

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
February 20, 2019 – 6:30 p.m. – Board Room**

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis,
Diane Ruscitti, Victoria Suriano

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

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

- C. Public Comment Page 3 Information

- D. Communications and Announcements
1. Library Trustee Forum March 16, 2019 Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, January 16, 2019 Page 6
 - 2. Action on Bill/Additional Bills Page 9
 - 3. Determination to Dispose of Personal Property Page 14
 - 4. Proposed Revisions to Policy 210 Page 15

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 17 Information

- H. Department Reports Information
 - 1. Assistant Director Page 22
 - 2. Marketing Page 26
 - 3. Adult Page 29
 - 4. Circulation Page 34
 - 5. Technology and Technical Services Page 38
 - 6. Youth Page 40

- I. Staff Reports
None

Board Meeting – February 20, 2019 - page 2

- J. Reports
 - 1. Treasurer’s Report Page 50 Information
 - 2. Chamber Reports (Jensen) Page 54 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
 - None

- L. New Business
 - 1. Request to Donate Dreamcatcher Action
 - 2. Strategic Planning Process Discussion
 - 3. Presentation of Information Relative to Strategic Planning Page 64 Discussion

- M. Meetings Scheduled
 - 1. Set date for Strategic Planning Retreat – April 13?
 - 2. Set date for Building and Grounds Committee meeting in the first two weeks of April (Krupicka, Deshmukh, Megaridis)

- N. Community Events

- O. Library Events

- P. Adjournment

Public Comment

The Library Board is interested in hearing from the public and provides the opportunity for the public to speak on any library-related issue at the Public Comment section of the agenda.

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. A sign-up sheet will be provided 15 minutes prior to the start of the Board meeting and each person who desires to speak to the Board will list their name, indicate if they live in the IPPL district, and the topic they will speak to.
3. Speakers will be called in the order listed on the sign-up sheet. Each speaker may present comments once during the meeting for a maximum of three minutes.
4. A maximum of five speakers will be heard at any one meeting.
5. Board members may ask questions for their own clarification but will not provide direct responses to the speakers nor engage in discussion on the particular topic at that time.

The Board President is responsible for the orderly conduct of the meeting and shall rule on the appropriateness of speakers' presentations relative to the purpose of the Public Comment period. The Library Board as a whole shall have the final decision on such rulings. Any person who disrupts the meeting, uses obscene or threatening language or gestures, or violates the library's behavior policy, or posed a threat to public safety will be removed from the meeting and the library.

Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the trustees about an employee will be held in closed Executive Session.

The Board may suspend any part of this policy by general consent, or by a vote of the board members present. Any motion to suspend shall specify the duration of the suspension of the rules.

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15, reviewed & revisions approved 3/15/17

Trustee Workshop Oak Brook



Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop

Saturday, March 16, 2019

Chicago Marriott Oak Brook

1401 West 22nd St., Oak Brook

If you are registering someone other than yourself, you must log into their account to register them. Please email ila@ila.org for questions and assistance with registrations.

[Register Online](#)

Registration Fees

ILA Member: \$135

Non-Member: \$150

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 - 10:30 a.m.	Succession Planning for Trustees Gail Johnson & Pam Parr Face to Face Communications & Training, Inc. As elected officials we do a lot of planning. Planning for the future of the library can fall apart with a simple change in leadership at the staff or board level. This workshop will discuss

EVENTS

[Calendar](#)

[Legislative Meet-ups](#)

[Call for Conference
Program Proposals](#)

[Trustee Workshop
Springfield](#)

[Trustee Workshop
Oak Brook](#)

[Illinois Youth Services
Institute](#)

[Elevate Illinois
Libraries Leadership
Program](#)

[Reaching Forward
Conference](#)

[Annual Conference](#)

[Annual Conference
Exhibitor Information](#)

[Past ILA Annual
Conferences](#)

the process of building leaders at all levels of your organization. Succession planning has success at its root for a reason. Without planning for the future of your library leadership, success will be difficult to achieve.

Future ILA Annual Conferences

Event Handouts

Gail and Pam will give you strategic steps to follow, sprinkled with humor (of course), as you create an effective succession plan for your library. By the way—this includes your board. Yes, you can influence the future of your board, as well. We'll show you how.

10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Attorneys from Klein, Thorpe & Jenkins will present a mock board meeting, focusing on FOIA, OMA, trustee emails, board conflicts, and state statutes that impact trustees.
Noon - 1:15 p.m.	Luncheon and Forum Business Meeting
1:30 - 2:15 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Legal Q&A Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$101, plus tax, per night

Book Online or call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 26, to receive the workshop rate.

Cancellations must be received in writing before March 8. Please e-mail your cancellation request to ila@ila.org. Cancellations received before March 8 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after March 8.

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 16, 2019

**Board of Trustees Regular Meeting
January 16, 2019 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:32 p.m. Secretary Deshmukh called the roll.

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

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

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

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

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

C. Public Comment

D. Communications and Announcements

1. Our Lady of Peace to IPPL re: Food Pantry Donation

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, December 19, 2018
2. Action on Bill/Additional Bills
3. Motion to Delete Executive Session Tapes from August 2016-January 2017
Damon moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Department Reports

Bukovac did not have a written report. She thanked Birmingham for stepping in while she was gone and doing a great job. She reported that the Village of Willow Springs signed an agreement with IPPL whereby the Village will pay to IPPL on behalf of their residents \$50.00 of our non-resident fee to allow their residents to use IPPL. They budgeted \$12,000 for the program which would cover 240 households. We will invoice the Village for the reimbursement. Library cards will be good for one year. A Darien resident contacted Bukovac

two weeks ago about the open trustee position. Bukovac directed the woman to the board packets on our website and invited her to attend a future board meeting. With respect to strategic planning, Bukovac reported that the Visioning Committee has been discussing how library usage has changed over the years. Historically, our primary focus was providing materials and answering reference questions. Over the last 5-6 years programming has grown and become much more of what we do. Circulation is dropping to numbers we saw 15 years ago and we get very few traditional reference questions. Bukovac and the department heads believe we're at a pivotal point. Books have always been our brand. They feel our brand needs to change to a center of learning and a community center. This has to be addressed in our strategic plan which will define staff and building changes. We need to think about the big picture, define our priorities, and help staff with change. We need to ask the community what they want. Bukovac said that surveys are in the works. Her goals are to have a deeper conversation with the Trustees next month, to bring stakeholder interviews to the Board in March, and to set up a department head retreat for the end of March/early April. She noted that we will be doing concentrated work on this at the next couple of Board meetings.

H. Reports

1. Treasurer's Report – backup in packet. With respect to the MPI investment report (page 51 of the board packet), Ruscitti noted that the IRR is 1.21%. She would like to know how this rate of return compares to other benchmarks such as a traditional portfolio or Illinois Funds. Bukovac will check into it.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – no report.
5. Finance Committee – no report.
6. Planning/Outreach Committee – no report.
7. Policy Committee – no report.

- I. At 7:14 p.m. Krupicka moved, Damon seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Megaridis Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously.

J. Return to Open Session

At 7:17 p.m. Megaridis moved, Deshmukh seconded to go back into open session. Roll call vote. Motion carried unanimously.

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

- K. At 7:20 p.m. Megaridis moved, Damon seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously

L. Return to Open Session

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

1. Director's Salary Increase – Damon moved, Krupicka seconded to award a 4% increase and set the Director's salary at \$134,168 per annum. Motion carried unanimously.

M. Adjournment

At 9:02 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

ACTION ON BILLS January 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2751 thru 2843	\$ 233,987.52
MB-Salaries for January	491 thru 508	\$ 4,780.78
Hinsdale Bank-Direct Deposits	& 27521 thru 27681	\$ 112,193.44
MONTH'S TOTAL:		\$ 350,961.74

Indian Prairie Public Library District
Account QuickReport - Vendors
As of January 31, 2019

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Type	Date	Num	Name	Amount
10122 · MB Checking				
Bill Pmt Check	01/04/2019	2751	Illinois Secretary of State	10.00
Bill Pmt Check	01/04/2019	2752	Baker & Taylor (video)	54.52
Bill Pmt Check	01/04/2019	2753	Bert, Janice	138.50
Bill Pmt Check	01/04/2019	2754	Better Business Planning, Inc.	170.40
Bill Pmt Check	01/04/2019	2755	Blackstone Audio, Inc.	45.00
Bill Pmt Check	01/04/2019	2756	Case Lots Inc.	61.40
Bill Pmt Check	01/04/2019	2757	Center Point Large Print	173.34
Bill Pmt Check	01/04/2019	2758	DEMCO	193.38
Bill Pmt Check	01/04/2019	2759	Dynegy Energy Services	4,254.03
Bill Pmt Check	01/04/2019	2760	Fox Valley Fire & Safety	967.70
Bill Pmt Check	01/04/2019	2761	Gale/CENGAGE Learning	125.55
Bill Pmt Check	01/04/2019	2762	Garvey's Office Products	35.52
Bill Pmt Check	01/04/2019	2763	Home Depot	855.23
Bill Pmt Check	01/04/2019	2764	Ingram Library Services	155.64
Bill Pmt Check	01/04/2019	2765	J & R 1st in Asphalt, Inc.	160,051.00
Bill Pmt Check	01/04/2019	2766	Kroeschell Service	1,697.00
Bill Pmt Check	01/04/2019	2767	Midwest Tape	4,520.94
Bill Pmt Check	01/04/2019	2768	OverDrive	854.71
Bill Pmt Check	01/04/2019	2769	PitneyBowes	242.22
Bill Pmt Check	01/04/2019	2770	PrintSmart Printing & Graphics, Inc.	96.50
Bill Pmt Check	01/04/2019	2771	Quill	421.95
Bill Pmt Check	01/04/2019	2772	Recorded Books, LLC	154.85
Bill Pmt Check	01/04/2019	2773	Runco	299.60
Bill Pmt Check	01/04/2019	2774	Wlosinski, Maria	35.43
Bill Pmt Check	01/04/2019	2775	Baker & Taylor	3,589.62
Bill Pmt Check	01/05/2019	2776	Penguin Random House LLC	168.75
Bill Pmt Check	01/09/2019	2777	Adult Reading Round Table	15.00
Bill Pmt Check	01/09/2019	2778	Bal Industries	390.00
Bill Pmt Check	01/09/2019	2779	Chicago Tribune	364.00
Bill Pmt Check	01/09/2019	2780	Colley Elevator Co.	383.00
Bill Pmt Check	01/09/2019	2781	Colonial Life	82.53
Bill Pmt Check	01/09/2019	2782	Current Technologies	61.75
Bill Pmt Check	01/09/2019	2783	Gale/CENGAGE Learning	365.76
Bill Pmt Check	01/09/2019	2784	Groot Industries, Inc.	343.07
Bill Pmt Check	01/09/2019	2785	Klimczak, Mary Colleen	150.00
Bill Pmt Check	01/09/2019	2786	Sebert Landscaping	794.00
Bill Pmt Check	01/09/2019	2787	Speciality Mat Service	185.86
Bill Pmt Check	01/09/2019	2788	SWAN	10,584.50
Bill Pmt Check	01/09/2019	2789	Titan Image Group, Inc.	159.28
Bill Pmt Check	01/09/2019	2790	URI	16.60
Liability Check	01/10/2019	2791	Vantagepoint	1,206.21
Liability Check	01/10/2019	2792	Nationwide Retirement	660.00
Liability Check	01/10/2019	2793	LIMRiCC	383.17
Bill Pmt Check	01/09/2019	2794	Clark, Benjamin	100.00

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of January 31, 2019

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Type	Date	Num	Name	Amount
Bill Pmt Check	01/16/2019	2795	Baker & Taylor	4,427.24
Bill Pmt Check	01/16/2019	2796	Baker & Taylor (video)	300.63
Bill Pmt Check	01/16/2019	2797	Birmingham, Laura	27.49
Bill Pmt Check	01/16/2019	2798	Blackstone Audio, Inc.	270.00
Bill Pmt Check	01/16/2019	2799	Canon Solutions America Inc.	400.33
Bill Pmt Check	01/16/2019	2800	Case Lots Inc.	173.70
Bill Pmt Check	01/16/2019	2801	Casey, Christine	50.00
Bill Pmt Check	01/16/2019	2802	DEMCO	317.84
Bill Pmt Check	01/16/2019	2803	Eskew, Joe	140.96
Bill Pmt Check	01/16/2019	2804	FSS Technologies	290.00
Bill Pmt Check	01/16/2019	2805	Gale/CENGAGE Learning	517.41
Bill Pmt Check	01/16/2019	2806	Goddard, Leslie Elizabeth	300.00
Bill Pmt Check	01/16/2019	2807	Grainger	475.80
Bill Pmt Check	01/16/2019	2808	Hazelgrove, William	250.00
Bill Pmt Check	01/16/2019	2809	Ingram Library Services	132.88
Bill Pmt Check	01/16/2019	2810	Midwest Tape	1,569.47
Bill Pmt Check	01/16/2019	2811	OverDrive	1,267.92
Bill Pmt Check	01/16/2019	2812	Quill	667.46
Bill Pmt Check	01/16/2019	2813	Sebert Landscaping	1,556.00
Bill Pmt Check	01/16/2019	2814	Showcases	19.16
Bill Pmt Check	01/16/2019	2815	Unique Management	44.75
Bill Pmt Check	01/16/2019	2816	Weston Woods Studios	283.05
Liability Check	01/24/2019	2817	Nationwide Retirement	660.00
Liability Check	01/24/2019	2818	Vantagepoint	1,206.21
Bill Pmt Check	01/24/2019	2819	Allard, Jamie	26.71
Bill Pmt Check	01/24/2019	2820	Bank of America	4,258.35
Bill Pmt Check	01/24/2019	2821	Call One	187.49
Bill Pmt Check	01/24/2019	2822	Case Lots Inc.	149.65
Bill Pmt Check	01/24/2019	2823	Chicago Tribune Media Group	21.89
Bill Pmt Check	01/24/2019	2824	Dynegy Energy Services	4,169.08
Bill Pmt Check	01/24/2019	2825	Garvey's Office Products	11.50
Bill Pmt Check	01/24/2019	2826	Grainger	187.07
Bill Pmt Check	01/24/2019	2827	Neviol Inc.	4,590.00
Bill Pmt Check	01/24/2019	2828	OverDrive	775.62
Bill Pmt Check	01/24/2019	2829	Runco	83.52
Bill Pmt Check	01/24/2019	2830	VISOgraphic	141.53
Bill Pmt Check	01/24/2019	2831	Wlosinski, Maria	10.00
Bill Pmt Check	01/23/2019	2832	Baker & Taylor	1,752.40
Bill Pmt Check	01/23/2019	2833	Baker & Taylor (video)	177.90
Bill Pmt Check	01/23/2019	2834	Blackstone Audio, Inc.	171.74
Bill Pmt Check	01/23/2019	2835	Canon Solutions America Inc.	221.00
Bill Pmt Check	01/23/2019	2836	Center Point Large Print	149.32
Bill Pmt Check	01/23/2019	2837	Grey House Publishing, Inc.	265.50
Bill Pmt Check	01/23/2019	2838	Ingram Library Services	933.59
Bill Pmt Check	01/23/2019	2839	LM Information Delivery, Inc.	1,633.46

Indian Prairie Public Library District Account QuickReport - Vendors

As of January 31, 2019

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	01/23/2019	2840	Manhard Consulting	1,192.50
Bill Pmt Check	01/23/2019	2841	Midwest Tape	1,823.03
Bill Pmt Check	01/23/2019	2842	Recorded Books, LLC	223.07
Bill Pmt Check	01/23/2019	2843	Roy, Nancy	34.54
Total 10122 · MB Checking				<u>233,987.52</u>
TOTAL				<u>233,987.52</u>

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2019

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	01/01/2019	17,661.96
ILDOR-State	Payroll taxes	01/01/2019	3,249.77
EFTPS-Federal	Payroll taxes	01/25/2019	19,467.36
ILDOR-State	Payroll taxes	01/25/2019	3,678.13
IMRF	Payroll Pension	01/31/2019	42,726.31
DAC	Deposit to HRA	01/17/2019	2,187.50
Nicor	Gas	01/14/2019	1,085.90
INB Bank/MB	Credit Card Fee	01/04/2019	180.68
Hinsdale Bank	Fee-Direct Deposit	01/04/2019	25.20

To: Library Board
From: Ann Stovall, Head of Technology & Technical Services
Re: Disposal of computer equipment

February 2018

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to donate or otherwise dispose of the following personal property no longer usable by the district:

- 30 – Desktop Computers
- 10 - Thin client computers (NComputing devices)
- 9 – Printers
- 57 – Monitors (Standard size LCD)
- 5 – Scanners (Flatbed)
- 2 - LAN equipment (Firewall and server)
- 1- Large digital display TV
- 1- LCD Projector
- 1 – Microfilm Machine with printer
- 50- Phones

Disposed equipment will be picked-up by companies that recycle computer equipment. Preferences will be given to companies that do not charge a recycling fee.

Public Comment

The Library Board is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment section of the meeting. In order for the Board of Trustees to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 15 minutes of public participation will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

8. Groups are asked to designate a single spokesperson.
9. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.
10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board for a specific meeting. Such a vote applies only to that meeting.
13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the Board about an employee will be held in closed Executive Session.
14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.

The Board of Trustees appreciates all who participate in open and orderly meetings.

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15, reviewed & revisions approved 3/15/17

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**Director's Report
February 2019**

Agenda

Omnibus:

Brett and Ann have updated equipment and are requesting to dispose of the equipment.

New Business:

A patron would like to donate a dreamcatcher to the library. From Wikipedia - ...a handmade willow hoop, on which is woven a net or web. The dreamcatcher may also include sacred items such as certain feathers or beads (this one includes feathers). Traditionally they are often hung over cradles as protectionDreamcatchers were adopted in the Pan-Indian Movement of the 1960s and 1970s and gained popularity as a widely marketed "Native crafts items" in the 1980s.

Strategic Plan – I'll share my thoughts as to process for development of the plan. I'll also provide more information for the trustees to consider as we go through the strategic planning process. In the packet I've included notes from two Visioning Committee meetings.

State Minimum Wage Increase

The Illinois Senate and House have passed the minimum wage law and it's expected that Governor Pritzker will sign it. I've attached a copy of the information to my report. Since our starting salary for pages is currently \$9.40 the library won't be impacted until FY20/21 and at first glance it looks like 9 employees would be affected. Nancy is working up a spreadsheet to see the impact on the library's budget through 2025 when the minimum wage amount reaches \$15.00.

Praxair Grant

The library received \$1,200.00 from Praxair. We're very excited to use the money to create a Breadboard Circuit Wall which would be set up in the Youth Services Department and would allow patrons to make and code their own circuits. We would also make this a mobile display to take to schools and community events. We'll also be getting some microscopes for circulation.

Internet Access

Internet bandwidth has become more and more important at the library as more patrons use our wi-fi and staff use the Internet for so much for their work. Plus we changed our telephone service to Voice Over Internet (VOIP) with Don's amazing assistance. In 2017 we upgraded our Internet access to Comcast Business because of the additional bandwidth provided. However, we have had numerous outages with Comcast over the past year. We had installed a back-up for Comcast but that is not a complete solution as it doesn't provide the needed bandwidth for all that we do. The best solution is to go with fiber and, after reviewing pricing, we are going with Illinois Century Network (ICN).

From their website - The Illinois Century Network (ICN) is a high performance network built to meet the Internet and Intranet needs of the educational, research, governmental and healthcare organizations serving the citizens of Illinois State wide. The ICN maintains 15 Points of Presence and 9 Regional Technology Center offices around the state allowing our Community Anchor Institutions to connect and receive service locally. In addition the ICN network serves as an Illinois local area network enabling interconnectivity, resource sharing, and access to instate content and cloud resources.

Visioning Committee

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

The next time the committee met, each person was to develop a staffing model for their library. Each person shared their staffing model. Again, very interesting ideas were presented. These two exercises were useful in getting the group to think about the library in different ways.

January 29 we met again and I did a short presentation on trends in usage of IPPL and asked the group three questions:

- If the library changes nothing, if everything stays on the same trajectory, what does the library look like 5 years from now? What does the future look like?
- What future do you want for the library? Write a headline about the library 5 years from now.
- What needs to change to make the desired future happen?

The group met again February 12 and had a discussion around these questions:

- What's on your mind?
- Are there any "elephants" in the room we should discuss?
- What questions do you have?
- What information is still needed?
- Are there "sacred cows" that should be acknowledged and discussed?
- What are you concerned about?
- What are you hopeful for?
- Given all that we've discussed, what do you think next steps should be?

The notes from both of these meetings are part of agenda item L.3 Presentation of Information Relative to Strategic Planning.

Staff

With Laura's new responsibilities for creative promotion of library services, collaborating with staff to develop ideas, messages, and program themes, coordinating programs and outreach activities, and developing, overseeing, and evaluating library-wide events I've been thinking about staff efforts and activities in these areas. As such, Cindy Kline will be moving from Adult Services to Administration and working directly under Laura. Technology and Digital Services Associate Dave Bunn will also be moving to Administration and working under Laura. Dave's responsibilities relative to creating promotional material such as videos and doing Facebook Live have grown quite a bit. Dave will work directly with Jill and Theresa in promotional activities. He will continue to be our expert in digital media and Apple products and will continue to teach those classes.

Our Building Services Coordinator Joe Eskew has amazing talents and I'm putting those talents to good use. I've felt for a long time that Nancy should have an office given her financial and HR responsibilities. Working with Joe and Laura, we determined that we can give up space in the copier room and create an office for Nancy. Joe is currently working on this project.

I also asked Joe to remove the door between the administrative office and conference room 202 and put drywall in its place. The door was the original door from when the room was the copier room. When we turned that room into a conference room that door stayed in place. But sound travels through the door and made it difficult for the Administrative Associates to concentrate and I was concerned that sound from the office was traveling into the conference room. This project has been completed.

Last month one of our Circulation Associates resigned. Instead of filling that position, Debbie and I decided to hire a page. This will help to ensure quicker turn-around for checking in items plus we'll be doing some double check-ins to ensure greater accuracy. This did leave a hole in our schedule for passport processing. Sue Jones is a Circulation Page but was recently given the additional task of filling in for the ILL Associate when she is on vacation, etc. For that responsibility Sue is considered a Circulation Associate and so we are extending her duties in this position to also process passports and be a substitute Circulation Associate.

Anthony Hattan was hired as a Circulation Services Page starting February 19. Megan Lawrence and Kelli Dunn were hired as Kids & Teens Associates and are starting the week of February 18. Early Literacy Librarian Katie Salo has taken a position at another library and her last day at IPPL is February 14.

Continuing Education

Jamie Allard received training on being a notary, doing database statistics, and programming the lobby kiosk.

Meetings

Two SWAN Board meeting
One Visioning Committee meeting
Three department heads meetings
Two one-on-ones with Tony
Two one-on-ones with Debbie
One one-on-ones with Natalie
One one-on-ones with Ann
Two one-on-ones with Laura

Nancy:
HR Roundtable/Mgmt. Association

Jamie Bukovac, Director

Legislative Update: Minimum Wage

February 7, 2019

ILA learned late last week that Governor Pritzker is interested in fast-tracking an increase to the minimum wage in Illinois to \$15 per hour, from our current \$8.25. Just today, the Illinois Senate passed Senate Bill 1, the "Lifting Up Illinois Working Families Act." The ILA Public Policy Committee met yesterday and had discussed this act, among others that we'll report on shortly. Not a great deal of input is being sought regarding SB 1, but we will do our best to express librarian concerns about it. Legislators in attendance at our Library Legislative Meet-up events to date are aware of our concerns. We know that a wage increase will benefit lower-paid library workers, and we also recognize that this will place a burden on already-stretched library budgets that could result in service cuts. Credits are available for businesses with fewer than 50 employees, and for all employers there is a phase-in period and exemptions for part-time teen workers, as follows.

The wage will rise for those 18 years of age and older on:

- January 1, 2020 to \$9.25
- July 1, 2020 to \$10
- January 1, 2021 to \$11
- January 1, 2022 to \$12
- January 1, 2023 to \$13
- January 1, 2024 to \$14
- January 1, 2025 to \$15

Beginning on January 1, 2020, employees under 18 years of age who have not worked more than 650 hours during a calendar year will be paid:

- \$8 per hour from January 1, 2020 through December 31, 2020
- \$8.50 per hour from January 1, 2021 through December 31, 2021
- \$9.25 per hour from January 1, 2022 through December 31, 2022
- \$10.50 per hour from January 1, 2023 through December 31, 2023
- \$12 per hour from January 1, 2024 through December 31, 2024
- \$13 per hour on and after January 1, 2025.

This is a fluid situation and we will keep membership updated as quickly as

PUBLICATIONS

ILA Reporter

ILA E-Newsletter

- [ILA E-Newsletter Archives](#)
-

Committee & Forum
News

Store

Legal Issues for
Libraries

Dear Elsie

LIBRARY Director's Report distributed @ mtg.

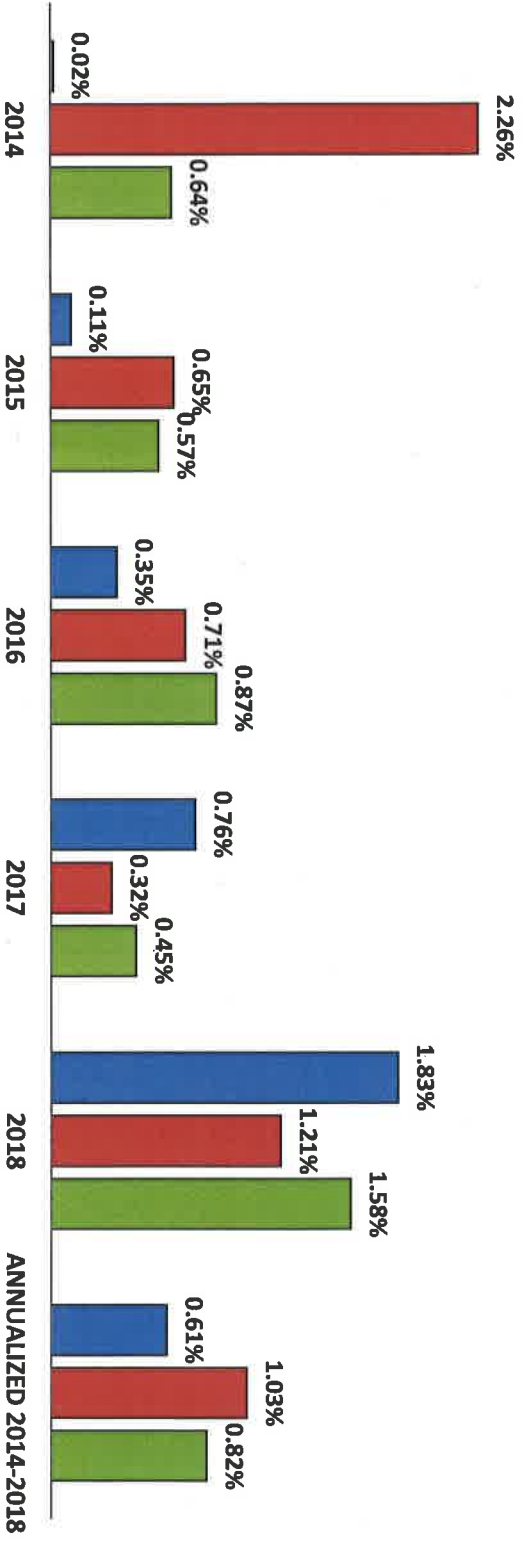
MPI Investment Management, Inc.

Indian Prairie Library Fund

December 31, 2013 thru December 31, 2018

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

INDIAN PRAIRIE MPI NET DOLLAR RETURN: \$98,084
 BARCLAYS NET DOLLAR RETURN: \$83,082
 ILLINOIS FUNDS DOLLAR RETURN: \$67,228



Illinois Funds and Barclays dollar returns base on the Library's average balance
MPI's returns take into effect contributions and 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.

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Assistant Director's Report
February 2019

Building & Grounds:

Joe removed the door between Administration and Conference Room 202 so it is now a wall. This was done to reduce noise from the conference room in Administration.

Part of the Duplicating Room is being converted into an office for Nancy. In order to do this, we had to relocate records and supplies elsewhere. Jamie Allard has been working hard to reorganize the records in and worked with Joe to move them to a new storage area in the basement. She has also done a great job of organizing the various supplies left in the Duplicating Room.

Joe has begun construction on Nancy's new office. He reworked the HVAC vent and has been relocating conduit located in the wall for power and data. He will start hanging drywall next week. Our target date for completion of the project is March 1st.

Joe has been installing our sample LED lights in spaces so as to determine what lamp colors and wattage to order. He is moving the sample lights and installing them in public spaces and work areas. It will take some time to get through the building.

Our fire panel started having some issues that could not be repaired, so Fox Valley Fire and Safety replaced this week. They also replaced all connectors on alarms to ensure they are working with the new alarm panel.

Joe installed roll-down aluminum emergency doors in the Circulation workroom to help protect staff in the event of an active shooter or armed robbery. There are no doors in the entryways to the Circulation workroom, so this was a great option that Joe came up with to give them extra security. The doors roll down easily and can be locked from the inside with a latch.

IPPL Foundation and Friends:

The Book Nook made \$491.57 in January. Movie donations brought in \$17.22.

"Putter Around The Library" Mini Golf Fundraiser:

Jill is working hard to get the word out about our upcoming mini-golf event. The event will be held on Saturday, March 9th from 12 to 3pm. It is \$5 per person to golf the 9-hole course. Refreshments will be available for purchase.

I have been busy soliciting sponsorships for the event. I have reached out to local businesses and many community groups and organizations.

Visioning Committee:

The Visioning Committee has been meeting regularly. I led the meeting on Tuesday, February 12 where we discussed the groups' hopes and concerns as we move forward.

Contributing to the Profession:

I planned and coordinated the LACONI Administrator's section February 15th program featuring Amanda Standerfer of Fast Forward Libraries and Standerfer Consulting. Amanda will talk about how to tackle strategic planning and how libraries can become more strategic in their activities and communication. Attendees will learn about a process that streamlines implementation and management for real results. I look forward to sharing what I learned at the workshop so that we can implement techniques as we move forward with Indian Prairie's Strategic Plan.

Marketing and Promotion:

The spring 2019 newsletter, which covers March, April and May will be in mailboxes later this month.

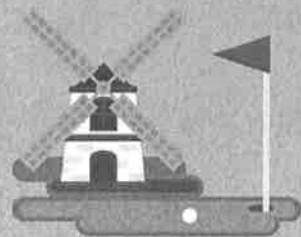
Jill, Cindy, Natalie and I met to discuss promotional themes for the fall 2019, winter 2019-2020, and spring 2020 newsletters. More information to follow. The flyer for sponsorships (attached) was created by Jill.

Jill's and Theresa's reports are attached.

Meetings:

- 1/17 One on one with Theresa
- 1/21 One on one with Jill
- 1/22 Department Head Meeting
- 1/24 One on one with Theresa
- 1/28 One on one with Jill
- 1/29 One on one with Jamie
- 1/29 Visioning Committee
- 1/29 Department Head Meeting
- 1/31 One on one with Theresa
- 2/4 One on one with Jill
- 2/5 Department Head Meeting
- 2/7 One on one with Theresa
- 2/11 One on one with Jill
- 2/11 Newsletter theme meeting with Natalie, Jill and Cindy
- 2/12 Visioning Committee
- 2/12 Department Head Meeting
- 2/14 One on one with Theresa
- 2/15 LACONI Administrator's Meeting/Workshop
- 2/19 Visioning Committee
- 2/18 One on one with Jill
- 2/19 Department Head Meeting
- 2/20 Library Board Meeting

Submitted by: Laura Birmingham, Assistant Director



Putter Around the Library Sponsorship Opportunities Here is who you'll reach...

- The library's quarterly newsletter is mailed to more than 20,000 households in our community, which includes Darien, Willowbrook, & Burr Ridge
- There are over 1,600 followers on Facebook; 300 on Instagram; and 1,000 on Twitter
- Weekly enews has more than 19,000 subscribers
- The library has held similar events in the past and attracted nearly 500 people

Platinum Sponsor

\$2,000

- You are **THE** sponsor on all event promotions.

**"Putter Around the Library
presented by YOUR NAME HERE"**

- You are the sponsor of the first hole.
You can decorate and staff the hole or we can. Staffing the hole is a great opportunity for people to get to know your business!
- Your name also will be displayed:
 - On all social media posts for the event
 - In the library's newsletter
 - In the library's enews each week until the event
 - On special promotions in the library
 - On the library's homepage
 - On the Foundation & Friends homepage
 - On outside signs in front of the building,
- In addition, you'll have a table at the event to display your business information.

Gold Sponsor

\$500

- Your name will be displayed:
 - At the hole of your choice or the refreshment station
You can decorate and staff the hole or we can. Staffing the hole is a great opportunity for people to get to know your business!
 - In the library's enews at least three times
 - On social media at least twice
 - In the library's newsletter
 - On special promotions in the library
 - On the Foundation & Friends homepage
- In addition, you'll have a table at the event to display your business information.

Silver "Hole" Sponsor

\$200

- Your name will be displayed:
 - At one of the holes
You can decorate and staff the hole or we can. Staffing the hole is a great opportunity for people to get to know your business!
 - In the library's weekly enews at least two times
 - In the library's newsletter
 - On social media at least once
 - On special promotions in the library
 - On the Foundation & Friends homepage
- In addition, you'll have a table at the event to display your business information

Bronze Sponsor

\$100

- Your name will be displayed:
 - In the library's weekly enews at least one time
 - In the library's newsletter
 - On the Foundation & Friends homepage
 - On other special promotions in the library

Green Sponsor

Under \$100

- Your name will be displayed:
 - In the library's newsletter
 - On the Foundation & Friends homepage

Jill Yott, Communications Coordinator, Report for Board of Trustees

January 1-31, 2019

Continuing Education

Jan. 9: Webinar, "Market Your Socks Off"

Jan. 16: Webinar, "Making Video Work for You"

Jan. 23: Webinar, "Email Strategies for Personalization"

Jan. 31: Webinar, "Marketing: Find Happily Ever After"

Meetings

Jan. 7: TJ, Tech Takeout and Computer Classes

Jan. 22: Natalie, Summer Reading

Enews

In January, enews was sent on Thursdays. Engagement is up slightly compared to December.

Thursday, Jan. 3: 21 percent open; 2 percent clicks

Thursday, Jan. 10: 17 percent open; 4 percent clicks

Thursday, Jan. 17: 17 percent open; 6 percent clicks

Thursday, Jan. 24: 21 percent open; 5 percent clicks

Tuesday, Jan. 29 (Winter Closing): 22 percent open; 3 percent clicks

Thursday, Jan. 31: 16 percent open; 3 percent clicks

Social Media Followers through Jan. 31.

Facebook Likes: 1,689 (+32)

Instagram: 330 (+25)

Twitter: 1,026 (+1)

Engaging Posts

Overall, the engagement was up on our posts on both Facebook and Instagram. Here are some of the highlights.

- Nutritionist & Food Network Star Ellie Krieger commented when she was featured as our Bookface Friday on Jan. 11
- The "How Hard Did Aging Hit You Challenge" was our most engaging post of all time with a reach of over 2,100. The comments from patrons were very complimentary as they liked us being on trend.
- Binge Boxes were a big hit on Facebook and Instagram on Jan. 11.
- Staff took library "shelfies" on Jan. 23 for Facebook and Instagram.
- A little girl in her PJs stole the hearts of followers on Facebook and Instagram on Jan. 2.
- "Read All Day" written in the snow had lots of likes on Instagram on Jan. 12.
- The Kids & Teens staff had fun reenacting a page from "Winne the Pooh" for National Winnie the Pooh Day on Jan. 18.
- We went live on Facebook during the Martin Luther King Day kids program.
- Posts about what is happening in the sky proved to engage people on Facebook.

- Patrons engaged with resources about the Polar Vortex and the government shutdown. They like to know how IPPL can help or community resources to help others.



January 2019 Board Report

Theresa Papaurelis, Graphic Designer & Media Services Associate

PROJECTS

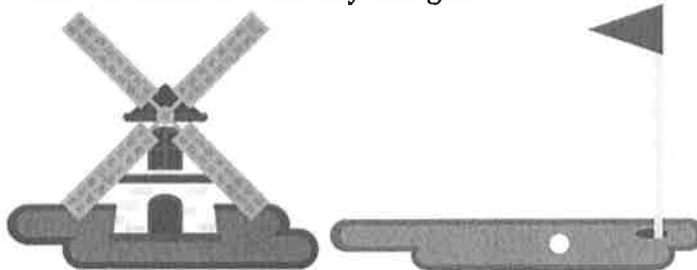
- Spring 2019 newsletter
- New Adult Services signage went up
- "Andy Warhol" designs for May class



- A Night of Ice and Fire design



- Putter Around the Library designs



MEETINGS

- Newsletter production meeting (1/7)
- Met with contacts from Inklude Studio for a future gallery showing (1/11)
- Website Committee (1/14)

Adult Services Monthly Report

January 2019

I undertook my yearly review of the collection looking at item circulation, item counts and turnover rates (with turnover calculated as circulation divided by the number of items in the collection) for various parts of the collection. Even after removal of many non-circulating items, while turnover has gone up a little bit overall in non-fiction and fiction, all other areas of the collection have seen declines in turnover rates. One area of the collection, music CDs, has seen what I would deem a precipitous crash in circulation and turnover.

However, CD audiobooks continue to enjoy good turnover, although it and circulation of the collection has been declining. I believe more and more people are turning to streaming options, especially in light of the fact that many new cars do not come with a CD player as standard equipment. My feeling is that we will see this format become extinct in the next ten years, if not sooner.

Overall, DVD turnover and circulation is down across the collection. Select areas have seen increases, though, including a large increase in Blu-Ray turnover. Also, instituting a Hot Picks DVD collection has proven enormously popular with 61 DVDs circulating an astounding 3,751 times collectively (61.49 turnover rate). We have also seen a good increase in Hot Pick books, with 186 items circulating 4,786 times (25.73 turnover rate in 2018 vs. 22.09 in 2017) and we are exploring possibly expanding these offerings.

This month is the first month that we fully moved away from tracking our desk statistics on paper to doing it electronically. Staff has ably adapted to the new method of statistics and it is my hope that we get a more accurate reflection in what is happening on the desk.

We soft-launched our newest collection – fiction that is written in a foreign language. We are initially going with Spanish and Russian based on ILL requests we have received for books in these languages in the past, and we were able to find reliable suppliers. One stumbling block to including other languages is that it is difficult to find reliable book suppliers and suppliers are often located in other countries. We are initially purchasing current best sellers and books by popular authors that are no more than three years old. The collection is located in the subject pull out areas on the 1st Floor, right by the Languages and ESL collections.

Monthly Highlights

- Shirley had the largest turnout ever for one of her business programs – The Taxman Cometh. The program drew 46 people who all appreciated the presenter and the information he provided.
- Jennifer has been doing a lot of weeding the last two months. After finishing the hardcover mysteries in December, she went through paperback mysteries. She also weeded large type non-fiction.
- Mary K. has been working on scheduling speakers for the Great Decisions discussion series. She also has been working on a proposal to digitize part of the newspaper microfilm collection – the first ten years of the *Darien Progress*.
- Jez has been working on PopCon and ordered the comics for the free comic book giveaway in May. She has also been working on lining up our *Game of Thrones* themed event *A Night of Ice and Fire*.

- Joe met with Ann to discuss moving the DVD collection into thinner cases, which will free up significant amounts of room in the DVDs. He arranged two interviews for the Veteran's History Project in January and two in February.

Community

- Shirley attended a ribbon cutting for Cadence Preschool in Burr Ridge. She also attended the monthly Darien Chamber of Commerce Board Meeting.
- Jennifer and the Associates provided book club resources to 13 groups (six through e-mail; seven via print pickup) on 11 new titles and two titles that had been previously requested by other groups. She also handled three personalized reader's advisory requests. She was also interviewed by Jake Copp of West Suburban Living regarding GenLit Book Group. He is working on an article about area book clubs.
- Mary K. answered local history inquiries from a patron from Des Plaines on Lace, Illinois, the Warkenstein Farm, and Tiedtville. She also provided information about Willowbrook's history to two other patrons, who were especially interested in maps. She also attended the Darien Historical Society Annual Sunday Dinner Fundraiser.

Contributing to the Profession

- Shirley attended the Middle Manager's Round Table Meeting held at Woodridge Public Library.
- Jennifer attended the Adult Reading Round Table Steering Committee Meeting.
- Jez answered questions about 20/30s programming from Elk Grove Village Public Library and Antioch Public Library.
- Joe has begun coordinating the Library English and Reading Network meeting for this spring.

Continuing Education

- All librarians and associates did a reader's advisory exercise where we recommended books to our coworkers based on reading profiles they provided.

Meetings

Date	Meeting	Staff
2-Jan	Meeting with Jill	Jennifer
8-Jan	Visioning Committee	Tony, Shirley & Jennifer
8-Jan	Department Head Meeting	Tony
10-Jan	Darien Chamber Ribbon Cutting	Shirley
10-Jan	ARRT Steering Committee	Jennifer
14-Jan	Website Committee	Tony
15-Jan	Department Head Meeting	Tony
16-Jan	Adult Services Monthly Department Meeting	All Librarians & Associates
17-Jan	One-on-One	Tony & Jennifer
17-Jan	Meeting with Ann	Shirley
17-Jan	Meeting with April	Jez
18-Jan	Middle Managers Roundtable	Shirley

22-Jan	One-on-One	Tony & Shirley
22-Jan	Department Head Meeting	Tony
23-Jan	One-on-One	Tony & Joe
24-Jan	DUX Meeting	Tony
24-Jan	Darien Chamber Board Meeting	Shirley
29-Jan	Visioning Committee	Tony, Shirley & Jennifer
29-Jan	Department Head Meeting	Tony
31-Jan	One-on-One with Jamie	Tony
31-Jan	One-on-One	Tony & Mary K.

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
3-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>The Greatest Showman</i>	Joe	27
4-Jan	7:00 p.m.	#LibSocial - Art Therapy	Jez	17
5-Jan	10:00 a.m.	ESL Conversation Group	Joe	8
7-Jan	6:00 p.m.	Chess Club	Denise	9
9-Jan	10:00 a.m.	Why Am I Not Getting the Job Offer?	Jez	9
9-Jan	7:00 p.m.	Novel Idea Book Club	Mary P.	15
14-Jan	6:00 p.m.	Chess Club	Denise	9
14-Jan	7:00 p.m.	Current Events	Denise	6
16-Jan	6:30 p.m.	GenLit Book Club	Jennifer	15
17-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>The Post</i>	Joe	34
17-Jan	6:30 p.m.	Crime Readers Book Club	Kathy	10
18-Jan	7:00 p.m.	#LibSocial - Get Organized & Stress Less	Jez	17
19-Jan	10:00 a.m.	ESL Conversation Group	Joe	5
20-Jan	2:00 p.m.	Grace Kelly: American Princess	Cindy	77
21-Jan	6:00 p.m.	Chess Club	Denise	10
23-Jan	1:00 p.m.	4th Wednesday: Wright Brothers, Wrong Story	Cindy	57
24-Jan	1:00 p.m.	Genealogy Group	Denise	21
24-Jan	7:00 p.m.	BizConnection: The Taxman Cometh	Shirley	46
24-Jan	11:30 a.m.	Mahjong Club	Denise	9
28-Jan	7:00 p.m.	Board Game Group	Jez	0*
28-Jan	7:00 p.m.	Current Events	Denise	4
30-Jan	2:00 p.m.	Drama Reading	Joe	Cancelled
30-Jan	7:00 p.m.	Opera Lover's Lecture Series: <i>Elektra</i>	Cindy	Cancelled
31-Jan	11:30 a.m.	Mahjong Club	Denise	Cancelled
31-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>Book Club</i>	Joe	Cancelled
			Total	405

* No attendance most likely due to weather.

Cindy's comment about the month: "Once again weather played a role in attendance. The Grace Kelly program filled at 100 within two weeks of program registration [and over 40 were on the waiting list]. However, the day before [the program] we had a measurable snowfall and the day of the event we had unusually cold temperatures. As a result, only 77 people attended the program.

Select Comments

Grace Kelly: American Princess

This was my first time at this library and what a wonderful introduction!

I have attended several presentations and I really appreciate what you do!

4th Wednesdays: Wright Brothers, Wrong Story

Just great with facts and humor!

Volunteers

- Eleven volunteers completed 125.25 hours of service.
 - Court Ordered/Community Service: nine volunteers performed 117.75 hours of service.
 - Regular volunteers: one volunteer completed 2 hours of service.
 - Veteran's History Project: One volunteer did 5.5 hours of service.

Proctoring

- Shirley proctored one exam this month.

Social Media & e-Newsletter Reach

- Twitter – 475 profile visits; 7 mentions; 1026 followers (+2)
 - Most popular tweet was Denise's review of *The Book That Matters Most* by Ann Hood.
- Meetup
 - #LibSocial – 663 followers (+34)
 - Jez notes: "We saw a large jump in membership this month, which does not come as a surprise. #LibSocial attendance almost always goes up in January as people make resolutions to get out more and meet new people." This is also reflected in #LibSocial programs attendance, as both had 17 attend when the programs typically average 6 to 12.
 - Indian Prairie Public Library – 181 followers (+7)
 - Board Game Group – 178 followers (+9)
 - Jez notes: "This group currently has a 4.7 rating [out of 5] on Meetup...We rank well in the categories of 'meeting people,' 'doing things together,' 'learning something new,' and 'feeling welcome'".
- New eBooks eNewsletter – sent to 178 addresses. Had 95 opens (53% open rate) and 19 clicks.
- Bestseller Preview eNewsletter – sent to 500 addresses. Had 215 opens (43% open rate) and 87 clicks.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	195
Endcap	193
Display	435

66 people were observed using the collaboration station this month, which was a puzzle building activity.

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Circulation Services

January 2019

Checkouts and renewals were just shy of where we were last year. This year we circulated 53,392 as compared to 53,767 last year (a difference of only 375). As a reminder, we were closed 1 -1/2 days due to extreme cold. Electronic circulation continues to grow. We circulated 6,302 this year compared to 5,121 last year. This is a 23% increase.

ILL's processed were again slightly lower this year. We processed 8,436 this year and 8,578 last year.

Patron visits were lower this year, although we were closed for the equivalent of 2 days due to the weather (27,994 this year compared to 31,044 last year).

A total of 8,448 holds were placed in January. Patrons placed 6,713 (79%) holds while staff placed 1,728 (or 21%) holds.

16,278 items were checked out or renewed by staff at the desk. This is **30%** of total checkouts/renewals. 25,175 items were checked out or renewed by patrons at one of our self-check machines, 5,637 items were renewed by patrons through Enterprise or BookMyne and 6,302 items were electronically checked out by patrons – for a total of 37,114 items checked out through some sort of self service. This is **70%** of total checkouts/renewals.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
2362	83	177	273	151	64

Beginning February 1, we will be adding statistics for passport and notary questions as well as a column for "other".

Express Checkout Statistics

SWAN did a server upgrade on Sunday night, January 13. After receiving an email from SWAN around 5am on Monday morning telling us that everything had gone well and we could log in as usual, we received another email at approximately 8:45 telling us that there *was* a problem and that we needed to go on to Off-Line. (Off-line is checkouts only – we cannot access patron information, issue library cards or check materials in). We were up and down all morning and into the afternoon. Finally mid-afternoon the system stabilized and we were back to business as usual. In the meantime, our self-checks had stopped working due to an issue with the SIP2 connection. This was all SWAN libraries, not just ours. This problem continued through Tuesday. We had another situation on Wednesday, January 23, where our Express Checkouts needed to be put out of order due to another situation with SWAN.

I would like to give a big shout out to the Circulation staff. When we added more Express Checkout stations, we reduced our capacity for checkouts at the desk. The staff rose to the occasion and did an awesome job of getting our patrons checked out as efficiently as possible during the times discussed above.

Station #1 (1 st floor)	7,522
Station #2 (1 st floor)	5,643
Station #3 (1 st floor-ADA)	4,310
Station #4(1 st floor – Hot Picks)	696
Station #5 (2 nd floor – K&T)	7,082

Community

Passports: The circulation staff accepted 117 passports in January. (This was a record breaking month!) We accepted 102 in January last year.

Notary Public: We notarized 89 documents in January.

Winter Read Program – Part of this program was to help our younger patrons read by waiving their fines to allow them to check out. We waived fines for 20 patrons for a total of \$162.00.

User Ex

The Circulation staff have continued to be available to help patrons at the Express Checkout stations. Most patrons seem to feel that it is easy and intuitive to use.

Willow Springs Cards Issued

We renewed two Willow Springs non-resident cards.

Contributing to the profession

I answered questions from New Lenox Library about passports.

Staff Changes

Barbara Guldberg (Circulation Assistant) resigned effective December 28.

We have decided not to replace her. Instead, staff members have agreed to change their schedules so we now have the same number of people scheduled each shift (4). We have created a new Page position to help with the extra checkin. We will be interviewing in February.

Workshops and Meetings Attended:


- Jan. 8 Visioning Committee
- Jan. 8 Department Heads
- Jan. 15 Department Heads
- Jan. 16 Circulation Advisory
- Jan. 17 Staff evaluation
- Jan. 22 Staff evaluation
- Jan. 22 Department Heads
- Jan. 24 Staff evaluation
- Jan. 29 Visioning Committee
- Jan. 29 Department Heads
- Jan. 31 One on One with Jamie

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report January 2019

Improvements for Public, User Experience & Strategic Goals

- **Public Catalog-** Patrons will now see the word “New Books” instead of “Reserve Item” under the column “Type” for adult new non-fiction books. This was something that migrated over from our previous system and it was confusing to patrons. I worked with SWAN staff to implement a solution I had to improve the catalog.

8.  **The Trump tax cut : your personal guide to the new tax law** Place Hold
 by Rosenberg, Eva, author.
 Publication Date 2019
 Book

Holds: 11 Copies at All Libraries: 15

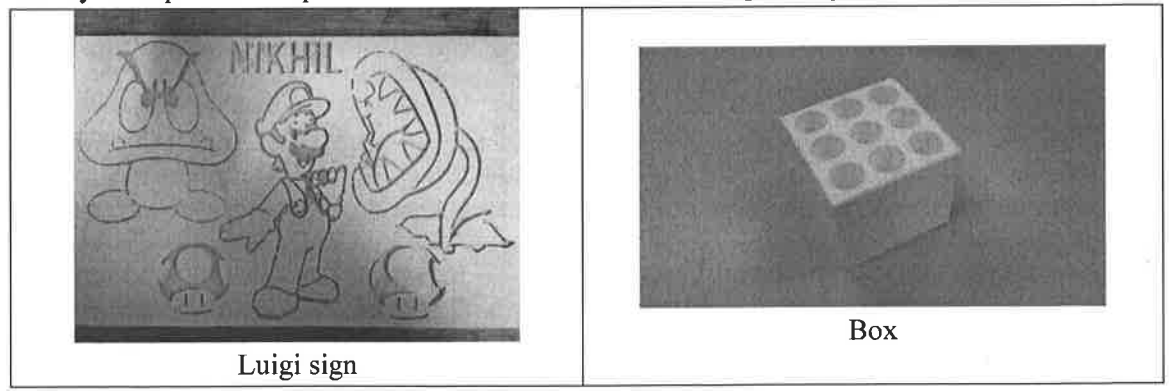
Library	Call #	Location	Type	Status
Indian Pralrie Public Library District	336.24 ROSENBERG	1st Floor - New Books	New Books	Checked out - Due 2/24/2019

[View More Copies](#)

- **Tech Takeout**
 - The Amazon Echo smart home kit is now available for checkout. The Google Home kit will be available in February. These kits include a smart outlet and light bulb with the device, which allows our users to experience a smart home environment. We had a program on Feb 3 on smart home devices, which generated an interest in patrons wanting to reserve our new kits. Thanks to the Friends & Foundation for funding these devices.
 - An Xbox One gaming system is now available for checkout. It includes the following games Minecraft, Overcooked 2 and Halo 5.
- **Spanish Books-** A new collection of adult Spanish fiction books are now available. The collection is located near the ESL and Citizenship books

Maker (DIY)

- 3D Printer- 4 print requests were processed. Interesting prints: Bishop chess piece, Total Recall alien hand button, box with 9 holes, and 3-way marble path splitter.
- Carvey- 3 requests were processed. Carved: Princess Peach sign, Luigi sign, and a home sign.



Public Technology Programs & Classes

- Program attendance totals: 63
- 1-on-1 Assistance: T.J.- Family Search question

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs. 1/10 - 6 PM	Google Drive Basics	T.J.	25
Sat. 1/12 – 2 PM	Zodiac Sign Décor – Carving Maching	T.J.	4
Wed. 1/16 – 6 PM	Android 101	Dave	14
Wed. 1/23 – 6 PM	iPhone Features: Camera & Photo	Dave	8
Wed. 1/23 – 7:30 PM	iPhone Features: Texting	Dave	9
Thur. 1/31 – 6:30 PM	Wearable Technology	Mike	3

Video Productions

- A new collection of story time videos called *Rhymes & Songs on the Go* featuring Jane and Katie will be airing on our YouTube channel from January 11 through March 4.
- A new video highlighted our recent Artist in Residence; Fanny Boy is now available on YouTube.

Continuing Education

- All Technical Services staff and Brett read and discussed three chapters from book, “What if I say the Wrong Thing?” as part of cultural and implicit bias awareness education.
- Webinars
 - T.J. - Virtual, Augmented, and Mixed Reality in Public Libraries
 - Ann – Nonprofit and Library Technology Trends for 2019
 - Bret - So You signed Up for Office 365-Now what?

Personnel/Staff Meetings

- Jan 7- T.J. met with Jill to introduce technology promotion ideas
- Jan. 7 & 21 - 1-On-1 meetings with Anna
- Jan. 7 - 1-On-1 meetings with April
- Jan 8, 16, & 22 - 1-On-1 meetings with T.J.
- Jan 8 & 29 Visioning Committee Meeting- T.J. and I
- Jan 9 - 1-On-1 meetings with Brett
- Jan 11- T.J. met with Hugh to go over his performance review
- Jan 14 – Website Committee Meeting
- Jan. 15 & 22- Department Head Meeting
- Jan. 17- Brett and I met with ProvenIT to discuss our network assistant
- Jan. 23 – Technical Services Department Meeting
- Jan. 24- I met with Eric from Impact Network

Ann M. Stovall, Head of Technical & Computer Services, February 12, 2019

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**Youth Services
Monthly Report to the Board
January 2019**

Programs

In January, Youth Services presented 30 programs at IPPL with 600 people in attendance. We also participated in 4 events out in the community serving 115 people.

Date	Description	K&T Staff	Attendance
2-Jan	Screen Printed Tees	Jack	10
3-Jan	Winter Break Movie: Teen Titans Go! To the Movies	Monica	27
4-Jan	Perler Pop	Monica	39
5-Jan	Sensory Storytime	Katie	22
8-Jan	Rainbow Club	Heidi	5
8-Jan	Bach to Rock (Outside Presenter)	Katie	28
8-Jan	Bookgardeners: Karma Wilson	Katie	30
8-Jan	Kitsch & Collage Art	Monica	7
10-Jan	Lil-Coders	Jack	24
11-Jan	Digital Detox	Heidi	2
11-Jan	Mini-Scientists Academy: Math Munchies	Monica	16
15-Jan	Homeschooling SMART: Animal Classification	Monica	29
15-Jan	Kitsch & Collage Art	Monica	4
18-Jan	Dungeons and Dragons	Jimmy	5
19-Jan	WouldShop Anniversary	Jack, Natalie, Heidi, Jimmy	40
19-Jan	CANCELLED Practice SAT	Heidi	0
21-Jan	Anime and Gaming Club	Heidi	6
21-Jan	Baby Brilliance	Katie	24
21-Jan	Junior Genius	Katie	19
21-Jan	Path to Progress: Maze Building Project	Monica, Jack, Natalie, Kristina	48
22-Jan	Baby Brilliance	Katie	15
22-Jan	Kitsch & Collage Art	Monica	0
23-Jan	Fantastic Families Storytime	Heather	12
24-Jan	Junior Genius	Katie	25
24-Jan	Shake, Shimmy, & Dance	Katie	79
24-Jan	Talented Toddlers	Kristina	27
24-Jan	Talented Toddlers	Kristina	26
28-Jan	Bedtime Stories	Jimmy	3
28-Jan	Baby Brilliance	Katie	10
28-Jan	Junior Genius	Katie	9
29-Jan	Baby Brilliance	Katie	9
29-Jan	CANCELLED Kitsch & Collage Art	Monica	0
		TOTAL:	600

Winter Read

The Winter Read ended on February 8. We gave away about 650 logs at IPPL. 113 people completed their reading goal - 30 adults and 83 kids and teens. One of the reasons we wanted to offer this program was to help clear fines for kids and teens who may struggle to pay off old fines, which limit their use of the library. We forgave 180 fines totaling \$162.00. In order to reach the kids in our community who need the most help, we worked specifically with the students from D180 - Anne M. Jeans Elementary and Burr Ridge Middle School. We gave 500 logs to D180, created especially for their schools. We have yet to hear how many students completed the challenge through D180. Unbeknownst to us, D63 Concord Elementary was also very excited about the Winter Read and they set out to offer it in their school library. They submitted an additional 59 logs. We will be reaching out to them to offer them a special prize or program for their extraordinary efforts. During the Winter Read, we also created an interactive post-it wall that encouraged patrons of all ages to tell us what they were reading. It was an attraction, especially for our younger visitors, and it required more upkeep than we had imagined. We had to check in regularly and pull the doodles and the post-its that did not answer the question. On the last day, we pulled 514 post-its from the wall.

Sensory Storytime

Katie Salo hosted the first winter session of Sensory Storytime, which is open to all, but designed to reach children who may have disabilities. Attendees were given props to engage with during storytime, including a texture ball, scarves, stretchy band, felt shapes, and paper plate buttons. Information about autism was available from the Center for Autism and Related Disorders. The library's programming Sensory Kit was highlighted.

Path to Progress: Maze Building Project

On Martin Luther King Jr. Day, we hosted the Path to Progress: Maze Building Project. Monica Dzierzbicki, Natalie Williams, Jack Schultz, and Kristina Guchenia worked with members of TASC, and Diane Nelson, the librarian from School District 61 to present the event. Participants created a maze and art display based on the six guiding beliefs of Martin Luther King Jr. Five pathways were built throughout the Kids & Teens department and connected to the sixth and center belief, "Love will see you through." Each team built their path and added images and quotes from Dr. King to highlight the focus of the belief they were given. The national theme for MLK Celebration day is "We are all one humanity." The day strives to focus on community and service to the community.

Community

Date	Description	K&T Staff	Attendance
3-Jan	Whole Foods Outreach Storytime	Katie	27
9-Jan	Library Flex Time at Lakeview Jr High	Heidi	46
14-Jan	Troop Tour for Daisy Scouts	Monica	21
19-Jan	Provided ten Interlibrary loan requests for School District 62	Monica	
22-Jan	Homeschooling Social with LEAP	Monica	21
		TOTAL:	115

(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.)

Library Flex Time at Lakeview Jr High

Heidi Estrada went to Lakeview Jr. High for the first of a series of programs presented in the library during Flex Time. Flex Time is a half hour class period similar to a homeroom. Students are in their Flex Time classes when other grades are at lunch. For this session, Heidi took different Fiber Arts materials and tools to share with students: needle felting, rigid heddle loom, crochet, and knitting.

Homeschooling Social with LEAP

Monica Dzierzbicki worked with a member of the local home school group L.E.A.P. to host a Homeschool Social event. The concept of the Social was developed to provide additional support needed due to the high number of families on the waitlist for the monthly Homeschooling S.M.A.R.T. programs that Monica provides. Monica will continue to work with area homeschooling groups to offer additional programs when possible.

Mid-Kid Magazines

Monica Dzierzbicki completed the annual weeding of the back issues of the Mid-Kids magazine collection. Mid-Kid Magazine back issues are kept for a period of 3 years, including the current year. Over the past year, two Mid-Kid magazine titles have stopped publication. An additional three subscriptions were not renewed due to low circulation and interest from patrons. A usage study was done in March 2018 that determined these titles were no longer needed to be offered. The Mid-Kids magazine collection will be continuing to maintain subscriptions to the remaining 17 titles.

Engaging Teens in the Lounge

Heidi Estrada put up two tabletop posters for teens to write on. The first asked what New Year resolutions teens had. Responses varied from silly, "Create portable ketchup!", "Find out what is in the center of a tootsie-pop" to practical, "be on time or early to things for a change," "not fail my classes," "give up a few bad habits," "get fit," "get a new job." Some of these may give us a great opportunity to market events to the teens.

The current poster has four questions, "Why do you come to the library?", "Why do you think other teenagers don't use the library?", "What's something you think we do well?"; "What's something you wish we did better?" This will remain out through the first two weeks of February.

Heidi will look over the responses and try to use them thoughtfully when considering programming or talking with the teens. It's a way to engage teen patrons, give them another way to express themselves, to make them feel like they're an important part of the library, and to let them know we want to hear from them.

Illinois State Book Awards Challenge

Monica Dzierzbicki awarded 16 prizes to kids who completed the challenge of reading all nominated books in their grade level. The Illinois State Book Awards include the Monarch (for Kindergarten through 3rd grade), Bluestem (3rd through 5th grade), and Caudill (4th through 8th grades) Nominees challenge receive a new book and certificate. Voting for the 2019 nominees will also be offered at Indian Prairie from February through Mid-March. The voting schedule and book selection are decided annually by the Association of Illinois School Librarians & Educators.

LittleShop

In the LittleShop, Heather Forster Jensen introduced the two new winter projects, pompom snow globes and paper snowflakes. The pompom snow globe project focused on shapes and practice fine motor skills using a glue stick. The paper snowflake project allowed children and their caregivers to talk about symmetry, patterns, and using scissors.

WouldShop

This month we offered two projects for kids and teens in the WouldShop. The first was painting snowflakes with baking a soda and salt concoction. The second was making hovercrafts using balloons and old CDs. The kids have been enjoying adding their own designs to the hovercrafts. The hovercrafts have inspired some creative designs such as multi-eyed drawings, monsters, and patterns made from hot glue.

Seed Library

Number of Checkouts: 4

Number of Seed Packets Checked Out: 8

Number of Donations: 4

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

Continuing Education

Date	Description	K&T Staff
23-Jan	Oak Park Public Library Visit	Heidi
28-Jan	Virtual viewing of YMA awards announcements	Monica
	ALA eCourse: Supporting Teen Services - Unit 1	Heidi
	Read Habits 1-4 from "What If I Say the Wrong Thing?" by Vernā A. Myers	Heidi

Oak Park Public Library Visit

Heidi Estrada visited Oak Park Public Library (OPPL) for a tour with Teen Librarian, Rachael Bild. Heidi sat in on a meeting with staff from OPPL, Triton College, and Equity Team Inc. about the progress on a grant they received from the Institute of Museum and Library Services and plans for the OPPL youth social justice conference. Heidi also took a tour, met teens, and had a discussion with Rachael about serving teens in the library.

Contributing to the Profession

Date	Description	K&T Staff
18-Jan	Park Forest Public Library Visit	Heidi
24-Jan	Association of Library Services to Children (ALSC) Blog Post: Instruments in Storytime	Katie

Meetings & Planning

Date	Description	K&T Staff
2-Jan	K&T monthly staff meeting	Monica, Natalie, Heather, Jimmy, Jack, Katie, Heidi
3-Jan	Storytime Training	Katie, Kristina
3-Jan	Training for Story Times	Kristina, Katie
8-Jan	Managers Meeting	Jack, Natalie
9-Jan	One on One	Monica, Natalie
11-Jan	3D printer	Jack, Joe
11-Jan	Mandarin Language program presenter for Fall 2019	Monica
14-Jan	Jack Natalie meeting	Jack, Natalie
14-Jan	Website meeting	Jack
14-Jan	Teen and Young Adult Job Fair	Heidi, Natalie
16-Jan	Jack Natalie meeting	Jack, Natalie
16-Jan	One on One Meeting with Natalie	Heather, Natalie
17-Jan	Cardboard maze meeting	Jack, Natalie, Monica, Kristina
17-Jan	One on one	Heidi, Natalie
17-Jan	MLK program planning	Monica, Natalie, Jack, Kristina

22-Jan	Dare to Lead Training	Jack Natalie
22-Jan	Storytime review	Jack, Natalie, Katie, Kristina
22-Jan	Storytime Observation/Training	Katie, Natalie, Jack, Kristina
23-Jan	Storytime Online Filming with Dave Bunn	Katie
24-Jan	Training for Mid-Kid Programs	Kristina, Monica
24-Jan	Mid-Kid program procedures training	Monica, Kristina
28-Jan	K&T Librarians meeting	Monica, Natalie, Jack, Katie, Heidi
29-Jan	Tech meeting with Ann	Jack, Ann
29-Jan	Dare to Lead Training	Jack, Natalie
29-Jan	Visioning	Jack, Natalie
29-Jan	One on One	Monica, Natalie
31-Jan	Interview	Jack, Natalie
31-Jan	Interview	Jack, Natalie

Dare to Lead

Jack and Natalie are working through a Dare to Lead training based on the book written by Brene Brown. They are meeting every Tuesday morning until they can complete the workbook. So far, they are finding the information and discussion very useful.

Staff Changes

We have hired two new part-time Youth Services Associates – Kelli Dunn and Megan Lawrence. Both candidates live in our community and use and love our library. They can to the interviews with great passion and ideas for serving kids and teens. Both start work later in February.

Submitted by Natalie Williams, Head of Youth Services 2/13/2019

STATISTICS FOR	Jan. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	28,944	31,770	203,488	215,154	-5.42%
Teen	2,239	2,257	15,513	16,765	-7.47%
Kids	15,907	14,619	106,745	103,622	3.01%
TOTAL	47,090	48,646	325,746	335,541	-2.92%
Electronic Circulation	6,302	5,121	40,707	34,008	19.70%
GRAND TOTAL CIRC.	53,392	53,767	366,453	369,549	-0.84%
% Reciprocal Borrowing	14%	15%	14%	14%	
Patron Visits	27,994	31,044	224,594	241,549	-7.02%
<u>Current Cards</u>					
Resident	151	176	22,954		
Non-Resident	60	71	1,037	1,090	-4.86%
TOTAL	211	247	23,991		
Non-Resident Households	39	38	532	473	12.47%
<u>Patron Assistance</u>					
Adult - Reference	3,068	3,331	19,935	21,271	-6.28%
Kids - Reference	1,511	880	9,377	7,381	27.04%
Technology - Reference	1,086	1,039	7,727	7,102	8.80%
TOTAL REFERENCE	5,665	5,250	37,039	35,754	3.59%
Adult - Other	659	910	4,619	5,744	-19.59%
Kids - Other	150	1,560	5,132	13,029	-60.61%
Technology - Other	62	87	537	661	-18.76%
TOTAL OTHER	871	2,557	10,288	19,434	-47.06%
GRAND TOTAL ASST.	6,536	7,807	47,327	55,188	-14.24%
<u>ILL/Reserves</u>					
Holds	8,448	8,758	52,850	53,645	-1.48%
ILLs Sent	3,580	3,863	23,178	24,839	-6.69%
ILLs Checked Out	4,455	4,176	27,079	27,163	-0.31%
ILLs Received	4,856	4,715	30,339	30,665	-1.06%
<u>Programs - Adult</u>					
# Programs	8	13	70	84	-16.67%
Attendance	284	339	1,437	1,882	-23.65%
<u>Technology Classes</u>					
# Programs	6	8	43	60	-28.33%
Attendance	63	88	401	503	-20.28%
<u>Individual Technology Training</u>					
# of Patrons	316		844		
<u>Groups</u>					
# Programs	13	13	94	76	23.68%
Attendance	121	154	925	888	4.17%
<u>Others</u>					
#Programs	0	0	1	1	0.00%
Attendance	0	0	11	15	-26.67%
<u>Programs - Teen</u>					
# Programs	4	8	65	53	22.64%
Attendance	93	79	950	921	3.15%
<u>Programs - Kids</u>					
# Programs	34	42	245	810	-69.75%
Attendance	798	1,004	7,695	8,890	-13.44%
GRAND TOTAL ATT.	1,675	1,664	12,263	13,099	-6.38%

STATISTICS FOR	Jan. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,491	3,144	20,754	21,604	-3.93%
Kids Computers	462	1,014	4,762	7,941	-40.03%
Teen Laptop	30	129	493	912	-45.94%
Adult Laptop	42	119	618	1,118	-44.72%
TOTAL PATRON USE	3,025	4,406	26,627	31,575	-15.67%
Hours Used					
Adult Computers	2,087	2,471	16,021	16,840	-4.86%
Kids Computers	275	567	3,012	4,820	-37.51%
Teen Laptop	34	125	544	907	-40.02%
Adult Laptop	74	238	1,086	2,025	-46.37%
TOTAL HOURS USED	2,470	3,401	20,663	24,592	-15.98%
Wireless Total Connections	7,994	7,373	59,832	56,368	6.15%
IPPL Total Web Site Access	19,057	17,576	119,534	180,780	-33.88%
IPPL Total Page Views	48,663	44,743	304,751	284,696	7.04%
Subscription Database Logins	3,480	2,902	19,084	23,157	-17.59%
Outreach-Homebound					
Items Delivered	99	158	866	1,052	-17.68%
Volunteers					
Number Active	52	58			
Hours Worked	374.75	335	2,554.75	2,724.25	-6.22%
Staff Training Hours	76.75	26	570	499	14.23%
Room Use					
Youth Room					
Library	19	24	111	125	-11.20%
Non-Library	7		75		
Meeting Room					
Library	27	36	209	253	-17.39%
Non-Library	12	6	76	43	76.74%
Conference Rooms	431	400	2,961	2,655	11.53%
Lobby Programs	1	3	38	13	192.31%
Board Room					
Library	23	19	170	111	53.15%
Non-Library	25	24	147	130	13.08%
Clavinova	0	1	3	2	50.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2019

49

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	482	2	1	483	19	16	21	17
Non-Fiction	43434	412	798	43048	1607	4115	2019	4913
Fiction	37357	419	794	36982	2239	3384	2658	4178
ADULT TOTALS	81273	833	1593	80513	3865	7515	4698	9108
KIDS								
Non-Fiction	12763	58	898	11923	368	1808	426	2706
Fiction	22391	34	227	22198	1353	2939	1387	3166
KIDS TOTALS	35154	92	1125	34121	1721	4747	1813	5872
TEEN								
Non-Fiction	543	8	8	543	42	101	50	109
Fiction	3529	30	43	3516	299	325	329	368
TEEN TOTALS	4072	38	51	4059	341	426	379	477
BOOK TOTALS	120499	963	2769	118693	5927	12688	6890	15457

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6368	48	6	6410	238	100	286	106
Music CDs	8151	41	41	8151	179	194	220	235
Playaway	357	0	1	356	14	5	14	6
DVDs (DVD & Blu-ray)	20394	116	102	20408	856	733	972	835
ADULT TOTALS	35270	205	150	35325	1287	1032	1492	1182
KIDS								
Audiobooks on CD	604	2	3	603	11	11	13	14
Music CDs	795	16	5	806	28	13	44	18
Playaway	96	0	1	95	4	4	4	5
DVDs (DVD & Blu-ray)	4157	38	24	4171	214	331	252	355
KIDS TOTALS	5652	56	33	5675	257	359	313	392
TEEN								
Audiobooks on CD	204	4	0	208	11	28	15	28
Playaway	24	0	0	24	0	9	0	9
DVDs (DVD & Blu-ray)	530	14	2	542	24	54	38	56
TEEN TOTALS	758	18	2	774	35	91	53	93
AUDIOVISUAL TOTALS	41680	279	185	41774	1579	1482	1858	1667

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	111	0	0	111	18	6	18	6
Tech Takeout (except digital content devices)	78	2	0	80	18	0	20	0
CD-ROMs	58	0	0	58	0	0	0	0
ADULT TOTALS	247	2	0	249	36	6	38	6
KIDS								
Kits (STEM, Book bundles, etc.)	128	1	0	129	22	2	23	2
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	24	0	0	24	6	0	6	0
KIDS TOTALS	168	1	0	153	28	2	29	2
TEEN								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	683	0	2	681	42	27	42	29
Board Games	60	1	0	61	28	0	29	0
TEEN TOTALS	745	1	2	744	70	27	71	29
OTHER TOTALS	1160	4	2	1146	134	35	138	37
COLLECTION TOTALS	163339	4	2	163341	134	35	138	37

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- January 2019

48

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
TOTALS FOR ALL AGES	229,277	69,927	29506	269,667	0	0	0	29506
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,890	15		2,905	128	0	143	0
eMedia (Overdrive Advantage)	960	3		963	62	0	65	0
Fiction								
eMedia (Overdrive Consortium)	12,030	66		12,096	488	0	554	0
eMedia (Overdrive Advantage)	4,127	48		4,175	330	0	378	0
Preloaded eReaders	6			6				
ADULT TOTALS	20,007	132		20,139	1008	0	1140	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	95	1		96	3		4	
eMedia (Overdrive Advantage)	29	0		29	3		3	
Fiction								
eMedia (Overdrive Consortium)	1,739	11		1,750	60	0	71	0
eMedia (Overdrive Advantage)	296	0		296	42	0	42	
KIDS TOTALS	2,159	12		2,171	102	0	120	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	130	1		131	2		3	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,681	8		2,689	85	0	93	0
eMedia (Overdrive Advantage)	503	0		503	22	0	22	
TEEN TOTALS	3,329	9		3,338	109	0	118	0
BOOK TOTALS	254,772	70,080		295,315	1219	0	1,378	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
Yearly Total for All Ages	366,094	14354	43151	337,297	0	0	0	9397
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	4,112	28	0	4,140	122		150	0
eMedia Advantage (Overdrive)	770	11		781	84		95	0
Preloaded Audiobook iPods	22	10		32	22		32	
Movies								
Preloaded Roku Titles	1,030	12		1,042	78		90	
ADULT TOTALS	5,934	61		5,995	306	0	367	18794
KIDS								
Audiobooks								
eMedia Library (Overdrive)	284	2		286	6		8	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	144	1		145	8		9	
KIDS TOTALS	451	3		454	15	0	18	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	252	3		255	23		26	0
eMedia Advantage (Overdrive)	39	0		39	2		2	0
TEEN TOTALS	291	3		294	25	0	28	0
AUDIOVISUAL TOTAL	372,770	67		344,040	346	0	413	28191
COLLECTION TOTALS	627,542	70,147		639,355	1565	0	1,791	57697

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2019

Balance on hand as of December 31, 2018.....	3,423,796.83
Cash Receipts for January.....	23,139.57
Cash Disbursements for January.....	441,224.55
Cash on hand as January 31, 2019.....	3,005,711.85

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.422%	
General.....	788,484.89
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,728.74
Children's Endowment.....	2,983.66
Endowment.....	11,549.66
MPI Investment (Corporate Fund).....	2,061,386.93

MB - Checking	
General.....	9,038.90
Hinsdale Bank & Trust - Checking.....	4,591.61
MB - Savings - Rate 1.60%	
General.....	102,576.72
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2019.....	3,005,711.85

FUND BALANCES AS OF 01/31/2019

Corporate Fund.....	2,916,675.81
Building & Maintenance Fund.....	34,595.15
I.M.R.F. Fund.....	10,698.46
Liability Fund.....	(494.58)
Social Security Fund.....	908.09
Special Reserve Fund.....	5,728.74
Current Liabilites.....	37,600.18
Grand Total All Funds.....	3,005,711.85

**Indian Prairie Public Library District
Consolidated Revenue Report for January 2019**

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Percent of Year: 58.33

	RECEIVED January 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,575,930.05	100.39%	3,562,098.00	-13,832.05
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	0.00	1,191.05	0.00%	0.00	-1,191.05
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,577,126.19	100.42%	3,562,098.00	-15,028.19
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	265.94	265.94	0.00%	0.00	-265.94
TOTAL INTERGOVERNMENTAL	265.94	53,427.19	100.50%	53,161.00	-266.19
INTEREST					
43500 · Interest - Investment	2,144.54	19,410.54	388.21%	5,000.00	-14,410.54
TOTAL INTEREST	2,144.54	19,410.54	388.21%	5,000.00	-14,410.54
DESK MONIES					
45100 · Copier	282.50	2,292.67	49.84%	4,600.00	2,307.33
45120 · Computer Copies	1,068.21	8,452.19	56.35%	15,000.00	6,547.81
45200 · Fines/Fees	3,980.59	27,852.34	51.58%	54,000.00	26,147.66
45250 · Gifts/Donations	70.00	1,070.00	1070.00%	100.00	-970.00
45300 · Lost Materials	691.12	4,399.79	55.00%	8,000.00	3,600.21
45350 · Non-Resident Fees	7,783.11	56,667.55	65.89%	86,000.00	29,332.45
45400 · DVD Fines	108.55	756.31	63.03%	1,200.00	443.69
45450 · Top Picks	32.75	129.00	64.50%	200.00	71.00
45550 · Meeting Room Rental	206.25	488.75	244.38%	200.00	-288.75
45600 · ILL Fees	34.75	701.58	87.70%	800.00	98.42
45650 · 3D Printing	7.80	165.10	55.03%	300.00	134.90
45660 · Carvey	6.00	23.50	23.50%	100.00	76.50
45700 · Passport Fees	4,165.00	13,335.00	66.68%	20,000.00	6,665.00
45750 · Notary Fees	107.00	825.00	82.50%	1,000.00	175.00
TOTAL DESK MONIES	18,543.63	117,158.78	61.18%	191,500.00	74,341.22
OTHER INCOME					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	2.00	952.93	47.65%	2,000.00	1,047.07
46800 · Collection Agency Fee	50.00	150.00	75.00%	200.00	50.00
* 49000 · Operating Transfer In	160,051.00	234,676.94	0.00%	0.00	-234,676.94
TOTAL OTHER INCOME	160,103.00	236,659.87	8160.69%	2,900.00	-233,759.87
GRAND TOTAL	181,057.11	4,003,782.57	104.96%	3,814,659.00	-189,123.57

- * Operating Transfer In reflects \$234,676.94 from Corporate Reserves
- 69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00
 - 69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55
 - 69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50
 - 69150 · Parking Lot Rehab - J & R 1st in Asphalt, Inc. - \$160,051.00
 - 69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00
 - 69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00
 - 70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

**Indian Prairie Public Library District
Consolidated Expenditures Report for January 2019**

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Percent of Year: 58.33

	January 2019	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	160,428.57	1,205,869.22	53.92%	2,236,300.00	1,030,430.78	2,258,663.00	53.39%
61310 · Benefits - Medical / Life Ins.	2,357.90	67,252.38	42.95%	156,600.00	89,347.62	166,600.00	40.37%
61330 · Benefits - IMRF	31,514.69	115,637.12	56.83%	203,487.00	87,849.88	277,000.00	41.75%
61340 · Benefits - FICA	12,110.36	90,538.37	53.03%	170,722.00	80,183.63	230,000.00	39.36%
61400 · Staff Development	293.64	8,079.40	47.53%	17,000.00	8,920.60	19,000.00	42.52%
61600 · Board Development	0.00	325.00	32.50%	1,000.00	675.00	2,000.00	16.25%
61710 · Workers Compensation	-1,228.00	4,778.00	78.33%	6,100.00	1,322.00	10,000.00	47.78%
61720 · Unemployment Insurance	449.19	1,226.51	44.70%	2,744.00	1,517.49	3,800.00	32.28%
TOTAL PERSONNEL	205,926.35	1,493,706.00	53.46%	2,793,953.00	1,300,247.00	2,967,063.00	50.34%
MATERIALS							
62100 · Books	14,388.65	111,253.58	50.51%	220,250.00	108,996.42	234,000.00	47.54%
62200 · Periodicals	1,997.46	12,311.62	39.56%	31,125.00	18,813.38	33,000.00	37.31%
62300 · Audio	3,163.03	20,716.61	43.21%	47,950.00	27,233.39	50,000.00	41.43%
62400 · Video	6,583.00	38,423.62	51.27%	74,950.00	36,526.38	82,000.00	46.86%
62500 · Multi-Media	413.00	2,866.10	27.96%	10,250.00	7,383.90	13,000.00	22.05%
62600 · Electronic Reference Resources	365.76	63,051.47	97.69%	64,540.00	1,488.53	65,000.00	97.00%
62700 · Software	0.00	3,605.56	51.51%	7,000.00	3,394.44	8,000.00	45.07%
62800 · ESL	0.00	-316.67	-31.67%	1,000.00	1,316.67	1,300.00	-24.36%
62900 · Materials Supplies	1,618.30	13,203.69	65.37%	20,200.00	6,996.31	24,000.00	55.02%
TOTAL MATERIALS	28,529.20	265,115.58	55.55%	477,265.00	212,149.42	510,300.00	51.95%
BUILDING							
63200 · Cleaning Service	5,165.86	39,284.59	54.94%	71,500.00	32,215.41	78,000.00	50.36%
63300 · Utilities (1-8-11 · Gas)	1,085.90	5,911.70	49.26%	12,000.00	6,088.30	16,000.00	36.95%
63300 · Utilities (1-8-12 · Electric)	8,423.11	40,427.93	64.17%	63,000.00	22,572.07	68,000.00	59.45%
63300 · Utilities (1-8-13 · Telephone)	384.87	2,228.46	50.65%	4,400.00	2,171.54	6,000.00	37.14%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	3,697.12	49.30%	7,500.00	3,802.88	10,000.00	36.97%
63300 · Utilities (1-8-15 · Garbage Disposal)	343.07	2,232.38	74.41%	3,000.00	767.62	4,000.00	55.81%
63400 · Maintenance Supplies	2,344.28	10,731.56	63.13%	17,000.00	6,268.44	22,000.00	48.78%
63500 · Security System Monitoring	0.00	373.50	46.69%	800.00	426.50	1,200.00	31.13%
63600 · Property Maintenance	2,350.00	24,045.00	96.18%	25,000.00	955.00	34,000.00	70.72%
63800 · Building Maintenance/Repair	4,119.48	30,585.84	55.61%	55,000.00	24,414.16	65,000.00	47.06%
TOTAL BUILDING	24,216.57	159,518.08	61.54%	259,200.00	99,681.92	304,200.00	52.44%
OPERATIONS							
64200 · Supplies - Office	409.89	6,892.46	51.63%	13,350.00	6,457.54	16,000.00	2.56%
64300 · Photocopy Supplies	214.82	1,600.29	32.01%	5,000.00	3,399.71	6,000.00	26.67%
64400 · Patron Card Supplies	0.00	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 · Passport Postage	243.80	1,042.04	45.31%	2,300.00	1,257.96	4,000.00	0.00%
64500 · Postage	-1.58	3,088.53	70.19%	4,400.00	1,311.47	5,000.00	61.77%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	62.14	501.12	77.10%	650.00	148.88	900.00	55.68%
64800 · Organizational Memberships	39.00	1,392.00	46.40%	3,000.00	1,608.00	4,000.00	34.80%
64900 · Bank Fees	205.88	1,844.13	61.47%	3,000.00	1,155.87	4,000.00	46.10%
TOTAL OPERATION	1,173.95	16,885.60	49.23%	34,300.00	17,414.40	43,900.00	38.46%
AUTOMATION							
65100 · Supplies-Public Toner	582.81	3,859.37	55.13%	7,000.00	3,140.63	8,500.00	45.40%
65150 · Supplies-Staff Toner	590.14	5,145.53	73.51%	7,000.00	1,854.47	8,500.00	60.54%
65160 · Supplies-Maker	0.00	121.38	15.17%	800.00	678.62	1,200.00	10.12%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	11,144.74	79.61%	14,000.00	2,855.26	20,000.00	55.72%
65400 · Automation Equip Mnt/Repair	0.00	2,538.05	54.00%	4,700.00	2,161.95	6,000.00	42.30%
65500 · Software	90.75	8,601.78	67.27%	12,787.00	4,185.22	20,000.00	43.01%
65600 · SWAN	10,584.50	31,753.50	74.91%	42,388.00	10,634.50	43,000.00	73.85%

**Indian Prairie Public Library District
Consolidated Expenditures Report for January 2019**

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Percent of Year: 58.33

	January 2019	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	0.00	3,848.92	57.98%	6,638.00	2,789.08	8,000.00	48.11%
TOTAL AUTOMATION	11,848.20	67,013.27	66.80%	100,313.00	33,299.73	123,200.00	54.39%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	6,415.00	80.19%	8,000.00	1,585.00	20,000.00	32.08%
66200 · Credit Bureau	44.75	286.40	31.82%	900.00	613.60	1,200.00	23.87%
1-10-22 · Equip-Photocopier Maint Cont	400.33	1,999.63	0.00%	0.00	-1,999.63	0.00	0.00%
66300 · Copier	221.00	1,646.03	54.87%	3,000.00	1,353.97	5,000.00	32.92%
66900 · Fees - Bond Registrar	20.00	70.00	31.82%	220.00	150.00	1,500.00	0.00%
TOTAL CONTRACTUAL SERVICES	686.08	10,417.06	85.95%	12,120.00	1,702.94	27,700.00	37.61%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
TOTAL INSURANCE	0.00	16,828.00	97.57%	17,247.00	419.00	36,000.00	46.74%
MARKETING							
68110 · Marketing Newsletter	0.00	17,041.09	48.69%	35,000.00	17,958.91	37,000.00	46.06%
68111 · eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	0.00	133.75	26.75%	500.00	366.25	1,800.00	7.43%
68310 · Marketing Supplies	264.00	264.00	52.80%	500.00	236.00	1,000.00	26.40%
68410 · Marketing-Information Printing	257.13	1,287.69	58.53%	2,200.00	912.31	5,000.00	25.75%
68500 · Legal Notices	21.89	1,191.47	79.43%	1,500.00	308.53	2,000.00	59.57%
68600 · Programming	1,162.12	10,784.69	42.46%	25,400.00	14,615.31	30,000.00	35.95%
TOTAL PUBLIC INFORMATION	1,705.14	32,491.19	48.42%	67,100.00	34,608.81	79,000.00	41.13%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	12,956.50	0.00%	49,161.00	36,204.50	100,000.00	0.00%
69125 · Masonry Project	0.00	47,395.00	0.00%	0.00	-47,395.00	0.00	0.00%
69150 · Parking Lot Rehab	161,243.50	186,027.55	0.00%	0.00	-186,027.55	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	160,051.00	234,676.94	0.00%	0.00	-234,676.94	0.00	0.00%
69900 · Contingency	332.95	1,843.78	46.10%	4,000.00	2,156.22	20,000.00	9.22%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	2,446.89	0.00%	0.00	-2,446.89	0.00	0.00%
GRAND TOTAL	595,712.94	2,547,321.44	66.78%	3,814,659.00	1,267,337.56	5,011,363.00	50.83%

* Operating Transfer Out reflects \$234,676.94 from Corporate Reserves
 69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00
 69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55
 69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50
 69150 · Parking Lot Rehab - J & R 1st in Asphalt, Inc. - \$160,051.00
 69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00
 69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00
 70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

Chamber Report
January 2019

Darien:

I attended a ribbon cutting for Cadence Preschool (formerly Rogy's) along with several other board members, and won a raffle prize basket that included a number of children's games that I turned over to the Kids and Teens Department. A variety of businesses from Willowbrook and Darien attended.

Our full board meeting took place January 24 immediately after the executive board meeting. The executive board changed the meeting date to the third Thursday and moved the regular meeting later in the same day for convenience. This affects me getting back to the library for my evening desk shift. The board will focus on membership and expects our assistance in reaching out to businesses more consistently.

Willowbrook/Burr Ridge:

Ann and T.J. did a very good job presenting their program at the monthly luncheon meeting on Feb. 6. They reprised (with updates) the one they did a few months ago for the women in business group. They covered technology appropriate for businesses. It seemed very well received. Several people asked questions and spoke with Ann and T.J afterwards. I promoted our upcoming mini-golf fundraiser sponsorship options, too.

Shirley Pride Jensen
Assistant Head of Adult Services and Business Liaison



E-News February 13, 2019

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

Current RAILS News

Delivery Fine Count Begins Soon

All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery Monday, February 25–Friday, March 1. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, February 22, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, March 1. See [more information](#).

Update on Online Delivery Fine Count Pilot Program

The delivery fine count pilot program continues to expand. For the upcoming count, February 25–March 1, all of the libraries in the Burr Ridge and Wheeling delivery area will be required to participate in the new process. Additionally, for the upcoming transition, these libraries will be required to perform handwritten counts in addition to the electronic tally. RAILS has emailed additional information to these libraries. We will continue to pilot with different service areas over the next several fine counts. Each time, those who have participated in a pilot previously will only be required to complete the online form.

Find More Illinois Continues to Grow

RAILS welcomes the five libraries that went live on Find More Illinois during the week of February 4:

- Andalusia Township Library (PrairieCat)
- Colona District Public Library (PrairieCat)
- Deerfield Public Library (Standalone Sierra Integrated Library system)
- Eureka Public Library District (RSA)
- Pearl City Public Library District (PrairieCat)

Five more libraries are in the implementation process. Your library can join too! Learn more by visiting the [Find More Illinois website](#) or attending the [next webinar on March 18](#). The webinar will be recorded, so if the date doesn't work for you, register anyway to get the recording.

RAILS Selects Three Projects for Partnership Grants

RAILS has selected three projects to receive [RAILS Partnership Grants](#). These grants encourage member libraries to work with external partners on innovative programs and services. The three projects are:

- Evanston Community Dementia Resource Center - Evanston Public Library, Dementia Friendly Evanston, Chicago Center for Cognitive Wellness, and Services for Adults Staying in Their Homes (SASI)
- Bike the Trail Library to Library - Lillie M. Evans Library District, Toulon Public Library District, Peoria Heights Public Library, Dunlap Public Library District, Wyoming Public Library District, and Rock Island State Trail Park
- BreakOut EDU and You! - Marist High School and Blue Island Public Library

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New Sparks Podcast on Harassment in Libraries; CE Info

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Amanda Civitello and Katie McLain from Waukegan Public Library about sexual harassment in libraries, how library staff can handle harassment, and how library administrators can create a safe environment for employees.

Amanda and Katie presented a program for RAILS on this topic in April 2018. A recording can be viewed in the [CE Archives](#) on the RAILS website. The program was an extension of their American Library Association conference talk, "It's Not 'Just Part of the Job'." [Slides and handouts](#) for their ALA talk are also available for those interested in learning more.

[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.

Week Three of Find More Illinois Scavenger Hunt

Join the Find More Illinois (FMI) Scavenger Hunt and show us what you can find! Each week, we are posting a new challenge to RAILS' Facebook page. Post a screenshot of a record from the [Find More Illinois online catalog](#) that corresponds to the weekly challenge. Congrats to week one winner, Jamie Jones of Peoria Public Library!

[This week's challenge](#): Post a picture of a record from FMI that represents your favorite holiday. Weekly winners will receive a FMI gift bag, plus a grand prize winner will receive a \$50 gift certificate. For more information, visit the [RAILS' Facebook page](#).

RAILS Staff to Present at Kane County Institute Day, March 1

Two RAILS staff members will present at the Kane County Institute Day on Friday, March 1, at Rotolo Middle School in Batavia, Illinois. This event is a continuing education opportunity for school librarians. Anna Behm, RAILS E-Content Specialist, will present "E-Books and More! E-Content Services from RAILS," which will focus on eRead Illinois Axis 360 and BiblioBoard. Dan Bostrom, RAILS Member Engagement Manager, will present "10 Ways RAILS Can Enhance Your School Library," which will cover continuing education, delivery, groups discounts and more. [More information and registration](#).

All RAILS Libraries Required to Complete Membership Standards Data Collection Form

The [RAILS System Membership Standards Committee](#) developed membership standards for all types of RAILS libraries to help them provide the best possible service to their customers. In April 2018, the RAILS Board approved [proposed membership standards](#) for data collection purposes only. As a part of this data collection process, all RAILS libraries are required to complete a [form on our website](#) to help determine where our members currently are in meeting the proposed core standards and what assistance RAILS might provide. The library director will likely be the person best able to complete the form and the deadline is March 31.

Complete the form for your library institution as a whole and not for individual branches or locations. The form is for data collection purposes only, and your responses will not affect your membership in RAILS. More information is available on the [RAILS website](#), or you can email standards@railslibraries.info with questions. Thank you in advance for helping RAILS ensure that all our member libraries are providing the best service possible.

Continuing Education (CE)

RAILS Continuing Education**"Opiate Users in the Library" Webinar, March 8**

Library security expert Dr. Steve Albrecht returns to RAILS for this webinar covering the opioid crisis and its implications for libraries. Topics include Narcan as well as other potential safety hazards for the library and its

"Paying Attention to Pay Equity" Webinar, March 21

Angela Adams, Director of HR Services for HR Source, presents this 90-minute webinar that will provide participants with a comprehensive update on pay equity laws, including hints on how to examine your organization's data. This CE opportunity is on March 21, 9:30-11:00 a.m. [See L2 for registration.](#)

Don't Miss Out! Apply for Directors University by March 22

New public library directors are encouraged to apply for the third annual Directors University. It was a huge success last year with approximately 50 people completing the program. This year's program will be held June 3-7 at the Illinois State Library in Springfield.



[This week-long university](#) will provide training and networking opportunities for first-time or new-to-Illinois public library directors. Applications will be accepted through March 22. [More information and registration.](#)

Program on Diverse Children's Books for Storytimes, Library Programs, and Booklists

Join librarians Kerry Bailey and Christina Giovannelli-Caputo from Arlington Heights Public Library for lively booktalks on the best new diverse books for both children and tweens. This program will be held at Arlington Heights Public Library on Friday, April 5, 10:00-11:30 am. [See L2 for more information and to register.](#)

Additional RAILS CE...

[Webinar on Performance Feedback, February 20](#)

[Webinar on Cataloging Non-Traditional Items, February 26](#)

More 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.

["Make a Mini-Maker Space," February 22](#)

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

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

Networking Opportunities

Upcoming RAILS Networking/Member Meetups

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

- [Monday, March 18, 2-4 p.m., at Hinsdale South High School](#)

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

E-Resources

Find Love in a Book This Valentine's Day

BiblioBoard is home to a buffet of [romance novels](#). Access over 130 romance

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published e-books.

Like everything on [BiblioBoard](#), all of these e-books are available for immediate simultaneous use by everyone in Illinois, no login or library card required. [See more](#) about RAILS' partnership with Bibliolabs and all our digital offerings. It's Valentine's Day – show your *shelf* some love!

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Deals, Discounts, Grants, Awards

ILA Awards and Scholarships

Nominations for 2019 Illinois Library Association Awards and applications for 2019 Scholarships are now open. The ILA awards program recognizes excellence in librarianship and library service in Illinois. ILA scholarships help and encourage the pursuit of education in librarianship.

The deadline for awards and scholarships is May 15. For more information, criteria, and eligibility, please visit [Awards and Scholarships](#) on the ILA website. If you have any questions contact ila@ila.org.

Resources and Technical Services Forum (RTSF) Scholarship

The Illinois Library Association RTSF has established a [scholarship](#) to offset registration, travel, and lodging for one technical services staff member who would not otherwise be able to attend the ILA Annual Conference.

Scholarships will be awarded based on financial need and geographic diversity. Priority in selection will be given to first-time ILA Annual Conference attendees. If you have any questions, please contact RTSF Manager [Joy Anhalt](#) or 708.845.5713.

Conferences

Dates, Proposals, Registrations

American Association of Law Libraries Innovation Bootcamp

A program for legal information professionals will be held April 25-26, in Chicago. Attendees will learn how to:

- Identify areas or projects for improvement
- Employ design concepts core to innovation practices
- Use a service design methodology tailored to libraries
- Pitch your ideas and solutions to supporters and stakeholders
- Navigate risk and challenges to project implementation

It's intended for those in leadership positions as well as those who want to learn how to put their Ideas into action. The registration deadline is April 2. [Additional information and registration.](#)

Submit a WILSWorld 2019 Proposal

WILS is a non-profit membership organization that facilitates collaborative library projects and services, primarily in the state of Wisconsin. They are currently looking for [proposals for their annual conference](#) WILSWorld 2019, held in Madison, WI, July 23-24. Programs focus on addressing issues common to all libraries, providing broad-reaching solutions, and highlighting the great work of the library community. Submissions are due Thursday, February 14.

Illinois Youth Services Institute Registration Open

Registration is now open for the [Illinois Youth Services Institute](#), March 21-22. The keynote speaker, Dr. Nicole A. Cooke, Assistant Professor and MS/LIS Program Director, School of Information Sciences, University of Illinois at Urbana-Champaign, will speak on Strengthening the Virtuous Circle: Why Diversity in the Profession Matters.

RAILS is sponsoring this event and will have a table at the institute. For additional information on the Illinois Youth Services Institute, visit the [ILA](#)



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Other Library News

ALA GNCRT at C2E2

The ALA Graphic Novels & Comics Round Table will be hosting the 2019 Collaborative Pop-Up Library at C2E2 (Chicago Comic and Entertainment Expo) on March 22-24. They are looking for volunteers to assist with staffing the Pop-Up Library. If you're interested, please complete the [volunteer survey](#).

Please email [Natalie DeJonghe](#) if you have questions.

Two More Chances to Attend Legislative Meetups

There are two locations and dates remaining for the [Illinois Library Association \(ILA\)'s 2019 Legislative Meetups](#). Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

- February 18, Buffalo Grove, IL
- March 1, Oak Brook, IL

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

Member News

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

RAILS Library Director News

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

Julie Rothenfluh will retire from Naperville Public Library in June.

Shayne Phillips is the new director of Kaneville Public Library.

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.

- [Naperville Public Library Executive Director to Retire in June](#)
- [Share Ideas at Oak Park's Youth Social Justice Conference](#)

Fast Facts Surveys

- [Credit Card/PayPal Payments](#)
- [Digital Signage](#)
- [VTO - Volunteer Time Off](#)
- [Automatic Renewals](#)

More Links



E-News February 6, 2019

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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](#) | [Conferences](#) | [Other Library-Related News](#)| [Member News](#) | [More Links](#)

Current RAILS News

All RAILS Libraries Required to Complete Membership Standards Data Collection Form

The [RAILS System Membership Standards Committee](#) developed membership standards for all types of RAILS libraries to help them provide the best possible service to their customers. In April 2018, the RAILS Board approved [proposed membership standards](#) for data collection purposes only. As a part of this data collection process, all RAILS libraries are required to complete a [form on our website](#) to help determine where our members currently are in meeting the proposed core standards and what assistance RAILS might provide. The library director will likely be the person best able to complete the form and the deadline is March 31.

Complete the form for your library institution as a whole and not for individual branches or locations. The form is for data collection purposes only, and your responses will not affect your membership in RAILS. More information is available on the [RAILS website](#), or you can email standards@railslibraries.info with questions. Thank you in advance for helping RAILS ensure that all our member libraries are providing the best service possible.

New Sparks Podcast on Harassment in Libraries

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Amanda Civitello and Katie McLain from Waukegan Public Library about sexual harassment in libraries, how library staff can handle harassment, and how library administrators can create a safe environment for employees. [Slides and handouts](#) for their American Library Association conference talk, "It's Not 'Just Part of the Job'," are also available for those interested in learning more.

[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.

Week Two Challenge! - Find More Illinois Scavenger Hunt

Join the Find More Illinois (FMI) Scavenger Hunt and show us what you can find! Each week, we are posting a new challenge to RAILS' Facebook page. Post a screenshot of a record from the [Find More Illinois online catalog](#) that corresponds to the weekly challenge.

[This week's challenge](#): Post a picture of a record from FMI that represents your favorite holiday. Weekly winners will receive an FMI gift bag, plus a grand prize winner will receive a \$50 gift certificate. For more information, visit the [RAILS' Facebook page](#).

RAILS Staff to Present at Kane County Institute Day, March 1

Two RAILS staff members will present at the Kane County Institute Day on Friday, March 1, at Rotolo Middle School in Batavia, Illinois. This event is a continuing education opportunity for school librarians. Anna Behm, RAILS E-Content Specialist, will present "E-Books and More! E-Content Services from RAILS," which will focus on eRead Illinois Axis 360 and BiblioBoard. Dan Bostrom, RAILS Member Engagement Manager, will present "10 Ways RAILS Can Enhance Your School Library," which will cover continuing education, delivery, groups discounts and more. [More information and registration.](#)

The annual [online certification](#) process began January 2. All library system members *must* complete the process to qualify for continuing system services and grant programs from the Illinois State Library. The deadline for certification is March 31.

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

More information about certification is available at the Illinois State Library's [Annual Library Certification](#) web page. The page includes access to the data and questions in the certification form, the online certification portal (accessible through Sunday, March 31), FAQs (Frequently Asked Questions), and library data entry guidelines.

Logging into the certification portal requires the agency's control number and the main administrative branch number. Find these numbers by searching your library agency's record in the [Library Learning \(L2\)](#) directory. If you need assistance, contact the [RAILS certification team](#) or 630.734.5160.

The annual certification process is in addition to the requirement for RAILS libraries to complete the [membership standards data collection form](#) by March 31.

It's No Joke! Explore More Illinois Launches April 1!

[Explore More Illinois](#) is a new online portal that allows Illinois public library cardholders to reserve free and discounted admission, parking, and gift store purchases from cultural attractions across the state, including museums, zoos, aquariums, park districts, and historical societies. Approximately 115 libraries and 25 attractions will be part of our go-live day.

There is no cost for libraries or attractions to participate. If your library would like to be part of Explore More Illinois, please contact [Jessica Barnes](#), RAILS Special Projects Librarian, or 630.734.5181. We will be adding libraries and attractions on an ongoing basis.

Continuing Education (CE)

RAILS Continuing Education

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[CMC Session, February 21 - "Peering into a Cloudy Crystal Ball: The Future of Cataloging"](#)

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

["Successfully Dealing with Harassing Customer Behaviors," March 15](#)

[College of DuPage Library and Information Technology Program](#)

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

Upcoming RAILS Networking/Member Meetups

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

- [Tuesday, February 12, 10:00-11:30 a.m., at Hewes Library at Monmouth College](#)
- [Monday, March 18, 2-4 p.m., at Hinsdale South High School](#)

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

E-Resources

Low Holds Ratio

Did you know that we maintain a low holds ratio for items in the eRead Illinois Axis 360 collection? That means that for every four holds on an item, we purchase an additional copy. Copies are added on a weekly basis. This keeps wait times down and helps get popular content into the hands of your patrons faster.

Initial funding for eRead Illinois was provided by the Secretary of State through the Illinois State Library. Please visit [ereadillinois.com](#) for more information.

Deals, Discounts, Grants, Awards

Resources and Technical Services Forum (RTSF) Scholarship

The Illinois Library Association RTSF has established a scholarship to offset registration, travel, and lodging for one technical services staff member who would not otherwise be able to attend the ILA Annual Conference.

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Dates, Proposals, Registrations

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February 14.

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Free Online Conference for Small Libraries

[Big Talk From Small Libraries](#) is a **free** online conference on February 22, from 8:45 a.m.-5:00 p.m. This event is hosted by the Nebraska Library Commission and sponsored by the [Association of Rural and Small Libraries](#). While everyone is welcome, the conference has been developed specifically for libraries serving populations fewer than 10,000 people.

Participate by [registering](#) directly for the program and joining via your workstation, or have several attendees from the same library participate at your location under one registration.

Youth Services UnConference

The LACONI Youth Services Section UnConference allows attendees to explore new ideas and discuss tips and best practices for future forecasting. Topics will be chosen by attendees, so fill out the Google survey when you [register](#).

The UnConference is February 22, 9 a.m.-3 p.m., at Schaumburg Township District Library. Cost for LACONI members is \$30, and \$40 for non-members.

ACRL ASIG 2019 Spring Virtual Forum

Get connected with your peers and hear about innovative approaches to training student assistants at the Association of College and Research Libraries (ACRL) Access Services Interest Group (ASIG) 2019 Spring Virtual Forum on February 27, at 3 p.m. Details about the virtual forum are included in [this flyer](#). [Register](#) for the forum.

Other Library News

ALA GNCRT at C2E2

The ALA Graphic Novels & Comics Round Table will be hosting the 2019 Collaborative Pop-Up Library at C2E2 (Chicago Comic and Entertainment Expo) on March 22-24. They are looking for volunteers to assist with staffing the Pop-Up Library. If you're interested, please complete the [volunteer survey](#).

Please email [Natalie DeJonghe](#) if you have questions.

Still Time to Join the Legislative Meet-ups

There are still four locations and dates remaining for the [Illinois Library Association \(ILA\)'s 2019 Legislative Meet-ups](#). Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

- February 8, Edwardsville, IL
- February 8, Effingham, IL
- February 18, Buffalo Grove, IL
- March 1, Oak Brook, IL



Hesitant about what to say or how to say it? ILA has a [Legislative Issues](#) page on its website that includes an [advocacy toolkit](#), facts, and tips for [making your case](#), and more.

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

Member News

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

Visioning Committee Meeting January 29, 2019 Three Questions

I asked the Visioning Committee this question and gave them time to write down answers.

“If nothing changes in the way we operate the library
what are things like 5 years from now?”

Each person shared their answers as noted below.

The library will be more irrelevant – circulation down slightly more, natural tapering, natural tendency to purchase ematerials

More streaming

People will want to be here for human interaction

Want curated recommendations

We lose our authority as experts because we're irrelevant

Less relevant

Low media checkouts because of streaming

Less people here is we don't make more space for them

Demand for technology goes up

More people will look for one-on-one help and interaction

Program attendance will go up and people will see us as a community center, do need more space for people, ebooks need to be a larger part of the budget

Circulation keeps going down

Use of rooms increases

Program attendance stays level if we don't have more space for programs

Use of econtent will continue to go up

Circulation of devices will go up

Simple technology questions will replace some reference questions

Circulation continues to drop but use of eresources goes up

Publishers may raise their prices and we need to have content servers

Use of rooms and attendance at programs may go down because people will find other places to go

Current circulation figures are our “floor” for physical materials, ecirculation will continue to increase

More desire for the devices we provide because people want what's on Netflix, etc. and it's not available except on our devices

Program attendance and room usage will hit a cap because of lack of space

Note -- 80% of room usage comes from 1 - 2 people

When people come here they want to find something of interest to take home (usage of Hot Picks is up) and we don't have the space to support popular materials.

Hot Picks are going out even when the book is on the regular shelf -- discoverability is important

People want convenient services -- will go where it is most convenient

Circulation will be down, streaming will be up

Programs capped because of space and staffing

The library becomes a place of nostalgia, not a place of relevance

Room usage stays the same, doesn't grow

The library won't be a destination, people will use more convenient services

As demographics change we become irrelevant thus the number of visitors go down which impacts everything

Room usage can't grow because of lack of rooms

Some physical formats won't be available

I asked the Visioning Committee, "Five years from now what is the headline in a media source about IPPL." Each presented on their headline:

In Crain's Chicago Business

IPPL voted best library in Chicagoland by Chamber International

- Customer service
- UX
- Friendly staff
- Going the extra steps
- Innovative coworking space, offering and programs
- Responsiveness to biz (and other) users
- Nimbleness in adapting
- Out of the box partnerships

Library shows once attain that being the heart of the community is all about innovations

- Provide Internet servers
- Study spaces/24/7 access
- Ematerials houses on library servers
- IPPL internet for the community

Library breaks attendance record. 96% of residents show up for Indian Prairie Fest

- The library is so relevant to the community
- Usage up
- The community sees us as experts

100,000 attend 2nd annual Chicago TechnoFair hosted by IPPL

- Community partners
 - Argonne
 - COD
 - Area universities
 - Fermi
- Technology corps
- Reputation building

IPPL is your second home wherever you may be

- A place to enjoy the simple things in life
- Cozy building
- eLibrary
- Streaming
- Library comes to you for technology help
- Lead community book discussions

IPPL is the new go-to place!

- Community space
- Wine bar
- 3rd space
- Residents don't go anywhere else

IPPL wins lawsuit vs Netflix

- Streaming everything
- Library does full dive into streaming

Library in demand as one-stop shop to discover the world

- Change the world
- Expert info
- Curated content
- Human connection
- Innovative programming

Out of the box changes pay off for the library as local entrepreneur gifts \$50 million

- State of the art coworking space
- No back catalog, nothing more than 1 year old
- Delivery of items – curated/direct/easy
- Outreach
- People can find what they want
- Programming attendance up

I asked the Visioning Committee to consider and write down, "What needs to change to make the desired future happen?"

- More and flexible programming
- Regular focused community outreach
- More public meeting spaces, variety of sizes
- Moving some materials to storage or have less materials
- To not benchmark the library's success against the past, have to benchmark to the community's interests and needs
- Staff training – individual staff providing complete service; also create specialists and partnerships among staff to provide services
- More funds allocated to content
- Acceptance of change
- Put sacred cows out to pasture
- Dynamic, strategic displays that inspire people to look, touch, and take
- Cross promotion
- Dynamic website – it is a branch of the library
- Dynamic promotion that spurs people to use us
- Get the promotion out into the community
- Memorable promotions
- Content marketing, relationship marketing and experience marketing
- Being relevant can also be practical – what is needed in the community
- What opportunity is there to "grab" them?
- Gathering frequent community input and the ability to respond to it quickly; be nimble

Visioning Committee Meeting

February 12, 2019

Present: Laura, Ann, Jennifer, TJ, Debbie, Tony, Jack, Natalie

We had an open discussion using the questions that Jamie sent out to the committee:

- What's on your mind?
- Are there any "elephants" in the room we should discuss?
- What questions do you have?
- What information is still needed?
- Are there "sacred cows" that should be acknowledged and discussed?
- What are you concerned about?
- What are you hopeful for?
- Given all that we've discussed, what do you think next steps should be?

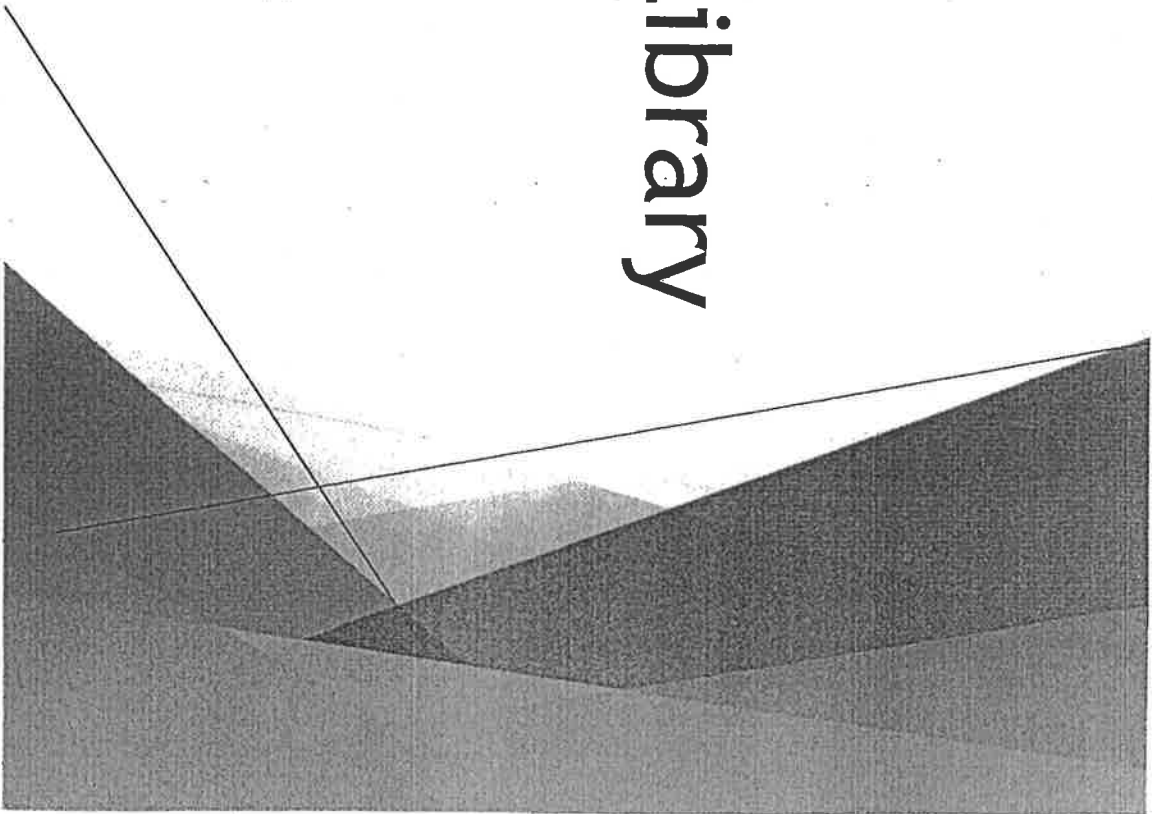
Some of the major discussion points were:

- Last meet we talked about making changes in order to improve customer service. Overall we already provide great customer service. Can we identify areas we fall short and reshape rather than a major renovation?
- It is also about staying relevant, look at our competitors and modernize service
- We've always been more than books and we have adapted over the years. Can we make more small changes, not implode our current model?
- Should we capitalize on the library's brand, which is "books," rather than move away from it? We're the only place that still provides a reader's advisory interaction and curated book collections
- As circ stats go down, can we determine which collections we should keep and grow, while also providing a vision for what patrons will need in the future?
- It was never about eliminating books from our brand, but expanding the brand
- There is the "library" brand and the "IPPL" brand, we can change how people see us, but perhaps not how they see all libraries
- Concern - eliminating service points, do we lose depth to the knowledge we can provide?
- What is our personal experiences with multiple service points vs singular service points (Most people present have worked in libraries where they were cross-trained, only TJ and Jennifer have only worked in single service point settings)
- Concern - how does cross training = relevance?
- Concern - even if we create a new staff model, there will still be gaps between departments/silos. How do we cover the gaps or communicate where departments overlap?
- Concern - Am I going to lose a part of my job that I really enjoy?
- We need to focus on specialties and utilizing skills and interests of staff
- Concern - there is a potential property tax freeze, house bill 320
- Why do we value the stats that we do (circ)? Should we prioritize other data (surprise and delight)?

- Adult Services dept meeting talked about ways to increase circulation - renewal of DVDs, auto-renewal, and going fine free
- More information needed and next steps- more reference stats/data, staff or dept strengthsfinder, circ stats about location pickups
- Sacred cows - librarians vs associates, separate service points, some collections, books as a brand, quiet library stereotype

Additional Backup Distributed
e meeting - L3 (INFO RELATIVE
to Strategic Planning)

Trends in the Library

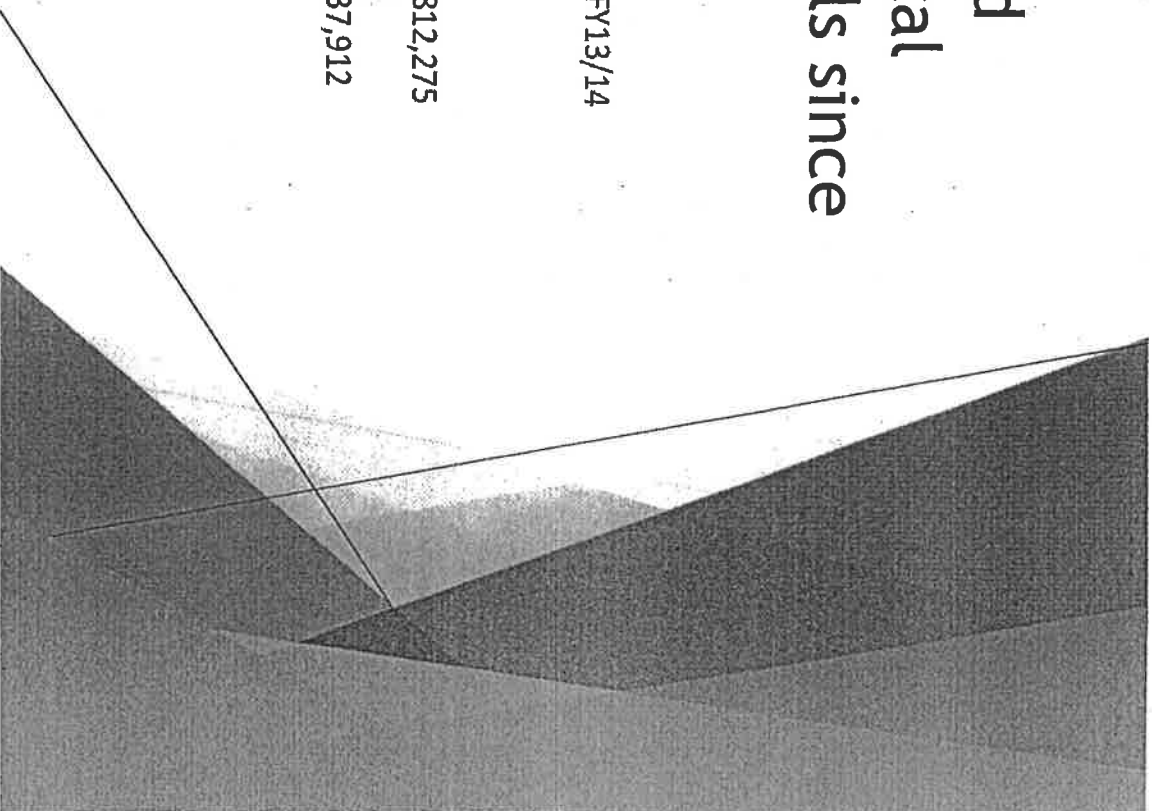


▶ FY 2017/2018 circulation 644,477 is lower than circulation figures of 646,359 in FY 2000/2001.

▶ Plus, FY 2000/2001 does not include ematerials.

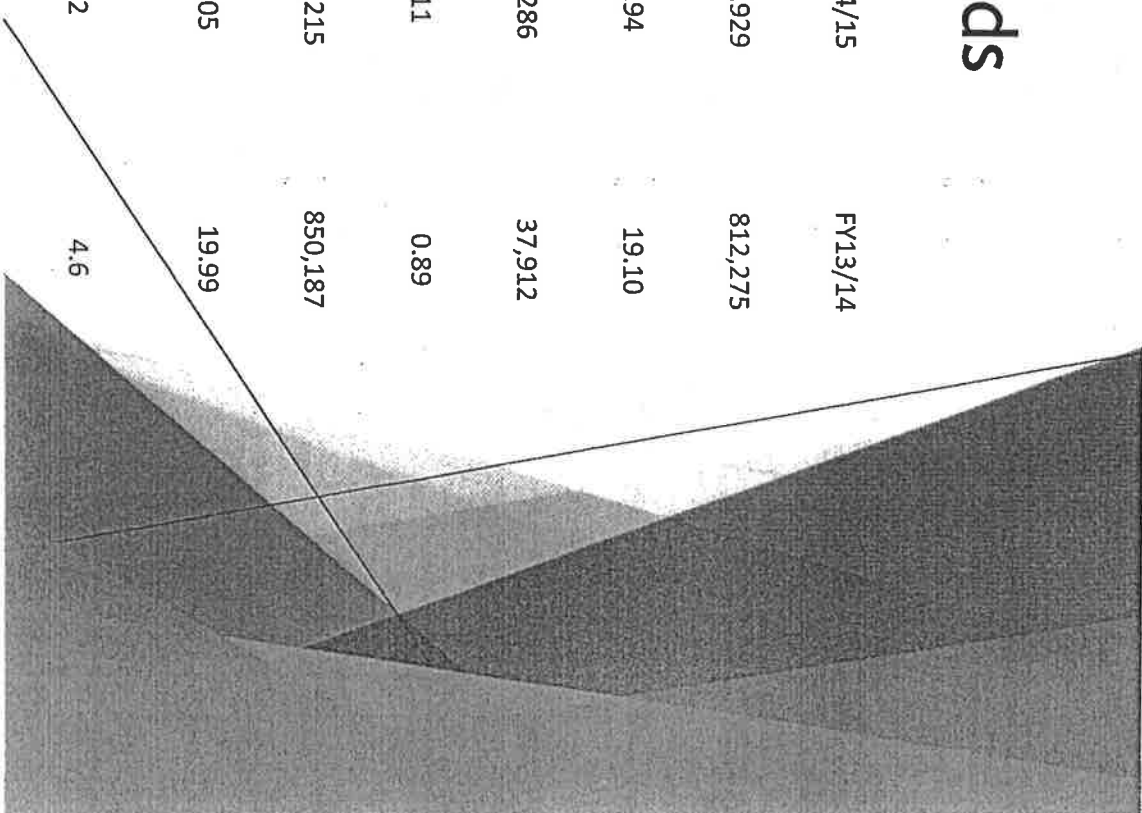
Circulation of physical materials and ematerials - 28% reduction in physical materials, 53% increase in ematerials since FY13/14

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Physical	586,251	640,267	705,040	762,929	812,275
eMaterials	58,226	54,007	53,201	47,286	37,912



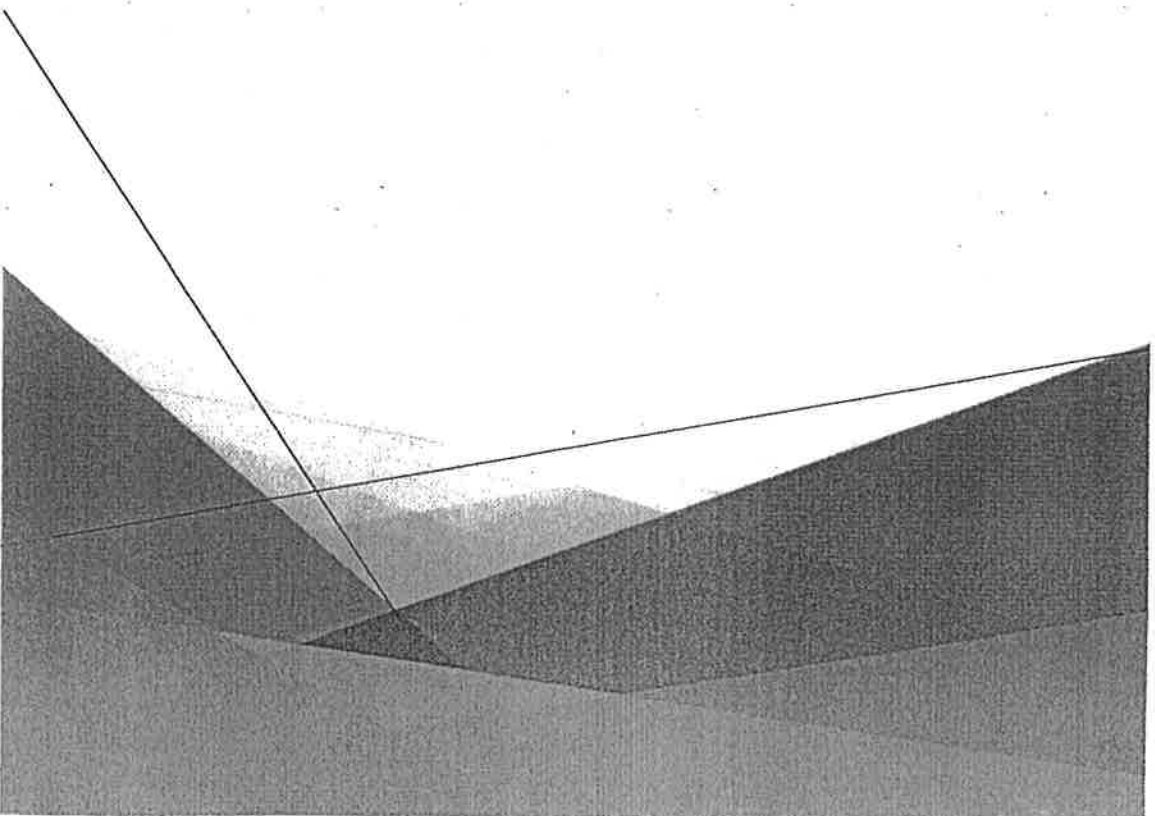
IPPL Per Capita Circulation Trends

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Physical	586,251	640,267	705,040	762,929	812,275
circ per capita	13.78	15.05	16.58	17.94	19.10
eMaterials	58,226	54,007	53,201	47,286	37,912
circ per capita	1.37	1.27	1.25	1.11	0.89
Total	644,477	694,274	758,241	810,215	850,187
circ per capita	15.15	16.32	17.83	19.05	19.99
eMaterials % of circ	10	8.5	7.6	6.2	4.6



Library Cards

- ▶ FY 2004/2003 = 25,905
- ▶ FY 2017/2018 = 21,576

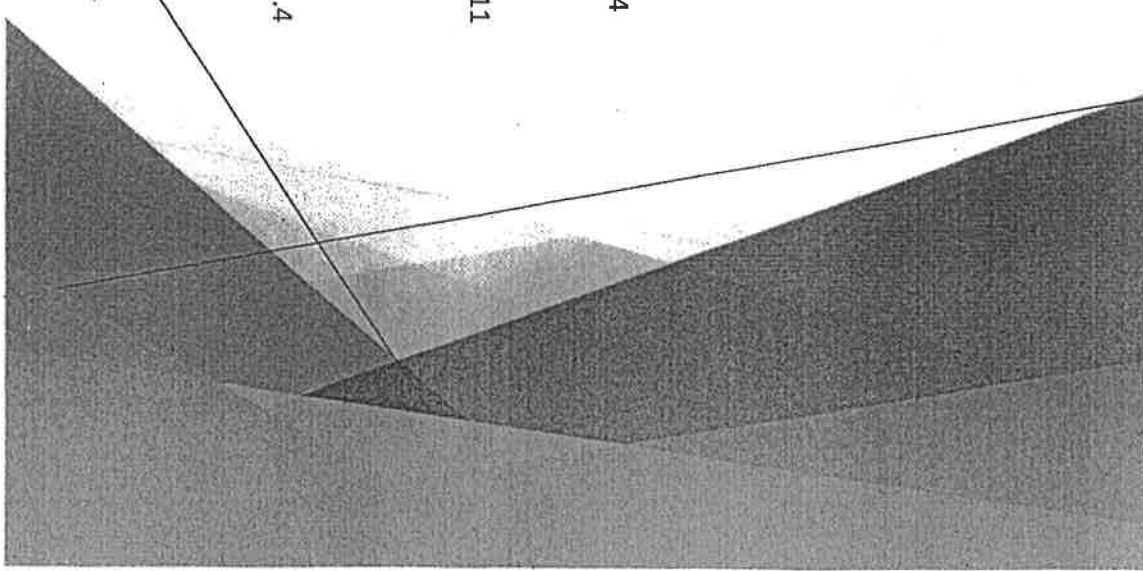


Other statistics:
 visitors slightly down at 7.7%, assistance at Ask Us Desks (reference) steady, program attendance up 59%, conference room use up 67% since FY13/14

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Visitors	408,373	436,356	434,221	441,134	466,022
Reference	60,728	62,809	57,095	54,361	59,921
Programs	29,806	28,988	25,677	19,360	18,668
Conference	4,854	4,527	3,476	2,485	2,898

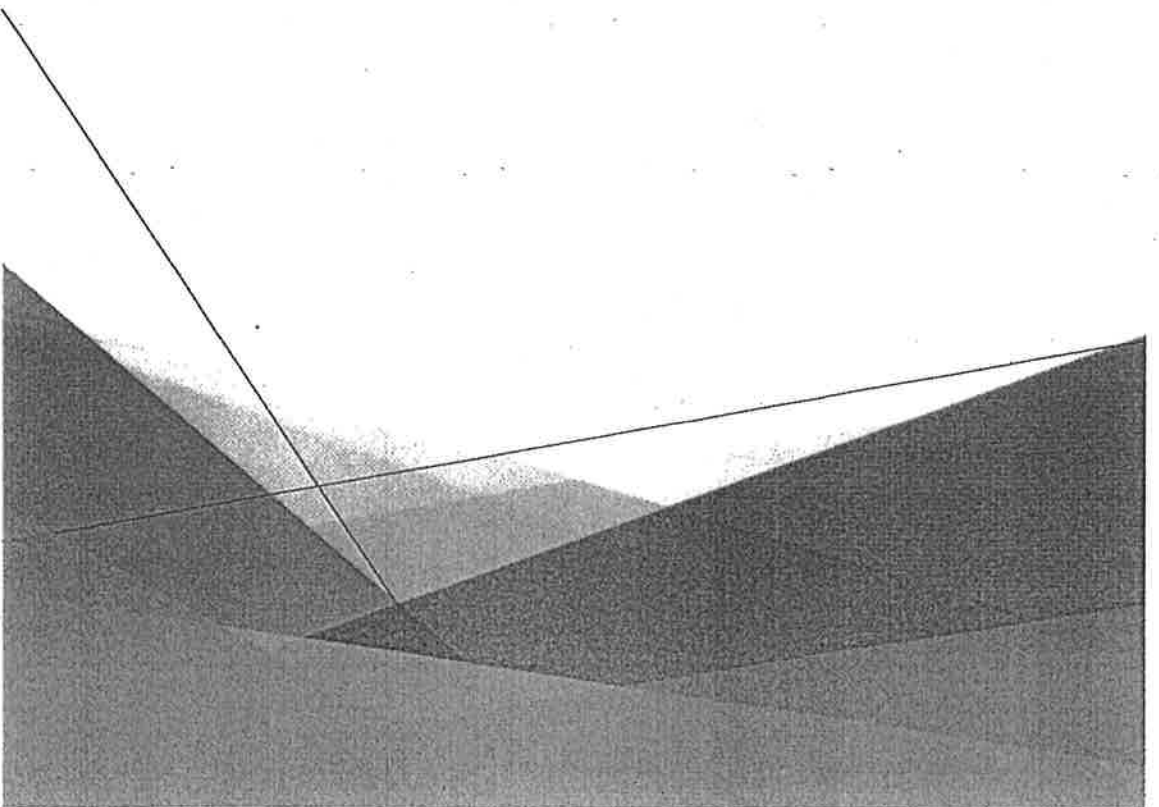
IPPL Visitors and Ask Us Desk Assistance Per Capita

	FY17/18	FY16/17	FY15/16	FY14/15	FY13/14
Visitors	9.6	10.3	10.2	10.4	11
Ask Us Desk assistance	1.4	1.5	1.3	1.3	1.4



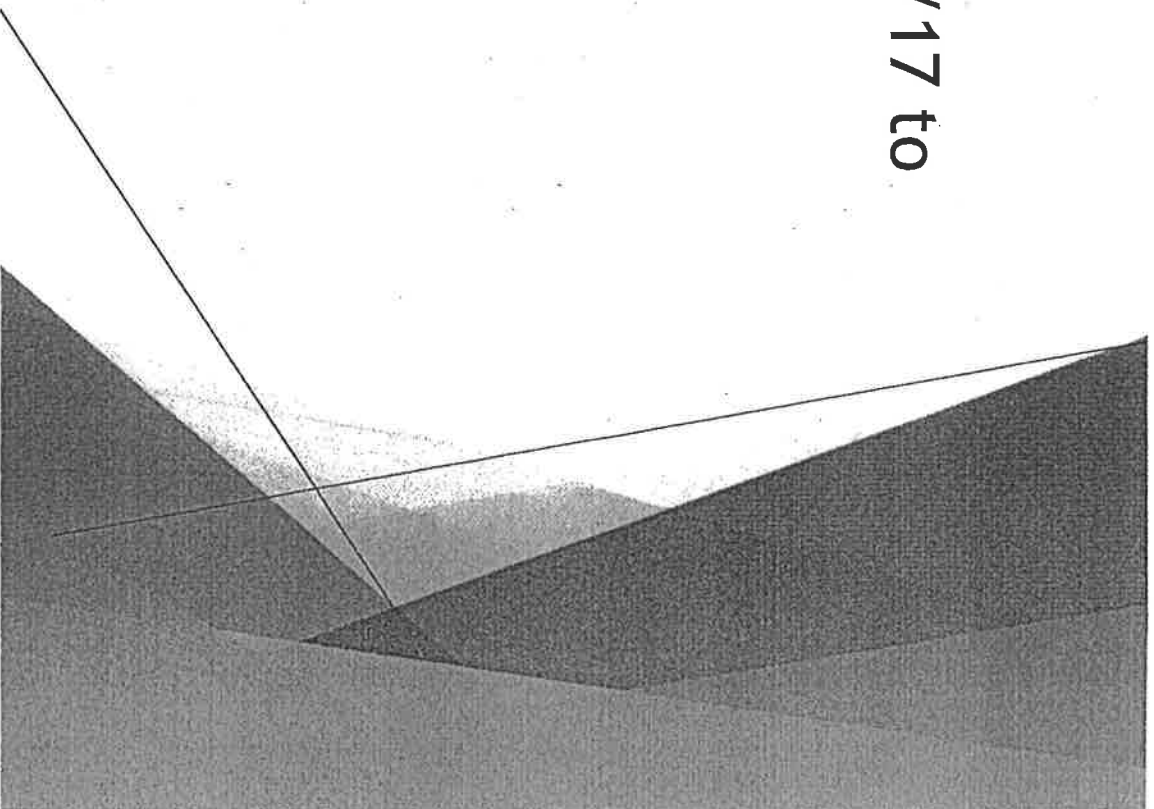
FY 17/18 compared to FY 07/08

	FY17/18	FY07/08
Circulation	644,477	714,820
Visitors	408,373	372,829
Reference	60,728	69,189
Programs	29,806	27,413
Conference	4,854	1,543



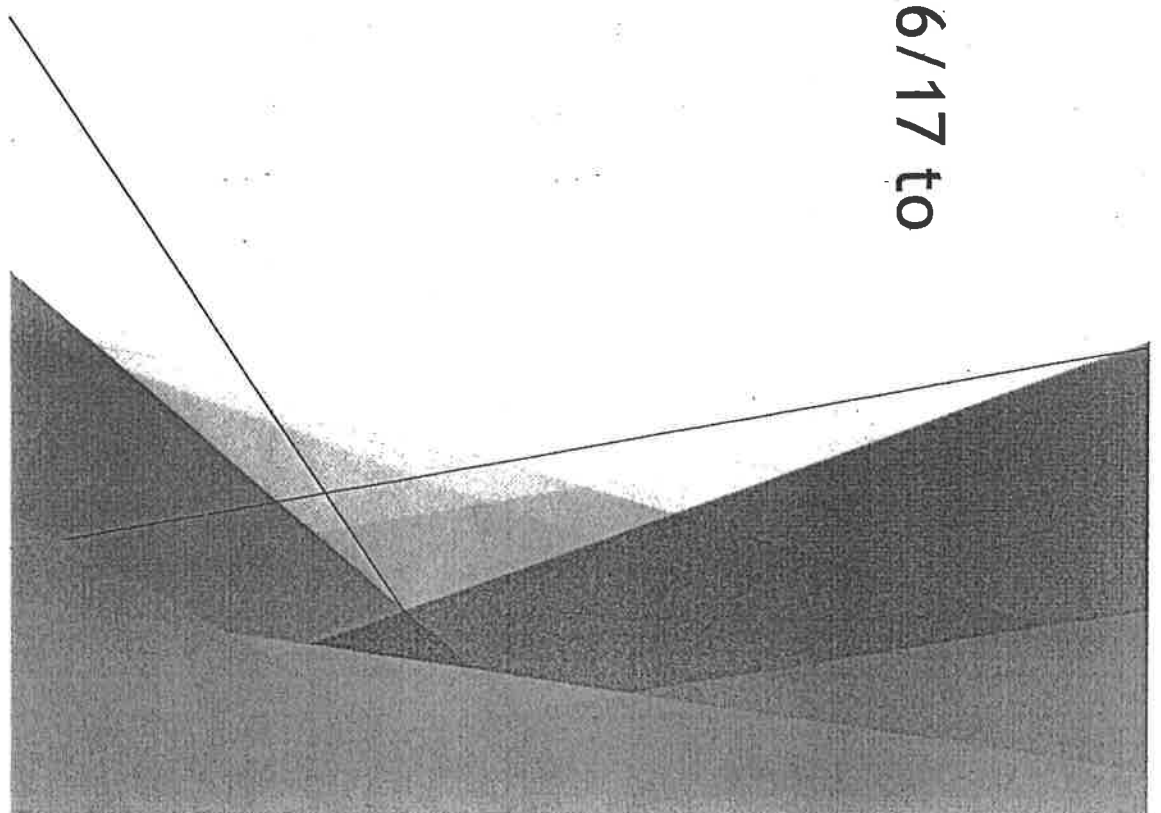
Circulation Trends Percentage Difference Between FY16/17 to FY17/18 Adult Materials

Non-fiction	-4.75
Fiction	-2.67
Large Type	-13.8
Audiobooks	-11.6
CD's	-17.6
DVD's	-4.4



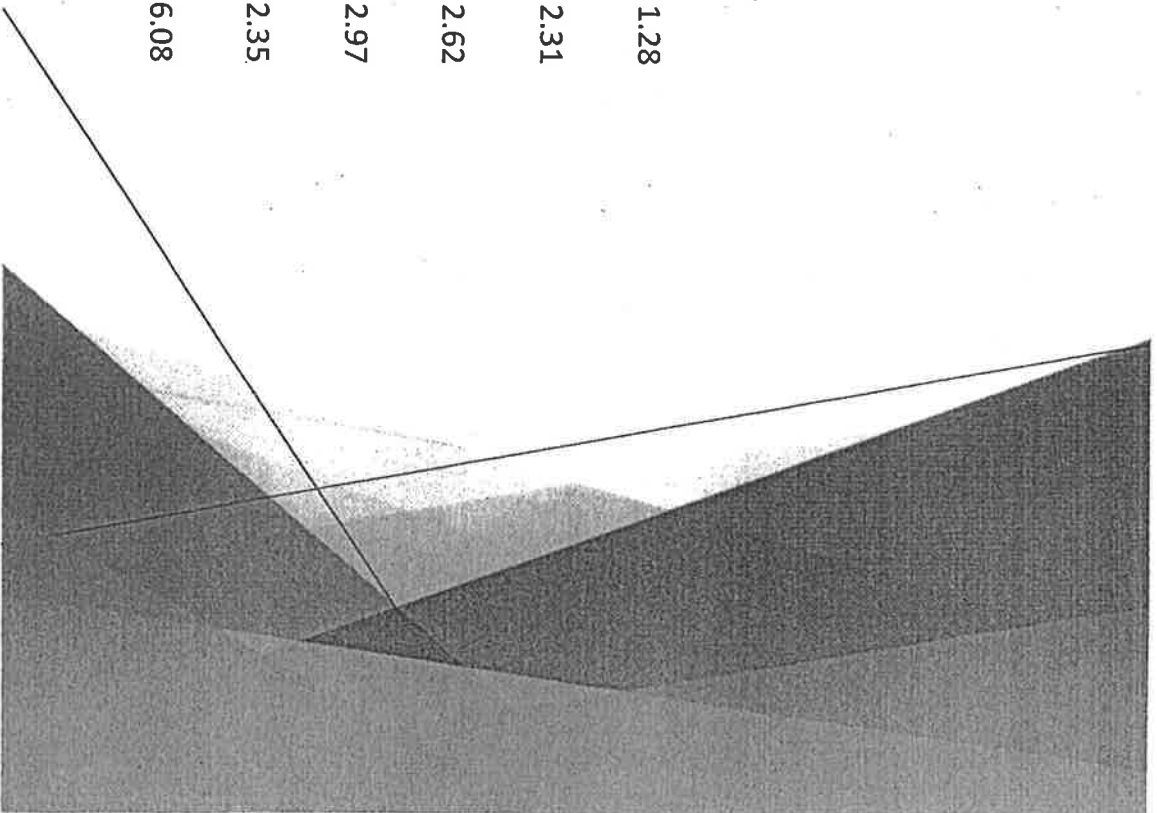
Circulation Trends Percentage Difference Between FY16/17 to FY17/18 K&T Materials

Non-fiction	-12.3
Fiction	-18.5
Audiobooks	-36.8
DVD's	-20.4
Kits	25.4



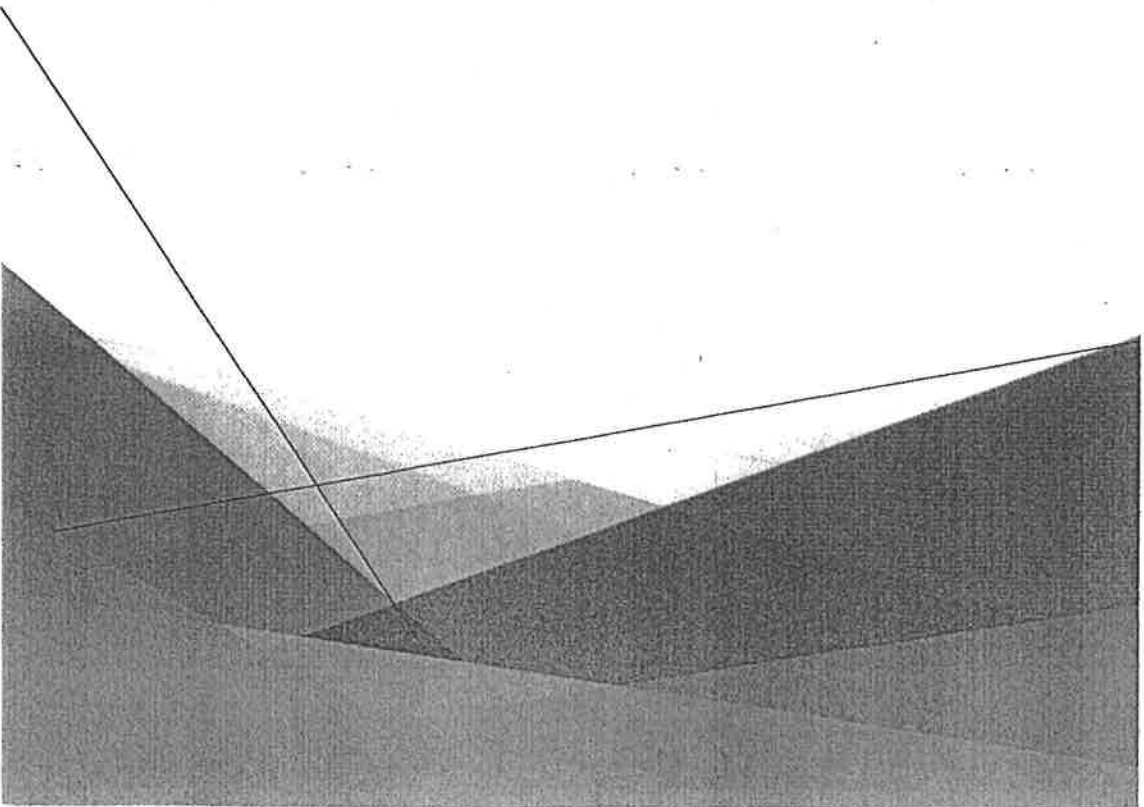
Change in Turnover Rates Adult Materials

	2018	2017
Non-fiction	1.31	1.28
Fiction	2.35	2.31
Large Type	2.51	2.62
Audiobooks	2.46	2.97
CD's	2.2	2.35
DVD's	5.69	6.08



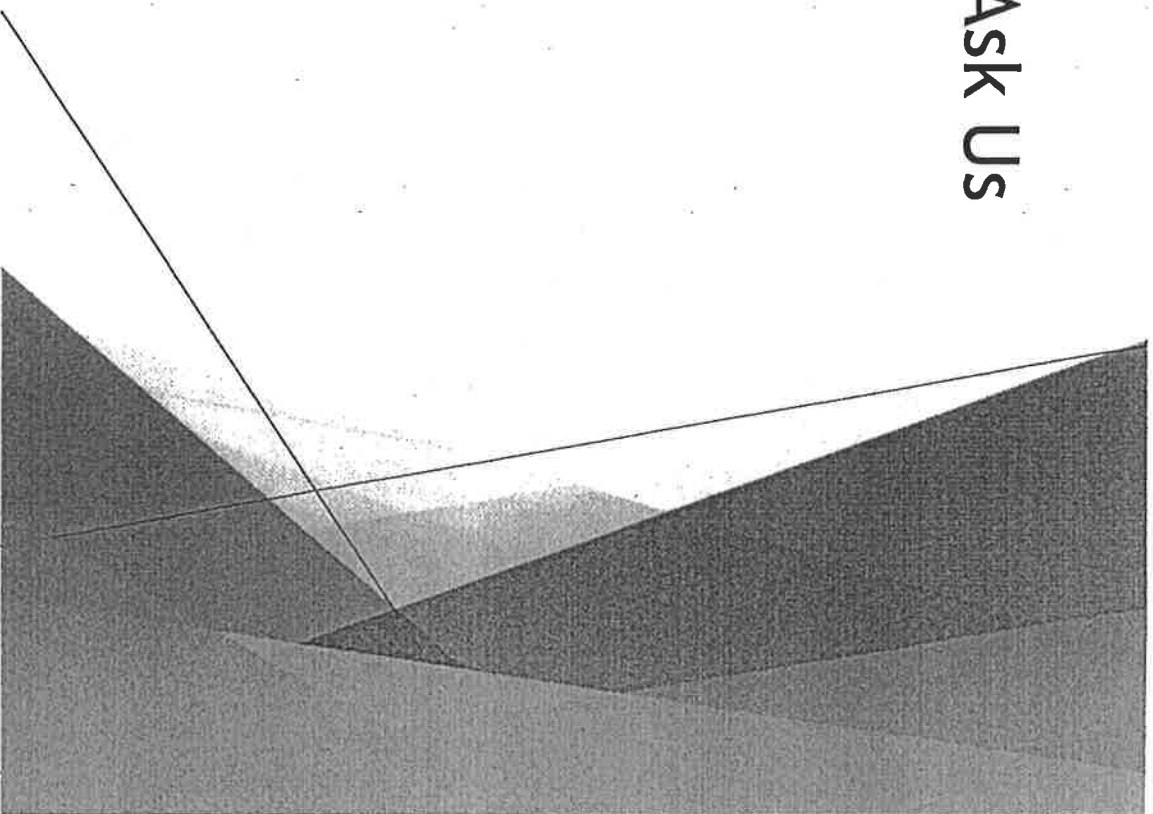
Change in Turnover Rates K&T Materials

	2018	2017
Non-fiction	1.12	1.27
Fiction	3.93	4.82
Audiobooks	1.76	2.84
DVD's	5.56	6.99
Kits	11.9	11.3



What is happening at the Adult Ask Us Desk?

▶ 1. Do You Have an Item	53.53% (906 transactions)
▶ 2. Room Registration	11.93% (199 transactions)
▶ 3. Reference Request	09.89% (157 transactions)
▶ 4. All Other Directional	07.10% (122 transactions)
▶ 5. Identify an Item	06.51% (105 transactions)
▶ 6. Program Registration	04.09% (72 transactions)
▶ 7. Recommend an Item	03.47% (58 transactions)
▶ 8. Training	01.53% (27 transactions)
▶ 9. Computer Assistance	01.36% (23 transactions)

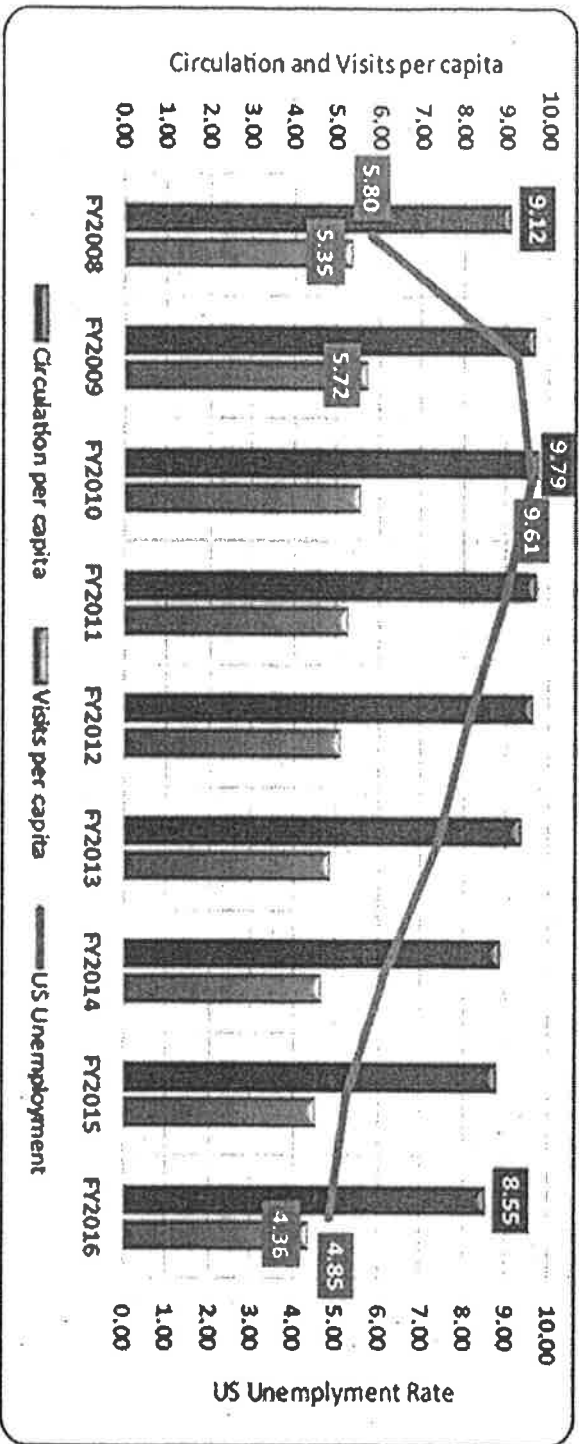


What is happening at the K&T Adult Ask Us Desk?

	Number of Questions	Percentage
Reference (finding books, placing holds)	447	53%
Technology (iPad request, printer help)	174	21%
Directional (washroom & meeting room location)	79	9%
Programs (registration, Date and time requests)	59	7%
Supplies (paper, pencil, marbles)	45	5%
Other (please specify in Notes / Comments)	25	4%
Behavioral (walking feet)	12	1%

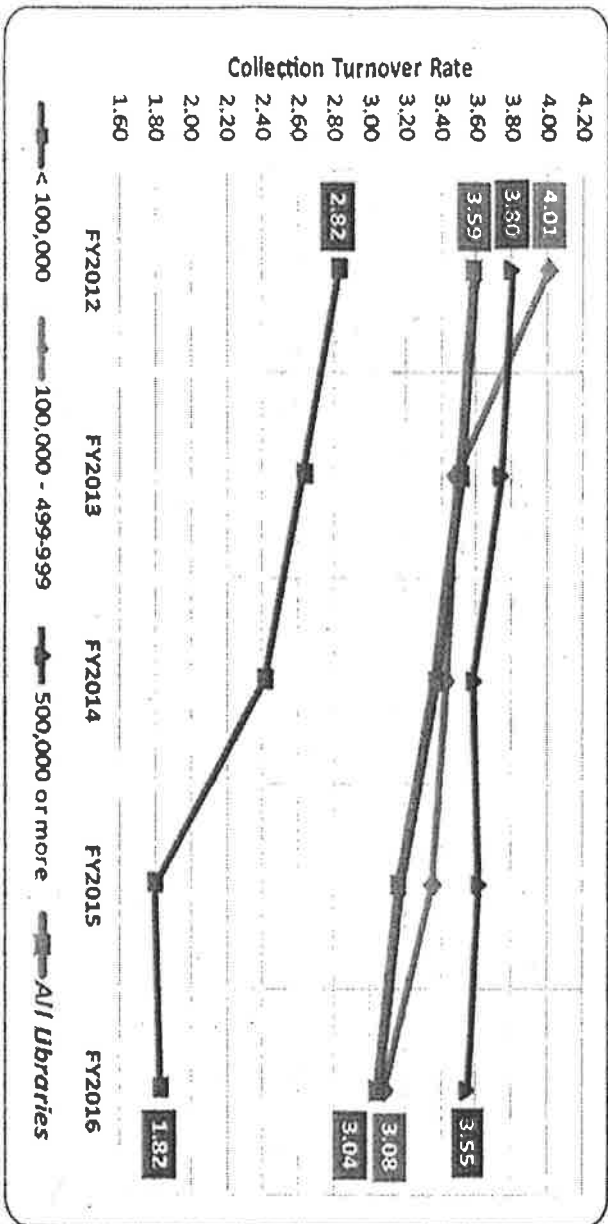
The 2017 Public Library Data Service Report

Figure 5. Circulation and Visits Per Capita (N=419) and US Unemployment Rate



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Figure 11. Five-Year Trend, Collection Turnover Rate by Population Grouping and All Libraries, Continuously Responding Libraries (N=428)



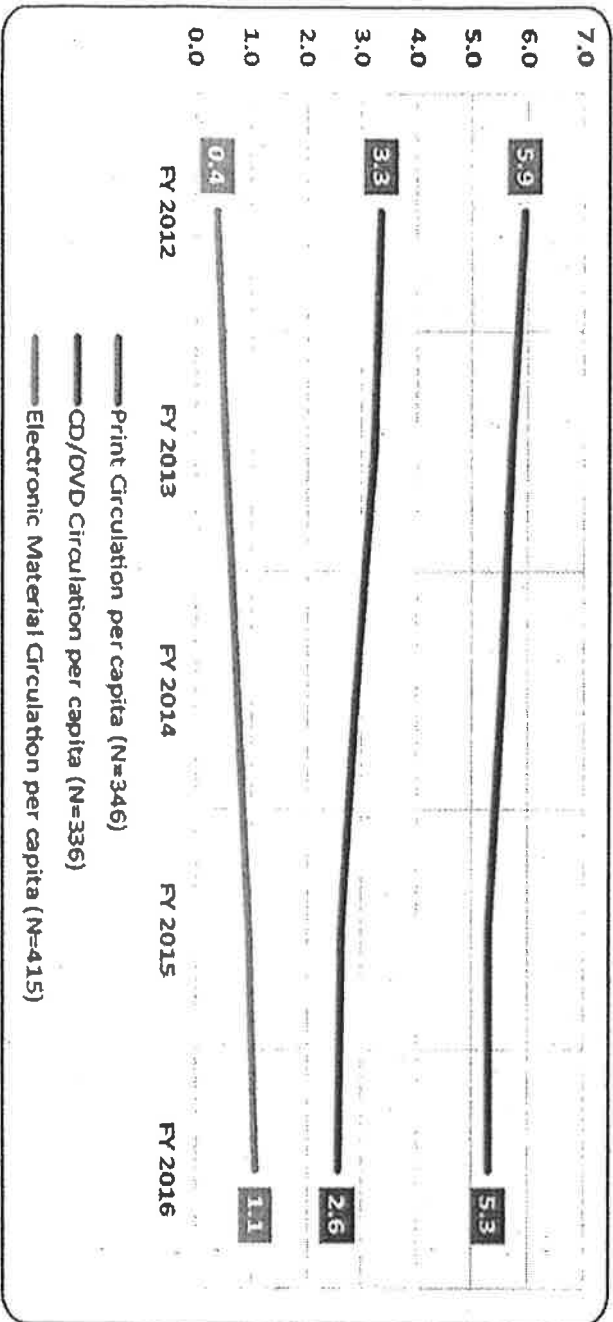
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Table 2. Five-Year Trend, Circulation and Electronic Circulation Per Capita By Population Group, Continuously Responding Libraries (N=429)

Circulation/Capita	FY2012	Percent Change	FY2013	Percent Change	FY2014	Percent Change	FY2015	Percent Change	FY2016	Five-Year Growth Rate	N
<100,000	12.03	-1.8%	11.82	-3.3%	11.43	-2.8%	11.11	-2.4%	10.85	-2.6%	221
100,000 - 499,999	10.06	-1.5%	9.90	-2.5%	9.66	-3.0%	9.37	-3.4%	9.05	-2.6%	144
500,000 or more	9.40	-4.1%	9.01	-6.0%	8.47	0.3%	8.49	-2.9%	8.25	-3.2%	63
All Libraries	9.81	-3.1%	9.50	-4.7%	9.06	-1.1%	8.96	-3.0%	8.69	-3.0%	428
E-Circulation/Capita	FY2012	Percent Change	FY2013	Percent Change	FY2014	Percent Change	FY2015	Percent Change	FY2016	Five-Year Growth Rate	N
<100,000	0.39	19.4%	0.46	27.1%	0.59	26.7%	0.75	12.0%	0.84	21.1%	208
100,000 - 499,999	0.39	31.4%	0.52	28.3%	0.66	24.4%	0.83	12.9%	0.93	24.0%	144
500,000 or more	0.37	45.6%	0.54	49.8%	0.80	25.8%	1.01	16.2%	1.18	33.6%	62
All Libraries	0.38	39.5%	0.53	41.9%	0.75	25.4%	0.94	15.0%	1.08	30.0%	414

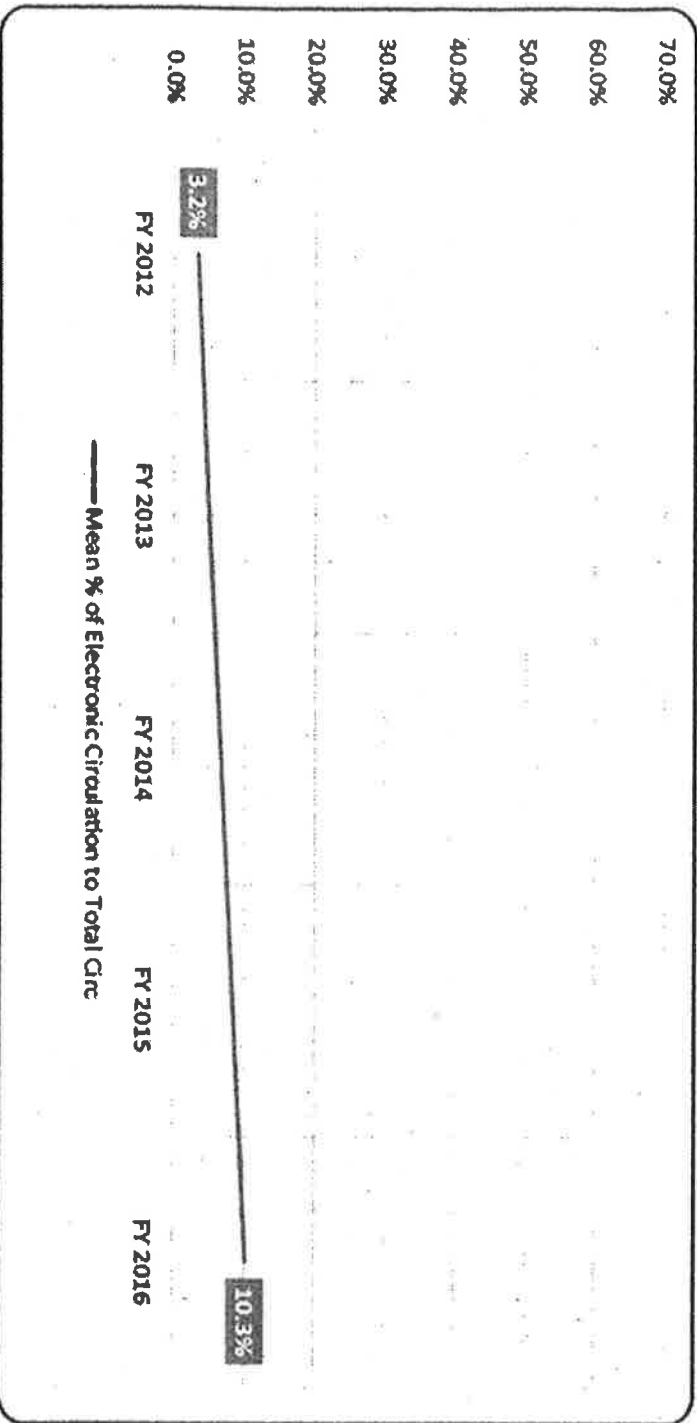
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Figure 10. Circulation by Type Per Capita



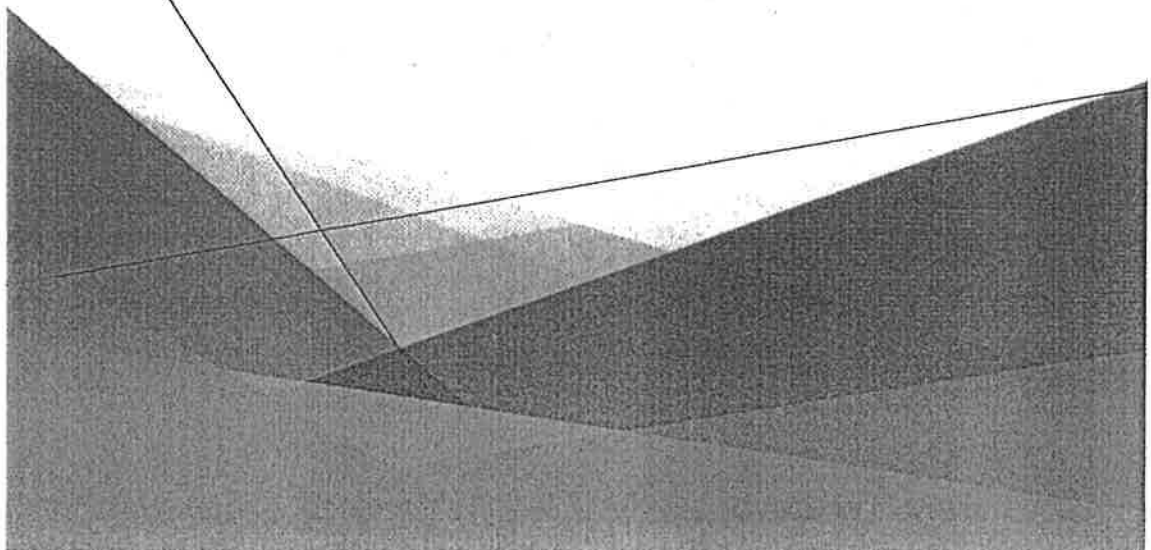
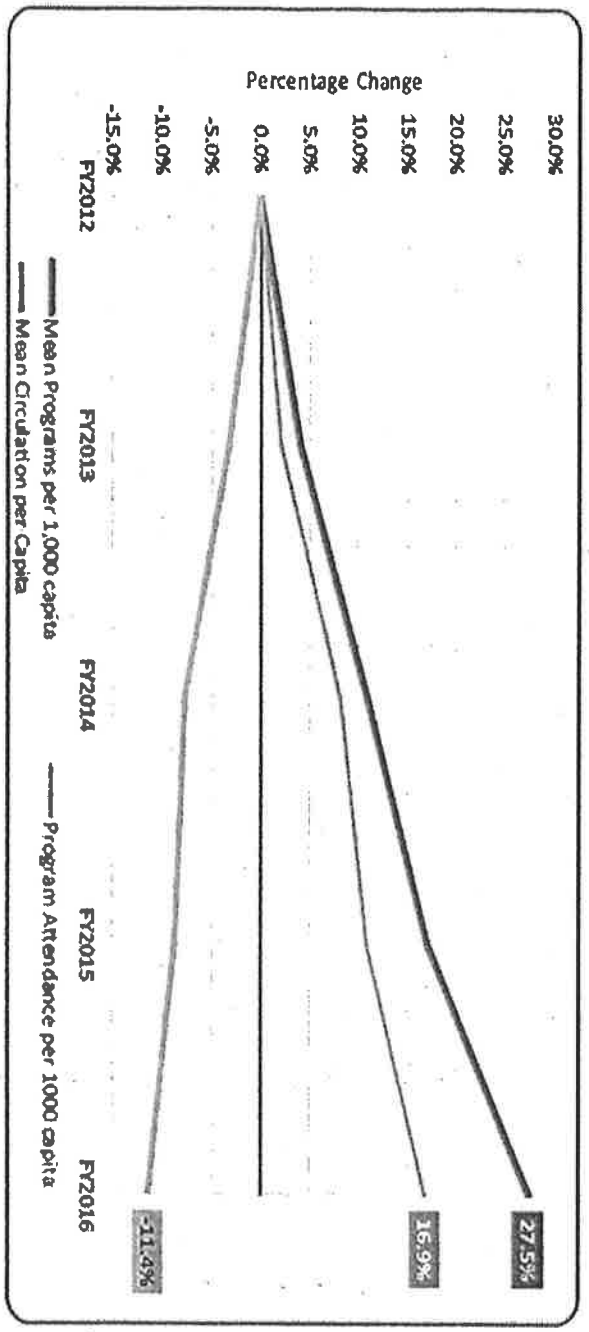
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Figure 8. Electronic Circulation Per Capita as a Percentage of Total Circulation (NS275)



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Figure 12. Percentage Change Annual Mean Programs per 1000 Capita and Annual Mean Circulation, Continuously Responding Libraries (N=429)



Kids & Teens

"We are truly blessed to have IPPL staff and resources. You are the best by far! Our kids love the library like a second home thanks to all of your effort."

"Some of my friends moved back to the state and made sure to move in the vicinity for this library"

Circulation

"There has never been a time that I've come here that everyone here has not been beyond helpful. It's just wonderful!" (A patron said to me when I helped locate her hold and directed her to the Ask Us desk for something else she needed).

A patron asked me to send on her thanks to Bhargavi in Technology for helping her with her email. She was very appreciative!

"I like this new system!"

"You guys have the nicest library here, I love the inside." A River Forest patron said to me at checkout

IPPL patron doesn't like new self-checkouts, not user friendly, doesn't like the sign-out feature, confusing - no receipt. They liked the old ones better.

Patron thinks the hold music on the phone is too loud and awful. She said to change it.

Patron was very happy that we would go out of our way to help elderly patrons bring in items or check-out if weather is bad.

Patron came in and said he is so happy to be able to buy 1 or 2 stamps here instead of going to the Post Office. And if you go to Jewel or Walgreens you have to buy a whole book.

"I like how diverse the library is."

Administration

Patron called to say that Kim from circ was "absolutely excellent! Very nice lady, and efficient & polite & courteous." She also said that Joe from adult was "outstanding. There's nothing more I could say – Well actually I could say many things! He's just absolutely very smart, very kind & nice. Courteous, efficient, polite. Very knowledgeable & outstanding."

"After reading "The Library Book" by Susan Orlean, I just wanted to say thank you to Indian Prairie Public Library for all the wonderful things you do for the community."

Adult

Member complained about the music that plays while a person is on hold. Says it is annoying and sounds like an being in an arcade.

Patron was disappointed that we don't seem to offer any basic computer classes anymore. Many people have mentioned wanting an intro class or MS Word, but not seeing them in the newsletter for awhile.

Every time I've been here, the help has been so wonderful (after we finished installing hoopla so she could listen to the Hamilton soundtrack).

Patron commented it would be nice if we had library card keychains.

Patron who had to cancel for the Fourth Wednesday Wright Brothers program: "Just keep having these great talks; we do enjoy them."

A couple from Clarendon Hills told me, "We always come to Indian Prairie. You have the best library around. It's truly exceptional."

Technology



Meeting Ground Rules

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