

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
February 26, 2020 – 6:30 p.m. – Board Room**

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

- A. Roll Call
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,
Crystal Megaridis, Victoria Suriano
- B. Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.
- C. Public Comment
- D. Communications and Announcements
 - 1. Library Trustee Forum March 14, 2020 Page 3
 - 2. Marchese to Suriano re: 2020 Citizen of the Year Page 6
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, January 15, 2020 Page 7
 - 2. Action on Bill/Additional Bills Page 10
 - 3. Determination to Dispose of Personal Property Page 15
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 16 Information
- H. Department Reports Information
 - 1. Assistant Director Page 18
 - 2. Marketing Page 20
 - 3. Adult Page 21
 - 4. Circulation Page 24
 - 5. Technology and Technical Services Page 29
 - 6. Youth Page 31
- I. Staff Reports
None
- J. Reports
 - 1. Treasurer's Report Page 41 Information
 - 2. Chamber Reports (Jensen) Page 52 Information
 - 3. RAILS Page 53 Information
 - 4. Building and Grounds Committee (no report)
 - 5. Finance Committee (no report)
 - 6. Planning/Outreach Committee (no report)
 - 7. Policy Committee (no report)

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- K. Unfinished Business
1. Proposed Floor Plan and Renovation Budget
 2. Open Trustee Position
- Action
Discussion
- L. New Business
1. Fundraising
- Discussion
- M. Meetings Scheduled
1. Meeting with Product Architecture, Monday, March 2, 1:30
 2. Meeting with Product Architecture, Monday, March 16, 2:00
- N. 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.
- O. Return to Open Session and Report of Any Action Taken
1. Minutes of Closed Session Meeting, January 16, 2019
 2. Open or Close Any Closed Session Minutes
- P. 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)
- Q. Return to Open Session and Report of Any Action Taken
1. Director's Salary Increase
 2. Any Other Actions
- R. Community Events
- S. Library Events
- T. Adjournment



Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop
Saturday, March 14, 2020
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 or to register a group.

[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.

Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact

Is your library strategically focused for community impact? Is the Board doing their part to maintain momentum? Are you sharing your success story effectively?

At this session, you'll learn how to develop an achievable strategic plan that's right for your library, not a plan that will sit on a shelf only trotted out once a year for an update. Your Board-led strategic planning process will result in a plan that has strong buy-in from all stakeholders involved and is rooted in community needs.

EVENTS

[Calendar](#)

[Statement of Appropriate Conduct](#)

[Legislative Meet-ups](#)

[Serving Teens in Your Library](#)

[Trustee Workshop Springfield](#)

[Trustee Workshop Oak Brook](#)

[Call for Conference Program Proposals](#)

[Elevate Illinois Libraries Leadership Program](#)

[Reaching Forward Conference](#)

[National Library Legislative Day](#)

[Annual Conference](#)

With a great plan in place, you'll learn the Board's role in implementation and how aligning updates and reports with plan milestones will upgrade your monthly meetings and create clear understanding about progress towards plan goals.

Finally, you'll see how to connect the plan and implementation to communicate stories of community impact. You'll understand how to use these messages to show value and community transformation.

Through these three steps – plan, implement, and communicate – you'll transform the Board's capacity to effectively guide the library – and community – to an aspirational future.

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 a.m. - Noon	Succession Planning for Trustees Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact
Noon - 1:00 p.m.	Luncheon and Forum Business Meeting
1:15 - 1:45 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.
1:45 - 2:00 p.m.	Break
2:00 - 3:00 p.m.	Legal Q&A Julie A. Tappendorf, Equity Partner, Ancel Glink, will answer your questions about legal issues impacting your library.

Annual Conference
Exhibitor Information

Illinois Youth Services
Institute

ILA Noon Network

Past ILA Annual
Conferences

Future ILA Annual
Conferences

Past Event Handouts

Workshop Facilitator



Amanda E. Standerfer

Amanda’s passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries and nonprofits on strategic planning, fundraising, organizational development, and capacity building. Amanda is currently the Director of Development & Promotion for The Urbana (IL) Free Library. She’s spent half of her career working in philanthropy (as Program Officer

for The Lumpkin Family Foundation based in Mattoon, IL and as Program Director with the Southeastern Illinois Community Foundation, serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the Decatur (IL) Public Library and as Director of the Helen Matthes Library in Effingham, IL). She loves melding her library and philanthropy knowledge – calling herself a “philanthro-brarian.”

Amanda has twice been elected to the Board of the Illinois Library Association (ILA), most recently completing a three-year term in 2016. Amanda holds a B.A. and an M.A. in history from Eastern Illinois University and an M.S. in library and information science from the University of Illinois at Urbana-Champaign.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$104, 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, February 21, to receive the workshop rate.

Cancellations must be received in writing before February 28, 2020. Please e-mail your cancellation request to ila@ila.org. Cancellations received before February 28, 2020 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 28.



January 27, 2020

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

Dear Victoria Suriano,

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

This year, we are honoring **Aleta Peknik** as our 2020 Citizen of the Year.

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

Our dinner/dance honoring **Aleta** will take place on:

Saturday, March 7th, 2020
Alpine Banquets
8230 S. Cass Avenue; Darien
Cocktails – 6 pm / Dinner – 7 pm

The \$35.00 per person cost includes a full 7-course dinner, 3-hours of open bar, music and dancing. For reservations, please contact Diane directly at Darien City Hall at 630-353-8102. Please specify the full names of those attending and if there are specific individuals you wish to be seated with at the event. The dinner will be family-style with the main portion comprised of Roast Pork Tenderloin, Alpine Chicken and pasta with marinara sauce. Checks should be made out to the City of Darien and mailed to: City of Darien, Attention: Citizen of the Year Committee, 1702 Plainfield Road; Darien, Illinois, 60561 or deliver it to the location. Cash is also accepted. City Hall is open Monday through Friday from 8:30 am to 5 pm. There is a secure drop box inside the vestibule of City Hall Offices for off hour convenience. RSVP and payment should be received no later than Friday, February 28th.

To kick-off this recognition, please join us on Tuesday, February 18th for a Coffee/Cake Reception for **Aleta** at City Hall following the City Council Meeting which begins at 7:30 pm.

We hope you will be able to join us honoring **Aleta Peknik** and all she has done to make "Darien A Nice Place to Live."

Sincerely,
Joseph A. Marchese
Mayor, City of Darien
/blk

City of Darien 1702 Plainfield Road Darien, IL 60561

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

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 15, 2020

**Board of Trustees Regular Meeting
January 15, 2020 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Acting-Secretary Damon called the roll.

Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Victoria Suriano

Absent: Crystal Megaridis

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Tiffany Nash and Dan Pohrte of Product Architecture and Design with respect to L1 of
New Business

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

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

Vision Statement: Acting-Secretary Damon read the library vision statement. Lives are enriched and dreams are realized.

C. Public Comment

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 20, 2019

2. Action on Bills/Additional Bills - November & December

3. Delete Two Executive Session Tapes from January 17, 2018

4. Proposed Revision to Policy 605 Smoking

5. Proposed Revision to Policy 802.8 Drug-Free Workplace

6. Ordinance #2020-1 Amending Policy 820 Prohibiting Harassment, Discrimination, and Retaliation

7. Request to Close the Library March 20, 2020 for Staff Institute Day

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

F. Items Deleted from Omnibus Consent Agenda - none

At this point Tiffany Nash and Dan Pohrte of Product Architecture and Design gave their Presentation on the Proposed Floor Plan and Budget (item L1).

G. Library Director's Report

H. Department Reports

I. Staff Report – none

J. Reports

1. Treasurer's Report – backup in packet.
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.

K. Unfinished Business

1. Open Trustee Position – We haven't had anyone express interest in the open position.

L. New Business

1. Architect Presentation on Proposed Floor Plan and Budget – Tiffany and Dan presented a floor plan based on the priorities that were developed from patron surveys and from staff and trustee discussions. The proposed plan meets all of our priorities but the cost is more than the \$950,000 originally budgeted by the Board. Tiffany and Dan provided budget information for the base budget of \$950,000 and the cost of additional scope items. Once the Board decides on the plan and budget it will take about four months to get everything ready to go out to bid. If the Board approves a plan in February we would be looking at a construction start date of mid-September. The Board continued their discussion after Tiffany and Dan left. They were pleased with the plan and agreed that the library needs to stay relevant and that includes the building. Suriano noted that the plan falls in line with our Strategic Plan, the survey responses from our taxpayers, and what we saw when visiting other libraries. Krupicka and Akhras said the building is starting to feel dated and the community doesn't want to come in to an old space - we want to provide a new and dynamic renovation. Damon thought the plan was great and was grateful the Board chose Product Architecture. The Board agreed that the plan fit together very well and expressed concern that taking pieces away would compromise the full vision of the plan. Bukovac noted that redesign of staff workrooms creates more usable space for the public. We are maximizing the light by moving shelving that is blocking the windows and using shorter shelving in different areas. Akhras said that accessibility is very important with respect to outlets and furniture. Frawley asked if we've ever considered a coffee shop. Bukovac said we looked at it last time but businesses look at the amount of foot traffic you have and we don't generate enough. With respect to the budget, much time and thought has gone into determining what current furniture will be reused in the youth department and in staff workrooms. Bukovac has already cut about \$50,000 from furniture in the additional scope portion of the plan. Also, several small projects such as creating new offices in current spaces will be completed by the library's building services coordinator. The Board is very proud of the fact that we have not had a referendum since the library was built and we are doing this renovation without going to a referendum. Careful budgeting has allowed us to be at this point. Suriano suggested that the Board may want to consider the idea of earmarking some funds from the Foundation and Friends for an additional scope item. Bukovac said we may want to consider a fundraising plan around the renovation. The Trustees were comfortable moving ahead with the base project and the additional scope items. Discussion will continue at the February meeting.

2. Strategic Plan Update – The Board did not have any questions regarding the update that is contained in the packet.

M. Scheduled Meetings

- N. 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. Tabled until February Board Meeting.

- O. 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). Tabled until February Board Meeting.

P. Community Events

Q. Library Event

R. Adjournment

At 9:00 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Donald Damon, Acting-Secretary

ACTION ON BILLS JANUARY 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4080 - 4172	\$ 85,167.88
Fifth Third-Salaries	732 - 752	\$ 7,278.58
Hinsdale Bank-Direct Deposits	& 29665 - 29817	\$ 106,014.81

MONTH'S TOTAL: \$ 198,461.27

Indian Prairie Public Library District Account QuickReport - Vendors

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As of January 30, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Liability Check	01/03/2020	4080	LIMRiCC	450.96
Liability Check	01/09/2020	4081	Nationwide Retirement	934.94
Liability Check	01/09/2020	4082	Vantagepoint	1,380.79
Liability Check	01/09/2020	4083	State Disbursement Unit	493.94
Liability Check	01/09/2020	4084	State Disbursement Unit	136.84
Bill Pmt Check	01/15/2020	4085	Baker & Taylor	1,803.16
Bill Pmt Check	01/15/2020	4086	Baker & Taylor (video)	11.53
Bill Pmt Check	01/15/2020	4087	Bennett, Mary Gail	300.00
Bill Pmt Check	01/15/2020	4088	Birmingham, Laura	75.50
Bill Pmt Check	01/15/2020	4089	Blackstone Audio, Inc.	3.98
Bill Pmt Check	01/15/2020	4090	Brodart Co.	20.76
Bill Pmt Check	01/15/2020	4091	Call One	415.48
Bill Pmt Check	01/15/2020	4092	CareerBuilder Employment Screening, LLC	174.00
Bill Pmt Check	01/15/2020	4093	Case Lots Inc.	508.90
Bill Pmt Check	01/15/2020	4094	CCI Solutions	46.45
Bill Pmt Check	01/15/2020	4095	Colley Elevator Co.	398.00
Bill Pmt Check	01/15/2020	4096	Colonial Life	82.53
Bill Pmt Check	01/15/2020	4097	Creekside Printing	2,100.00
Bill Pmt Check	01/15/2020	4098	Current Technologies	121.49
Bill Pmt Check	01/15/2020	4099	Darien Chamber of Commerce	150.00
Bill Pmt Check	01/15/2020	4100	Dynegy Energy Services	4,351.95
Bill Pmt Check	01/15/2020	4101	Dzierzbicki, Monica	191.30
Bill Pmt Check	01/15/2020	4102	Eskew, Joe	76.68
Bill Pmt Check	01/15/2020	4103	Faronics Technologies USA Inc.	869.40
Bill Pmt Check	01/15/2020	4104	Garvey's Office Products	461.93
Bill Pmt Check	01/15/2020	4105	Groot Industries, Inc.	441.11
Bill Pmt Check	01/15/2020	4106	Heritage House Florist	60.95
Bill Pmt Check	01/15/2020	4107	Hintz, Bill	36.00
Bill Pmt Check	01/15/2020	4108	Hudson, Nancy	10.72
Bill Pmt Check	01/15/2020	4109	Illinois Secretary of State	10.00
Bill Pmt Check	01/15/2020	4110	Indian Prairie Library Foundation	180.00
Bill Pmt Check	01/15/2020	4111	Ingram Library Services	14.10
Bill Pmt Check	01/15/2020	4112	Jensen, Shirley P	68.61
Bill Pmt Check	01/15/2020	4113	Kamm Insurance Group	30.00
Bill Pmt Check	01/15/2020	4114	LM Information Delivery, Inc.	84.00
Bill Pmt Check	01/15/2020	4115	Mad Science of Chicago West	439.00
Bill Pmt Check	01/15/2020	4116	Midwest Tape	3,284.12
Bill Pmt Check	01/15/2020	4117	Neviol Inc.	4,725.00
Bill Pmt Check	01/15/2020	4118	New Readers Press	56.94
Bill Pmt Check	01/15/2020	4119	OverDrive	1,563.77
Bill Pmt Check	01/15/2020	4120	Peregrine, Stime, Newman, Ritzman & Bruck.	1,800.00
Bill Pmt Check	01/15/2020	4121	Quill	717.61
Bill Pmt Check	01/15/2020	4122	Rebecca Caudill Young Readers' Book Award	10.00
Bill Pmt Check	01/15/2020	4123	Rivistas Subscription Services	93.31

Indian Prairie Public Library District Account QuickReport - Vendors

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As of January 30, 2020

Type	Date	Num	Name	Amount
Bill Pmt Check	01/15/2020	4124	Runco	78.18
Bill Pmt Check	01/15/2020	4125	Sebert Landscaping	761.00
Bill Pmt Check	01/15/2020	4126	Specialty Mat Service	196.86
Bill Pmt Check	01/15/2020	4127	Stovall, Ann	237.49
Bill Pmt Check	01/15/2020	4128	SWAN	11,791.50
Bill Pmt Check	01/15/2020	4129	The Original Lilett Candies	150.00
Bill Pmt Check	01/15/2020	4130	Twidell, Lexy	18.48
Bill Pmt Check	01/15/2020	4131	Unique Management	26.85
Bill Pmt Check	01/15/2020	4132	Very Smart People LLC	200.00
Bill Pmt Check	01/15/2020	4133	Wenstrup, Gary	180.00
Liability Check	01/23/2020	4134	Nationwide Retirement	934.94
Liability Check	01/23/2020	4135	Vantagepoint	1,380.79
Liability Check	01/23/2020	4136	State Disbursement Unit	493.94
Liability Check	01/23/2020	4137	State Disbursement Unit	128.30
Bill Pmt Check	01/30/2020	4138	AT&T	434.52
Bill Pmt Check	01/30/2020	4139	Baker & Taylor	5,174.71
Bill Pmt Check	01/30/2020	4140	Baker & Taylor (video)	119.88
Bill Pmt Check	01/30/2020	4141	Bank of America	7,667.76
Bill Pmt Check	01/30/2020	4142	Basecamp Web Solutions	1,535.00
Bill Pmt Check	01/30/2020	4143	BCBS	12,954.24
Bill Pmt Check	01/30/2020	4144	Canon Financial Services, Inc.	221.00
Bill Pmt Check	01/30/2020	4145	Canon Solutions America Inc.	461.58
Bill Pmt Check	01/30/2020	4146	Carerra, Kristin	675.00
Bill Pmt Check	01/30/2020	4147	Case Lots Inc.	64.30
Bill Pmt Check	01/30/2020	4148	Cengage Learning, Inc.	353.87
Bill Pmt Check	01/30/2020	4149	Center Point Large Print	99.98
Bill Pmt Check	01/30/2020	4150	Creekside Printing	5.00
Bill Pmt Check	01/30/2020	4151	Dell Marketing L.P.	2,473.56
Bill Pmt Check	01/30/2020	4152	DEMCO	298.02
Bill Pmt Check	01/30/2020	4153	ELM USA, Inc.	207.91
Bill Pmt Check	01/30/2020	4154	Filis, April	26.22
Bill Pmt Check	01/30/2020	4155	Garvey's Office Products	59.54
Bill Pmt Check	01/30/2020	4156	Guest Enterprises, Inc.	1,000.00
Bill Pmt Check	01/30/2020	4157	Ingram Library Services	397.55
Bill Pmt Check	01/30/2020	4158	Johnson Controls Fire Protection LP	489.39
Bill Pmt Check	01/30/2020	4159	LACONi	100.00
Bill Pmt Check	01/30/2020	4160	Law Bulletin Publishing Company	67.00
Bill Pmt Check	01/30/2020	4161	LM Information Delivery, Inc.	1,351.04
Bill Pmt Check	01/30/2020	4162	Lucarelli, Anthony	43.92
Bill Pmt Check	01/30/2020	4163	Midwest Tape	1,238.68
Bill Pmt Check	01/30/2020	4164	NCPERS Group Life	48.00
Bill Pmt Check	01/30/2020	4165	Principal Life Insurance Company	921.38
Bill Pmt Check	01/30/2020	4166	Recorded Books, LLC	82.20
Bill Pmt Check	01/30/2020	4167	Scarce	125.00
Bill Pmt Check	01/30/2020	4168	Schultz., Jack	297.00

Indian Prairie Public Library District Account QuickReport - Vendors

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As of January 30, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	01/30/2020	4169	Today's Business	114.08
Bill Pmt Check	01/30/2020	4170	VSP Vision	153.12
Bill Pmt Check	01/30/2020	4171	Williams., Natalie	103.10
Bill Pmt Check	01/30/2020	4172	Wlosinski, Maria	40.25
Total 10122 · Fifth Third Checking				85,167.88
TOTAL				<u>85,167.88</u>

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	01/10/2020	3,149.65
EFTPS-Federal	Payroll taxes	01/10/2020	17,033.52
ILDOR-State	Payroll taxes	01/24/2020	3,468.15
EFTPS-Federal	Payroll taxes	01/24/2020	18,498.54
ILDOR-State	Payroll taxes	01/27/2020	94.88
EFTPS-Federal	Payroll taxes	01/24/2020	469.44
IMRF	Payroll Pension	01/24/2020	20,258.71
DAC	Deposit to HRA	01/07/2020	799.80
DAC	Deposit to HRA	01/13/2020	174.72
DAC	Deposit to HRA	01/14/2020	418.31
DAC	Deposit to HRA	01/22/2020	269.13
DAC	Deposit to HRA	01/28/2020	476.28
Fifth Third	Check Printing – A/P	01/22/2020	246.34
Fifth Third	Check Printing – P/R	01/29/2020	246.34
Nicor	Gas	01/13/2020	916.02
INB Bank/5/3	Credit Card Fee	01/03/2020	204.13
Hinsdale Bank	Fee-Direct Deposit	01/03/2020	35.00

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following unused computer equipment no longer usable by the district.

- 15 desktop computers and parts
- 5 monitors
- 4 laptops
- 4 printers
- 1 e-mail spam firewall
- 1 network router

The equipment will be disposed of using a recycling service who will recycle or dispose the equipment properly.

1/30/2020

16

**Director's Report
February 2020**

Agenda

Omnibus:

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

Old Business:

This meeting includes an action step relative to the proposed renovation, if the trustees choose to take action. At the January meeting Product Architecture and Design presented information on the renovation providing a proposed floor plan and budget. I also provided information relative to financial forecasts.

New Business:

The trustees should finalize plans for appointing someone to fill the open trustee position.

I will share some thoughts relative to fundraising and donations for the renovation.

The Building

I met with staff to discuss layout of two workrooms and needed storage as part of the renovation project and relative to formation of the new departments.

New Service Model

T.J. Szafranski has studied statistics relative to interactions at the service desks and created several scheduling scenarios for the new service model. The department heads and I have been studying and revising these scenarios.

The department heads and I have been working on identifying training needs and have started to create a timeline for training of staff.

We have started discussion around the best way to provide telephone services. Currently we have times that we do not have a person answering the phone and we hope to change that in the new service model.

We're planning team building activities at the staff institute day that would bring together people who will be working together in the new service model.

Consultant Laurie Guest met twice with the department heads and I to work with us on change management and team building.

Monarch Butterfly Waystation

I met with Luanne Spiros to discuss the work being done by several agencies in DuPage County to develop monarch butterfly waystations. Luanne has provided me with some resources, including the Conservation Foundation, that can provide more information and, perhaps, grant money for native plantings as well as programming and education opportunities for the community. We have planted some appropriate plants next to the reading garden and Natalie had done pollinator plantings in the Prairie Patch last year.

Willowbrook Corner

The group met for the first time in a year and we had over two dozen representatives from a variety of agencies and county departments. Each talked about services they provide and the challenges in reaching the residents of Willowbrook Corner. We identified the need to improve two-way communication between the residents and the agencies and the need to continue to improve services in this community. The lack of transportation in this area, the fact that they are unincorporated, and lack of responsiveness from the management company for the apartments makes it particularly difficult to provide services.

Staff

Tony and I interviewed five candidates for the Youth and Teen Resources Librarian, narrowed it down to two finalists and chose Marissa Fletcher who started Feb. 17. This is the second new position hired to support the upcoming changes in the library's service model. This position will be responsible for selection of all youth and teen materials, reader's advisory services and programming for these age groups, and will provide reference services to all ages. Circulation Associate June O'Connell will be resigning her position March 1.

Meetings

- Two SWAN Board meetings
- One meeting re Willowbrook Corner
- One meeting with Luanne Spiros
- Six department heads meetings
- Three one-on-ones with Tony
- Three one-on-ones with Debbie
- Four one-on-ones with Natalie
- Three one-on-ones with Ann
- Three one-on-ones with Laura
- Meeting with Jennifer to review reader's advisory services
- Two website committee meetings

Mary:

Mary attended a webinar on Marijuana in the workplace.

Mary worked with Debbie Sheehan to review point of sale software for circulation to use.

Jamie Bukovac, Director

Assistant Director's Report: February 2020

Building:

Joe has completed converting the 1st floor lighting in the public areas to LED. All of the outside lighting (parking lot, ornamental lamps, and floodlights) has been converted to LED. Joe is now working on the second floor. You will notice a difference in the lighting as it is brighter and more uniform.

IPPL Foundation & Friends:

In January, the Book Sale made \$766.85, movie donations brought in \$55.60 and tote bag sales were \$180.

By purchasing the annual movie license, the IPPL Foundation and Friends sponsored these movies:

Feb. 6	<i>The Command</i>
Feb. 20	<i>The Public</i>

Programming:

Cindy planned six adult programs in January:

Date	Program	Attendance
Jan. 8	<i>J. Jill Fit</i>	9
Jan. 22	<i>The Caregiver Poetry Reading</i>	7
Jan. 23	<i>Fleetwood Mac: The Chain Broken</i>	46
Jan. 26	<i>Petra van Nuis and Dennis Luxion Concert</i>	30
Jan. 29	<i>Spark Joy the New Year with Meditation</i>	50
Jan. 30	<i>Fit to Travel</i>	23

As a part of a Learn from Home series, Dave taught a class on *iPhone/iPad Basics* via Facebook Live on January 28th. He had 10 people view the class live, which is great attendance.

Dave taught an in-person class on *iPhone/iPad Camera and Photos* on February 4th and 10 people attended.

Great Decisions:

Mary Krekelberg, who retired last year, used to lead our Foreign Policy Association's "Great Decisions" Discussion group. The group meets to discuss topics set by the Foreign Policy Association. There is a participant book and participants are required to read a chapter before each meeting. This year, I have stepped up (and out of my comfort zone) to lead the group. Although I have facilitated meetings many times, this is something completely new for me. I have put a lot of work into researching the topics and finding speakers for most of the sessions. I led the first discussion on Monday, February 10th and we had 22 participants. Most of them have been attending the group for years, but there were a handful of new people. All but two live in the library district. The first discussion went well and I look forward to leading the remaining discussions. The group meets twice a month and sessions run through May 2020.

Community Connections Expo:

I planned and hosted the *Community Connections Expo* on Saturday, January 25. The following groups and organizations were represented at the event: *Darien VFW*, *Darien Rotary Club*, *Family Shelter Services*, *Hope's Front Door*, *TEACH* (formerly *School on Wheels*), *Darien Garden Club*, *People's Resource*

Center, Darien Woman's Club, DuPage Habitat for Humanity, Threshold Choir and West Suburban Community Pantry. Natalie also attended and promoted teen volunteer and Prairie Patch volunteer opportunities at the library. 73 people attended the event, which is a great turnout. It was great to see the community interacting with the organizations, as well as the organizations connecting to each other.

Continuing Education:

I will be attending the Public Library Association Conference in Nashville from February 26 through Saturday, February 29th. I will more about it next month.

Marketing:

Jill's marketing report for January is attached.

Submitted by: Laura Birmingham *LB*

**Jill Yott, Communications Coordinator, Report for Board of Trustees
January 1-31, 2020**

Continuing Education

- Webinar, "Marketing and Community Partnerships"**
- Webinar, "Why Video is a Tool for Your Library Services"**

High School Advertising

This year, we advertised in the Hinsdale South, "Stinger." As one who was on high school and college papers, I'm so impressed by the quality—it looks like a magazine! The "Stinger" comes out four times a year, and the publication dates align well with Write-On, Winter Read, the Teen Job Fair, and the Sound.

Enews

Our engagement went up in January. I've made tweaks to the design and format, and I think that is the difference.

- Tuesday, Jan. 7, 17 percent open; 12 percent click**
- Tuesday, Jan. 14: 17 percent open; 6 percent click**
- Tuesday, Jan. 21: 20 percent open; 5 percent click**
- Tuesday, Jan. 28: 16 percent open; 16 percent click**

Social Media

Overall, social media continues to grow, but Twitter, which is managed by Adult Services, took a slight dip. This month I included stats for LinkedIn. I am posting on LinkedIn weekly. Content for LinkedIn includes job posting, as well as job and career related programs and services.

Jamie A. is doing a good job drafting social media posts. She posted a photo this month about Jack in the WouldShop with a young patron. People were engaged with the photo. See below.



Social Media Stats for January
 Facebook Likes: 1,860 (+10)
 Instagram Followers: 523 (+ 183)
 Twitter Followers: 1,072 (-2)
 LinkedIn Followers: 135

Adult Services Monthly Report

January 2020

Jamie and I conducted five first interviews for the open Youth & Teen Resources Librarian position. From that group, we selected two to come back for second interviews. We extended an offer to Marissa Fletcher, from Lansing Public Library and a recent MLIS graduate. She accepted and her start date is February 17.

I completed the circulation analysis of the adult collections for the last calendar year (2019). The non-fiction collection saw a slight increase in circulation – less than 1% - over 2018, reversing years of continual decline. Fiction saw a small decrease – less than 1% - over 2018, but more significantly audiovisual items are way down in terms of circulation. Playaways are down 32%, Music CDs are down 20%, audiobooks are down 12%, DVDs are down 9%; and adult video games are down 6%. However, due to the weeding projects undertaken the last several years, turnover remains healthy or has gone up in many areas.

Working with Ann, the non-fiction pullout areas with significant DVD collections – Fitness, Sports, and Travel – were thin-cased and the collections were consolidated. This gained us six shelves in Travel; five shelves in Fitness; and two shelves in Sports. The collections look smaller but we did not eliminate any titles.

Ann and I have started the discussion of bringing all biographies back into the biography collection. Select biographies on certain topics – like ones that would fall into a subject pullout area – were broken out of biographies over five years ago. Since then, we have seen a significant decrease in circulation of these items. This informs us that our patrons browse the biographies and by not having these subject area biographies in with the biography collection, they have been missed by our patrons. Bringing the biographies back together will make for a better user experience.

Monthly Highlights

- Consolidating the magazine collection helped to create room for the Bookazine collection and Shirley has been adding more titles. This collection has been very popular – since launching on July 1, 31 items have circulated 253 times for a turnover rate of 8.16.
- Jennifer reports that she has been working with Overdrive to reduce the hosting fees libraries in the eMediaLibrary consortium pay and has reached an agreement that will increase the dollar amount available for the shared Overdrive collection beginning in May 2020 with no increase in costs for member libraries.
- Joe continues to develop the library's Binge Box collection of DVDs. Binge Boxes are groups of four to six movies centered around a common theme; an actor or actress; or movie series. The newest ones are Star Wars, Marlene Dietrich, and "foodie films". Since October 2019, we have added 29 items that have circulated 164 times for a turnover rate of 5.66.

Community

- Tony contacted Tom Schneider, Superintendent of CCSD 180, to see if they would like the library to order and distribute a special coloring book written for children regarding the Census. He indicated they would, so a box (100 books) has been ordered and will be distributed at the food pantry at Anne M. Jeans when delivered in March. Lexy in Kids & Teens thought this was a good idea as well and has ordered a box for distribution at the library.

- Shirley attended the WBBR Chamber Women in Business and Darien Chamber Coffee Connections meetings.
- Jennifer and the Associates provided book club resources to 17 area book clubs (11 via e-mail; seven by print pick up) on 11 new titles and six titles previously requested by other book clubs.

Contributing to the Profession

- Shirley sent our proctoring procedures and guidelines to Downers Grove Public Library as they requested information on how we provide proctoring services. She also shared what we are doing for businesses at the program she attended at the Naperville Public Library.
- Jennifer attended the ARRT Steering Committee meeting and the first meeting of the RAILS eContent Group. She was asked to share her chart detailing publisher rules for ebooks as well as the quarterly reserve study that she conducts.
- The library's DVD Preview eNewsletter (created by Joe) was named by Novelist as one of the newsletters they loved for winter 2020. <https://www.ebscohost.com/novelist-the-latest/blog-article/newsletters-we-love-winter-2020>

Continuing Education

- Shirley attended the "Getting Business Buy-In" program at Naperville Public Library.
- Jennifer attended an ARRT Genre Study on political and conspiracy thrillers.

Meetings

- 9-Jan Meeting with Ann - Biography collection - Tony
- 20-Jan Meeting to discuss layout of shared workroom in renovation design - Tony
- 21-Jan Department Head Meeting – Develop topics for Staff Institute -Tony
- 22-Jan Meeting with Jill - Meetup, marketing, and displays -Jennifer
- 22-Jan Meeting with Jamie - Reader's Advisory Services - Jennifer

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
3-Jan	6:00 p.m.	#Lib Social: Game Night		12
4-Jan	10:00 a.m.	ESL Conversation Group	Joe	15
6-Jan	6:00 p.m.	Adult Chess Group	Catherine	11
8-Jan	10:00 a.m.	Job Club: Understanding the Application Process		1
8-Jan	7:00 p.m.	Novel Idea Book Club	Mary P.	19
13-Jan	6:00 p.m.	Adult Chess Group	Catherine	10
13-Jan	7:00 p.m.	Current Events	Catherine	7
14-Jan	6:30 p.m.	Knot Just Knitting Group	Catherine	6
15-Jan	6:30 p.m.	GenLit Book Group	Jennifer	12
15-Jan	7:00 p.m.	Jobs & Careers: Navigating Application Tracking Systems		2

16-Jan	11:30 a.m.	Mahjong Group	Catherine	3
16-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>Yesterday</i>	Joe	49
16-Jan	7:00 p.m.	Biz Connection: Search Engine Optimization	Shirley	23
16-Jan	7:00 p.m.	Crime Readers Book Club	Denise	18
17-Jan	5:00 p.m.	#LibSocial: Green Your New Year		10
18-Jan	10:00 a.m.	ESL Conversation Group	Joe	6
20-Jan	6:00 p.m.	Adult Chess Group	Catherine	9
22-Jan	5:00 p.m.	#LibSocial: Paper Beads		Cancelled
23-Jan	11:30 a.m.	Mahjong Group	Catherine	3
27-Jan	7:00 p.m.	Board Game Group	Catherine	9
27-Jan	7:00 p.m.	Current Events	Catherine	6
28-Jan	7:00 p.m.	Jobs & Careers: Avoiding Ageism in the Job Hunt		10
29-Jan	12:00 p.m.	Biz Connection Lunch 'n' Learn: Illinois Secure Choice	Shirley	Cancelled
30-Jan	11:30 a.m.	Mahjong Group	Catherine	3
30-Jan	2:00 p.m.	Thursday Afternoon Movies: <i>A Dog's Journey</i>	Joe	27
			Total	271

Note: blanks under Organizer/Presenter are programs Jez planned before she left.

Volunteers

- Seven volunteers completed 153.25 hours of service, all were court ordered/community service.

Proctoring

- Shirley proctored one exam this month.

Social Media & e-Newsletter Reach

- New eBooks eNewsletter – sent to 181 addresses. Had 93 opens (51% open rate) and 28 clicks.
- Bestseller Preview eNewsletter – sent to 495 addresses. Had 207 opens (42% open rate) and 86 clicks.
- BizConnection eNewsletter – sent to 304 addresses with 91 opens (30% open rate).

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	111
Endcap	152
Display	308

Forty-six people were observed using the collaboration station this month.

Circulation Services

January 2020

Total Circulation

January 2020 = 57,138 74% circulated using self-serve.
 January 2019 = 56,962 70% circulated using self-serve.
 Percent change: +7%

Express Checkout Statistics:

Station #1 (1st floor) 7,155
 Station #2 (1st floor) 5,105
 Station #3 (1st floor-ADA) 5,155
 Station #4(1st floor – Hot Picks) 1,597
 Station #5 (2nd floor – K&T) 7,589

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	Copier Help	Passport Questions	Notary Questions	Other
2936	148	236	321	63	41	132	25	565

User Experience

All Circulation desk staff have been trained to book conference rooms and make program reservations for our patrons. Previously staff would have to direct patrons to the Ask Us Desk. Now they can assist patrons with this service. This training has been done in preparation for the new service model.

Community

Passports: The circulation staff accepted 118 passports in January. That is exactly the same as January 2019.

Notary Public: We notarized 99 documents in January.

Food for Fines: This year we changed the dates for this drive from early December to late January/early February. We had checked with the food pantries and they told us that their shelves were emptier after the holidays. We had a record year! We took in 3,474 items and waived \$2,433 in fines. I have included thank you notes from the two food pantries we supported.

Staff

June O'Connell is retiring on March 1.

Renovation

Marquitta Harris, Nancy Hudson and I visited Glen Ellyn and Elmhurst libraries to observe their drive-up windows in action. We wanted to see the types of windows used, the setup for staff, and hear about their procedures. Based on what we observed, we are recommending a sliding window rather than using a drawer. We will also be offering only checkout services at the drive-up window. If patrons need/want to pay fines or renew/get a library card they will need to come into the library. Also, patrons will have to check out equipment inside the library rather than at the window.

Workshops and Meetings Attended

Meeting with Laurie Guest and other department heads on leadership activities
SWAN Circulation Advisory

Debbie Sheehan
Head of Circulation Services

From: Mary Sullivan <msullivan012@comcast.net>
Sent: Friday, January 31, 2020 5:08 PM
To: Debbie Sheehan <debs@ippl.info>
Cc: Fred Majchrowicz (pogomack@att.net) <pogomack@att.net>
Subject: Re: Indian Prairie Library

Dear Debbie and the IPPL community -
Thank you again for the generous and plentiful donations to the Our Lady of Mt Carmel Food
Pantry.
Best wishes always - Mary Sullivan



www.olopdarien.org

February 11, 2020

Ms. Debbie Sheehan
 Indian Prairie Public Library
 401 Plainfield Road
 Darien, Illinois 60561

RE: FOOD FOR FINES PROGRAM

Dear Ms. Sheehan:

On behalf of the Deacon Paul Brachle Food Pantry Ministry of Our Lady of Peace Parish, I would like to thank you for the Library's support of our Food Pantry's Ministry through the annual *Food for Fines Program*. We are so grateful that you once again selected our organization to be one of the recipients of this important initiative. Your program provided our Food Pantry with 65 cartons of non-perishable food items! These donations will definitely benefit those we serve on a weekly basis.

Again, thank you for selecting the Deacon Paul Brachle Food Pantry Ministry for the Food for Fines Program. Your efforts definitely make a difference. May God bless you for your continued support of our Food Pantry Ministry.

Sincerely,

Len Benes
 Administrator
 Deacon Paul Brachle Food Pantry Ministry

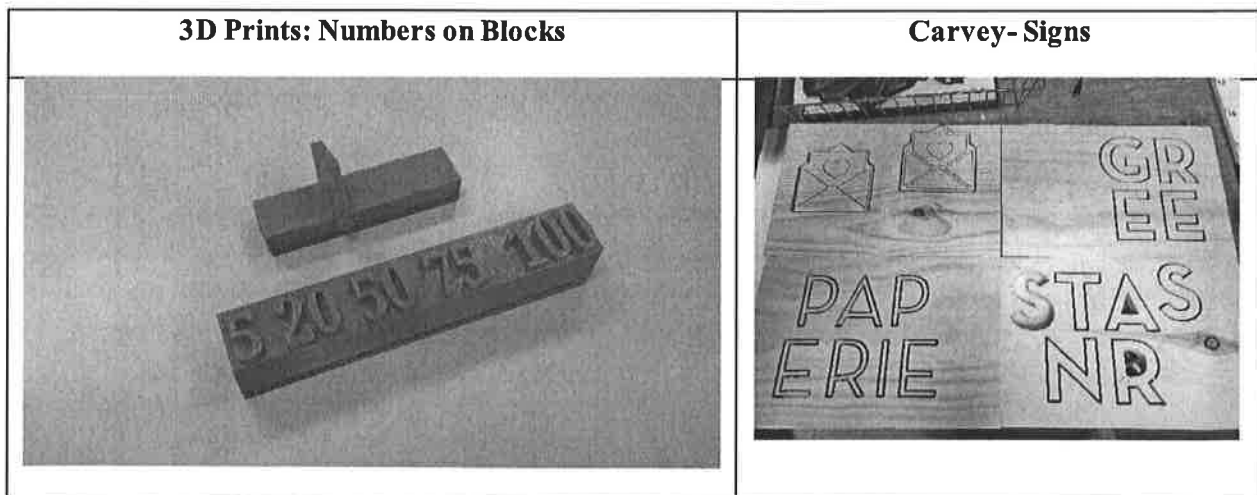
Technology & Technical Services Board Report January 2020

Improvements for Public, User Experience & Strategic Goals

- Wi-Fi Hot Spots-
Due to the demand and popularity of the Wi-Fi hotspots we added four more to our Tech Takeout collection. We now have twelve: eight regular, two hot picks and two bundled with a laptop.
- Gaming Systems- Added a second PlayStation 4 to Tech Takeout. Gaming systems are very popular with our patrons.
- Adult Public Computers- Replaced the hardware on the express internet stations enhancing user experience as they now have a similar setup to the regular adult internet computers.
- Item barcoding and relabeling projects - We have finished adding barcodes to the covers of the adult mystery and large type collections making it easier for patron to check out on the self-check machines. We also replaced the labels on large type books using a larger size font on the spine label makes it easier for patrons to read.

Technology Maker Statistics

- 3D Printer- 16 print request was processed. Interesting prints: Star Wars full-scale helmet pieces, Patron custom designs, Door stop, Numbers on block, Paper theater objects.
- Carvey- 4 print requests were processed. Carved: Message on cutting board, Heart envelope sign, "STANR" sign, and "PAP ERIE" sign.



Technology Help Desk

- Technology Reference: 1,706
- Technology Other: 67
- Individual Training: 88

Tech Takeout Checkouts

- 120 unique users
- 173 checkouts

Public Technology Programs & Classes

- 6 classes/programs offered with total attendance:82
- 1-on-1 Patron Assistance
 - Tech Tutor: 7 sessions (5 hours): Topics included: iPhone, transferring files using OneDrive, Excel, laptop assistance, and Wix website building.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs Jan 9 & Wed Jan 15, 1 p.m.	Excel Basics- 2 Part	Ron	13/13
Thurs Jan 9, 6:30 p.m.	Self-Improvement Apps	T.J.	7
Mon. Jan. 13, 6:30 p.m.	PowerPoint Basics	T.J.	9
Tue. Jan. 14 & 21, 2 p.m.	iPhone/iPad Basics – 2 Part	Dave	12/12
Sat. Jan. 25, 2 p.m.	Share Photos Online	Mike	8
Tues. Jan. 28, 6:30	Facebook Live: iPhone/iPad	Dave	8

Contributing to the Profession

- T.J. shared information on our Tech Takeout collections especially interested in Nintendo Switch, Camera and Rokus with Lake Forest Library.
- T.J. shared information on our Rokus with Hinsdale Public Library.

Continuing Education

- Anna attended the following webinars: Cataloging Kit with CMC and Cataloging Foreign Language Materials with CMC.

Meetings

- Brett attended a Network Managers meeting on January 15 at Arlington Heights Library.

Ann M. Stovall, Head of Technical & Computer Services, February 19, 2020

**Youth Services
Monthly Report to the Board
January 2020**

Programs

In January, Youth Services presented 57 programs at IPPL with 984 people in attendance. We also participated in 7 events out in the community reaching 109 people.

Date	Description	K&T Staff	Attendance
2-Jan	Ukrainian Storytime	Kristina	0
2-Jan	Frozen Sing-a-Long	Lexy, Monica	70
3-Jan	Board Game Night (20-30's)	Jack	12
3-Jan	Neontastic Session 1	Megan, Kristina	46
3-Jan	Neontastic Session 2	Megan, Kristina	8
3-Jan	Neontastic Session 3	Megan, Kristina	17
3-Jan	Neontastic Session 4	Megan, Kristina, Michelle	5
6-Jan	Winter Birds Showcase	Lexy	16
6-Jan	Rainbow Club	Michelle, Natalie	3
8-Jan	How Dewey Do It	Jack	2
8-Jan	Mid-Kid Krafts	Kristina	2
9-Jan	Rollick & Roll: Artist Spotlight (Mr. Eric & Mr. Michael)	Heather	22
9-Jan	Ukrainian Storytime	Kristina	0
10-Jan	Dungeons and Dragons	Jimmy	0
11-Jan	Cook & Book	Monica	7
14-Jan	Junior Genius	Lexy	10
14-Jan	Homeschooling SMART: Hot Air	Monica	12
14-Jan	Baby Brilliance Storytime	Monica	18
15-Jan	Talented Toddlers	Heather	28
15-Jan	Rollick & Roll	Heather	70
15-Jan	Nonfiction Storytime	Lexy, Megan	19
15-Jan	Baby Brilliance Storytime	Monica	6
15-Jan	Mid-Kids Kraft	Monica	9
16-Jan	Talented Toddlers	Heather	20
16-Jan	Junior Genius	Lexy	12
16-Jan	Fantastic Families	Megan	15
17-Jan	Green Your New Year	Jimmy	1
18-Jan	TASC Meeting	Michelle, Natalie, Jimmy	9
18-Jan	Teen Service Day	Jimmy, Natalie	5
20-Jan	Parent Advisory Board Meeting	Lexy	5
20-Jan	Martin's Museum Makers	Monica, Natalie	17
21-Jan	Baby Brilliance	Jack	18
21-Jan	Junior Genius	Lexy	10
22-Jan	Baby Brilliance	Jack	6
22-Jan	Talented Toddlers	Heather	20

22-Jan	Rollick & Roll	Heather	68
22-Jan	Nonfiction Storytime	Lexy, Megan	26
22-Jan	Mid-Kids Kraft	Monica	4
23-Jan	Talented Toddlers	Heather	24
23-Jan	Junior Genius	Lexy	7
23-Jan	Fantastic Families	Megan	26
24-Jan	Family Trivia Night with T.J.	Natalie	19
24-Jan	Dungeons and Dragons	Jimmy	0
25-Jan	WouldShop Staffed Hours	Jimmy	8
25-Jan	Community Connections Expo with Laura	Natalie	35
27-Jan	Baby Food Art	Megan	11
28-Jan	Baby Brilliance	Jack	17
28-Jan	Junior Genius	Lexy	8
28-Jan	Avoiding Ageism in the Job Hunt	Jimmy	10
29-Jan	Baby Brilliance	Jack	7
29-Jan	Rollick & Roll	Jack	71
29-Jan	Nonfiction Storytime	Lexy, Megan	22
29-Jan	Mid-Kids Kraft	Monica	4
30-Jan	Talented Toddlers	Heather	27
30-Jan	Junior Genius	Lexy	7
30-Jan	Fantastic Families	Megan	20
4-Feb	Dadurday: Magic	Jack	43
		TOTAL:	984

Neontastic

The Neontastic program, held on January 3, was a new and unique event for the library in both type and format. Megan Lawrence and Kristina Guchenia held four back-to-back programs in one day in the Youth Room to provide a series of different glow-in-the-dark projects and activities for almost all of the age groups served by Youth Services. To pull off the event, the department purchased 4 black light fixtures and kept the room otherwise dark, a fun change for the normally bright space. For the first session (3-5 year olds), we created several hands-on stations including glow-in-the-dark slime, a painting area, glowing toys and sensory bottles. Kindergartners - 2nd Graders painted on canvasses with glow-in-the-dark paint and 3rd-5th Graders made mandalas using cardboard circles and markers. Finally, the 7th-12th graders painted canvases on the floor using the classroom set of Sphero robots. The goals achieved by this program were to provide unique STEAM experiences for patrons and explore new formats to host programs.

Parent Advisory Board

Lexy Twidell hosted the first official Parent Advisory Board meeting on January 20. Four community parents were in attendance. The parents evaluated the Noon Year's Eve program and shared thoughts on the idea of the library providing baby furniture for parents, such as baby swings and jumpers, walkers, or bumbo chairs. They noted that safety and hygiene would be potential concerns, yet the convenience of having the option to use these things would be nice.

Martin's Museum Makers

Monica Dzierzbicki worked with Natalie Williams to plan and present the Martin's Museum Makers program for kids and families. Kids, teens and adults worked together to create exhibit boards highlighting the leaders, places, timeline of the Civil Rights Movement. The boards are on display in the Kids & Teens Department throughout February for Black History Month.

Baby Food Art

On January 27, Megan Lawrence hosted Baby Food Art for patrons 6-18 months old. This program provided several messy yet edible play areas for the babies, including painting with sweet potato baby food, slimy noodles to squeeze, and a rice bin for digging and scooping. We talked about the benefits of feeling and exploring different textures (smooth, slimy, wet, cold, grainy, dry) and how talking with babies while you play (describing the foods or toys) and narrating what they are doing help to promote early literacy development.

Community

Date	Description	K&T Staff	Attendance
2-Jan	Whole Foods-Willowbrook Storytime	Heather	28
9-Jan	Lakeview Jr. High School Visit	Michelle, Monica	15
9-Jan	STEM class at Elizabeth Ide Elementary	Monica	23
9-Jan	Flextime at Lakeview Junior High	Monica, Michelle	17
10-Jan	Barbara's Bookstore-BurrRidge Storytime	Heather	12
21-Jan	Hinsdale South visit with Ellen, Luella, Mary & Carly	Michelle, Natalie	4
27-Jan	Loaned Makey Makey kits to Lace School	Jack	
27-Jan	Kingswood Academy 6th grade research instruction & tour of Kids & Teens Department	Monica	10
31-Jan	<i>Into the Woods Jr</i> play presented by Darien Arts Council	Michelle, Natalie	
TOTAL:			109

Supporting Students

In January, Monica Dzierzbicki facilitated loan requests for Ancient Rome materials from Lakeview Jr. High School, eighty-two reserve and Interlibrary Loan items for Anne M Jeans Elementary, and thirty interlibrary loan items to Gower School District. She presented a hands-on program on using the Mouse Bots to second grade students at Elizabeth Ide Elementary. This was the first of an on-going monthly cooperative technology project between the school and Indian Prairie Library. Monica also worked with faculty from Kingswood Academy to provide student instruction and a department tour for sixth grade students. The students are working on a longtime research project that includes a paper and full costume presentation. In addition to instruction on using the database and catalog resources, Monica also shared information on using the poster printer, sewing machines and other technology tools the students could use for their presentations. The teachers said they had not known the library held so many helpful resources for them and their students "we will be returning."

Michelle Dukes and Natalie Williams visited Hinsdale South High school and met with director of Hinsdale South library, Ellen Lawrence, and Karly, a teacher who works in the multi-needs room. Michelle and Natalie discussed opportunities to strengthen our relationship with the high school. Karly asked that the library supply high interest-low reading level books for the multi-needs room. Michelle has researched and pulled books for Hinsdale South to pick up. Karly also asked about library tours and teen story time for her class, which Michelle is working on. The resulting "hi-low" (high interest-low reading level, to aid struggling students) book project, and future tours and teen story times will strengthen an already strong relationship with the high school and give Michelle an opportunity to work collaboratively with the high school and identify their needs.

LittleShop

In the LittleShop, Heather Forster Jensen maintained the arctic animal matching games, benefitting concentration, training visual memory, and improving the ability to find similarities and differences in objects. She also introduced two new activities, beginning with "If You Make a Moose with Muffin Liners." This project allowed for the practicing of fine motor skills such as cutting, gluing, and drawing

details of the face (eyes, nose, mouth), while also promoting reading, as the picture book on which this activity was based, *If You Give a Moose a Muffin* by Laura Numeroff, was on display throughout the two-week cycle. The shape recognition game, "Feed the Polar Bear," followed, promoting shape and color recognition and relational skills like sharing and taking turns, was featured through the end of the month.

WouldShop

A local unincorporated family received a library membership from their grandmother as a Christmas gift and during their first time at the library they choose to explore the WouldShop. The family was most interested in using the Ellison Die Cut machine that evening and made many different works of art. During their time here staff explained how they could checkout Maker and STEM kits so they could take the fun of creating home. The family left with books and STEM kits that evening.

Continuing Education

Date	Description	K&T Staff
13-Jan	Future of Education Technology Conference	Jack
22-Jan	Professional Development Reading: "5 Reasons Your Child Should Read Graphic Novels" by Kami Garcia	Heather
22-Jan	Professional Development Reading: "Forget STEM, We Need MESH" by Tim Wise	Heather
22-Jan	Professional Development Reading: "He, She, They: Workplaces Adjust as Gender Identify Norms Change" by Yuki Noguchi	Heather
22-Jan	Professional Development Reading: "Mr. Rogers had a Simple Set of Rules for Talking to Children" by Maxwell King	Heather
15-Jan	A Conversation with the 2020 YALSA Excellence in Nonfiction Finalists webcast	Michelle
30-Jan	Webinar: Creating Collaborative Art Programs for Children, Families, and Caregivers	Megan, Natalie
30-Jan	Bassett Certification Training for serving and selling alcohol in IL	Natalie

Contributing to the Profession

Date	Description	K&T Staff
15-Jan	Future of Education Technology Conference presentation on VR with local school librarians	Jack

Future of Education Technology Conference

Jack Schultz and local school librarians from Holmes and Hinsdale South presented at the Future of Education Technology Conference (FETC) this month. The presentation featured the library's VR equipment and its use in the library and the schools. They spoke to a group of about 45 teachers and school librarians. After the presentation, they guided the attendees in the use of the VR equipment and answered audience questions about specific uses for the equipment.

Jack received many great ideas from the conference, such as how to use One Note as a digital escape room, using eSports to encourage teen attendance, and encouraging math skill with younger patrons through the use of games and coding. Jack plans to use these ideas and others to further enhance our libraries programming.

Meetings & Planning

Date	Description	K&T Staff
------	-------------	-----------

8-Jan	Promotions, Visual Merchandising, and Display Training	Heather, Michelle
8-Jan	Library Aware/display training	Michelle, Heather
9-Jan	Selector training with Ann Stovall	Michelle
21-Jan	WouldShop Training for staff	Jack, Tricia, Michelle
24-Jan	Makerspace meeting to research ideas for new space	Jack, Ann
24-Jan	Storytime Training	Tricia, Lexi, Natalie
25-Jan	Promotions, Visual Merchandising, and Display Training	Heather, Tricia
27-Jan	Kids & Teens Librarians Meeting to plan Summer Challenge	Natalie, Lexy, Monica, Jack, Michelle

Submitted by Natalie Williams, Head of Youth Services 2/19/2020

STATISTICS FOR	Jan-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	29,570	28,944	203,376	203,488	-0.06%
Teen	1,831	2,239	13,768	15,513	-11.25%
Kids	15,433	15,907	110,749	106,745	3.75%
ILLs Sent	3,730	3,580	22,454	23,178	-3.12%
TOTAL	50,564	50,670	350,347	348,924	0.41%
Electronic Circulation	6,574	6,302	48,031	40,707	17.99%
GRAND TOTAL CIRC.	57,138	56,972	398,378	389,631	2.24%
% Reciprocal Borrowing	13%	14%	14%	14%	
Patron Visits	24,625	27,994	174,011	224,594	-22.52%
<u>Current Cards</u>					
Resident	126	151	23,095	22,954	0.61%
Non-Resident	75	60	1,033	1,037	-0.39%
TOTAL	201	211	24,128	23,991	0.57%
<u>Patron Assistance</u>					
Adult - Reference	2,643	3,068	17,844	19,935	-10.49%
Kids - Reference	1,744	1,511	12,935	9,377	37.94%
Technology - Reference	1,706	1,086	9,952	7,727	28.80%
TOTAL REFERENCE	6,093	5,665	40,731	37,039	9.97%
Adult - Other	628	659	3,562	4,619	-22.88%
Kids - Other	117	150	797	5,132	-84.47%
Technology - Other	67	62	383	537	-28.68%
TOTAL OTHER	812	871	4,742	10,288	-53.91%
GRAND TOTAL ASST.	6,905	6,536	45,473	47,327	-3.92%
<u>ILL/Reserves</u>					
Holds	8,566	8,448	53,687	52,850	1.58%
ILLs Sent	3,730	3,580	22,454	23,178	-3.12%
ILLs Checked Out	4,250	4,455	28,720	27,079	6.06%
ILLs Received	4,711	4,856	31,982	30,339	5.42%
<u>Programs - Adult</u>					
# Programs	14	8	92	70	31.43%
Attendance	300	284	2,112	1,437	46.97%
<u>Technology Classes</u>					
# Programs	5	6	50	43	16.28%
Attendance	74	63	515	401	28.43%
<u>Individual Technology Training</u>					
# of Patrons	153		1,898		
<u>Groups</u>					
# Programs	16	13	97	94	3.19%
Attendance	159	121	948	925	2.49%
<u>Others</u>					
# Programs	0	0	0	1	-100.00%
Attendance	0	0	0	11	-100.00%
<u>Programs - Teen</u>					
# Programs	8	4	46	65	-29.23%
Attendance	62	93	1,185	950	24.74%
<u>Programs - Kids</u>					
# Programs	59	34	461	245	88.16%
Attendance	1,138	798	10,126	7,695	31.59%
GRAND TOTAL ATT.	1,886		16,784		

STATISTICS FOR	Jan-20	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,754	2,491	19,886	20,754	-4.18%
Kids Computers	588	462	4,823	4,762	1.28%
Teen Laptop	66	30	469	493	-4.87%
Adult Laptop	101	42	631	618	2.10%
TOTAL PATRON USE	3,509	3,025	25,809	26,627	-3.07%
Hours Used					
Adult Computers	2,377	2,087	17,990	16,021	12.29%
Kids Computers	485	275	3,531	3,012	17.23%
Teen Laptop	70	34	473	544	-13.05%
Adult Laptop	170	74	1,034	1,086	-4.79%
TOTAL HOURS USED	3,102	2,470	23,028	20,663	11.45%
Wireless Total Connections	9,865	7,994	68,148	59,832	13.90%
IPPL Total Web Site Access	30,880		159,481		
IPPL Total Page Views	54,811		334,958		
Subscription Database Logins	2,648	3,692	17,636	20,453	-13.77%
Outreach-Homebound Items Delivered	173	99	1,037	866	19.75%
Volunteers					
Number Active	62	52			
Hours Worked	392.50	374.75	2,796.50	2,554.75	9.46%
Staff Training Hours	69	76.75	718	570	25.96%
Room Use					
Youth Room					
Library	35	19	209	111	88.29%
Non-Library	12	7	63	75	-16.00%
Meeting Room					
Library	49	27	277	209	32.54%
Non-Library	15	12	90	76	18.42%
Conference Rooms	500	431	3,253	2,961	9.86%
Lobby Programs	2	1	13	38	-65.79%
Board Room					
Library	20	23	172	170	1.18%
Non-Library	26	25	148	147	0.68%
Clavinova	0	0	0	3	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - January 2020

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	484	0	0	484	12	14	12	14
Non-Fiction	40731	284	836	40179	1754	2836	2038	3672
Fiction	34124	369	532	33961	2655	4928	3024	5460
ADULT TOTALS	75339	653	1368	74624	4421	7778	5074	9146
KIDS								
Non-Fiction	11163	53	101	11115	383	244	436	345
Fiction	22188	84	211	22061	1001	725	1085	936
KIDS TOTALS	33351	137	312	33176	1384	969	1521	1281
TEEN								
Non-Fiction	399	2	3	398	24	172	26	175
Fiction	3621	23	9	3635	217	385	240	394
TEEN TOTALS	4020	25	12	4033	241	557	266	569
BOOK TOTALS	112710	815	1692	111833	6046	9304	6861	10996

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6033	25	8	6050	268	757	293	765
Music CDs	5819	23	23	5819	163	2340	186	2363
Playaway	370	0	0	370	4	8	4	8
DVDs (DVD & Blu-ray)	20593	126	153	20566	801	680	927	833
ADULT TOTALS	32815	174	184	32805	1236	3785	1410	3969
KIDS								
Audiobooks on CD	508	7	2	513	4	113	11	115
Music CDs	263	1	0	264	34	579	35	579
Playaway	89	1	0	90	0	11	1	11
DVDs (DVD & Blu-ray)	4336	15	8	4343	180	114	195	122
KIDS TOTALS	5196	24	10	5210	218	817	242	827
TEEN								
Audiobooks on CD	182	1	1	182	14	39	15	40
Playaway	17	0	0	17	1	14	1	14
DVDs (DVD & Blu-ray)	439	0	0	439	21	134	21	134
TEEN TOTALS	638	1	1	638	36	187	37	188
AUDIOVISUAL TOTALS	38649	199	195	38653	1490	4789	1689	4984

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	155	2	1	156	35	8	37	9
Tech Takeout (except digital content devices)	109	5	0	114	12	1	17	1
CD-ROMs	41	0	0	41	0	3	0	3
ADULT TOTALS	305	7	1	311	47	12	54	13
KIDS								
Kits (STEM, Book bundles, etc.)	161	2	16	147	20	3	22	19
Puzzles (New Aug. 2018)	16	2	0	16	4	0	6	
Playaway Launch Pads	22	0	0	22	0	2	0	2
KIDS TOTALS	199	4	16	185	24	5	28	21
TEEN								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	704	14	7	711	28	13	42	20
Board Games	99	1	1	99	13	0	14	1
TEEN TOTALS	809	15	8	816	41	13	56	21
OTHER TOTALS	1313	26	25	1312	112	30	138	55
COLLECTION TOTALS	152672	26	25	152673			8688	16035

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- January 2020

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	269,125	54,553		323,678				
Reference- Year	542	7	0	549				
TOTALS FOR ALL AGES	269,667	54,560	0	324,227	0	0	0	0
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	3,383	71	0	3,454	118	0	189	0
eMedia (Overdrive Advantage)	1,052	10	0	1,062	57	0	67	0
Fiction								
eMedia (Overdrive Consortium)	14,204	89	0	14,293	453	0	542	0
eMedia (Overdrive Advantage)	4,926	57	0	4,983	337	0	394	0
Preloaded eReaders	88	0	0	88	7		7	
ADULT TOTALS	23,565	227	0	23,792	965	0	1192	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	127	1	0	128	2	0	3	
eMedia (Overdrive Advantage)	35	1	0	36	4		5	
Fiction								
eMedia (Overdrive Consortium)	2,777	3	0	2,780	79	0	82	0
eMedia (Overdrive Advantage)	368	2	0	370	40	0	42	
KIDS TOTALS	3,307	7		3,314	119	0	132	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	97	0	0	97	2		2	
eMedia (Overdrive Advantage)	17	2	0	19	0		2	
Fiction								
eMedia (Overdrive Consortium)	3,430	4	0	3,434	81	0	85	0
eMedia (Overdrive Advantage)	530	10	0	540	9	0	19	
TEEN TOTALS	4,074	16		4,090	92	0	108	0
BOOK TOTALS	300,613	54,810		355,423	1176	0	1,432	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	58,306	10966		69,272				
Music	265,515		23811	241,704				
Movies/TV Episodes	13,476	1561	0	15,037				
Yearly Total for All Ages	337,297	12527	23811	326,013	0	0	0	0
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	5,302	28	0	5,330	122		150	0
eMedia Advantage (Overdrive)	1,042	19		1,061	87		106	0
Preloaded Audiobook iPods	52	3	0	55	7	0	10	0
Movies								
Preloaded Roku Titles	1,151	13		1,164	53		66	
ADULT TOTALS	7,547	63		7,610	269	0	332	0
KIDS								
Audiobooks								
eMedia Library (Overdrive)	360	0		360	9		9	
eMedia Advantage (Overdrive)	40	2	0	42	0		0	
Movies								
Preloaded Roku Titles	176	3		179	14		17	
KIDS TOTALS	576	5		581	23	0	26	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	636	0		636	11		11	0
eMedia Advantage (Overdrive)	58	7		65	1		8	0
TEEN TOTALS	694	7		701	12	0	19	0
AUDIOVISUAL TOTAL	346,114	75		334,905	304	0	377	0
COLLECTION TOTALS	646,727	54,885		690,328	1480	0	1,809	0

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2020

Balance on hand as of December 31, 2019.....	3,401,379.65
Cash Receipts for January.....	23,762.68
Cash Disbursements for January.....	265,666.29
Cash on hand as of January 31, 2020.....	3,159,476.04

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.685%	
General.....	978,189.62
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,853.94
Children's Endowment.....	3,048.98
Endowment.....	11,802.47
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking	
General.....	67,014.76
Hinsdale Bank & Trust - Checking.....	62,129.26
Fifth Third - Savings - Rate 1.35%	
General.....	100,679.34
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2020.....	3,159,476.04

FUND BALANCES AS OF 1/31/2020

Corporate Fund.....	3,054,440.40
Building & Maintenance Fund.....	28,284.83
I.M.R.F. Fund.....	(9,330.20)
Liability Fund.....	(483.41)
Social Security Fund.....	3,448.74
Special Reserve Fund.....	5,853.94
Current Liabilites.....	77,261.74
Grand Total All Funds.....	3,159,476.04

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Indian Prairie Public Library District
Consolidated Revenue Report for January 2020

Percent of Year: 58.33

	RECEIVED JANUARY 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	290.32	3,594,007.41	98.21%	3,659,490.00	65,482.59
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.08	11.40	0.00%	0.00	-11.40
TOTAL PROPERTY TAX & LEVY INTEREST	290.40	3,594,018.81	98.21%	3,659,490.00	65,471.19
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	1,877.83	18,316.13	122.11%	15,000.00	-3,316.13
TOTAL INTEREST	1,877.83	18,316.13	122.11%	15,000.00	-3,316.13
DESK MONIES					
45100 · Copier	264.95	2,180.31	47.40%	4,600.00	2,419.69
45120 · Computer Copies	1,123.68	8,714.81	58.10%	15,000.00	6,285.19
45130 · Fax	188.92	1,103.56	110.36%	1,000.00	-103.56
45200 · Fines/Fees	3,113.95	25,746.57	51.49%	50,000.00	24,253.43
45250 · Gifts/Donations	200.00	1,054.79	210.96%	500.00	-554.79
45300 · Lost Materials	658.02	6,605.01	82.56%	8,000.00	1,394.99
45350 · Non-Resident Fees	8,262.36	57,537.08	62.54%	92,000.00	34,462.92
45400 · DVD Fines	52.95	671.25	55.94%	1,200.00	528.75
45450 · Top Picks	12.00	144.00	36.00%	400.00	256.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	38.00	341.39	34.14%	1,000.00	658.61
45650 · 3D Printing	81.30	397.10	158.84%	250.00	-147.10
45660 · Carvey	2.00	43.50	87.00%	50.00	6.50
45700 · Passport Fees	4,266.20	17,741.20	70.97%	25,000.00	7,258.80
45750 · Notary Fees	108.00	906.30	64.74%	1,400.00	493.70
TOTAL DESK MONIES	18,372.33	123,474.37	61.49%	200,800.00	77,325.63
OTHER INCOME					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	306.04	15.30%	2,000.00	1,693.96
46800 · Collection Agency Fee	30.00	120.00	60.00%	200.00	80.00
* 49000 · Operating Transfer In	0.00	22,457.67	0.00%	0.00	-22,457.67
TOTAL OTHER INCOME	30.00	24,108.46	831.33%	2,900.00	-21,208.46
GRAND TOTAL	20,570.56	3,813,079.02	96.99%	3,931,351.00	118,271.98

* Operating Transfer In reflects \$22,457.67 from Corporate Reserves
69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76
70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$2,553.36

Indian Prairie Public Library District Consolidated Expenditures Report for January 2020

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/ Percent of Year: 58.33

	January 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	157,371.30	1,202,724.62	52.43%	2,294,105.00	1,091,380.38	2,317,046.00	51.91%
61310 · Benefits - Medical / Life Ins.	12,290.95	84,012.69	48.08%	174,732.00	90,719.31	184,000.00	45.66%
61330 · Benefits - IMRF	15,119.79	99,796.15	49.57%	201,318.00	101,521.85	212,000.00	47.07%
61340 · Benefits - FICA	11,885.75	91,322.16	53.56%	170,513.00	79,190.84	183,000.00	49.90%
61400 · Staff Development	852.30	9,966.96	49.84%	20,000.00	10,033.04	24,000.00	41.53%
61800 · Board Development	0.00	181.72	18.17%	1,000.00	818.28	2,000.00	9.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	472.19	1,393.02	48.93%	2,847.00	1,453.98	3,800.00	36.66%
TOTAL PERSONNEL	197,992.28	1,495,243.32	52.09%	2,870,778.00	1,375,534.68	2,935,846.00	50.93%
MATERIALS							
62100 · Books	7,865.60	85,394.88	48.14%	177,400.00	92,005.12	180,500.00	47.31%
62200 · Periodicals	1,653.90	11,615.94	43.79%	26,525.00	14,909.06	28,000.00	41.49%
62300 · Audio	968.96	15,144.37	40.55%	37,350.00	22,205.63	40,000.00	37.86%
62400 · Video	2,019.18	20,944.17	46.59%	44,950.00	24,005.83	48,000.00	43.63%
62500 · Multi-Media	90.46	2,909.03	25.86%	11,250.00	8,340.97	12,000.00	24.24%
62600 · eMaterials	3,745.87	105,483.84	63.11%	167,140.00	61,656.16	180,000.00	58.60%
62700 · Console Games	389.44	3,656.18	52.23%	7,000.00	3,343.82	7,500.00	48.75%
62800 · ESL	28.59	138.96	13.90%	1,000.00	861.04	1,300.00	10.69%
62900 · Materials Supplies	1,327.76	11,738.40	55.90%	21,000.00	9,261.60	27,000.00	43.48%
TOTAL MATERIALS	18,089.76	257,025.77	52.07%	493,615.00	236,589.23	524,300.00	49.02%
BUILDING							
63200 · Cleaning Service	4,921.86	39,170.59	54.78%	71,500.00	32,329.41	88,000.00	44.51%
63300 · Utilities (1-8-11 · Gas)	916.02	3,431.65	28.60%	12,000.00	8,568.35	26,000.00	13.20%
63300 · Utilities (1-8-12 · Electric)	4351.95	31,678.53	50.28%	63,000.00	31,321.47	78,000.00	40.61%
63300 · Utilities (1-8-13 · Telephone)	615.10	2,810.99	63.89%	4,400.00	1,589.01	15,000.00	18.74%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	8,288.78	110.52%	7,500.00	-788.78	20,000.00	41.44%
63300 · Utilities (1-8-15 · Garbage Disposal)	441.11	2,777.61	69.44%	4,000.00	1,222.39	17,000.00	16.34%
63350 · Building Supplies	1,641.12	4,826.14	80.44%	6,000.00	1,173.86	10,000.00	0.00%
63400 · Maintenance Supplies	573.20	5,226.73	47.52%	11,000.00	5,773.27	32,000.00	16.33%
63500 · Security System Monitoring	0.00	301.50	37.69%	800.00	498.50	11,000.00	2.74%
63600 · Property Maintenance	781.00	12,587.78	31.47%	40,000.00	27,412.24	55,000.00	22.89%
63800 · Building Maintenance/Repair	887.39	10,275.92	34.25%	30,000.00	19,724.08	50,000.00	20.55%
TOTAL BUILDING	15,108.75	121,376.20	48.51%	250,200.00	128,823.80	402,000.00	30.19%
OPERATIONS							
64200 · Supplies - Office	804.50	5,482.67	42.17%	13,000.00	7,517.33	16,000.00	5.03%
64300 · Photocopy Supplies	379.34	1,880.84	37.62%	5,000.00	3,119.16	6,000.00	31.35%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	253.10	1,231.30	53.54%	2,300.00	1,068.70	4,000.00	0.00%
64500 · Postage	-249.50	4,309.01	97.93%	4,400.00	90.99	5,000.00	86.18%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	413.93	1,124.41	149.92%	750.00	-374.41	1,100.00	102.22%
64800 · Organizational Memberships	396.5	1,181.50	33.76%	3,500.00	2,318.50	4,000.00	29.54%
64900 · Bank Fees	239.13	1,599.21	53.31%	3,000.00	1,400.79	4,000.00	39.98%
TOTAL OPERATIONS	2,237.00	17,415.28	50.41%	34,550.00	17,134.72	44,100.00	39.49%
TECHNOLOGY							
65100 · Supplies-Public Toner	652.05	6,119.79	68.00%	9,000.00	2,880.21	10,000.00	61.20%
65150 · Supplies-Staff Toner	395.34	3,631.12	51.87%	7,000.00	3,368.88	8,500.00	42.72%
65160 · Supplies-Maker	146.51	455.17	65.02%	700.00	244.83	1,200.00	37.93%
65200 · Technology-Prof Services	1,425.00	4,275.00	85.50%	5,000.00	725.00	8,000.00	53.44%
65300 · Purchase of Equipment	3,526.59	6,326.18	36.95%	17,122.00	10,795.82	25,000.00	25.30%
65400 · Technology Equip Mnt/Repair	121.49	6,431.16	65.17%	9,868.00	3,436.84	11,000.00	58.47%
65500 · Software	1,168.16	6,066.74	65.23%	9,300.00	3,233.26	20,000.00	30.33%

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Indian Prairie Public Library District Consolidated Expenditures Report for January 2020

Percent of Year: 58.33

	January 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	11791.50	35,374.50	75.00%	47,166.00	11,791.50	48,000.00	73.70%
65700 · Telecommunications	434.52	4,058.17	30.01%	13,524.00	9,465.83	15,000.00	27.05%
TOTAL TECHNOLOGY	19,661.16	72,737.83	61.29%	118,680.00	45,942.17	146,700.00	49.58%
CONTRACTUAL SERVICES							
66100 · General Professional Services	3649.00	7,894.00	98.68%	8,000.00	106.00	26,000.00	30.36%
66200 · Credit Bureau	26.85	304.30	33.81%	900.00	595.70	1,200.00	25.36%
66300 · Copier	221.00	1,143.04	38.10%	3,000.00	1,856.96	3,000.00	38.10%
66400 · Copier Maintenance Contract	461.58	1,790.71	71.63%	2,500.00	709.29	3,000.00	59.69%
66900 · Fees - Bond Registrar	40.00	100.00	45.46%	220.00	120.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	4,398.43	11,232.05	76.83%	14,620.00	3,387.95	33,200.00	33.83%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	17,308.00	98.80%	17,518.00	210.00	21,700.00	79.76%
MARKETING							
68110 · Marketing Newsletter	2105.00	19,582.02	54.40%	36,000.00	16,417.98	40,000.00	48.96%
68111 · eNewsletter	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
68310 · Marketing Supplies	0.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
68410 · Marketing-Information Printing	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
68500 · Legal Notices	0	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
68600 · Programming	2,513.39	13,865.76	47.49%	29,200.00	15,334.24	35,000.00	39.62%
TOTAL PUBLIC INFORMATION	4,618.39	36,604.17	50.67%	72,240.00	35,635.83	87,200.00	41.98%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	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	800,000.00	0.00%
69800 · Operating Transfer Out	0.00	22,457.67	0.00%	0.00	-22,457.67	0.00	0.00%
69900 · Contingency	169.99	13,067.18	114.62%	11,400.00	-1,667.18	15,000.00	87.11%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	21,269.91	0.00%	0.00	-21,269.91	0.00	0.00%
GRAND TOTAL	262,275.76	2,088,011.38	53.11%	3,931,351.00	1,843,339.62	5,210,046.00	40.08%

Operating Transfer Out reflects \$22,457.67 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$2,553.36

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MPI
INVESTMENT MANAGEMENT, INC.
15 SALT CREEK LANE SUITE 404 HINSDALE, IL 60521

Quarterly Report

Account

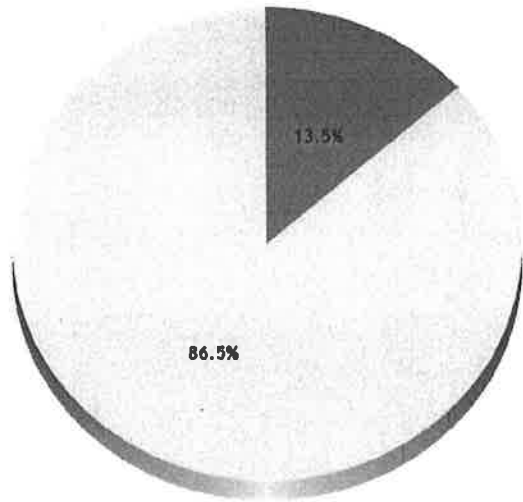
Indian Prairie Public Library District
Corporate Account
Schwab Acct# 6415-7790

12/31/2019

Holdings Overview

US Dollar
 12/31/2019

Portfolio Allocation as of 12/31/2019



Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	269,868.23	13.5	13.5
Fixed Income	1,734,358.24	86.5	86.5
Equity Total	2,004,226.47	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	269,868.23	13.5
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020	151,087.39	7.5
3130agq65	Federal Home Loan Banks 2.430% Due 7/23/2024	126,340.42	6.3
3137eae2	Federal Home Loan Mtg Corp 1.375% Due 4/20/2020	125,238.98	6.2
3130aeaj9	Federal Home Loan Banks 2.850% Due 5/8/2023	104,443.45	5.2
912828y20	United States Treas Nts 2.625% Due 7/15/2021	102,760.20	5.1
3134gty49	Federal Home Loan Mtg Corp 2.000% Due 8/8/2024	100,567.68	5.0
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020	100,495.62	5.0
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100,446.90	5.0
3134gttk9	Federal Home Loan Mtg Corp 2.375% Due 6/26/2024	100,226.49	5.0
Top 10 Holdings Total		1,281,475.35	63.9

Indian Prairie Public Library District
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Performance by Asset Class

Net of Allocated Fees | US Dollar
 12/31/2018 - 12/31/2019

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2018	63,224.80	0.00	2,023,358.39	0.00	2,086,583.19
Accrued Interest	0.00	0.00	8,106.41	0.00	8,106.41
Purchases/Contributions	964,698.03	0.00	602,113.51	0.00	0.00
Sales/Withdrawals	-752,113.51	0.00	-964,698.03	0.00	-150,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	1,158.92	0.00	1,158.92
Unrealized Gains	0.00	0.00	18,790.53	0.00	18,790.53
Interest Income	198.49	0.00	44,257.91	0.00	44,456.40
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	1,270.60	0.00	1,270.60
Management Fees	-260.50	0.00	-5,879.08	0.00	-6,139.58
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 12/31/2019	269,868.23	0.00	1,724,981.24	0.00	1,994,849.47
Accrued Interest	0.00	0.00	9,377.01	0.00	9,377.01
Average Capital Base	80,418.47	0.00	1,913,175.24	0.00	1,993,593.71
Total Fees	-260.50	0.00	-5,879.08	0.00	-6,139.58
Total Gain after Fees	-62.01	0.00	59,598.88	0.00	59,536.87
IRR for 1.00 Years	-0.08%	0.00%	3.12%	0.00%	2.99%

Indian Prairie Public Library District
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Portfolio Appraisal

US Dollar
 12/31/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.01	150,012.17	100.00	150,004.06	7.5	1.5
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	100.18	81,148.78	100.09	81,069.97	4.0	1.6
125,000	Federal Home Loan Mtg Corp 1.375% Due 4/20/2020	99.63	124,537.28	99.92	124,900.00	6.2	1.6
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	100.30	100,301.93	100.14	100,136.87	5.0	1.6
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	102.10	61,259.07	102.06	61,238.28	3.1	1.6
75,000	Federal Natl Mtg Assn 1.750% Due 9/11/2020	99.31	74,483.51	100.07	75,052.23	3.7	1.6
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.20	100,201.05	99.97	99,965.18	5.0	1.5
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.38	100,375.97	100.34	100,335.78	5.0	1.6
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.45	74,586.69	99.53	74,646.39	3.7	1.6
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	102.37	51,183.71	101.54	50,770.73	2.5	1.6
100,000	Federal Home Loan Banks 2.850% Due 5/8/2023	101.70	101,698.26	104.02	104,023.87	5.2	1.6
50,000	Federal Home Loan Banks 2.375% Due 3/8/2024	100.36	50,177.50	102.94	51,471.18	2.6	1.6
100,000	Federal Home Loan Mtg Corp 2.375% Due 6/26/2024	99.99	99,991.02	100.19	100,193.51	5.0	2.3
125,000	Federal Home Loan Banks 2.430% Due 7/23/2024	100.02	125,022.82	100.01	125,007.30	6.2	2.4
100,000	Federal Home Loan Mtg Corp 2.000% Due 8/8/2024	99.97	99,971.95	99.77	99,773.23	5.0	2.1
	Accrued Interest				7,339.41	0.4	
			1,394,951.70		1,405,927.98	70.1	1.8
GOVERNMENT BONDS(USD)							
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.84	99,840.28	101.55	101,554.70	5.1	1.6
	Accrued Interest				1,205.50	0.1	
			99,840.28		102,760.20	5.1	1.6
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	11,028.14	101.30	10,576.98	0.5	0.8

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Portfolio Appraisal

US Dollar
12/31/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	10,826.28	103.34	10,358.82	0.5	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,771.62	111.34	1,824.62	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	20,805.33	101.29	19,945.65	1.0	1.7
	Accrued Interest				116.26	0.0	
			44,431.37		42,822.32	2.1	1.7
FHLMC's(USD)							
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	1,495.07	103.24	1,477.50	0.1	-23.4
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	416.73	100.12	382.91	0.0	1.8
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	47.29	100.14	43.80	0.0	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	22,227.10	103.02	21,227.03	1.1	2.5
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	3,192.15	103.41	3,058.12	0.2	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	9,317.14	107.44	9,142.27	0.5	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	10,504.12	103.66	10,416.35	0.5	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	40,306.69	104.37	39,202.04	2.0	2.5
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	14,028.82	104.34	13,655.58	0.7	1.7
	Accrued Interest				356.67	0.0	
			101,535.11		98,962.28	4.9	1.7
FNMA's(USD)							
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	298.61	103.24	287.13	0.0	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	1,786.58	100.89	1,733.06	0.1	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	8,255.28	102.98	7,799.06	0.4	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	14,400.55	104.29	14,085.03	0.7	3.0

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Portfolio Appraisal

US Dollar
 12/31/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	9,796.21	116.28	10,216.14	0.5	2.6
	Accrued Interest				135.60	0.0	
			34,537.24		34,256.03	1.7	2.3
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	3,875.67	102.21	3,569.69	0.2	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	9,200.05	105.36	8,975.01	0.4	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	15,759.81	111.11	15,643.57	0.8	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,545.00	107.26	3,488.97	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	3,579.81	112.13	3,683.23	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,744.77	107.22	2,699.81	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,854.31	109.44	1,859.50	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	5,755.79	112.14	6,100.80	0.3	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,290.08	114.30	2,441.06	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	919.41	111.88	944.23	0.0	2.5
	Accrued Interest				223.57	0.0	
			49,524.69		49,629.44	2.5	2.6
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		269,868.23		269,868.23	13.5	0.0
			269,868.23		269,868.23	13.5	0.0
Total Portfolio			1,994,688.61		2,004,226.47	100.0	1.5

Disclaimer & Terms

12/31/2019

A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Investment Management, Inc. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

Keeping MPI Investment Management, Inc. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at 800-237-0930. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Investment Management, Inc., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

Chamber Report
January 2020

Darien:

I attended the Darien Chamber Coffee Connection on January 28. These now take place quarterly. We had a good turnout, discussion, and I met a new business owner. As usual, I promoted my upcoming programs. I also provided some literature I have from the FTC for small businesses on cybersecurity and protecting personal information. This day, I got a suggestion for a program on HR. I will look into that.

It was recently decided the monthly board meetings will switch to Mondays. I could not make it this month because of a previously scheduled vacation day.

Willowbrook:

I participated in the WBBR Women in Business Meeting January 14. Six attended out of 11 committee members and we discussed a variety of networking and educational events.

Shirley Pride Jensen
Business Liaison



E-News February 19, 2020

[View this message in your browser.](#)

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Current RAILS News

 **Elders of the Internet - Share Widely and Often!**

Our new video, *Elders of the Internet*, launched on February 14, #LibraryLoversDay. You can view it on any of our social media pages or [view the entire video](#) on the My Library Is... website. Our libraries asked for help demonstrating why and how they are still relevant in the age of the internet, and this can help!



We have created a list of [25 ways you can promote](#) the *Elders of the Internet* video. There should be plenty of things you can do no matter what your library type or size. Take a moment to check out the list and start promoting this video right away!

If you have your own ideas to promote the video, please share them with us at communications@railslibraries.info.

New Library Pulse Page for the Unserved

We've added and launched a new [Library Pulse web page on the unserved](#). This page includes tools and information to help us work toward our goal of ensuring all Illinois residents have access to a public library. A [letter from Greg McCormick](#), Director of the Illinois State Library, explains "why are people unserved?" You can also read the results of last year's [unserved survey](#), and other reports.

The [Library Pulse pages](#) help libraries of all types and sizes stay current on issues and challenges affecting them. For each issue, you'll find introductory information, links to key resources, details on what RAILS is doing to help with the issue, and more. All library staff are also invited to share their comments, questions, feedback, and helpful hints via the Comments section at the bottom of each Library Pulse web page.

RAILS Social Media Survey, Deadline February 28

All library staff from all RAILS member libraries are invited to [take a brief survey](#) on how you use social media in your work and in your relationship to RAILS. Your answers will help us determine how to focus our social media messages and tailor content for specific platforms. We appreciate your time. If you have any questions about this survey, please email [Dan Bostrom](mailto:Dan.Bostrom).

Find More Illinois Welcomes New Libraries

We're thrilled to have Bloomington Public Library and Cambridge Public Library District live on Find More Illinois! As Find More Illinois continues to grow, we'd love to have your library join to provide your patrons more seamless interlibrary loan options. Learn more by visiting the [Find More Illinois website](#) or contact us at info@findmoreillinois.org.

**RAILS Board Meeting, February 21**

The RAILS Board will meet earlier than usual due to the PLA conference in late February. The meeting, on Friday, February 21, at 1 p.m., will be held at the RAILS Burr Ridge service center and other videoconference sites. See [agenda/supporting documents](#).

Free ALA Exhibit Hall Passes!

RAILS is offering member library staff free passes to the exhibit hall at the

you are registering for more than the passes and that you will need to pay, but that is not the case. At the end of the process, you will be able to print out your free exhibit pass.

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Annual Online Library System Certification

The Annual Online Certification process is underway. Certification is required of all library system members to qualify for continuing system services and grant programs from the State Library. The window for certification will close March 31. Libraries are also required to complete the [ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey](#) before completing certification.

More information about certification is available at the State Library's Annual [Library Certification web page](#). The page includes a link to the data and questions included in the certification form, a link to the online certification portal (accessible from January 2–March 31), FAQs, and a document outlining Library Data Entry Guidelines to use while completing the certification form. If you have not received an email from RAILS with information regarding the certification process, please contact us at certification@railslibraries.info.

Serving Our Public 4.0 Available at Discounted Price for RAILS Members

RAILS has copies of the updated edition of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2020* available at a discounted price of \$25 each (includes shipping). The book offers help to public libraries in completing applications for state grant programs and also **includes a flash drive**. It is also a great resource for trustees and library boards. To place an order, log into the RAILS website and [complete the form](#). You will receive a confirmation when you place your order. Orders will be shipped when payment is received. If you have any questions, contact [Anna Duff](#) or [Stacy Palmisano](#).

Delivery Fine Count Begins Soon

The fine counts begin on Monday, February 24. Please physically hand count all of the items in each of your delivery containers and complete the [online count form](#) each day from Monday, February 24 through Friday, February 28.

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. 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. [More information](#).



Look for this symbol throughout issues of the *RAILS E-News* for items supporting the [My Library Is...](#) campaign.

Continuing Education (CE)

L2 accounts are needed to register for all continuing education events. [Create or update your account now!](#)

RAILS Continuing Education

"Make It Count: Leveraging Data in the Library" Webinar - PDH offered, March 17

When people think "library," they don't often think of data. Books? Sure. Reading? Of course. But data, even simple data, is the key piece that needs to be told to leverage a seat at the decision-making table. Participants will hear ideas on what data to collect and how to collect it, how to use data for evaluations, and what story to tell with it. This webinar will be presented by veteran K-12 educator Amy Stefanski on Tuesday, March 17, 4–5 p.m. View full program description and [register through L2](#). **PDH credits offered.**

"Methods for Creating and Assessing Library Outreach Initiatives" Webinar, February 25

This webinar will describe methods for creating library outreach goals that make a measurable impact on your institution's mission, as well as strategies and tools for library outreach assessment. This presentation will focus on academic library outreach, but the strategies can be applied to any library type and setting. Participants will leave with tools that will aid their own outreach planning. This webinar will be held on Tuesday, February 25, from noon–1:30 p.m. [Register via L2](#).

Elevate 2020, Deadline March 2

Applications are open for the [Elevate Illinois Libraries Leadership Program](#) on

initiative to recruit and nurture future Illinois library leaders.

e=evale

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The focus of Elevate 2020 will be on equity, diversity, and inclusion (EDI). The concept of implicit or unconscious bias will be discussed, and practical approaches provided that will allow people to measure as well as mitigate biases over time.

The registration fee for the program is \$100 per participant. This fee covers materials and meals. Participants will be responsible for their own travel expenses. The application deadline is March 2.

"Truly Great Children's Books of 2019" Webinar - PDH Offered, March 3

Do you want a better grasp of the books being published for kids today? Join this fun, upbeat look back at 2019. Evanston Public Library Collection Development Manager Betsy Bird uses EPL's annual *101 Great Books for Kids* list to highlight the best titles of 2019 that shouldn't be missed. Attendees also will gain a broader sense of current and future trends in children's book publishing. [Register via L2.](#)

School librarians can receive 1.5 Professional Development Hours (PDH) for attending this webinar.

"A Librarian's Crash Course in Marketing: The Beginner's Guide to Promoting Your Collection and Events" Webinar, March 10

In this webinar, Angela Hursh, Marketing Engagement Specialist at NovelList and founder of SuperLibraryMarketing.com, will give you the basics of library marketing and share tips to promote your branch, events, and collection without having to go back to school to get a marketing degree. [Register via L2.](#)

"Getting It All Done: Goal Setting and Delegation" Workshop, March 4 or March 11

Getting work done through others is one of the most difficult things a manager or supervisor can master. At the same time, it ranks as one of the most important. The experts from HR Source will walk you through the biggest obstacles and errors of goal setting and delegation, and show you how to eliminate them one by one! The same workshop will be held at two different locations. Register via L2 for one of the following:

- Wednesday, March 4, 9:30 a.m.–12:30 p.m. at [Morris Area Public Library District](#)
- Wednesday, March 11, 1 p.m.–4 p.m. at [East Moline Public Library](#)

Don't Miss Out! Apply for Directors University by March 31

New public library directors are encouraged to apply for the annual Directors University. This year's program will be held June 1–5, 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 31. [More information and registration.](#)

Cataloging Training Dates

RAILS is offering "Cataloging Basics" and "Classification and Subject Analysis Basics" training courses. These are a series of two-day, in-person courses with time for breaks and lunch.

East Peoria

"Cataloging Basics"

- March 26, 9:30 a.m.–3:30 p.m.
- April 7, 9:30 a.m.–3:30 p.m.

"Classification and Subject Analysis Basics"

- April 16, 9:30 a.m.–3:30 p.m.
- April 23, 9:30 a.m.–3:30 p.m.

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.

This webinar will provide an overview of 2020 Census innovations, timeline, and outreach strategies. Participants will learn about:

- Cybersecurity and the online census response
- Recognizing and raising awareness of hard-to-count populations
- Resources to help communities ensure a complete count

Presented by Census Partnership Specialist Dionne Roberts-Emegha on Tuesday, March 10, 10–11 a.m. [Register via L2](#).

"Responding Online to the 2020 Census: What Libraries Need to Know"

ALA has released the [recording](#) and [slides](#) from the "Responding Online to the 2020 Census: What Libraries Need to Know" webinar, with speakers, Gavin Baker, Erika Becker-Medina, Jenny Garmon, Cindy Hohl, and Cecilia Tovar.

And if you missed any of the previous online sessions in this series addressing key aspects of the 2020 Census for libraries, you can find the links to those recordings on [ALA's website](#), along with other resources for the 2020 Census.

This and more can also be found on [RAILS' Library Pulse](#) web page.

INFORMATIONAL MATERIALS

Excellent Census Resources

The [National Coalition for Literacy](#) has posted several Census 2020 resource links on its web page. There is a great variety of links listed under Overview Guides and Information, How People Are Counted, Census Jobs, Resources for Programs, and News and Advocacy. [Resources for Teaching and Learning](#) now has its own web page.

Networking Opportunities



RAILS Online Roundtable: Library Data for Advocacy

Join us for a discussion via Zoom of using library data for advocacy on [Tuesday, March 3, from 1–2 p.m.](#) How are you using data to tell important library stories to boards, administrators, teachers, parents, and other stakeholders? This roundtable is part of the RAILS [My Library Is...](#) campaign. This event will also include a short presentation by Amy Stefanski, District Librarian, Dunlap CUSD #323.



RAILS Online Roundtable: Solo Marketers in the Library

Join us for a discussion via Zoom of tips and tricks for solo marketers on [Thursday, May 14, from 1–2 p.m.](#) Are you the only person in your library doing marketing? What are the processes that you use to coordinate newsletters, social media, and more? This roundtable is part of the RAILS [My Library Is...](#) campaign. This event will feature a short presentation by Emily Glimco, Communications & Marketing Coordinator, Addison Public Library.

IACRL and RAILS Professional Development Opportunity

IACRL (Illinois Association of College and Research Libraries) and RAILS are excited to announce a new event for Spring 2020 – [Spark: Connect and Get Fired Up!](#) We hope this professional development opportunity will be the first of many to spark our enthusiasm to share and connect with each other as academic librarians in Illinois. Library staff from all libraries in Illinois are welcome and encouraged to attend! The event is Friday, May 15, 9 a.m.–3 p.m., at Milner Library, Illinois State University, Normal.

E-Resources

Explore More Illinois Adds American Writers Museum

[American Writers Museum](#) in Chicago is Explore More Illinois' newest attraction. The museum is an interactive playground for literature lovers who want to learn more about their favorite writers and discover new ones. Your patrons receive half-off admission to American Writers Museum when they use Explore More Illinois.



Explore More Illinois has 247 participating libraries. The [Explore More Illinois website](#) has a list of [current attractions](#) and [FAQ](#). To join, please email [Jessica Barnes](#).

Rebecca Caudill Titles Now in eRead Illinois Axis 360

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While all the materials available via eRead Illinois Axis 360 are available to one user at a time, we try to maintain a low holds ratio so that your users spend less time waiting for popular e-books.

For more information on eRead Illinois Axis 360, including how your library can become a member, visit ereadillinois.com.

Changing the E-Book Publishing World Event at PLA

Going to PLA next week? Be sure to check out "[Public Libraries Changing the eBook Publishing World](#)" on Thursday, February 27, at 4 p.m. Learn about how libraries can support and uplift independent authors in the community. Speakers will include representatives from the [Soon to Be Famous Illinois Author Project](#), as well as library professionals and authors from around the country.

RAILS provides services for independent authors including access to the Indie Author Project via inkie.org. Learn more about how you can support local authors at inkie.org/libraries.

Add BiblioBoard to Your E-Content Resources

The [BiblioBoard Library](#) provides everyone in Illinois access to a robust collection of e-content. Find everything from [Open Educational Resources](#), to [high-quality independently-published fiction](#), to [primary source materials](#), and more, in one place.

Make it easy for your library users to discover this service - add a link to the BiblioBoard Library to your library's website.

Deals, Discounts, Grants

Applications Now Open for RAILS My Library Is... Grant

The [RAILS My Library Is... Grant](#) program provides an opportunity for libraries to focus on projects that help tell the library story and that increase visibility and support for all types of libraries.

Libraries, working alone or with partner organizations, can apply for up to \$5,000. RAILS is especially interested in innovative programs that can be replicated by other libraries. Potential grant project areas may include (but are not limited to) paid advertising, partnering with other libraries/community organizations for promotion, video production, or working with a marketing consultant. Learn more and apply by Friday, April 24.

RAILS Discounts on Library Supplies and Furniture

Remember to check the RAILS Deals and Discount web page when you are ordering your library supplies and furniture. Get discounts and/or free shipping from [Brodart](#), [Demco](#), [Janway](#), and [Quill](#). For pricing and more information, visit the [Deals & Discounts](#) page and log in using your L2 email and password.

Illinois State Library News

Computers in Libraries Conference Discount for ILLINET Members

A discount is being offered for ILLINET members to attend the Computers in Libraries conference organized by Information Today, Inc. (All library system members are ILLINET members.) The 2020 event will be held at the Hyatt Regency Crystal City, Arlington, VA, from March 31-April 2.

[Register online](#) no later than February 28 to receive the discount. [Program information](#). For additional information, feel free to contact [Jill Heffernan](#) or call 217.557.7259.

Other Library News

Illinois Digital Heritage Hub Gets New Blog Site

The [Illinois Digital Heritage Hub](#) (IDHH) has migrated its [Illinois Highlights collections blog](#) to a new site free of ads! The IDHH is a portal to digital primary source materials contributed by archives, historical societies, libraries, and museums from around the state of Illinois. They work with the [Digital Public Library of America](#) to gather resources to share with people around the

Illinois Highlights posts about new collections, featuring materials relevant to Illinois and national history, and celebrates the diversity of the state and the richness of its cultural heritage. If you were subscribed to the original blog, **please re-subscribe** as original subscribers were not migrated.

Nominate Someone for an ILA Award

Show some love and nominate a boss, colleague, mentor, or yourself (you deserve it) for an [ILA Award](#). The ILA Awards program recognizes excellence in librarianship and library service in Illinois and increases awareness of the importance of libraries in communities.

The complete list of [ILA Awards](#), including criteria and eligibility for each award, is available on the ILA website. The deadline for all award nominations is May 15, 2020. If you have any questions regarding the ILA Awards, please contact the [ILA office](#).

Registration Open for Reaching Forward

This year's conference will feature sessions on the latest topics in libraries as well as the famous youth and adult performers showcases. New to the conference this year - Ignite Sessions that allow attendees to hear three presentations in one session!

The conference will also have networking opportunities, an exhibit hall, and the Reaching Forward awards presentation.-

Conference registration includes morning coffee, a plated lunch, and a full day of incredible programming. The early bird deadline is April 17. [Register now](#).

Save the Date for HSLI Conference

The Health Science Librarians of Illinois (HSLI) will host their annual conference on September 2-4, at Starved Rock Lodge. Network with colleagues and gain continuing education credits while enjoying a unique and beautiful meeting experience among canyons and waterfalls. For more information, visit [hslil.org/conference](#) or [starvedrocklodge.com](#).

AISLE: Accepting Conference Proposals

The Association of Illinois School Library Educators (AISLE) is now accepting proposals for its 2020 conference. The conference program committee is seeking proposals that illustrate how you foster an inclusive environment, build a learning community, design innovative programs and collections, and collaborate with students and teachers to make the library the heart of the school.

The conference will be held at the Tinley Park Convention Center, November 5-7. The deadline for proposals is Friday, April 3. Get more information and [submit your proposal](#).

If you have questions or need assistance, please direct your inquiries to conprogramnorth@aisled.org.

Illinois Library Association Call for Submissions

The ILA Conference Program Committee is seeking proposals for the 2020 annual conference. This year's theme focuses on what brings us together and how we can remove barriers to collaboration. The committee strongly encourages potential presenters to widen the scope of presentations by bringing multi-size or multitype libraries together.



The deadline for submissions is March 16. For additional information, please [visit the ILA website](#).

Member News

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

RAILS Library Director News

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

Heather Shlah is the interim director of Lemont Public Library District.

Stefanie Geitz is the new director of Mount Hope-Funk's Grove Townships Public Library District.

Kids & Teens

Upon entering the Mid-Kid cubes a little girl gasps and says, "Headphones! They're my favorite ones!"

You guys have the best library. I love this place.

Patron approached the desk to tell us how much her grandson loves the Construction Zone play in Little Town. She said it "made his week" to come here and experience that.

Adult

Everyone there always goes above and beyond my expectations--and I have high expectations!

Natalie saved the day. Two women came in for their monthly book club meeting to find out that there was no reservation. It appeared that Conf room 201 was available so I sent them upstairs. It turned out that someone had just book it. Natalie said she would work something out. I found out that she let them use her office so they could meet and skype with other members of the book club.

I've used many libraries but you're my favorite because you help people. You don't act like you don't want to be bothered.

A Woodridge Public Library patron asked if we had Consumers Report magazine because Woodridge only has the on-line version only. When I showed him where they were, he said he was so glad.

Keep up with the great job hunting programs.

No matter what the library charges (in taxes), it's always worth it.

The book you recommended to me was fantastic -- she's such a good writer. I enjoyed talking to you the other day.

Patron asked if we have any public lockers for putting belongings into.

Circulation

Patron: Kudos to changing the wrappers back to the spine.

Patron said that she does not like the Flipster magazine check out.

A Downers Grove patron told me he prefers to come to our library because of our fantastic DVD collection. He said he especially appreciates our wide variety of old TV shows.

Administration

Working the Ask Us Desk this morning, a patron called to complain that the 2/14 Valentine's Day Cards and Crafts program is held at a time when kids are in school. She would have preferred after school/early evening.

Good for you guys charging extra to the people who don't live here! (A patron talking about getting a library card.)

I didn't know you could get a library card here if you didn't live in the neighborhood. You have so many great things. Thanks for the information! This is exciting!

A 20-year resident called me to tell me how wonderful the staff are. There is never a single time that service is not outstanding. Everyone is smiling and everyone is kind. They pay attention to every little thing and jump off their chairs right away to help. She is very appreciative of the service she receives.

"Wow! Is that a chubby unicorn on your hand?" A mom asking her kid about the Ippo stamp.

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.