catalog



Screenshot of K& Teens Catalog



Technical Services

- **Holiday Books-** Kids & Teen are creating a new "Holiday" collection bringing all holiday books together. We have relabeled the holiday craft books that were in the Wouldshop area and we'll be relabeling relabel appropriate books in the Dewey and picture collections.

Technology Services

- **Video Productions-** Dave created a time-lapse video of the final changes of the new Wouldshop area. The video was used to promote the grand opening of the Wouldshop on Facebook. The video received 215 views.

Maker (DIY)

- **3D Printer-** 4 print requests were processed. Items printed "Planck case", camera shade, and a solenoid parts.
- **Carvey-** 1 request processed. A Chicago Cubs logo.

Public Technology Programs & Classes

- Program attendance totals: 85
- One-on-one training sessions: 5

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 1/9/18 (6pm)	DIY Design Time	Dave	2
Thursday 1/11/18 (1 PM)	Android 101	Dave	10
Thursday 1/11/18 (7PM)	Pinterest for Inspiration/Organization	Jez	14
Saturday 1/13/18 (1 PM)	iPad/iPhone 101	Dave	20
Wednesday 1/17/18 (11AM)	Computer Fundamentals with Windows 10	Sandi	11
Sunday 1/21/18 (2PM)	Creative Coffee Mug with Vinyl Cutter	T.J.	4
Saturday 1/27/18 (1PM)	Photography Basics	John	24

Community

T.J. and Jack put on a Carvey program for a local Boy Scout troop. The troop saw that we had a Carvey machine and contacted us to ask if we could show the boys how to use it. We carved fidget spinners for each boy before the class, and during the class, T.J. ran the Carvey so they can see it in action and Jack taught them how to use the 3D design software.

Here is an email he received from the troop:

"Guys,

Thanks again for last night. Everything was spot on. I didn't give you a lot of time, but you guys pulled it off. The kids had a great time, and they really learned a lot about the Carvey machine and the Easel software. I could see the "wheels spinning" in my boys heads with all kinds of different projects that they are thinking about using it on.

We are also looking forward to the new Woodshop area.

Thanks!

Mike Madden | Director of Application Engineering"

Sharing

- T.J. talked with Ted Gray at Deerfield library about our experience loaning GoPro cameras.

Training & Continuing Education

- 1/12- I trained Jack on updating our website.
- 1/31- T.J. and I attended the webinar "Prepare for the Future: Tech Strategies You Need to Know, Part 1.

Personnel/Staff Meetings

- 1/9 & 1/23- Department Head Meeting

- 1/9, 1/16, 1/30—(Ann) 1-On-1 meetings with T.J.
- 1/10- (Ann) T.J., Jack and I met to discuss devices and equipment
- 1/11- Technology Committee Meeting- Ann, T.J., Dave, and Brett
- 1/11- (Ann) Art Contest Committee for 30th Anniversary
- 01/15 & 01/29 - 1-On-1 meetings with April
- 01/15 & 01/29 (Ann)- 1-On-1 meetings with Anna
- 1/17- (Brett) Network Managers meeting at Glenview Public Library
- 1/16 (Ann) 1-On-1 meetings with Jamie.
- 1/24- (T.J., Ann, Carol, Audra, Hugh, John and Dave) Technology Center Help Desk Meeting

Ann M. Stovall, Head of Technical & Computer Services, February 15, 2018

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

Programs

In January, Youth Services presented 41 programs at IPPL with 956 people in attendance. We also participated in 10 events out in the community reaching over 143 people.

Date	Description	Staff	Attendance
3-Jan	Family Movie-Leap	Monica	48
5-Jan	Teen Gaming	Jack, Jimmy	11
5-Jan	Photography Basics	Heather, Jack S.	5
5-Jan	Tabletop Mania: D&D Bootcamp	Jimmy	7
6-Jan	Teen Service Day	Heidi	11
12-Jan	Open Mic Night	Heidi	17
13-Jan	Photography Basics (with Girl Scout Troop)	Heather	6
15-Jan	Ozobot challenge	Jack, Jane	10
15-Jan	Junior Genius	Katie	14
15-Jan	Talented Toddlers 9:30am	Heather	20
16-Jan	Bookgardeners: Ezra Jack Keats	Katie	34
16-Jan	Baby Brilliance (5 children 6 adults)	Jane	11
17-Jan	Girl Scouts Robotics badge	Jack	20
17-Jan	Baby Brilliance (8 children 10 adults)	Jane	18
18-Jan	Junior Genius	Katie	15
18-Jan	Shake, Shimmy, & Dance	Katie	64
18-Jan	Talented Toddlers 9:30am	Heather	32
18-Jan	Talented Toddlers 10:30am	Heather	21
19-Jan	Teen Gaming	Jack, Jimmy	10
19-Jan	Open Play	Natalie	9
19-Jan	Tabletop Mania: Mini-D&D Campaign	Jimmy	6
20-Jan	WouldShop Grand Opening	Natalie, Jack, Heidi, Monica, Jimmy	170
20-Jan	Graphite Circuits	Jack	12
20-Jan	Graphite Circuits	Jack	15
22-Jan	Junior Genius	Katie	20
22-Jan	Talented Toddlers 9:30am	Heather	29
23-Jan	Homeschool SMART	Monica, Jack S.	18
23-Jan	Baby Brilliance (7 children 7 adults)	Jane	14
24-Jan	Baby Brilliance (7 children 8 adults)	Jane	15
25-Jan	Junior Genius	Katie	15
25-Jan	Shake, Shimmy, & Dance	Katie	80
25-Jan	Talented Toddlers 9:30am	Heather	29
25-Jan	Talented Toddlers 10:30am	Heather	18
26-Jan	Mighty Mid-Kids Gaming Night	Monica	9
26-Jan	Open Play	Heather	14
26-Jan	WouldShop Celebration: Vinyl Cutter Demonstration	Jimmy	22

29-Jan	Teen Study Skills	Heidi	5
29-Jan	Talented Toddlers 9:30am	Heather	25
29-Jan	Junior Genius	Heather	16
30-Jan	Baby Brilliance (8 children 9 adults)	Jane	17
31-Jan	Baby Brilliance (11 children 13 adults)	Jane	24
TOTAL:			956

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

Homeschooling SMART Technolympics

Monica Dzierzbicki and Jack Schultz presented the Homeschooling SMART Technolympics program to area homeschooling families. Families used Ozobots, Spheros and Coding Mice to learn how to create figure skating moves, make a hockey goal, slalom ski and bobsled race.

Bookgarteners

Katie Salo planned and presented the second winter edition of Bookgarteners, based on Ezra Jack Keats's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards.

Teen Service Day

Heidi Estrada held Teen Service Day. Eleven teens attended. They helped prepare story time materials for Heather and Katie, placed "Not Working" labels in the J DVDs, cleaned and sorted board books, and cleaned the beginning reader shelves.

Community

Date	Description	Staff	Attendance
4-Jan	Play to Learn	Katie	38
4-Jan	Whole Foods Kids Club Storytime	Heather	13
15-Jan	Boy Scouts - Carvey	Jack, T.J.	12
23-Jan	Storytime at Anne M. Jeans	Katie	8
23-Jan	Storytime at Anne M. Jeans	Katie	13
23-Jan	Storytime at Anne M. Jeans	Katie	18
23-Jan	Storytime at Anne M. Jeans	Katie	12
23-Jan	Storytime at Anne M. Jeans	Katie	13
25-Jan	Garden Planning with Good Worx	Natalie	4
30-Jan	Daisy Scouts tour	Monica	12
TOTAL:			143

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

WouldShop & LittleShop

We have working through a renovation that would distinguish two new spaces in the Kids & Teens department – a completely renovated makerspace for ages 8-18 called the WouldShop and a new makerspace for younger kids called the LittleShop.

The WouldShop opened on January 20 with a ribbon cutting ceremony presented by the Victoria Suriano and Natalie Williams for the project's donors and supporters. That day we demod some of the

equipment available for use and Jack Schultz presented two graphite circuit classes. Over the course of the afternoon, approximately 170 people came to visit the new space.

Kids and teens are now using the space every day. They are using standard art supplies and tools for creation and they are checking out equipment, such as the button maker, sewing machine, robots, knitting needles, and more. We have also added an activity where visitors can create veggie-themed art for display in the hallway to go along with the National Vegetarian Museum exhibit.

Although the LittleShop is not complete, we have set up a temporary space. Heather Jensen has been preparing activities for the space. She set out a paper fortune cookie craft (continued from December), which coordinated with the book, "If You Give a Mouse a Cookie" by Laura Numeroff. Heather then featured two additional themes in January, building the literary character "Corduroy" with basic shapes from construction paper, and the human eye, where kids with adult assistance can create a simple pupil light reaction chart.

Mid-Kid Hangout

In the shift to create the new WouldShop, we have also redesigned the Mid-Kid Hangout. Staff have completed relocating Mid-Kid collections and Monica Dzierzbicki and Natalie Williams have met to discuss the final details in redesign. Refreshed paint on the Cube entrances, updated pillows, new chairs and a new skateboard sign will all be completed next month.

Maker Kits

Natalie Williams and Heidi Estrada have created new Maker Kits, much like the STEM Kits, with updated branding, so that we can circulate tools for making and creating projects. Heidi finished assembling three new Maker Kits: 3Doodler Pen, Hand Lettering, and Star Wars Cooking.

Displays & Signage

We have designated a new centralized display in the entrance to the Kids & Teens department. It features three ranges, so we can offer three different display topics at a time. Records for materials on display will be changed to show their temporary location in the catalog.

Heather Jensen coordinated a Best Fiction of 2017 Summary display for Early Literacy, while a Survival Adventures theme was featured for the Mid-Kid display at the beginning of January. Also in the new centralized display, Heather consolidated the Valentine's picture books. She added love-themed books from the general picture book section.

Heather displayed Staff Picks bookmarks and materials in two series sets. The first display housed the bookmarks created for Heather, Natalie, and Katie's recommendations in November. Then she designed new bookmarks and displayed Heidi, Jimmy, and Jack's recommendations. The staff picks display will continue to rotate.

Katie Salo finished the shelf marker project, completing thirteen markers in Teen Non-Fiction, thirteen markers in Junior Biography, eleven markers in Junior Graphic Novels, and two in the LittleShop.

National Vegetarian Museum

The National Vegetarian Museum exhibit is on display in February in the hallway upstairs and the entrance to the Kids & Teens department. Jack Schultz had the idea and Natalie Williams coordinated the installation and event details. Staff from the National Vegetarian Museum will be participating in the third Annual Seed Swap event by presenting info on the benefits of eating plants. They will also lead an interactive discussion following a viewing of the movie "What the Health," an investigative documentary that addresses concerns about our nation's health and how big business influences it.

Reviews & Marketing

Heather Jensen recorded a byte-sized book review to be posted on the IPPL Instagram account. She reviewed "The Wishing Spell" by Chris Colfer. This is her fourth book review since October and her first in video format.

Katie Salo submitted a review of the DVD "The Crown, Season 1" and the book "To All the Boys I've Loved Before" to the IPPL review blogs.

Seed Library

Number of Checkouts: 3

Number of Seed Packets Checked Out: 6

Number of Donations: 29 + a trowel (shovel)

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

Pages

The Pages completed a session of shelf reading logs and started on the next session. They worked with Monica to completed an annual update withdraw of the Mid-Kid magazine collection. The Pages also completed a magazine tabulation project in the Teen section.

Staffing

In January, we received eight applications for the open Youth Page position. Natalie Williams and Jack Schultz scheduled interviews with three candidates for the position. We are still doing investigation into references and hope to hire a candidate soon.

Continuing Education

Date	Description	Staff
3-Jan	Webinar: Embrace Race -- Reading Picture Books With Children Through a Race-Conscious Lens	Katie
15-Jan	Webjunction Webinar:Bilingual Storytimes - Reaching Through the Language Barrier	Heather

Contributing to the Profession

Date	Description	Staff
31-Jan	Caldecott Committee Reading	Katie

COD Student Shadowing

Katie Salo worked with a student attending College of DuPage through the Hinsdale South Bridges program. The student shadowed her for five hours during the week of 1/15. The student observed three storytimes, got to see some collection development & maintenance, and learned about the library and its offerings.

COD Student Shadowing

Natalie Williams coordinated a volunteer project with an MLIS student from University of Illinois Champaign Urbana. The volunteer, Vicki, worked in the Kids & Teens department the last week of December and the first week of January. She helped with a Teen Series research project and relabeled DVDs.

Meetings & Planning

Date	Description	Staff
2-Jan	Staff Orientation with Jack Chavez	Natalie, Jack C
3-Jan	One-on-one with Jamie	Natalie
3-Jan	Volunteer project meeting with Vicki	Natalie
3-Jan	Marketing with Marianne & Theresa- WouldShop logo	Natalie
4-Jan	Staff Orientation with Sam Perez	Natalie, Sam
9-Jan	One-on-one with Jamie - WouldShop Wed Content	Natalie
9-Jan	Dept. Heads	Natalie
10-Jan	Technology web meeting with Ann and T.J.	Jack
10-Jan	Inclusivity Committee meeting	Monica, Heidi, Katie
10-Jan	Meeting with Gloria McCants	Katie
11-Jan	Technology meeting	Jack
11-Jan	Quarterly Check-in meeting	Monica, Natalie
11-Jan	Board Game Meeting with Jez	Heidi, Jack
11-Jan	Community Art Committee Meeting	Natalie
11-Jan	Enhanced Catalog meeting with Dave & Theresa	Natalie
12-Jan	Support Associate meeting with Laura	Natalie
15-Jan	One-on-one with Jamie	Natalie
16-Jan	WouldShop	Jack, Natalie
16-Jan	Walk through with electrician, Jamie, & Mike	Natalie
18-Jan	30th Anniversary Event meeting	Monica, Jane
18-Jan	Library Early Literacy Advocates (LELA)	Katie
18-Jan	Grand Event Meeting	Monica, Jane
23-Jan	Centralized Display Training and Discussion	Heather, Katie
23-Jan	K&T literacy staff re presenter schedule during winter session	Katie, Jane Heather
23-Jan	Dept. Heads	Natalie
24-Jan	Digital Content Meeting (Anne & Jennifer)	Jack
25-Jan	Mid-Kid space check-in meeting	Monica, Natalie
29-Jan	One-on-one with Jamie	Natalie
30-Jan	Interview with Pam	Natalie, Jack
30-Jan	Interview with Leiyoko	Natalie, Jack
31-Jan	K&T Department Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane, Heather, Jimmy

Submitted by Natalie Williams, Head of Youth Services 2/5/2018

STATISTICS FOR	Jan-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	31,770	34,191	215,154	234,214	-8.14%
Teen	2,257	2,388	16,765	19,687	-14.84%
Kids	14,619	17,254	103,622	119,474	-13.27%
TOTAL	48,646	53,833	335,541	373,375	-10.13%
Electronic Circulation	5,121	5,117	34,008	30,713	10.73%
GRAND TOTAL CIRC.	53,767	58,950	369,549	404,088	-8.55%
% Reciprocal Borrowing	15%	13%	14%	13%	
Patron Visits	31,044	33,112	241,549	250,125	-3.43%
<u>Current Cards</u>					
Resident	176	146		20,545	
Non-Resident	71	89	1,090	1,023	6.55%
TOTAL	247	235		21,568	
Non-Resident Households	38	43	473	449	5.35%
<u>Patron Assistance</u>					
Adult - Reference	3,331	2,880	21,271	21,160	0.52%
Kids - Reference	880	1,222	7,381	8,588	-14.05%
Technology - Reference	1,039	1,062	7,102	6,537	8.64%
TOTAL REFERENCE	5,250	5,164	35,754	36,285	-1.46%
Adult - Other	910	879	5,744	5,658	1.52%
Kids - Other	1,560	2,274	13,029	17,053	-23.60%
Technology - Other	87	87	661	844	-21.68%
TOTAL OTHER	2,557	3,240	19,434	23,555	-17.50%
GRAND TOTAL ASST.	7,807	8,404	55,188	59,840	-7.77%
<u>ILL/Reserves</u>					
Holds	8,758	8,732	53,645	54,358	-1.31%
ILLs Sent	3,863	3,827	24,839	25,608	-3.00%
ILLs Checked Out	4,176	4,746	27,163	29,627	-8.32%
ILLs Received	4,715	5,186	30,665	32,829	-6.59%
<u>Programs - Adult</u>					
# Programs	13	12	84	75	12.00%
Attendance	339	188	1,882	1,386	35.79%
<u>Technology Classes</u>					
# Programs	8	8	60	58	3.45%
Attendance	88	97	503	580	-13.28%
<u>Individual Technology Training</u>					
# of Patrons	36	81	411	584	-29.62%
<u>Groups</u>					
# Programs	13	14	76	79	-3.80%
Attendance	154	193	888	841	5.59%
<u>Others</u>					
#Programs	0	0	1	8	-87.50%
Attendance	0	0	15	156	-90.38%
<u>Programs - Teen</u>					
# Programs	8	9	53	61	-13.11%
Attendance	79	129	921	868	6.11%
<u>Programs - Kids</u>					
# Programs	42	25	810	247	227.94%
Attendance	1,004	603	8,890	6,966	27.62%
GRAND TOTAL ATT.	1,700	1,291	13,510	11,381	18.71%

STATISTICS FOR	Jan-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,144	3,367	21,604	24,284	-11.04%
Kids Computers	1,014	1,516	7,941	10,355	-23.31%
Teen Laptop	129	163	912	1,523	-40.12%
Adult Laptop	119	161	1,118	1,113	0.45%
TOTAL PATRON USE	4,406	5,207	31,575	37,275	-15.29%
Hours Used					
Adult Computers	2,471	2,516	16,840	17,457	-3.53%
Kids Computers	567	981	4,820	6,622	-27.21%
Teen Laptop	125	206	907	1,984	-54.28%
Adult Laptop	238	357	2,025	1,954.50	3.61%
TOTAL HOURS USED	3,401	4,060	24,592	28,017.50	-12.23%
Wireless Total Connections	7,373	8,994	56,368	61,247	-7.97%
IPPL Total Web Site Access	* 17,576	30,927	180,780	175,052	3.27%
IPPL Total Page Views	* 44,743	41,171	284,696	266,410	6.86%
Subscription Database Logins	2,902	2,336	23,157	14,441	60.36%
Outreach-Homebound					
Items Delivered	158	152	1,052	1,045	0.67%
Volunteers					
Number Active	58	58			
Hours Worked	335.00	387.50	2,724.25	2,374.75	14.72%
Staff Training Hours	26	122	499	663	-24.74%
Room Use					
Youth Room	24	17	125	119	5.04%
Meeting Room					
Library	36	37	253	263	-3.80%
Non-Library	6	4	43	46	-6.52%
Conference Rooms	400	385	2,655	2,620	1.34%
Lobby Programs	3	2	13	28	-53.57%
Board Room					
Library	19	16	111	119	-6.72%
Non-Library	24	19	130	130	0.00%
Clavinova	1	0	2	0	

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

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1018	2	153	867	28	9	30	162
Non-Fiction	46932	306	364	46874	1968	5320	2274	5684
Fiction	39081	268	831	38518	2378	2292	2646	3123
ADULT TOTALS	87031	576	1348	86259	4374	7621	4950	8969
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	14700	332	34	14998	604	2211	936	2245
Fiction	25680	144	607	25217	1363	3972	1507	4579
KIDS TOTALS	40401	476	641	40236	1967	6183	2443	6824
TEEN								
Non-Fiction	533	12	0	545	46	278	58	278
Fiction	3442	44	119	3367	448	695	492	814
TEEN TOTALS	3975	56	119	3912	494	973	550	1092
BOOK TOTALS	131407	1108	2108	130407	6835	14777	7943	16885

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	6008	45	4	6049	313	972	358	976
Music CD	8617	25	50	8592	324	938	349	988
Playaway	341	0	1	340	9	6	9	7
DVDs (DVD & Blu-ray)	19845	188	36	19997	944	486	1132	522
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	67	1	0	68	21	1	22	1
ADULT TOTALS	34936	259	91	35104	1611	2428	1870	2519
KIDS								
Audio Books	587	0	1	586	25	163	25	164
Music CDs	880	3	0	883	35	10	38	10
Playaway	88	0	0	88	0	18	0	18
DVDs (DVD & Blu-ray)	4378	9	39	4348	284	852	293	891
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
KIDS TOTALS	5952	12	40	5924	344	1043	356	1083
TEEN								
Audio Books on CD	193	2	2	193	15	12	17	14
Playaway	33	0	1	32	0	9	0	10
DVDs (DVD & Blu-ray)	568	4	6	566	82	153	86	159
CONSOLE GAMES	627	0	10	617	64	13	64	23
PC-GAMES	4	0	1	3	0	0	0	1
BOARD GAMES	0	20	0	20	0	0	20	0
TEEN TOTALS	1425	26	20	1431	161	187	187	207
AUDIOVISUAL TOTALS	42313	297	151	42459	2116	3658	2413	3809
COLLECTION TOTALS	173720	1405	2259	172866	8951	18435	10356	20694

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- January 2018

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	28224	82	307	27999	1143	50	1225	357
TOTALS FOR ALL AGES	227,995	82	307	227,770	1143	0	1225	357
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,654	28		2,682	123	0	151	0
eMedia (Overdrive Advantage)	808	15		823	42	0	57	0
Fiction								
eMedia (Overdrive Consortium)	10,996	89		11,085	509	0	598	0
eMedia (Overdrive Advantage)	3,464	57		3,521	303	0	360	0
ADULT TOTALS	17,922	189		18,111	977	0	1166	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	0		0	
eMedia (Overdrive Advantage)	13	0		13	0		0	
Fiction								
eMedia (Overdrive Consortium)	1,592	12		1,604	80	0	92	0
eMedia (Overdrive Advantage)	213	0		213	10	0	10	
KIDS TOTALS	1,909	12		1,921	90	0	102	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	122	2		124	1		3	
eMedia (Overdrive Advantage)	11	0		11	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,513	13		2,526	75	0	88	0
eMedia (Overdrive Advantage)	467	0		467	18	0	18	
TEEN TOTALS	3,113	15		3,128	94	0	109	0
BOOK TOTALS	250,939	298		250,930	2304	0	2,602	357

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	8,025	187	0	8,212	1469	0	1656	0
Yearly Total for All Ages	364,722	187	0	364,909	1469	0	1656	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,883	15		3,898	116		131	0
eMedia Advantage (Overdrive)	606	8		614	67		75	0
Movies								
Preloaded Roku Titles	837	18		855	80		98	
ADULT TOTALS	5,326	41		5,367	263	0	304	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	269	0		269	13		13	
eMedia Advantage (Overdrive)	13	0		13	2		2	
Movies								
Preloaded Roku Titles	127	1		128	8		9	
KIDS TOTALS	409	1		410	23	0	24	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	222	1		223	12		13	0
eMedia Advantage (Overdrive)	36	0		36	4		4	0
TEEN TOTALS	258	1		259	16	0	17	0
AUDIOVISUAL TOTAL	370,715	230		370,945	1771	0	2001	0
COLLECTION TOTALS	621,654	528		621,875	4075	0	4,603	357

Distributed at meeting

Reports (JI)
ILA Trustee Workshop

Workbook and Planning Guide

Advocacy Bootcamp

An initiative of the ALA Office for Intellectual Freedom and the Office for Library Advocacy

www.ala.org/advocacy/advocacy-bootcamp
#ALAAvocacyBootcamp

ALAAmericanLibraryAssociation

Key Terms and Definitions

Advocacy: turning passive support into educated action by stakeholders.

Intellectual Freedom: the right to speak freely, and the right to receive the expressions of others.

Reactive Advocacy versus Proactive Advocacy: the difference between responding to a crisis situation vs laying the groundwork for positive support. Building a climate of library support.

Library Service versus Value: the difference between use and appreciative support.

Goals of this Training

- To empower librarians with skills to tell their library's story and earn support
- To teach librarians and library advocates practical and powerful tips on how to be a respected, effective and supported voice in your community.
- To provide consistent messaging and an advocacy framework that can be used by libraries of all throughout a given state, and ultimately, across the country.
- To provide a mechanism for mentoring new advocates and creating a succession plan for advocacy.

Community Analysis: Listening

Advocacy begins with listening.

Find someone you do not know, from a community you do not live in. Ask two questions:

1. What are the big issues that your community is facing over the next 18-24 months?
2. Who is one of the most influential, non-elected people in the community?

Community Interview Process

Step 1	
Step 2	
Step 3	What <i>decisions</i> will you have to make over the next 18-24 months and what do you wish you knew first? What would success look like? Who else should we talk to?
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

Why We Are Here

The Problems

- Declining library funding, and a consequent challenge to a host of literacies in our communities
- Disappearance of school librarians, loss of rights of minors both of access to content and free speech rights
- Significant loss of academic freedom and student belief in First Amendment
- A coarsening of public discourse

Our Assets

- Along with firefighters and nurses, librarians are trusted
- We are obvious leaders for community change, have resources

Our Aspirations

- The need to reclaim a moral sanction for the public sector
- To understand and claim our core values, among them a commitment to free speech
- To connect them to our communities in a more emotionally intelligent way
- To model civil and civic discourse
- To nurture a new generation of skilled and passionate library advocates and intellectual freedom leaders

Recommended reading:

Aspen Institute

www.aspeninstitute.org/topics/public-libraries

Frames, Repetition and Brain Research

Library Use vs. Library Support

Frames & Repetition Work

What does a story do?

How to Change Minds

1. Begin with a story
2. Nail it down with a single fact
3. Tag line

Other Brain Research (examples to follow)

Recommended reading:

From Awareness to Funding: a study of library support in America:
oclc.org/en/reports/funding.html

Don't Think of an Elephant.
By George Lakoff

Being Wrong: Adventures in the Margin of Error
By Kathryn Schulz

Outreach: Telling the Library Story

We outline the process of having advocates give a talk in the community about the value of your library. This script includes multiple parts including a two-part piece on how we compare costs and a few examples of library stories but we encourage you to make the stories your own.

Find the sample script and stories: ala.org/advocacy/advocacy-bootcamp-resources

Unpacking the Script

- Talking about money
- Comparisons that matter

Recommended reading:
Predictably Irrational
By Dan Ariely

Outreach: Structure of the Library Story

The structure	Your story
Give me a real person. <i>Caiden was 3 years old.</i>	
Give me the problem. <i>He stuttered.</i>	
Give me a library intervention. <i>The library offered a "Read to Dogs" program.</i>	
Give me a happy ending. <i>Caiden doesn't stutter anymore.</i>	
Give me one fact. <i>Hundreds of libraries offer this program.</i>	
Give me a phrase that pays. <i>Libraries transform lives.</i>	

The Process

1. Find an advocate.
2. Give them the speech.
3. Let them practice it with you.
4. Book it five times in your community.

The Four Messages

Libraries transform lives.

Libraries transform communities.

Librarians are passionate advocates for lifelong learning.

Libraries are a smart investment.

Libraries Transform

ALA's multi-year public awareness campaign strives to convey one big idea: Libraries today are less about what they have for people and more about what they do for and with people.

Awareness: Increase awareness of and support for the transforming library.

Perception: Shift perception of library from "obsolete" or "nice to have" to essential.

Engagement: Energize library professionals and build external advocates to influence local, state and national decision-makers. Visit www.librariestransform.org.

**LIBRARIES
TRANSFORM™**

Building the Network

Finding Your Champions: Circles of Engagement

Public	Academic	School	Potential names
Business	Business	Business	
Civic leaders (Rotary, Lion's, etc.)	Student Groups	Parents	
Education	Alumni	Teachers	
Elected Leaders	Faculty Groups	Principals	
Faith-based	Administration	PTA/PTO	
Non-profit	Community Partners	Community Groups	
Other	Other	Students	

Getting the Message Out

Public	Academic	School	1-6 months	7-12 months
Library, Board, Friends	Board of Trustees	PTO/PTA		
School	Board of Governors	Community group		
Business	Faculty Senate	Political		
Political	Student Government	Media		
Other educational	College Deans	School Board		
Special events	Alumni Assn Meeting	Donors		
Donors	Donors	Media		
Media	Media	Other		

Intellectual Freedom as Library Brand

Core Value: All information resources should be equally and equitably accessible to all library users.

Fight Censorship: We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

Trusted Expert: First Amendment and Privacy

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Interpretations: 26 Interpretations. Currently the IFC is crafting two new interpretations:

- Visual and Performing Arts
- Inclusion Issues for People with Disabilities

Essential Policies as Tools for Advocacy

- Collection Development
- Request for Reconsideration

Report Censorship

www.ala.org/tools/challengesupport/report

Resources

Intellectual Freedom Manual

www.alastore.ala.org/detail.aspx?ID=11353

Journal of Intellectual Freedom and Privacy

<https://journals.ala.org/index.php/jifp>

Intellectual Freedom News & Blog

<http://www.oif.ala.org/oif/>

Challenge Support

www.ala.org/tools/challengesupport

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

www.ala.org/advocacy/intfreedom

ALA Assistance at the Local & State Level

ALA offers support to libraries undergoing crisis issues including challenges to funding, adverse legislation, censorship and privacy challenges, and more, including:

- One-on-one support
- Social media consultation
- Talking points
- Peer-to-peer support
- Virtual or in-person meetings
- Letters of support
- Collaboration with state chapters and allies

Contact ALA for assistance or to report challenges or other threats in your libraries and communities.

Office for Intellectual Freedom

- Challenge support and privacy issues
- Online Learning
- State of the States webinars & listserv
- Intellectual Freedom Round Table (IFRT)
- Merritt Fund

For issues and resources, visit
www.ala.org/advocacy/intfreedom

Office for Library Advocacy

- Crisis support
- Chapter Advocacy Exchange
- ALA's advocacy website for the public:
www.ilovelibraries.org
- Advocacy Clearinghouse

For issues and resources, visit
www.ala.org/advocacy/advocacy-public-awareness

Support

Crisis support doesn't cost you, your library, or your chapter anything.

Communication is confidential if requested.

ALA Protocol for Monitoring and Responding to State and Local Library Crises

The American Library Association (ALA) has adopted a protocol to respond to library crises at the state and local level. The goal of ALA's involvement is to advance the advocacy efforts of the library and/or the appropriate state-level library organizations. ALA can only become involved when its efforts are welcomed by and coordinated with the library and/or the state-level library organization.

A "Crisis Team" of ALA staff members has been created to continuously monitor and coordinate responses to library crises including closures, position eliminations, catastrophic library fiscal crises situations, censorship and intellectual freedom issues, and other advocacy situations affecting libraries at the state and local level. The ALA Crisis Team is facilitated by the Office for Library Advocacy and works in close coordination with the Chapter Relations Office, the Governance Office, the Office for Government Relations, the Office for Intellectual Freedom, the Public Awareness Office, United for Libraries, and American Libraries. ALA Divisions are consulted as appropriate to the situation.

The Crisis Team will initiate contact with appropriate state-level library organizations (including the president, chapter councilor and executive director, as well as the state library agency and the COSLA executive director), to gather facts and background information. When contacted by library staff or an advocate at the local level, the Crisis Team will respond directly and contact the state level organization for background and consent, before contacting the local library director, trustees, Friends group, or other body legally responsible for library services to gather facts and background information.

The Crisis Team will consult and strategize with contacts at the local level to determine the best method of response. Written responses, including letters to decision-makers, or op-eds and letters to the editor are penned by the ALA President and respective ALA Division Presidents when appropriate (including local trustees and or Friends), to issue a national statement in response to the crisis. The response will be disseminated through ALA media outlets. Other types of response include consultation on implementing an advocacy plan, grassroots organizing, and employing other advocacy strategies, as well as resource sharing and peer-to-peer consultation.

The Crisis Team will continue to monitor the situation and update the ALA Board, ALA Council, and appropriate ALA Divisions, as well as appropriate parties at the state and local level, with any actions taken in support of the library or libraries in crisis.

*Established: 2010 by the Office for Library Advocacy
Updated: August 2016*

Checklist for Advocates

Personal

	Do you understand the needs of your community?
	Are you engaged in your community beyond your job? How?
	Do you think of yourself as a leader?

Professional

	Are you working with your supervisors so that efforts are aligned?
	Is advocacy part of your stated professional responsibilities?
	Can you name at least three library champions in your (work) community?

Organizational

	Has your library set its advocacy goals? It's a negotiation between: <ul style="list-style-type: none">• Key Issues in your community• Capacity in your library• Setting Priorities (choosing the right projects)
	Does everyone in your library understand their advocacy role?
	Are there plans and policies in place? <ul style="list-style-type: none">• Communications• Social media• Crisis Communications
	Are you partnering with groups outside of your library, such as Kiwanis, Rotary, cultural institutions, etc.?

Checklist for Advocates

Chapter/Association

	Has your association set its advocacy goals?
	Does everyone in your association understand their advocacy role?
	Are there plans and policies in place, such as intellectual freedom, advocacy, legislation, communications, social media, or crisis communication?
	Is there an advocacy committee that can oversee this work, separate from a legislative committee?
	Are you communicating regularly with other library associations and groups in your state?
	Are you partnering with statewide organizations outside of the library association?

Overall

	<p>Can you commit to incorporating these four messages into your advocacy work?</p> <ul style="list-style-type: none"> • Libraries transform lives. • Libraries transform communities. • Librarians are passionate advocates for lifelong learning. • Libraries are a smart investment.
	<p>Project Management: There's no time like the present. Are you prepared to manage this project?</p> <ul style="list-style-type: none"> • What are you going to do? • Who else is involved? • When? Where? How? Why?
	Do you know what success looks like? What's your vision or goal?

Wrap Up

List no more than 7 preliminary (draft) action steps:

Preliminary Action steps	1-6 months	7-12 months
<i>Talk to your supervisor</i>	X	

Contacts

Office for Intellectual Freedom
American Library Association
50 East Huron Street
Chicago, Illinois 60611
www.ala.org/oif

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50 East Huron Street
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Eleanor (Ellie) Diaz
Program Officer
ediaz@ala.org
312-280-4225

Join ALA!
www.ala.org/membership

ALAAmericanLibraryAssociation

Chamber Report
February 2018

Darien:

On Jan. 19, April at the Chamber sent the following email message to all members.

Business Programs at Indian Prairie Public Library

April Padalik [clare@darienchamber.com]

To: Shirley Jensen
Attachments: Scan_201801195.png (4 MB)

Friday, January 19, 2018 4:08 PM

- To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, click here.
- You forwarded this message on 1/22/2018 9:15 AM.

Attention Business Members:

The Darien Chamber Women In Business encourage you to check out these helpful Business programs at the Indian Prairie Public Library:

- **Work from Home Tips for the Solopreneur, Jan. 23, 2018 7:00 pm**
- **Intro to Social Media for Business, Jan. 25, 2018 at 7:00 pm**
- **Plan your way to Success with Business Model Canvas, Feb. 15, 2018 at 7:00pm**

*See attached flyer for additional information/registration or go to: calendar.ippl.info

At least one person at our Social Media program on Jan. 25 reported attending due to this email blast.

I received this message in email on Monday January 22:

Dear Shirley, Nick and John,

Congratulations on becoming the newest members of the Darien Chamber of Commerce Board of Directors! Looking forward to working with you as we strive to improve the Darien business community!

Sincerely,

April Padalik

Darien Chamber of Commerce
Your Connection to Business Success!

1702 Plainfield Road
Darien, IL 60561
Phone: (630) 968-0004
Fax: (630) 852-4709
Email: www.darienchamber.com

I attended the Women in Business meeting at First American Bank on Jan. 19 and the Darien Coffee Connection Jan. 30 at BMOHarris Bank. The eight businesspeople in attendance heard a presentation by local CPA and the new chamber accountant, Janice Papais, on the tax law changes.

Willowbrook/Burr Ridge:

Once again, I had a spotlight table at the luncheon meeting on Feb. 7, held at Carriage Green Country Club. I set up early and several people stopped at the table before the meeting began. I also chatted with Kyle Wetzel whom I had met with in December; he described how he encourages his staff to check library resources for help with their jobs. The afternoon's program covered the various chamber committees. I will again work on the Business Expo committee. That takes place in June.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison

E-News February 16, 2018

News from the Reaching Across Illinois Library System

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

Current RAILS News

Strategic Plan Listening Tour: Dates Added

RAILS is revising our [strategic plan](#). As a part of this process, Executive Director Deirdre Brennan will be touring the RAILS area to hear about our members' challenges and needs. Please come prepared to discuss "what keeps you awake at night" in your professional life and to share feedback on the issues you currently face at your library.

Members from all library types are invited to attend in person at the following locations. Please register using the links below. The Freeport session will also be available via videoconference at the Burr Ridge service center or via one-way streaming video (RAILS Live).

[Glenwood-Lynwood Public Library District, Wednesday, February 21, 1-3 p.m.](#)

[Indian Trails Public Library District, Thursday, February 22, 10 a.m.- noon](#)

[Freeport Public Library, Thursday, March 1, 10 a.m.-noon](#), (also by videoconference at Burr Ridge, and streaming through [RAILS Live](#))

[Kewanee Public Library District, Friday, March 2, 10 a.m.-noon](#)

Below are in-person sessions for academic, school, and special libraries. Online opportunities at these same times will be added soon. Please register using the links below. Contact [Mary Witt](#) with questions.

[Special Libraries: In person at Burr Ridge and ILA, Thursday, March 15, 10 a.m.-noon](#)

[School Libraries: In person at Burr Ridge, Friday, March 16, 1-3 p.m.](#)

[Academic Libraries: In person at Burr Ridge, Thursday, April 5, 1-3 p.m.](#) Lunch served noon-1 p.m.

Required Delivery Count February 19-23

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, February 19 and Friday, February 23. [See more information](#) on the RAILS website including a link to the [count form](#).

Survey on RAILS E-News

Now that you've had a chance to view the redesigned *RAILS E-News*, [please take this short survey](#) to provide some feedback. We'd love to know what works and what doesn't. Thank you in advance for your time.

Continuing Education (CE)

Workshop on Counseling for Improved Performance March 13

Management Association will provide best practices to improve employee performance. Learn how to provide constructive feedback and when to use progressive discipline in this workshop on Tuesday, March 13, 9:30 a.m.-12:30 p.m. Attend via videoconference at the RAILS Coal Valley or

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Webinar on Negotiating Vendor Contracts March 15

Michelle Roubal, Joliet Junior College, will offer tips and tricks to negotiate vendor licenses and agreements with greater confidence in this webinar on [Thursday, March 15, 9:30-11:00 a.m.](#)

Other RAILS CE Opportunities

[Public Libraries and Healthy Communities Webinar February 22](#)

[Webinar on Innovative Tech Trends March 8](#)

[Guerrilla Branding: Making Your Library Indispensable March 27](#)

Don't Miss This Fantastic Leadership Building Opportunity

Elevate Illinois Libraries is a one-day leadership program for library staff who want to understand the fundamentals of strengths-based leadership, including gaining insights into their own strengths. It will be held at the University of Illinois Springfield, on Saturday, April 28. Participants will identify a leadership project that they hope to take on in their own library or with the community they serve and receive advice from a mentor as well as from fellow participants.

Applications are due Friday, February 23. Notifications on status of applications will be sent by March 9. Get more information on [Elevate Illinois Libraries](#) or [submit your application](#).

ADDITIONAL CE...

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

- [LACONI Middle Managers Section, To Infinity and Beyond: Career Advancement March 9](#)
- [LWT Staff Development Day March 9](#)
- [Library Technology Conference March 14-15, Minnesota](#)
- [Grab and Go: Expanding and Strengthening Senior Programming April 6](#)
- [OER: From Vision to Action August 1 and 2](#)

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

E-Resources

BiblioBoard: Romance

Whether you'd like to explore Victorian, dark and steamy, paranormal, Western, or Young Adult romances, BiblioBoard has something for everyone. Perhaps old love letters, images, and poetry are your thing. Use the search tool to discover your new loves and share with friends.

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

Deals, Discounts, Grants

Continuing Education (CE) Grant Opportunities Expanded

RAILS is pleased to announce grant opportunities to fund continuing education events are now open to RAILS libraries, networking groups, and library consortia. To qualify, CE events must be made available to all RAILS member libraries and be of interest to a wide range of library staff. Review the grant conditions on the RAILS website and complete the [online application](#). The deadline for the next award period is March 31. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. [See past recipients](#). The next application deadline is April 20. See [application form/details](#).

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Other Library-Related News

School Library Chapter Interest Survey

The Association of Illinois School Library Educators (AISLE), formerly Illinois School Library Media Association (ISLMA), is exploring the launch of local chapters across the state. These chapters will provide local networking, advocacy, support, and professional learning opportunities. The information you provide on [this survey](#) will help guide the task force in the development of AISLE chapters. **Deadline is March 9.**

Call for Submissions 2018 PR Xchange Awards Competition

The 2018 PR Xchange Awards Competition recognizes the very best promotional materials produced by libraries in the past year. This year's competition will recognize original materials produced during the 2017 calendar year. Please complete the online submission form for each entry **by March 20**. Each library may submit a maximum of 5 entries.

Select the type of submission and complete the appropriate form below. For more information contact [Mark Aaron Polger](#) or [Lesli Baker](#) or visit www.prxchangeawards.org.

- [Print submissions](#)
- [Electronic \(born digital\) submissions](#) do not require a printed copy.
- [FAQ](#)

Just a Few Legislative Meet-Ups Remaining: Make Your Voice Heard!

There is still time to participate in the Illinois Library Association (ILA) [legislative events](#) for 2018. Each event provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

John Cotton Dana Award Call for Entries

The John Cotton Dana (JCD) Library Public Relations Awards offer eight \$10,000 awards for outstanding public relations efforts. The [JCD Awards](#) are considered the most prestigious award of the American Library Association (ALA). Recipients are honored at a reception hosted by EBSCO during the ALA annual conference. The deadline for entries is March 16. [Preparation documents/details](#).

Member News

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

RAILS Library Director News

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

Jamie Buckman is the new Director for Marquette Heights Public Library.

Micheal Kott is the new Director, Library and Instructional Technologies at Morton College.

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.

- [Teens Flock to Employment Fair at Arlington Heights Memorial Library](#)
- [The Frog Lady Brought Her Lizard Friends to the Bartlett Library](#)

E-News February 7, 2018

News from the Reaching Across Illinois Library System

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

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[Kewanee Public Library, Friday, March 2, 10 a.m.-noon](#)

We are also scheduling webinars for academic, school, and special libraries. Watch the *E-News* for details. Contact [Mary Witt](#) with questions.

Annual Online Library System Certification

The annual [online certification](#) process began Tuesday, January 2. Certification is required of all library system members to qualify for continuing system services and grant programs from the Illinois State Library. The deadline is Saturday, March 31.

Libraries are also required to complete the [ILL ILLINET Traffic Survey](#) **before** completing certification. The survey can be completed any time prior to the certification deadline, March 31.

More information about certification is available at the State Library's [Annual Library Certification](#) web page. The page includes a link to the data and questions included on the certification form, a link to the online certification portal, a [FAQ \(Frequently Asked Questions\)](#), a [pre-recorded webinar](#) that reviews the annual certification process, and a document outlining [Library Data Entry Guidelines](#) to use in completing the certification form.

Sparks Podcast: Diane Foote

[In our latest podcast](#), RAILS Executive Director Deirdre Brennan talks with Diane Foote, the new Executive Director of the Illinois Library Association (ILA), about the path to her new role, the benefits and challenges of taking over from a well-respected director, legislative meet-ups, and her

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

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Continuing Education (CE)

Webinar on Innovative Tech Trends March 8

Brian Pichman of the Evolve Project will highlight this year's biggest technology trends and what they mean for libraries in this webinar on Thursday, March 8, 10-11 a.m. From drones to virtual/augmented reality, find out the hot tech buzzwords and how to stay informed on new technologies. Log into L2 for [more information/registration](#).

Workshop on Counseling for Improved Performance March 13

Management Association will provide best practices to improve employee performance. Learn how to provide constructive feedback and when to use progressive discipline in this workshop on Tuesday, March 13, 9:30 a.m.-12:30 p.m. Attend at the RAILS Burr Ridge service center or via videoconference at the RAILS Coal Valley or East Peoria service centers, Cherry Valley Public Library District, Quincy Public Library, or Vernon Area Public Library District. Log into L2 for [more information/registration](#).

Webinar on Negotiating Vendor Contracts March 15

Michelle Roubal, Joliet Junior College, will offer tips and tricks to negotiate vendor licenses and agreements with greater confidence in this webinar on [Thursday, March 15, 9:30-11:00 a.m.](#)

Guerrilla Branding: Making Your Library Indispensable March 27

Brand expert David Vinjamuri will discuss creative strategies and tactics to build ties to your community in this day-long interactive workshop on Tuesday, March 27, 9:30 a.m.-4:00 p.m., at Naperville Public Library-95th Street Branch. Learn how to engage communities in a high impact manner with limited budgets and tight resources. Registration fee is \$25. Log into L2 for [more information/registration](#). A previous talk by David Vinjamuri at the American Library Association (ALA) conference inspired the [Soon to be Famous Illinois Author Project](#).

Other RAILS CE Opportunities

[Webinar on Sexual Harassment Prevention Training February 14](#)

[Coaching Employees Workshop February 15](#)

[Health Resources Webinar February 22](#)

Don't Miss This Fantastic Leadership Building Opportunity

Elevate Illinois Libraries is a one-day leadership program for library staff who want to understand the fundamentals of strengths-based leadership, including gaining insights into their own strengths. It will be held at the University of Illinois Springfield, on Saturday, April 28. Participants will identify a leadership project that they hope to take on in their own library or with the community they serve and receive advice from a mentor as well as from fellow participants.

Applications are due Friday, February 23. Notifications on status of applications will be sent by March 9. Get more information on [Elevate Illinois Libraries](#) or [submit your application](#).

Trustee Forum Workshop February 17

Illinois library trustees are invited to the [Trustee Forum Workshop](#) at the Chicago Marriott Oak Brook on Saturday, February 17, 8:00 a.m.-3:30 p.m. Topics include advocacy, a legislative update, and a legal Q&A. [Joe Filapek](#), Director of Consulting and Continuing Education at RAILS, will be on hand to answer questions.

ADDITIONAL CE...

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

- [LACONI Leadership Principles for 2018 February 23](#)
- [LACONI Developing Tech Training for Your Library February 23](#)
- [LWT Staff Development Day March 9](#)
- [Library Technology Conference March 14-15, Minnesota](#)
- [Grab and Go: Expanding and Strengthening Senior Programming April 6](#)
- [OER: From Vision to Action August 1 & 2](#)

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

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Networking Opportunities

Certification Networking Event

All RAILS members are invited to two upcoming RAILS networking events on [Tuesday, February 13, 10 a.m., at our Bolingbrook service center](#), and [Thursday, February 15, 1 p.m., at our Burr Ridge Service Center](#). Meet RAILS staff and members of the RAILS Certification Team for the latest RAILS news and let us know what RAILS can do for you. The RAILS Certification Team will be available to help you complete the Illinois State Library Annual Certification and ILLINET Interlibrary Loan Traffic Survey on the spot.

Bring your laptop or use one of the computers we will have available. Registration is encouraged! Refreshments will be served.

E-Resources

BiblioBoard: New PopUp Picks Collection

The new quarterly PopUp Picks collection is available now! Get unlimited access to curations of the best e-books and other digital media from around the world and around the corner. It includes hand-curated, award-winning fiction, travel, humor, self-help, graphic novels and other e-books, and personal picks from leading expert curators. This quarter's [PopUp Picks](#) includes curated collections from the Chicago Children's Museum, Publisher's Weekly, Shout Mouse Press, and more.

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

Deals, Discounts, Grants

Multitype Collaborative Grant Recipients Announced

Congratulations to the December 2017 [RAILS Multitype Collaborative Grant](#) recipients! These collaborative projects will engage students preparing for college, encourage exercise while listening to podcasts, and develop cross-cultural and cross-generational conversations about history.

- Gail Borden Public Library District and Elgin High School Library
- McHenry School District 15 – Riverwoods Elementary School Library and McHenry Public Library District
- Von Steuben Metropolitan Science Center, City of Chicago School District #299 and National Cambodian Heritage Museum

include at least two different types of libraries. [See past recipients](#). The next application deadline is April 20. See [application form/details](#).

Group Purchase for OpenAthens: Webinar Tomorrow!

Public library staff are invited to attend tomorrow's webinar demonstration, [Thursday, February 8, 10 a.m.](#), to learn more about OpenAthens. RAILS is offering an early adopters group purchase for [OpenAthens](#), which provides single sign-on, identity, and access management software. The webinar for academics has passed, but this group purchase is still open to academic and public libraries, and the early adopters discount is available through June 30.

For more details, log into the [RAILS website](#) and go to the OpenAthens entry in the [Deals and Discounts section](#). If you have additional questions, please contact [Amanda Musacchio](#), Resource Sharing Specialist, at 630.734.5118.

Learn About Gale's Career Online High School at February 16 Lunch and Learn

Learn how your library can offer adults in your community the opportunity to earn an accredited online high school diploma through [Career Online High School](#). On Friday, February 16, 11 a.m.–1 p.m., attend the Gale Career Online High School Lunch and Learn to hear Dana Wishnick, Director of Chicago Ridge Public Library, and Frank Murray, Head of Reference/Electronic Services at Brookfield Public Library speak about the program at their libraries. Lunch will be provided. [More information/register](#).

RAILS is offering a group purchase discount to RAILS members for Career Online High School. Please log into the [RAILS website](#) for more information on the [RAILS Gale Career Online High School group purchase](#). If you have additional questions, please contact [Amanda Musacchio](#), Resource Sharing Specialist, at 630.734.5118.

Illinois State Library News

ARSL Announces Conference Keynote

The Association for Rural & Small Libraries (ARSL) is pleased to announce that the Librarian of Congress, Dr. Carla Hayden, will be a keynote speaker at the ARSL Annual Conference in Springfield, September 13–15. The conference will be held at the Bank of Springfield Center (formerly Prairie Capitol Convention Center) with an opening reception at the Illinois State Library. Registration will begin in April. Watch for more information as it develops on the [ARSL website](#) and [ARSL Facebook page](#).

Other Library-Related News

GonzoFest 2018 Literary Journalism Contest

Call for entries is now open for the national expansion of the [GonzoFest Literary Contest](#). [Library Journal](#), [Louisville Public Library](#), and [BiblioBoard](#), invite independent authors to enter a piece of literary nonfiction journalism for a \$1,000 prize.

For more information, please visit the [2018 literary contest website](#), or direct your questions to the Contest Coordinator, [Michael Lindenberger](#) of *The Dallas Morning News*.

John Cotton Dana Award Call for Entries

The John Cotton Dana (JCD) Library Public Relations Awards offer eight \$10,000 awards for outstanding public relations efforts. The [JCD Awards](#) are considered the most prestigious award of the American Library Association (ALA) and recipients are honored at a reception hosted by EBSCO held during the ALA annual conference. The deadline for entries is March 16. [Preparation documents/details](#).

LITA Award for Student Manuscript

The Library and Information Technology Association (LITA), a division of the American Library Association (ALA), is pleased to offer an award for the best unpublished manuscript submitted by a student or students enrolled in an ALA-accredited graduate program. Sponsored by [LITA](#) and [Ex](#)

61

62

To be eligible, applicants must be enrolled in an ALA-accredited program in library and information studies at the masters or PhD level, follow [the detailed guidelines](#), and fill out [the application form](#) (PDF). Send the signed, completed forms electronically no later than February 28, to the Award Committee Chair, [Eric Phetteplace](#).

Five Legislative Meet-Ups Remaining: Make Your Voice Heard!

There is still time to participate in the Illinois Library Association (ILA) [legislative events](#) for 2018. Each event provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

Member News

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

RAILS Library Director News

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

Natalie Bazan is the new director of North Riverside Public Library effective February 12.

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.

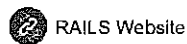
- [Joliet Public Library Helps Provide Supplies to Spanish Community Center with Giving Tree Drive](#)
- [The Public Library: a Good Home for Mental Health Literacy](#)

Fast Facts Surveys

- [Paid Time-Off Benefits for Part-Time Staff](#)
- [Holds Label Printer](#)

More Links

[Jobs](#) | [Free/For Sale/Wanted](#) | [Contact RAILS](#)



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Portfolio Review

Indian Prairie Public Library District

February 21, 2018

Presented by:

David W. Pequet, CEO, President
Bradley C. Smith, Sr. Vice President

MPI
INVESTMENT MANAGEMENT, INC.

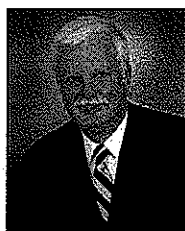
15 Salt Creek Rd, Suite 404
Hinsdale, IL 60521
630-325-6900

Company Profile

- **Over \$300 million total assets under management**
- **Founded 1986 – Independent Registered Investment Advisor**
- **Client Types**
 - Individuals
 - Insurance/Captives
 - Retirement plans
 - Government entities
 - Cash management portfolios
 - Foundations and Charitable Accounts
- **Portfolio Team Together Since Inception**
 - Average investment experience of over 25 years
- **High Quality Conservative Strategy**
- **MPI takes Fiduciary Responsibility**
- **Nationally Recognized**
- **Customized Client Solutions**
- **Headquartered in Hinsdale, IL**

Investment Team

David W. Pequet
President/ CEO
Founder
Sr. Portfolio Manager



Born 1952, founded the independent advisory firm MPI Investment Management, Inc. in 1986. MPI manages over 300 million dollars of fixed income and balanced equity institutional and high net worth portfolios throughout the United States. During the last two decades MPI has been nationally recognized several times for its fixed income and equity investment management. MPI has been selected for the last three years to Barron's Top 400 U. S. Independent Investment Advisors. Prior to starting MPI Mr. Pequet specialized in fixed income sales at several Wall Street securities firms including Prudential-Bache and Mosley Securities. He earned his Engineering degree from Michigan State University in 1974. Following college Mr. Pequet was commissioned an Officer in the U. S. Navy and was in the Aviation Officer Flight Program. For the last 30 years, Mr. Pequet has been active at the executive level in several community and youth programs. Including 8 years as a board member of the Oak Brook Plan Commission, 6 years as a coach and Director of the Hinsdale Little League, and has been a Director and Treasurer of the Hinsdale Public Library Foundation since 2002. Mr. Pequet has been a director since 1986 at the Roger B. Chaffee Scholarship Fund in Grand Rapids Michigan and is current Treasurer. David was a Director, Historian and past President of The Bond Club of Chicago. In 2014 Dave and his wife Chris founded an annual charity event; *Red, White & Blues*, raising funds to support U.S. military personal, veterans and their families.

Bradley C. Smith
Sr. Vice President,
Portfolio Manager
Chief Compliance Officer



Born 1966. Mr. Smith joined MPI in 1992 from Merrill Lynch Pierce Fenner & Smith. Mr. Smith became an equity partner of MPI in 2002. Graduated from the University of Iowa with a B.A. degree in Economics and earned his MBA in Finance with distinction from DePaul University. Mr. Smith is an active member in the Delta Mu Delta Honor Society. Brad a portfolio manager and Chief Compliance Officer for MPI.

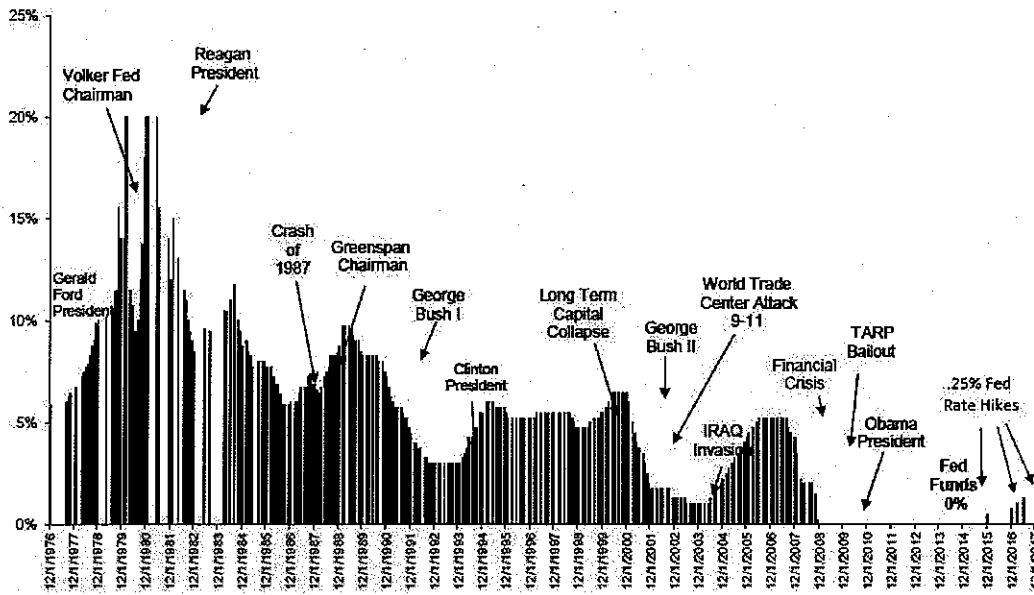
Matthew D. Pequet
Sr. Vice President,
Director Client Relations



Born 1981. Matt Pequet joined MPI in 2003. Graduated from Indiana University with a Bachelor of Science in Public Affairs. Matt is responsible for the firms portfolio management systems that processes trades and generate client and consultant reports. Matt also coordinates the management of client relationships. Matt became an equity partner in MPI in 2008.

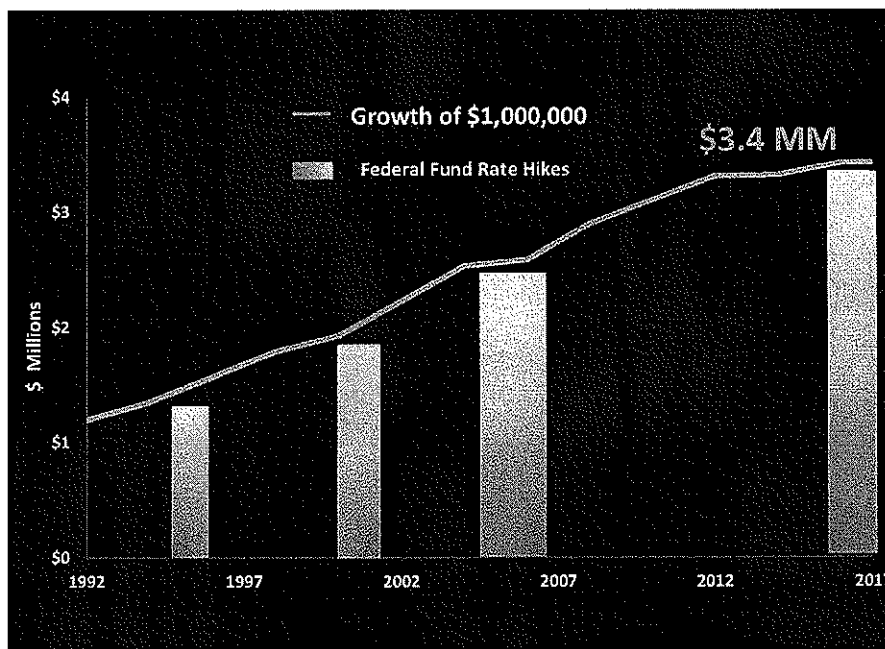
Experience Spans Five Decades

Fed Funds History 1976-2017



Source: Bloomberg

MPI Taxable Bond Strategy 25 Year Growth Chart



Successfully managed through 3 previous rate tightening cycles

Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

National Recognition



Nelson's Information
"World's Best Money Managers"

Historical
 Rankings
 For:

MPI Investment Management, Inc.

Nelson Information has been a leader in providing information and software to the global institutional investment community for over 25 years. Nelson Information counts among its customers many of the premier institutional investment and consulting firms in the U.S. and abroad. Nelson Information is a division of Thomson Financial, a US \$1.6 billion provider of information and technology solutions to the worldwide financial community. Each year they publish *World's Best Money Managers* which highlights the investment performance results compiled from 4,500 investment products or composites from over 1,500 investment management firms. All investment managers who participate in the Nelson

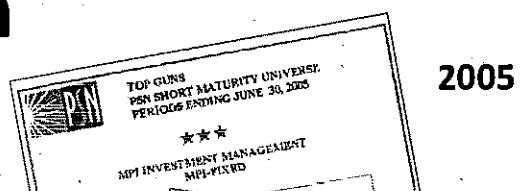
Product/Style Category:

U.S. Short-Duration Fixed Income

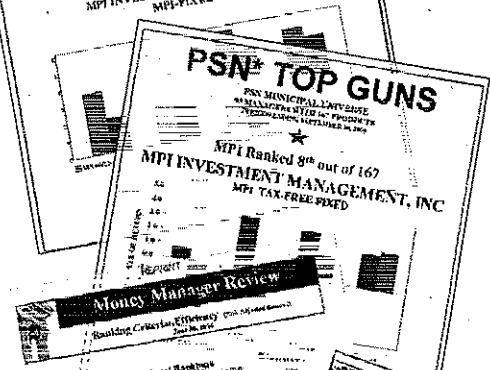
- #2 For 10 years ending 09/30/04
- #5 For 10 years ending 12/31/03
- #4 For 10 years ending 12/31/02
- #6 For 10 years ending 12/31/01
- #1 For 10 years ending 12/31/00
- #6 For 5 years ending 12/31/99
- #5 For 5 years ending 12/31/98
- #8 For 5 years ending 12/31/97
- #5 For 5 years ending 12/31/96
- #1 For 5 years ending 12/31/95

To Learn more about us visit our website at www.mpi-invest.com.

1991-2004



2005



2008

2010

Money Manager Review

Building Confidence, Efficiency and Client Satisfaction

Investment Firm	10Y RANK	5Y RANK	1Y RANK
MPI Tax-Free Fixed Income	10	1	1
MPI Tax-Free Fixed Income	3	3	3
MPI Tax-Free Fixed Income	6	6	6
MPI Tax-Free Fixed Income	7	7	7
MPI Tax-Free Fixed Income	10	10	10

2017

Money Manager Review

Building Confidence, Efficiency and Client Satisfaction

AMT TAXABLE U.S. FIXED INCOME

Ranked #2 for 5 Year Period
 Ranked #3 for 10 Year Period
 Ranked #2 for 1 Year Period

Investment Firm	10Y RANK	5Y RANK	1Y RANK
MPI Taxable U.S. Fixed Income	2	3	2
MPI Taxable U.S. Fixed Income	3	4	3
MPI Taxable U.S. Fixed Income	4	5	4
MPI Taxable U.S. Fixed Income	5	6	5
MPI Taxable U.S. Fixed Income	6	7	6
MPI Taxable U.S. Fixed Income	7	8	7
MPI Taxable U.S. Fixed Income	8	9	8
MPI Taxable U.S. Fixed Income	9	10	9
MPI Taxable U.S. Fixed Income	10	11	10

REPRINT													
Money Manager Review													
US Fixed Income Government Short Term Mgrs.													
Ranked by 5 Year Annual Return													
As of September 30, 2017													
Rank	Manager & Product Name	Mgt Acct Size (\$'000)	Gross/Net Of Fees	Reporting Method	QIP5 Complete	Assets	First Year	Return (%)	Risk (%)	Ret./Risk			
1	Bank of America Short-Term Bond Composite	1,881	0.65%	Asset-Ad	Yes	61	1992	2.54	1.25	0.00			
2	MPI Taxable U.S. Fixed Income	300	0.55%	Asset-Ad	Yes	81	1992	1.29	0.91	0.01			
3	Bank of America Short-Term Bond Composite	897	0.65%	Asset-Ad	Yes	160	1992	0.81	0.81	0.01			
4	Fidelity Investment Short-Term US Govt Bond Income Composite	25,000	0.55%	Repurchase	Yes	41	1992	0.21	1.25	0.02			
5	Dodge & Cox Short-Term US Govt Bond Income Composite	2,000	0.55%	Asset-Ad	Yes	1,202	1992	0.70	0.50	0.10			
6	Bank of America Short-Term Bond Composite	10,000	0.65%	Asset-Ad	Yes	139	1992	0.81	0.70	0.01			
7	Fidelity Investment Short-Term US Govt Bond Income Composite	20,000	0.55%	Repurchase	Yes	3,112	1992	0.10	0.87	0.00			

MPI TAXABLE U.S. FIXED INCOME													
Ranked #2 for 1 Year Return													
Ranked #2 for 5 Year Return													
Ranked #2 for 7 Year Return													
Ranked #2 for 3 Year Efficiency (Ret/Risk)													
Ranked #2 for 10 Year Efficiency (Ret/Risk)													
Ranked by 3 Year Annual Efficiency													
As of September 30, 2017													
Rank	Manager & Product Name	Mgt Acct Size (\$'000)	Gross/Net Of Fees	Reporting Method	QIP5 Complete	Assets	First Year	Return (%)	Risk (%)	Ret./Risk			
1	Bank of America Short-Term US Govt Bond Composite	3,000	0.65%	Asset-Ad	Yes	1,273	1992	0.21	0.28	2.03			
2	MPI Taxable U.S. Fixed Income	300	0.55%	Asset-Ad	Yes	81	1992	1.29	0.91	1.72			
3	Bank of America Short-Term US Govt Bond Composite	897	0.65%	Asset-Ad	Yes	160	1992	0.81	0.81	1.30			
4	Bank of America Short-Term US Govt Bond Composite	1,881	0.65%	Asset-Ad	Yes	61	1992	2.54	1.25	1.15			
5	Bank of America Short-Term US Govt Bond Composite	10,000	0.65%	Asset-Ad	Yes	80	1992	0.50	0.81	1.06			
6	Fidelity Investment Short-Term US Govt Bond Income Composite	25,000	0.55%	Repurchase	Yes	41	1992	0.21	0.50	1.03			
7	Fidelity Investment Short-Term US Govt Bond Income Composite	20,000	0.55%	Repurchase	Yes	3,112	1992	0.10	0.87	0.70			
8	Bank of America Short-Term US Govt Bond Composite	20	Yes	Asset-Ad	No	1	2012	0.00	10.00	0.00			

Sept 2017 Rankings
Both Return
and
Efficiency
(Returns/Risk Taken)

MPI has been
Nationally Recognized
for its conservative bond
portfolio management
Since 1991...26 years

Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

Money Manager Review (MMR) is a ranking, made and ranked the performance of private money managers since 1991. Money Manager Review provides an analysis on the basis of the manager's holding private money managers. It is the largest source of its kind on the internet. Responses of individuals, corporations, fund sponsors, regulators and others will be added to our data base and analysis. MMR is a free service. MMR provides a 25% discount on all our products. MMR charges a fee for its database and software to create this information. MMR collects information from a number of sources, including information about company history, products, performance and growth. MMR is a service provided by MMR to its clients at the time of the MMR data base. MMR is not responsible for the accuracy of the data provided to MMR by the individual money managers. Supply and demand for MMR's data base information is limited. MMR is not responsible for the accuracy of the data provided to MMR by the individual money managers. Supply and demand for MMR's data base information is limited.

MPI Representative Institutional Client List

December 31, 2017

Insurance Accounts

Capital Trust Company of Delaware
 King Auto Reinsurance Trust
Dearborn, Michigan

First Chicago Insurance Company
Bedford Park, Illinois

United Security Life Insurance Company
Bedford Park, Illinois

Captive Insurance Accounts

BAM Insurance Company, LTD.
Gaithersburg, Maryland

CLA Insurance Company, LTD.
Gaithersburg, Maryland

ECI Insurance Group
Traverse City, Michigan

Providers Insurance
Washington, DC

WHA Insurance Company, LTD.
Gaithersburg, Maryland

National Guardian Group
Traverse City, Michigan

Public Accounts

Canton Police Pension Fund
Canton, Illinois

Hillside Firefighters' Pension Fund
Hillside, Illinois

Indian Prairie Library
Darien, Illinois

Roberts Park Fire Protection District
 Pension Plan
Justice, Illinois

Advisor Platforms

American Portfolios Financial Advisors
Holbrook, New York

Brinker Capital
Berwyn, Pennsylvania

Envestnet
Denver, Colorado

Corporate Accounts

Good Samaritan Retirement Home
Quincy, Illinois

Nuclear Energy Institute Inc.
Washington, D.C.

RML Health Providers LP
Hinsdale, Illinois

Foundations

CFM Foundation
Quincy, Illinois

Good Samaritan Foundation
Quincy, Illinois

Chicago Foundation for Plastic Surgery
Deerfield, Illinois

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MPI Representative Institutional Client List December 31, 2017

Insurance Accounts

First Chicago Insurance Co.
2007, \$35m
Bedford Park, Illinois

Captive Insurance Accounts

ECl Insurance Group,
2004, \$38m
Traverse City, Michigan

Public Accounts

Hillside Firefighters' Pension Fund
1994, \$11m
Hillside, Illinois

Roberts Park Fire Protection
District Pension Plan
2003, \$9m
Justice, Illinois

Corporate Accounts

Nuclear Energy Institute Inc.
2009, \$25m
Washington, D.C.

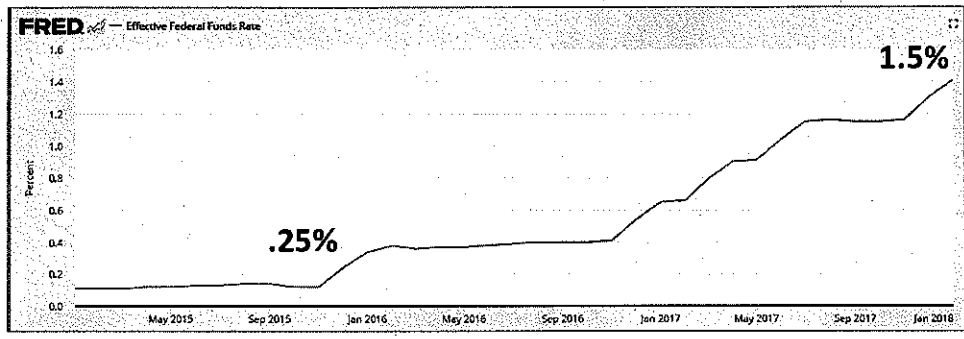
RML Health Providers LP
2005, \$42m
Hinsdale, Illinois

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Market Commentary

- Strong U.S. & World Economy
- FED gradually raising short interest rates
- Three increases projected for 2018
- Short end of yield curve improving
- Will provide higher yields for the Library



2019
2.25%

Bloomberg L.P.

- World leader in market surveillance and analysis
- Largest financial software, data and media company in the world
- 19,000 employees in 176 offices worldwide
- 5,000 technologists and software engineers
- 5,000 news stories released daily
- 325,000+ subscribers
- Follows real time prices on:
 - 200,000+ Government bond issues
 - 1 million municipal bonds
 - 1.3 million mortgage & asset backed bonds
- Prices 2.5 million securities daily
- Has input from 2,000+ research providers
- \$25,000 annual per terminal subscription

Indian Prairie Public Library

As of January 31, 2018

**Government Agency Mortgage
Backed Securities (MBS)**

**Government Agency & Treasury
Bonds (Non MBS):**

Total Portfolio:

Value Invested: \$540,284
Portfolio Weighting 21%
(Down from 28% in July 2017)
Rating: AAA
Yield to Maturity: 2.72%
Average Duration: 1.98 Yrs.

Value Invested: \$2,021,941
Portfolio Weighting 79%
Rating: AAA
Yield to Maturity: 1.93%
Average Duration: 1.44 Yrs.

Value Invested: \$2,562,275
Rating: AAA
Yield to Maturity: 2.09%
Average Duration: 1.55 Yrs.

Source; Bloomberg, Advent On Demand. Yield to Moturity based on current Market Values as of January 31, 2018

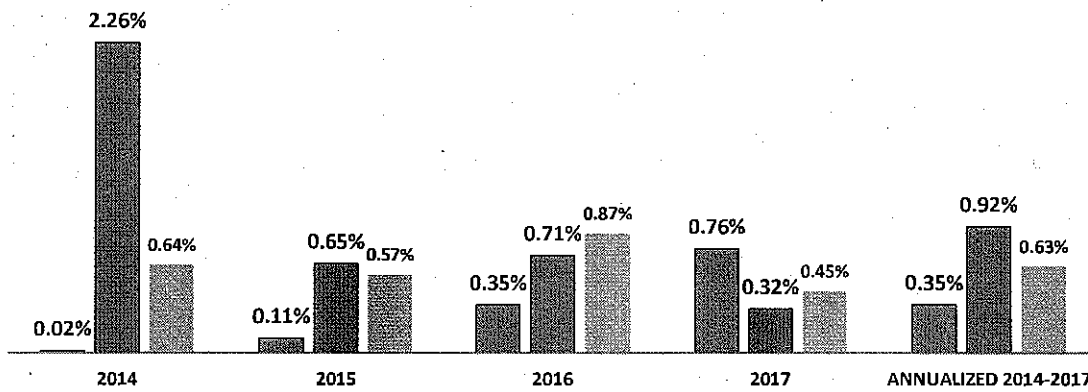
MPI Investment Management, Inc.

Indian Prairie Library Fund

December 31, 2013 thru December 31, 2017

■ Illinois Funds Yield ■ MPI Portfolio Net Return ■ Barclay's 1 to 3 Yr. Govt.

INDIAN PRAIRIE MPI NET DOLLAR RETURN:	\$71,097
BARCLAYS NET DOLLAR RETURN:	\$48,057
ILLINOIS FUNDS DOLLAR RETURN:	\$27,545



Illinois Funds and Barclays dollar returns base on the Library's average balance

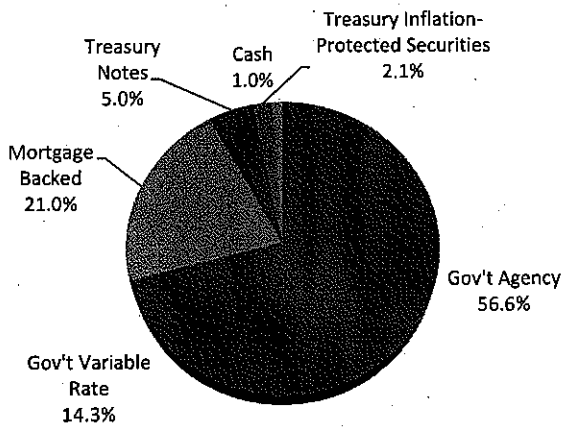
MPI's returns take into effect contributions and withdrawals

Example.... \$595k trailing 12 months contributions, \$745k withdrawals

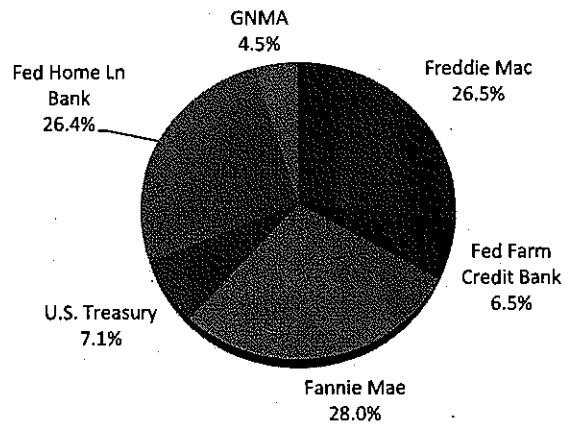
The MPI short bond strategy is not a money fund alternative and risk profiles are different. Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

Indian Prairie Public Library District

Allocation by Type



Allocation by Issuer



Investment Strategy

- Higher quality than State Guidelines
- No Corporates, Commercial Paper, Repo Agreements
- 77%+ U.S. TSY Agencies & Notes
- 20%+ Mortgage Backs
- 16%+ TIPs & Variable Rate issues

- No Credit Risk
- Highly Liquid in any market
- Enhances Yield
- Benefits from higher rates

Understanding Mortgaged Backed Securities (MBS) Government Sponsored Enterprises (GSEs)

An investment instrument that represents ownership of an undivided interest in a group of mortgages. Principal and interest from the individual mortgages are used to pay investors' principal and interest on the MBS.

The pool of mortgages are put into trust and a security is issued by a government sponsored agency.

- Government National Mortgage Assoc. (Ginnie Mae)
- Federal National Mortgage Association (Fannie Mae)
- Federal Home Loan Mortgage Corporation (Freddie Mac)
- Federal Home Loan Bank
- Federal Agriculture Mortgage Corporation
- Federal Farm Credit System
- Student Loan Marketing Association (Sallie Mae)

MBS cont

- Mortgages are underwritten by banks and sold to the agencies
- Banks retain the serving component for a fee
- The monthly cash flows include net interest, scheduled principal payments and any principal prepayments
- A new issue, 30 yr. Mtge., average life generally 50-60% of stated maturity
- MPI buys "seasoned" Mgt backs.
 - Issues that have been trading in the market place and have history
 - Or shorter term Mortgages (Arms, 10 yr., 15 yr.)
 - Emphasize Collateral characteristics that pay down or refi more likely, i.e. high credit score, low avg. loan size, higher coupon, non – investor etc.

Largest Mortgage Backed Holding for Indian Prairie: \$41,430
GNMA 3% - U.S. Government Agency Bond

Original Issue Date 04/30/2012

2.) Factor .33
 67% of the issue
 has matured

3.) Yield to
 Maturity is
 2.82%. The Yield
 on Illinois Funds
 is 1.34%

4.) The Average
 Life of the MBS
 is 3.01 yrs.

1.) The final Maturity
 is 03/20/2039

5.) If Rates Rise +3%
 the Average Life will
 moves out 1 yr
 to 4.02 yrs.
 Interest rate moves
 to 2.87%

GNR 2012-57 HK		3%	3/20/39
25375CA09 CMO:PAC(11)		[No Band	1/18]
62SF 3 S	2,443(282)70	next pay	2/20/18 (monthly)
20/200	20,811,000	rcd date	1/31/18 (19 Delay)
15/200	889,723	accrual	1/1/18-1/31/18
10/200	1590000		
5/200			
0/200			
factor 0.3310			
YIELD TABLE			
0bp	+300bp	+200bp	+100bp
+100PSA	+50PSA	+25PSA	+10PSA
2.825	2.871	2.870	2.863
2.710	2.449	2.216	
AvgLife	3.01	4.02	3.99
Mod Dur	2.80	3.00	3.04
Window	+58/AL	+51/AL	+51/AL
representative			

Bloomberg Financial

A seasoned issue with minimum extension risk in a worst case interest rate scenario and a yield twice money fund.

Indian Prairie Longest Dated Maturity MBS

Stats

Issued Date 4-1-2007
Purchase Date: 9-2013
Initial Investment: \$50,500
Principal Pay Downs: \$35,600
Current Principal Jan. 31, 2018: \$14,900

Net Investment Return: \$4,754
Avg. Annual Return (4 yrs): 4.67%

A "Seasoned" Issue

3.5% Yield to Maturity

Average Life 5.1 years

Rates +3%

Average life extends to 5.9 years

Low Extension Risk

Factor .33 2037 Stated Maturity 7% Coupon
67% of Issue Matured

FN 888369	115-06	114-29% / 115-06%	Yield 3.588%	529	Coupon 7.000%	BVAL														
As of 08 Feb	Fannie Mae Pool	Prepay 214PSA																		
FN 888369	115-06	114-29% / 115-06%	Yield 3.588%	529	Coupon 7.000%	BVAL														
As of 08 Feb	Fannie Mae Pool	Prepay 214PSA																		
FNCL 7 S	7.665(206)142	CUSIP 31410F6E0																		
3/2018	1949	11.6C	0.0B	Frans	Mega, 30/360	Coupon 7.000%	Maturity 3/1/2037	98	2007	29										
24%	214	14.0	0.0	4/1/2007	1.188M	Delay	74	Next Pay 4/1/2018	PA	98	2006	63%								
4%	277	16.6	0.0			LTV	75	Accrual	1/1-1/31	PA	98	2005	35%							
12%	369	18.5	0.0	Factor	0.82028314	AGLS	126,466	MAXIS	504,250	NY	98	1999	0%							
Life	461	26.4	--																	
Settle	01/31/18	0 MED	300 MED																	
Very	0	214 PSA	166 PSA	192 PSA	204 PSA	213 PSA	283 PSA	284 PSA												
Price	115-06	3.500%	3.884%	3.6824	3.5871	3.0138	2.973	2.9186												
Avg Life	5.14	5.9	5.48	5.29	4.37	4.26	4.25													
Mod Duration	4.30	4.53	4.41	3.81	3.74	3.73														
Prin Wt	2/18-4/35	2/18-4/35	2/18-4/35	2/18-4/35	2/18-4/35	2/18-4/35	2/18-4/35	2/18-4/35												
ISpread	101	116	109	60	52															
Feb13	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	GOVT(1)	6M	1Y	2Y	3Y	5Y	7Y	10Y	30Y
194P	206	200	490	182	301	254	305	362	283	455	357	1.63	1.77	2.12	2.25	2.9	2.63	2.69	2.94	
11.6C	18.3	12.0	7.6	10.9	18.1	15.2	18.3	1.7	17.0	27.3	22.0	Disc	0.231	0.237						

A small seasoned issue with minimum extension risk in a worst case interest rate scenario and a yield three times money fund.

MPI Short Duration Fixed Income Vs. Illinois Funds Discussion

It is Important to note that MPI is not suggesting that its strategy is the same as the Illinois Funds strategy. They are totally different with different goals, objectives and risk profiles.

Both strategies follow the Illinois Public Funds Investment Act, 30 ILCS 235.

The Illinois Funds is a money fund currently with an average life of 92 days. MPI /Indian Prairie is a short duration bond strategy with an average life of 1.55 years.

The stated purpose of Illinois Funds is immediate liquidity
Immediate liquidity comes at a price

The mission of the Library account is Safety, Liquidity and Yield
Liquidity is required but not immediate

The following slide discussion is for the purpose of understanding *the differences* of the two strategies.



45PSUVFH4	International Financial Corporation	1.392	2/2/2018	1.434	27,500,000.00	100.0000	27,500,000.00	27,499,400.50	-599.50
459515TC6	International Fin Corp.		2/15/2018	1.304	10,000,000.00	99.8375	9,983,750.00	9,983,870.00	120.00
TOTAL SUPRANATIONAL AGENCY ISSUES					<u>177,500,000.00</u>		<u>177,376,340.15</u>	<u>177,406,157.60</u>	<u>28,817.45</u>
<u>MONEY MARKET FUNDS</u>									
52470G791	Legg Mason Western Asset Inst Gov't	1.140	12/30/2017	1.141	2,742,398.33	100.0000	2,742,398.33	2,742,398.33	
61747C707	Morgan Stanley Liq Govt Inst	1.206	12/30/2017	1.207	270,341,266.14	100.0000	270,341,266.14	270,341,266.14	
065279840	Northern Instl Fds Life 2015 R-5	1.120	12/30/2017	1.120	100,000,000.00	100.0000	100,000,000.00	100,000,000.00	
825252885	Short-term Invs Tr Gov Agn Instl	1.190	12/30/2017	1.190	200,155,902.47	100.0000	200,155,902.47	200,155,902.47	
TOTAL MONEY MARKET FUNDS					<u>573,239,566.94</u>		<u>573,239,566.94</u>	<u>573,239,566.94</u>	
<u>DISCOUNT NOTE</u>									
880590RG1	Tennessee Valley Authority		1/2/2018	1.151	15,000,000.00	99.9968	14,999,520.83	15,000,000.00	479.17
TOTAL DISCOUNT NOTE					<u>15,000,000.00</u>		<u>14,999,520.83</u>	<u>15,000,000.00</u>	<u>479.17</u>
REPORT TOTAL					<u>5,129,614,566.94</u>		<u>5,123,311,942.27</u>	<u>5,121,679,364.33</u>	<u>-1,632,587.94</u>

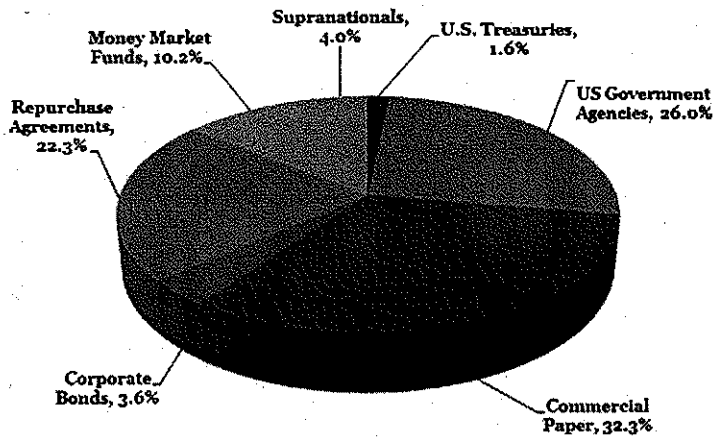
**Illinois Funds 12-31-17 Position Statement
 Marked to Market, \$1.6 million paper loss
 Not a negative data point**

<http://www.illinoistreasurer.gov/Local Governments/The Illinois Funds>



Illinois Funds Asset Allocation

Credit Dependent (Corporate) Issues 72.4%



- ABN Amro
- Alliance Capital
- HSBC
- Bank Montreal
- ING Funding
- Bank Nova Scotia
- International Bank for Dev.
- Toronto Dominion
- Legg Mason
- Morgan Stanley
- Sun Trust
- BMO Capital

U.S. Agencies & TSY Notes
"Liquidity Securities"* 27.6%

*Securities that can be easily sold in any market environment. U.S. Govt paper is more liquid and better priced in stressed market conditions as compared to credit/corporate securities.

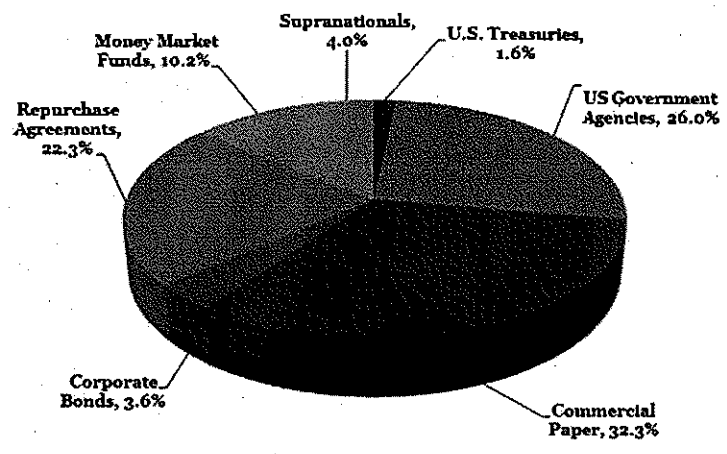


Asset Allocation

MPI

Credit Dependent Issues 72.4% 0%

- ABN Amro
- Alliance Capital
- HSBC
- Bank Montreal
- ING Funding
- Bank Nova Scotia
- International Bank for Dev.
- Toronto Dominion
- Legg Mason
- Morgan Stanley
- Sun Trust
- BMO Capital



"Liquidity Securities"* 27.6% 77%

- U.S. Agencies & TSY Notes

*Securities that can be easily sold in any market environment

MPI takes contractual Fiduciary Responsibility for the Library account

Chicago Tribune

Two Pooled Worst Case Events

Business

Loss for Suburbs, agencies: \$50M

Suburbs, school districts lost millions in alleged investment fraud. Alleged fraud in municipal investment pool may lead to service cutbacks, higher taxes

The Illinois Metropolitan Investment Fund (IMET) is an investment fund developed to assist Illinois municipalities and other public agencies with the investment of their intermediate term dollars.

April 12-2015
By Ameet Sachdev

The College of DuPage is among 13 suburbs and government agencies that lost more than \$1 million each in taxpayer funds as a result of alleged fraud in a municipal investment fund, according to a Tribune analysis.

The Illinois Metropolitan Investment Fund, which invests public money on behalf of municipalities, pension funds and local government boards, has refused to disclose a list of its clients since revealing in October it had lost more than \$50 million after investing in allegedly fraudulent loans now at the center of a federal criminal investigation.

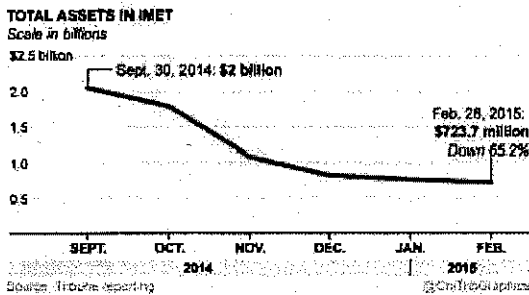
The Tribune's analysis identifies for the first time 238 public entities throughout the Chicago area that participate in municipal fund, called IMET for short. Of those, 207 lost money, ranging from less than \$1 to \$2.2 million. The list of investors burned by the alleged fraud include more than 100 municipalities, 27 police and fire pension funds, 18 school districts, 15 libraries, 15 park districts, three community colleges and one airport.

It is never a problem until it is a problem and then it is a big problem

Government entities lost tens of millions

The Illinois Metropolitan Investment Fund — which invests public money on behalf of municipalities, pension funds and local government boards — revealed in October that it had lost more than \$50 million after investing in loans now at the center of a federal criminal investigation. A Tribune analysis has uncovered 238 public entities throughout the Chicago area that participate in the municipal fund, called IMET for short.

On Sept. 30, federal authorities arrested Nikesh Patel, 31, chief executive of First Farmers, for allegedly selling to Pennant about \$175 million in sham private loans said to be guaranteed by the U.S. Department of Agriculture. The loans were the collateral in repurchase agreements bought by IMET and several other Pennant clients, including banks and retirement plans. The federal guarantees also were allegedly forged, according to a criminal complaint against Patel.



The news of fraud triggered an avalanche of liquidations causing further stress on the fund

Money Market Mayhem: The Reserve Fund Meltdown

I INVESTOPEDIA

By James E. McWhinney


On September 16, 2008, The Reserve Primary Fund broke the buck when its net asset value (NAV) fell to 97 cents per share. It was one of the first times in the history of investing that a retail money market fund had failed to maintain a \$1 per share NAV. The implications sent shockwaves through the industry. (For more, see our *Introduction To Money Market Mutual Funds*.)

Anatomy of a Meltdown

The Reserve, a New York-based fund manager specializing in money markets, held \$64.8 billion in assets in the Reserve Primary Fund. The fund had a \$785 million allocation to short-term loans issued by Lehman Brothers. These loans, known as commercial paper, became worthless when Lehman filed for bankruptcy, causing the NAV of the Reserve Fund to fall below \$1. (To learn more, see *Case Study: The Collapse Of Lehman Brothers*.)

Although the Lehman paper represented only a small portion of the Reserve Fund's assets (less than 1.5%), investors were concerned about the value of the fund's other holdings. Fearing for the value of their investments, worried investors pulled their money out of the fund, which saw its asset decline by nearly two thirds in about 24 hours. Unable to meet redemption requests, the Reserve Fund froze redemptions for up to seven days. When even that wasn't enough, the fund was forced to suspend operations and commence liquidation.

Investors in the Reserve Fund were ineligible for the government-sponsored program. The Fund began liquidation with a series of payments, but a year later many shareholders were still waiting for a portion of their remaining assets to be returned. Those assets were further reduced in value when the fund's management team invoked a clause that enabled them to hold assets in order to pay expected legal and accounting fees related to claims resulting from the meltdown.

#BUSINESS NEWS SEPTEMBER 6, 2013 / 11:45 PM  REUTERS

Settlement reached in Reserve Primary Fund lawsuit

Five Years of Litigation

The Illinois Funds Discussion

Footnote:

MPI is not suggesting or implying that money funds in general or the Illinois Funds specifically, are having or are going to have, any liquidity or protection of principle problems. The IMET and Reserve Fund are extreme examples of the results of fraud in one case and the unexpected collapse of investment grade commercial paper and repurchase agreements in the other.

Differentiating Factor...

A separately managed individual account, held at an independent custodian with the securities in the name of the owner and managed specifically to that clients goals and objectives, eliminates nearly all the potential liquidity risks associated with a comingled fund.

Characteristics of a Separately Managed Account

Independent Custodian

- Charles Schwab Institutional \$600 million account insurance
- No Custodian Fees
- 24/7 open portfolio transparency

Broker Trade Execution

- Open competitive access to any broker dealer

Investment Advisor

- Independent of the custodian & broker
- No product sales
- Fee only; .30% of assets under management (AUM) annually
- Dual source reporting, No product conflicts, No transaction motivation
- Interests Aligned

“The Three Leg Stool”

Indian Prairie Library Board Q & A

“Who would be a relevant benchmark to us to compare portfolios?”

MPI's benchmark is the Barclay's 1-3 Year Government Bond Index. While this is an appropriate benchmark for comparison on a total return basis, we feel it is also very important for the Library to compare the yield component of the MPI strategy to your most realistic yield alternatives, i.e. Money Funds, T-bills, CDs etc.

While Bond prices move with interest rates, a short duration bond portfolio typically returns its Yield to Maturity over the longer run. MPI does not speculate or seek returns from trading bond issues. We are what is commonly referred to as a hold to maturity style, with a strategic laddered approach. As such, we can be compared to other money market or short-term income funds based on yield.

“Why is the composition of this portfolio appropriate for us?”

This type of composition is appropriate for most short term, cash investors who don't need daily liquidity of their reserves. The strategy matches your near-term liquidity needs with ultra-short-term maturities and cash flow from coupon payments. In the last 8+ years, in various market cycles and library budgets, there has never been a liquidity problem meeting scheduled or unscheduled cash requirements.

The remainder of the portfolio is then carefully laddered out on the maturity curve using government backed bonds, diversified by issuers. This provides continuous monthly cash flows over a 1 to 5-year maturity window. It also provides higher yield than an 100% cash allocation over most business cycles.

At the present time, approximately 25% of the portfolio is coming due in the next 12 months and 40% of the portfolio is coming due in the next 18 months.

Indian Prairie Library Board Q & A cont

“Show preservation of principle under all scenarios.”

All issues held in the portfolio are backed by U.S. Government Agencies with principal guaranteed.

Principal risk is defined as Credit Risk. MPI doesn't take any credit risk in this portfolio.

The portfolio prices will fluctuate during interest rate market moves causing fluctuations in market value. However, principal is paid in full at maturity.

“Comment on the unwind of certain maturities and or investment types. What is the financial impact of unwind now versus potential impact later on.”

The portfolio is structured to provide ample liquidity thru maturities, paydowns of principal from mortgage backs, interest payments and, if necessary, the selling certain bonds.

Unlike Certificates of Deposit, there are no restrictions or penalties in selling any of the portfolio's bond holdings. However, bond prices do fluctuate, and sale prices may be subject to these fluctuations depending on the time of sale. It is important to note that approximately 20% of the portfolio is invested in Variable Rate or Inflation protected Bonds whose prices typically hold or improve as interest rates move higher. This sector provides the portfolio an extra layer of liquidity above and beyond the very short duration and strong cash flow from interest and principal paydowns. The entire portfolio has an average life of 1.55 years. To our knowledge no hypothetical catastrophic event for the Library would exceed the available liquidity.

Summary

Indian Prairie's Investment Portfolio is more conservative than what is allowed by State Statute. It is actively managed, very liquid and has been structured to meet the Library's potential cash flow requirements.

Since 2009 the library has had several budget scenarios and there has never been any issue meeting those requirements. The structure of the account allows for short notice budget modifications or the flexibility to meet unforeseen capital expenditures.

As a fiduciary for this account, MPI feels the high quality, short maturity structure meets all the Library's goals and objectives, provides yields significantly above money funds and is prudent and responsible.

MPI Investment Management, Inc.
PORTFOLIO APPRAISAL
Indian Prairie Public Library District
Corporate Account
Schwab Acct# 6415-7790
January 31, 2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
100,000	Federal Home Loan Bank Cons Disc Nt 0.000% Due 04-27-18	99.68	99,684.66	99.66	99,664.70	3.9	1.4
125,000	Federal Home Loan Mtg Corp 4.875% Due 06-13-18	101.40	126,748.69	101.22	126,529.37	4.9	1.5
100,000	Federal Natl Mtg Assn 1.125% Due 07-20-18	100.10	100,100.10	99.75	99,746.00	3.9	1.7
125,000	Federal Home Loan Banks 1.750% Due 12-14-18	100.43	125,539.16	99.86	124,823.62	4.9	1.9
40,000	Federal Home Loan Banks 1.500% Due 03-08-19	100.00	40,000.00	99.45	39,778.08	1.6	2.0
100,000	Federal Home Loan Mtg Corp 3.750% Due 03-27-19	103.06	103,060.71	101.98	101,976.00	4.0	2.0
100,000	Federal Natl Mtg Assn 1.580% Due 12-30-19	99.92	99,918.38	98.74	98,736.70	3.9	2.3
150,000	Federal Natl Mtg Assn 1.625% Due 01-21-20	100.27	150,411.54	98.97	148,461.30	5.8	2.2
81,000	Federal Natl Mtg Assn 2.000% Due 03-27-20	101.64	82,328.51	99.63	80,703.22	3.1	2.2
100,000	Federal Home Loan Banks 2.050% Due 04-28-20	102.05	102,053.47	99.60	99,600.00	3.9	2.2
60,000	Federal Home Loan Banks 4.625% Due 09-11-20	107.73	64,639.71	105.79	63,472.08	2.5	2.3
100,000	Federal Natl Mtg Assn 1.500% Due 11-30-20	100.61	100,613.04	97.83	97,826.70	3.8	2.3
100,000	Federal Home Loan Mtg Corp 2.000% Due 12-11-20	101.12	101,118.41	99.12	99,118.40	3.9	2.3
75,000	Federal Natl Mtg Assn 1.250% Due 05-06-21	98.69	74,015.15	96.52	72,390.30	2.8	2.4
50,000	Federal Home Loan Mtg Corp 2.375% Due 01-13-22	104.54	52,269.91	99.78	49,891.50	1.9	2.4
	Accrued Interest				5,837.10	0.2	
			<u>1,422,501.45</u>		<u>1,408,555.07</u>	<u>55.0</u>	<u>2.0</u>
GOVERNMENT BONDS(USD)							
50,000	United States Treas Nts 0.875% Due 06-15-19	98.61	49,303.33	98.43	49,212.90	1.9	2.0
75,000	United States Treas Nts 1.625% Due 06-30-19	99.62	74,716.12	99.41	74,554.65	2.9	2.1
50,000	Federal Home Loan Mtg Corp 1.375% Due 08-15-19	99.58	49,791.41	98.90	49,451.00	1.9	2.1

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	Accrued Interest				527.53	0.0	
			173,810.87		173,746.08	6.8	2.1
GOVERNMENT BONDS - VARIABLE RATE(USD)							
50,000	Federal Home Loan Banks 1.602% Due 02-28-18	100.01	50,003.11	100.01	50,007.00	2.0	1.4
50,000	Federal Home Loan Banks 1.576% Due 10-05-18	100.04	50,019.14	100.07	50,033.00	2.0	1.5
100,000	Federal Farm Credit Banks 1.575% Due 04-12-19	100.12	100,115.18	100.14	100,137.00	3.9	1.5
100,000	Federal Home Loan Banks 1.389% Due 06-12-19	99.99	99,991.85	100.04	100,042.30	3.9	1.4
65,000	Federal Farm Credit Banks 1.729% Due 11-14-19	100.15	65,099.36	100.44	65,284.05	2.5	1.5
	Accrued Interest				380.60	0.0	
			365,228.64		365,883.95	14.3	1.4
TIPS(USD)							
50,000	United States Treas Nts 0.125% Due 01-15-23 Inflation factor 1.06865	100.72	53,819.62	98.40	52,576.24	2.1	0.5
	Accrued Interest				2.95	0.0	
			53,819.62		52,579.20	2.1	0.5
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 05-25-25	105.63	25,752.11	101.00	24,624.82	1.0	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 04-25-33	108.00	16,470.09	101.56	15,488.10	0.6	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 06-15-37	108.11	2,509.08	108.53	2,518.96	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 03-20-39	105.66	43,723.39	99.87	41,327.30	1.6	1.7
	Accrued Interest				225.88	0.0	
			88,454.67		84,185.06	3.3	1.6
FHLMC's(USD)							
1,000,000	FHLMC PC Gold Comb 15 6.500% Due 04-01-18	107.75	3.60	99.99	3.34	0.0	1.5

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455,000	FHLMC PC Gold Guar 15 5.000% Due 05-01-18	107.67	272.25	101.59	256.88	0.0	0.7
1,220,000	FHLMC PC Gold Cash 15 5.000% Due 10-01-18	106.69	6,098.12	101.59	5,806.62	0.2	1.2
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 01-01-20	104.47	81,518.09	101.42	79,142.78	3.1	2.7
375,000	FHLMC PC Gold Comb 15 5.500% Due 05-01-20	108.96	6,783.48	101.66	6,328.87	0.2	1.8
210,000	FHLMC PC Gold Comb 15 5.500% Due 06-01-20	108.13	2,461.47	101.93	2,320.42	0.1	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 04-01-22	107.88	61,268.11	104.37	59,275.73	2.3	3.2
340,000	FHLMC PC Gold 15 Yr 5.000% Due 07-01-23	107.94	5,614.72	104.15	5,417.69	0.2	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 08-01-24	109.50	16,958.49	108.38	16,784.47	0.7	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11-01-25	104.53	18,456.85	102.90	18,168.81	0.7	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 03-01-26	107.31	65,935.10	104.18	64,011.99	2.5	2.9
240,000	FHLMC PC Gold Comb 15 4.500% Due 09-01-26	107.19	31,804.84	102.79	30,499.34	1.2	1.7
	Accrued Interest				1,077.02	0.0	
			297,175.14		289,093.97	11.3	2.5
FNMA's(USD)							
140,000	FNMA Pass-Thru Int 15 Year 4.500% Due 12-01-18	102.84	18,622.36	100.85	18,260.58	0.7	2.1
174,145	FNMA Pass-Thru Int 15 Year 6.000% Due 01-01-19	107.14	0.32	99.79	0.30	0.0	1.6
145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 04-01-19	105.89	2,042.22	100.85	1,945.01	0.1	1.1
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 08-01-19	106.29	3,542.45	100.85	3,361.01	0.1	1.2
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12-01-19	105.90	4,749.26	102.37	4,591.18	0.2	0.6

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60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 03-01-21	107.36	1,864.64	101.31	1,759.57	0.1	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 02-01-22	104.00	5,558.80	99.23	5,303.59	0.2	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 01-01-23	109.00	18,256.65	104.23	17,458.39	0.7	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11-01-28	106.62	26,305.54	103.32	25,490.06	1.0	3.3
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 03-01-37	111.50	14,361.88	115.13	14,829.13	0.6	2.6
	Accrued Interest				354.37	0.0	
			95,304.15		93,353.18	3.6	2.1
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11-15-24	110.97	6,233.57	105.32	5,915.85	0.2	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 01-20-25	108.00	16,158.88	104.53	15,639.69	0.6	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 06-15-31	111.93	17,688.47	109.72	17,339.12	0.7	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12-15-32	108.98	7,538.35	108.81	7,526.28	0.3	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 04-15-33	108.99	5,122.07	110.20	5,179.20	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.01	5,543.79	109.40	5,563.74	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.14	2,318.19	110.33	2,343.40	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11-15-35	105.80	8,712.41	110.16	9,071.17	0.4	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 06-15-37	107.23	3,168.90	111.23	3,287.12	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10-15-38	108.93	1,431.71	111.23	1,461.94	0.1	2.5

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January 31, 2018

<u>Quantity</u>	<u>Security</u>	<u>Adj Unit Cost</u>	<u>Total Adjusted Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Yield</u>
	Accrued Interest				326.44	0.0	
			73,916.34		73,653.93	2.9	2.5
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		21,225.13		21,225.13	0.8	0.0
			21,225.13		21,225.13	0.8	0.0
TOTAL PORTFOLIO			2,591,436.00		2,562,275.57	100.0	2.0



PUBLIC AGENDA

100

Taken from the August 30, 2016 blog

Ground Rules

When people are treated like adults, they generally act like adults. But sometimes, extra steps need to be taken to reinforce civil behavior. One way of doing so without removing group control over the process, is encouraging participants to set some basic ground rules – norms or standards for conduct, behavior and conversation that help shape constructive and productive dialogue and otherwise make a group functional.

Specifically, ground rules are used to establish the purpose of group, outline how meetings and conversations will be conducted, ensure that conflict is addressed but not escalated and create a safe environment to discuss difficult and controversial issues. The general premise behind ground rules is that all participants should be treated equally and fairly.

Ground rules may be offered or developed in several different ways, though two approaches are the most common. First, the facilitator can list some sample ground rules for the conversation and invite participants to accept, reject, or edit them and to propose new rules. Second, the facilitator can work with the group to develop ground rules from scratch. In this case, members of the group can propose a rule, and if most participants agree to it, the rule can be added to the list. In all cases, after presenting the ground rules to the group, the facilitator should make sure that the rules are agreeable to all.

Ground rules are critical for managing productive conversation, but they must be presented and agreed upon at the start of a meeting or process. Moreover, while some ground rules are fairly common, others may need to be developed or adapted for unique contexts. For example, depending on the goal of the process, it could be useful to include ground rules about how decisions will be made (e.g., through voting, consensus or deferral).

Fewer and simpler ground rules can be used when there are low stakes issues or high performing groups; more detailed ground rules should be used when there are high stakes issues or low performing groups.

Examples of Common Ground Rules

For low stakes issues or high performing groups:

Use respectful language.

Allow equal voice.

Be mindful of time.

Avoid side conversations.

Turn off (or silence) cellphones and other devices.

For high stakes issues or low performing groups:

Listen actively - respect others when they are talking.

Speak from your own experience instead of generalizing. (Use "I" statements.)

Ask questions to respectfully challenge one another, but refrain from personal attacks - focus on ideas.

Participate to the fullest of your ability and help make sure every individual voice is included.

Our goal is not necessarily to agree - it is to gain a deeper understanding.

Be conscious of body language and nonverbal responses - they can be as disrespectful as words.

The ground rules described here, and the participatory process for developing and adhering to them, stand in stark contrast to Robert's Rules of Order, the most commonly used guidelines in conventional participation formats.

Robert's Rules are typically preset, cannot be changed by the group and often seem arcane to people who do not use them often. In these ways, they reflect a parent-child relationship between government and citizens. The ground rules that have emerged during the last twenty years in successful participation projects are more informal and egalitarian; in a number of places they have been referred to, facetiously but accurately, as "Bob's Rules":

Bob's Rules (Robert's kinder, gentler sibling)

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

(Provided by Cece Hughley-Noel, Southeast Uplift in Portland, Oregon)

Ground rules should be easily accessible and visible. For example, in a face-to-face meeting they can be posted on the wall, and in an online forum they can be posted in a way that makes them easy to find. This makes it easier to refer to them and ensure that they are followed.

Kids & Teens

A patron phoned looking for the "Kids" section of our webpage. She wanted a page that her son could visit and find recommended reading lists. She thought it was "unacceptable" that nothing like that existed. I told her about Novelist, and explained how to access it. She would like us to display it more prominently on the front page because her son would not be able to find it on his own.

The Girl Scout leader, (from today's photography program), stopped at the desk to tell us that the class was fantastic. Heather was an outstanding teacher. The leader said she may have learned more than the girls.

A parent asked when the new board game collection came out. Then added, this will save us thousands of dollars.

"This was actually fun." - Teen at Open Mic Night.

I overheard 2 adults at the self-check after the first Shake, Shimmy & Dance class. The first woman said, "Shimmy, Shake is really cool! We just love it! You should try it!" The second woman responded, "Right now we are involved in the Talented Toddler's class which happens at the same time but she just loves it! Referring to her toddler."

Circulation

A patron said she really liked the barcodes on the front of the books, it's so much easier to check out at the self-checks.

A patron getting a library card from us for the first time commented how she wished we offered small card tags for her keychain.

Patron wanted to know if the library had an APP? She felt it would be so much easier to access & use on her mobile phone.

Patron was thrilled with the Samsung Galaxy/Android 101 class. "Dave is such a good teacher!" And it's not easy when there is such a skill range of the people taking the class.

Patron says this is a great library. I love your selection of old movies. (as they returned 6 Charlie Chan movies and then checked out 6 more Charlie Chan movies)

As he was leaving, a patron commented that he likes the new extra wide screen at the far self-check.

Patron inquired if we do Visa's in addition to passports.

"Gee, I wish you guys were open 24 hours!"

Patron asked if we had a coin counter.

Lemont patron remarked what a wonderful library this is.

Patron wanted to know if the 3-D printer would be brought back to the library. She really enjoyed watching it create.

Adult

Love the library-staff is wonderful!

A Hinsdale resident using a study room commented about what a great library we have. He has used the library numerous times since this building opened.

While walking a patron to an author's books, we passed the puzzle table. She explained "I love puzzles."

A patron called to say how much she appreciated the Resume Workshop Jez led and the extra time she took afterwards to give help on how to create a resume. A few days later, she came in and Joe spent time with her helping her use MSWord to format her resume. She said her resume looks so much better, she barely recognizes it and she really appreciates what the library did for her.

A patron stopped by the Technology Help Desk and said "I would be lost without the library".

A member of the Genealogy Group said that Ann Stovall's presentation on Tech Take Out items was FANTASTIC!

So many programs that are informative and educational.

Technology

Administration