

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

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

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

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

- C. Public Comment

- D. Communications and Announcements

- 1. Bukovac to Parlour re: Thank You for Darien Garden Club Donation Page 3
- 2. Brownie Troop #51971 to IPPL re: Thank You Page 4
- 3. Maercker School District 60 PTA to IPPL re: Thank You Page 5
- 4. Jablonski to Williams re: Thank You Page 6
- 5. ILA Library Trustees Forum Workshop Page 7
- 6. Brachle to Sheehan re: Food for Fines Page 8
- 7. Gift of Carl Foundation to Bukovac re: Write on Festival Page 9

- E. Omnibus Consent Agenda

- 1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 16, 2016 Page 10 Action
- 2. Treasurer's Report Page 13
- 3. Action on Bill/Additional Bills Page 17
- 4. Treasurer's Report & Action on Bills November 2016 Page 23
- 5. Motion to Delete Two Executive Session Tapes from January 2015 Page 32

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 33 Information

- H. Department Reports Information

- 1. Assistant Director Page 37
- 2. Marketing Page 40
- 3. Adult Page 44

Department Reports (continued)

- 4. Circulation Page 52
- 5. Technology and Technical Services Page 55
- 6. Youth Page 58

- I. Staff Report – none

- J. Reports
 - 1. Chambers of Commerce Reports (Bukovac) Information
 - 2. RAILS Page 75 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
 - 1. Self Checkout and RFID Page 83 Discussion

- L. New Business
 - 1. Strategic Plan Update Page 88 Information

- M. Meetings Scheduled
 - 1. Schedule Policy Committee (Damon, Deshmukh, Lacayo)
Weeks of 2/20 or 2/27

- 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. Closed Session Minutes – 1/20/16, 8/17/16, 9/6/16, 9/21/16
 - 2. Open or Close All 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

- R. Community Events

- S. Library Events

- T. Adjournment

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



November 28, 2016

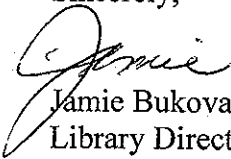
Barbara Parlour, Treasurer
Darien Garden Club
518 Whitehall Way
Bolingbrook, IL 60440

Dear Barbara,

On behalf of the library trustees and staff I want to thank you for the very generous donation of \$100.00 from the Darien Garden Club. We appreciate your thoughtfulness. Gardening is a popular subject with our patrons so the donation will go to good use enhancing our book collection.

We also appreciate so much the many ways that we are able to partner with the Garden Club. Please convey our thanks to your membership for their support and for the work they do to keep our grounds looking wonderful!

Sincerely,


Jamie Bukovac
Library Director



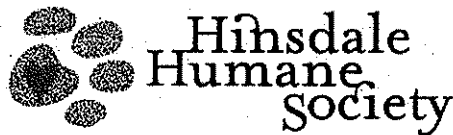
Brownie Troop #51971 says

Thank You!



Thanks to your generosity they were able to collect:

10 bags and 184 cans of dog and cat food. 6 bottles of laundry supplies. 10 packages of treats. 16 toys. 5 misc. supplies and \$50 in gift cards. All items donated to the:



Special thanks for allowing us to collect at:





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December 20, 2016

Dear Indian Prarie Library:

Thank you so much for sending librarians to read to our students during the Holmes Primary School Fall Festival! With you help, we were able to make the Fall Festival Ice Cream Social a success and raise money to help support the PTA throughout the year. Maercker School District 60 PTA is an all-volunteer, not-for-profit organization with 501c3 status. Our EIN 501c3 Tax ID number is 61-1641412.

We greatly appreciate your help with making this a successful event!

Sincerely,

Maercker School District 60 PTA



5800 Holmes Avenue, Clarendon Hills, Illinois 60514 (630) 515-4840

November 17, 2016

Miss Natalie
Children's Librarian
Indian Prairie Library
401 Plainfield Rd.
Darien, IL 60561

Dear Miss Natalie,

Thank you for sharing your enthusiasm for reading with my students. My first grade class visited the library on Friday, October 29, 2016. We had a wonderful time and came back excited about all of the things available to us at Indian Prairie!

Enclosed please find thank you notes from my class.

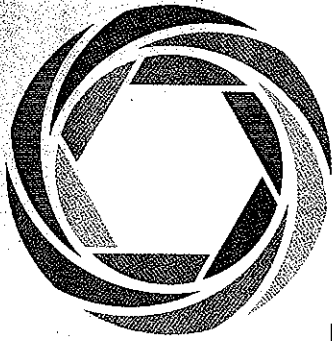
Sincerely,



Margo Jablonski

1st Grade Teacher

Holmes School, Clarendon Hills



Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop • Saturday, February 18, 2017
Chicago Marriott Oak Brook • 1401 West 22nd St., Oak Brook

Register at ila.org/TrusteeWorkshop

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

ILA Member: \$135 • Non-Member: \$160

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

Agenda

8:00 – 9:00 A.M. Continental Breakfast and Networking

9:00 – 9:15 A.M. Welcome and Introductions

9:15 A.M. – NOON Stop Censorship in Its Stacks

Kristin Pekoll, assistant director of ALA's Office for Intellectual Freedom, has a special soft spot for the former West Bend Library trustees who stood with her during their well-publicized book challenge in 2009. If it wasn't for her amazing library board, Kristin would not be visiting the 2017 ILA Trustee Forum with her passion for the freedom to read. Her former trustees have mentored and encouraged her as a librarian and intellectual freedom advocate. Armed with personal experience with book challenges and professional resources gained at OIF, she has designed an interactive session that will prepare and strengthen trustees for their vital role in honoring this core value of America's libraries.

This session is divided into three sections, applicable to both new and lifelong trustees:

1. Intellectual Freedom 101
2. Rising Issues and Nuances
3. Protecting & Promoting Intellectual Freedom Through Library Collaboration

A 15-minute break will be held at 10:30

NOON – 1:00 P.M. Lunch and Forum Business Meeting

1:15 – 2:15 P.M. Derek Blaida, ILA Legislative Consultant

Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.

2:15 – 2:30 P.M. Break

2:30 – 3:30 P.M. Legal Q&A

Roger Ritzman, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
Roger will answer your questions about library legal issues.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$99, plus tax, per night
Please call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 20, to receive the workshop rate.

Cancellations must be received in writing before February 10. Please e-mail your cancellation request to tina@ila.org. Cancellations received before February 10 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 10.

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Deacon's Office
Our Lady of Peace Church

701 PLAINFIELD ROAD
DARIEN, ILLINOIS 60561-4294
(630) 323-5409

December 20, 2016

Indian Prairie Library
401 Plainfield Rd.
Darien, IL 60561
Attn: Ms. Debbie Sheehan

Re: FOOD FOR FINES

Gentlemen:

This will acknowledge, most gratefully, your allowing our food pantry to benefit from your annual FOOD FOR FINES Program.

Our part of your collection for the OUR LADY OF PEACE FOOD PANTRY filled a Dodge Grand Caravan one and a half times. My estimate is that the total amount approximates 1 ton of non-perishable food and grocery products.

All of these items will be distributed to needy families in our surrounding areas.

For your donation the FOOD PANTRY has provided you with no goods or services.

On behalf of the families who will receive these goods I offer our thanks to all whom, in any way, helped. May God bless all of you for responding to His command to: "...feed the hungry..."

Sincerely in Christ,



Deacon Paul Brachle
OUR LADY OF PEACE FOOD PANTRY



THE Gift of Carl
FOUNDATION, INC.

LITERACY
THEATER ARTS
MUSIC
ENVIRONMENTAL EDUCATION



Indian Prairie Public Library
401 Plainfield Rd
Darien, IL 60561

December 5, 2016

Dear Jamie,

Rob and I would like to thank the Library for our partnership in this year's Write On Festival. This was the 11th year working with IPPL, and each year it means so much to the teens and the Foundation to continue this event.

We would also like to thank Heidi Estrada for her efforts in hosting the author Jason Reynolds. She did a great job at her very first Write On. We enjoyed Jason's inspiring stories too.

Enclosed is the reimbursement check for the Write On expenses. Please share with Heidi, Tyler and Natalie our gratitude for another successful event.

Sincerely,

Rob and Char Vuillaume
The Gift of Carl Foundation



**Truth in Taxation Hearing
November 16, 2016 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 7 p.m. Present were Beena Deshmukh, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Laura Birmingham, Maria Wlosinski. Absent: Julia Lacayo. Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 3, 2016 (copy in packet).
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 7:01 p.m.

**Board of Trustees Regular Meeting
November 16, 2016 – 7:10 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
Absent: Julia Lacayo
Staff Present: Laura Birmingham, Maria Wlosinski, Ann Stovall
Others: Elizabeth Walker attended by audio conference. She is a Darien resident interested in running for the Board in the April 2017 election.

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

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

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

- C. Public Comment – none

D. Communications and Announcements

- 1. Bukovac to Farmingdale Resident re: Potential Referendum
- 2. Article on the Edge Website – *Edge Reinforces Indian Prairie Public Library as a Technology Leader in the Community*

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 19, 2016
- 2. Treasurer's Report
- 3. Action on Bill/Additional Bills

4. Ordinance #2016-7 Directing County Clerk as to PTELL Reduction
 5. Approval of FY2017 Illinois Public Library Per Capita Grant
 6. Proposed Change to Personnel Code 801.6 Staff Categories
 7. Proposed Changes to Personnel Code 809 Staff Privileges
- Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Ruscitti seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point Stovall gave her staff report (Item I). She left at 7:40 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham reported that as part of our strategic plan we will begin hosting local groups in our lobby beginning with the Lions Club. Groups will have an information table and will answer questions and distribute flyers.

H. Department Reports

- I. Staff Report – Ann Stovall, Head of Technology Services, spoke to the Board about the library's new on-line calendar and registration system. One of the goals under the user experience in our strategic plan was to evaluate whether our booking system was user friendly. We found that it did not meet patron or staff needs as it was slow and cumbersome and some features had been dropped. After evaluating other products, we chose Communico as our new calendar and registration system. We were part of an initial group purchase with RAILS. In addition to the calendar and room booking system, we received a suite of on-line products including a digital signage app, website enhancing app, and a mobile app that is more intuitive than our current one. Communico has been very responsive to our questions and has worked to customize things for us. Staff has found the calendar system easy to use and has entered all of the upcoming events. There have been demonstrations in the library for patron drop-ins. Outside groups will be able to reserve meeting spaces in early 2017. Stovall demoed the calendar to the Board this evening. The Board liked that it is integrated with the look and feel of our website. Other highlights include: it can be viewed in other languages, users login with their library card number and can view their current and past program registrations, the "my events" button allows a patron to add a guest to their registration. Stovall said there is an authentication feature for IPPL cardholders. The Board was very impressed with the demonstration and thanked Stovall and the rest of the staff for all of the hard work that went into the project.

J. Reports

1. ILA Conference – Megaridis reported that she attended the conference. She distributed a summary that highlighted the sessions she attended, "Top 10 Budget Disasters" and "Guidance for Conducting Legal and Effective Board Meetings".
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. Ordinance #2016-6 Levying and Assessing Taxes – Krupicka moved, Damon seconded to approve Ordinance #2016-6 Levying and Assessing Taxes. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.

L. New Business

1. Proposed Change to Personnel Code 810 Reimbursement – Deshmukh moved, Megaridis seconded to approve the proposed change to Personnel Code 810 Reimbursement. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
2. Proposed Ordinance #2016-8 Regulating Reimbursement of Expenses – Birmingham said that the Ordinance is required by law. Megaridis moved, Deshmukh seconded to approve Ordinance #2016-8 Regulating Reimbursement of Expenses. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
3. Proposed Alcoholic Beverages Policy 670 – Damon moved, Ruscitti seconded to approve the proposed Alcoholic Beverages Policy 670. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
4. Review of *Serving Our Public 3.0*, Chapter 6 'Access' – Review is required for the Per Capita Grant. Birmingham said that we meet the access standards. With respect to #6, we are looking into providing some brochures in other languages. We don't have a foreign language collection but items can be accessed through SWAN.
5. Director's Annual Performance Appraisal – Suriano said that Bukovac will prepare her annual report and send it to the Trustees by the end of December along with a link to the online survey. Suriano would like the survey completed by January 9. She will print out the collated results which will be discussed during the January closed session. A few Trustees said they would like to complete the survey in December since they will be out of town.

M. Scheduled Meetings

The December 21st Board meeting has been cancelled.

N. Community Events

O. Library Event

P. Adjournment

At 8:10 p.m. Megaridis moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2016

Balance on hand as of November, 2016.....	3,568,173.67
Cash Receipts for December.....	50,610.42
Cash Disbursements for December.....	387,760.77
Cash on hand as December 31, 2016.....	3,231,023.32

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.509%	
General.....	467,836.93
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,033.54
Children's Endowment.....	2,897.23
Endowment.....	11,215.27
MPI Investment (Corporate Fund).....	2,607,611.46

JP Morgan Chase - Checking	
General.....	2,647.36
Hinsdale Bank & Trust - Checking.....	7,024.30
JP Morgan Chase - Savings - Rate .08%	
General.....	100,153.23
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2016.....	3,231,023.32

FUND BALANCES AS OF 12/31/2016

Corporate Fund.....	3,070,833.49
Building & Maintenance Fund.....	44,569.82
I.M.R.F. Fund.....	1.93
Liability Fund.....	1,132.21
Social Security Fund.....	1.55
Special Reserve Fund.....	22,157.44
Current Liabilites.....	92,326.88
Grand Total All Funds.....	3,231,023.32

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**Indian Prairie Public Library District
Consolidated Revenue Report for December 2016**

Percent of Year: 50.00

	RECEIVED December 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	33,721.55	3,396,842.44	98.85%	3,436,415.00	39,572.56
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	0.00	1.34	0.00%	0.00	-1.34
TOTAL PROPERTY TAX & LEVY INTEREST	33,721.55	3,397,180.77	98.86%	3,436,415.00	39,234.23
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
TOTAL INTERGOVERNMENTAL	0.00	590.00	1.84%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	289.13	1,552.50	155.25%	1,000.00	-552.50
TOTAL INTEREST	289.13	1,552.50	155.25%	1,000.00	-552.50
DESK MONIES					
45100 · Copier	311.11	2,370.51	49.39%	4,800.00	2,429.49
45120 · Computer Copies	1,096.58	7,406.16	61.72%	12,000.00	4,593.84
45200 · Fines/Fees	2,567.37	22,858.75	47.62%	48,000.00	25,141.25
45250 · Gifts/Donations	175.00	10,196.00	679.73%	1,500.00	-8,696.00
45300 · Lost Materials	1,038.93	6,776.63	56.47%	12,000.00	5,223.37
45350 · Non-Resident Fees	6,972.14	42,036.75	51.26%	82,000.00	39,963.25
45400 · DVD Fines	366.70	2,583.20	36.90%	7,000.00	4,416.80
45450 · Book Rental	29.10	346.15	34.62%	1,000.00	653.85
45550 · Meeting Room Rental	25.00	175.00	87.50%	200.00	25.00
45600 · ILL Fees	16.70	236.10	33.73%	700.00	463.90
45650 · 3D Printing	51.90	156.95	31.39%	500.00	343.05
TOTAL DESK MONIES	12,650.53	95,142.20	56.07%	169,700.00	74,557.80
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	722.00	1,520.20	304.04%	500.00	-1,020.20
46800 · Collection Agency Fee	20.00	93.80	31.27%	300.00	206.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	742.00	6,377.00	114.63%	5,563.00	-814.00
GRAND TOTAL	47,403.21	3,500,842.47	96.05%	3,644,678.00	143,835.53

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

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Indian Prairie Public Library District
Consolidated Expenditures Report for December 2016

Percent of Year: 50.00

	December 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	239,377.19	1,015,956.05	47.54%	2,137,000.00	1,121,043.95	2,179,740.00	46.61%
61310 · Benefits - Medical / Life Ins.	11,394.46	61,305.27	46.27%	132,500.00	71,194.73	132,000.00	46.44%
61330 · Benefits - IMRF	24,032.84	100,925.86	48.76%	207,000.00	106,074.14	225,000.00	44.86%
61340 · Benefits - FICA	17,909.16	74,375.55	45.49%	163,500.00	89,124.45	175,000.00	42.50%
61400 · Staff Development	710.21	8,714.67	53.46%	16,300.00	7,585.33	20,000.00	43.57%
61500 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
* 61710 · Workers Compensation	0.00	9,787.00	108.74%	9,000.00	-787.00	13,000.00	75.28%
61720 · Unemployment Insurance	141.17	871.59	25.79%	3,380.00	2,508.41	6,000.00	14.53%
TOTAL PERSONNEL	293,564.83	1,272,010.99	47.65%	2,669,680.00	1,397,669.01	2,753,740.00	46.19%
MATERIALS							
62100 · Books	23,793.66	106,353.38	44.84%	237,175.00	130,821.62	250,000.00	42.54%
62200 · Periodicals	318.24	10,338.85	32.62%	31,700.00	21,361.15	35,000.00	29.54%
62300 · Audio	4,289.07	21,524.00	44.15%	48,750.00	27,226.00	50,000.00	43.05%
62400 · Video	6,362.77	29,474.41	50.64%	58,200.00	28,725.59	60,000.00	49.12%
62500 · Multi-Media	695.06	2,641.77	33.02%	8,000.00	5,358.23	10,000.00	26.42%
62600 · Electronic Reference Resources	169.95	60,814.87	94.58%	64,300.00	3,485.13	68,000.00	89.43%
62700 · Software	778.83	3,444.84	49.21%	7,000.00	3,555.16	8,000.00	43.06%
62800 · ESL	0.00	52.19	2.61%	2,000.00	1,947.81	3,000.00	1.74%
62900 · Materials Supplies	1,770.67	9,592.07	44.61%	21,500.00	11,907.93	25,000.00	38.37%
TOTAL MATERIALS	38,178.25	244,236.38	51.03%	478,625.00	234,388.62	509,000.00	47.98%
BUILDING							
63200 · Cleaning Service	6,229.79	34,489.09	48.24%	71,500.00	37,010.91	80,000.00	43.11%
63300 · Utilities (1-8-11 · Gas)	1,120.31	3,418.52	26.30%	13,000.00	9,581.48	70,000.00	4.88%
63300 · Utilities (1-8-12 · Electric)	5,017.08	30,184.83	46.44%	65,000.00	34,815.17	100,000.00	30.18%
63300 · Utilities (1-8-13 · Telephone)	2,284.67	4,423.76	63.20%	7,000.00	2,576.24	9,000.00	49.15%
63300 · Utilities (1-8-14 · Water/Sewer)	2,259.09	4,446.49	63.52%	7,000.00	2,553.51	15,000.00	29.64%
63300 · Utilities (1-8-15 · Garbage Disposal)	222.13	1,628.49	54.28%	3,000.00	1,371.51	15,000.00	10.86%
63400 · Maintenance Supplies	3,180.62	8,882.00	52.25%	17,000.00	8,118.00	20,000.00	44.41%
63500 · Security System Monitoring	177.00	354.00	29.50%	1,200.00	846.00	3,000.00	11.80%
63600 · Property Maintenance	112.37	7,535.73	30.14%	25,000.00	17,464.27	30,000.00	25.12%
* 63800 · Building Maintenance/Repairs	15,912.82	43,739.75	87.48%	50,000.00	6,260.25	60,000.00	72.90%
TOTAL BUILDING	36,515.88	139,102.68	53.56%	259,700.00	120,597.34	402,000.00	34.60%
OPERATIONS							
64200 · Supplies - Office	860.14	5,017.27	35.84%	14,000.00	8,982.73	18,000.00	27.87%
64300 · Photocopy Supplies	397.27	2,533.88	50.68%	5,000.00	2,466.12	6,000.00	42.23%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage	306.23	2,501.36	62.53%	4,000.00	1,498.64	8,000.00	31.27%
64600 · Non-Payment Reimbursement	442.97	514.97	17.17%	3,000.00	2,485.03	5,000.00	10.30%
64700 · Travel	13.50	178.19	35.64%	500.00	321.81	1,000.00	17.82%
64800 · Organizational Memberships	180.00	781.00	43.39%	1,800.00	1,019.00	2,200.00	35.50%
64900 · Bank Fees	213.25	1,403.73	56.15%	2,500.00	1,096.27	3,000.00	46.79%
TOTAL OPERATION	2,413.36	12,930.40	41.18%	31,400.00	18,469.60	47,000.00	27.51%
AUTOMATION							
65100 · Supplies-Public Toner	937.08	3,013.89	43.06%	7,000.00	3,986.11	8,000.00	37.67%
65150 · Supplies-Staff Toner	736.10	2,750.40	45.84%	6,000.00	3,249.60	8,000.00	34.38%
65160 · Supplies-3D Printer	88.98	199.99	28.57%	700.00	500.01	1,100.00	18.18%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	7,716.92	9,408.77	75.27%	12,500.00	3,091.23	18,000.00	52.27%
65400 · Automation Equip Mnt/Repair	248.28	1,898.01	52.00%	3,650.00	1,751.99	5,000.00	37.96%
65500 · Software	764.52	3,562.40	19.26%	18,500.00	14,937.60	27,000.00	13.19%
65600 · SWAN	0.00	30,310.00	66.44%	45,820.00	15,310.00	47,000.00	64.49%
65700 · Telecommunications	379.60	1,149.10	47.88%	2,400.00	1,250.90	4,000.00	28.73%

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Indian Prairie Public Library District
Consolidated Expenditures Report for December 2016

Percent of Year: 50.00

	December 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
TOTAL AUTOMATION	10,871.48	52,292.56	51.59%	101,370.00	49,077.44	126,100.00	41.47%
CONTRACTUAL SERVICES							
66100 - General Professional Services	0.00	6,175.50	95.01%	6,500.00	324.50	17,000.00	36.33%
66200 - Credit Bureau	134.25	431.70	28.78%	1,500.00	1,068.30	2,000.00	21.59%
66300 - Equipment-Maintenance Repair	0.00	2,234.00	37.23%	6,000.00	3,766.00	8,000.00	27.93%
66900 - Fees - Bond Registrar	50.00	150.00	150.00%	100.00	-50.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	184.25	8,991.20	63.77%	14,100.00	5,108.80	27,000.00	33.30%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 - Marketing Newsletter	4,071.85	14,686.37	42.42%	34,619.00	19,932.63	37,000.00	39.69%
68111 - eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 - Marketing Advertising	20.00	183.75	36.75%	500.00	316.25	2,000.00	9.19%
68310 - Marketing Supplies	22.45	379.07	75.81%	500.00	120.93	2,000.00	18.95%
68410 - Marketing-Information Printing	136.88	572.35	22.89%	2,500.00	1,927.65	8,000.00	7.15%
68500 - Legal Notices	257.89	840.49	60.04%	1,400.00	559.51	2,000.00	42.02%
68600 - Special Events	1,277.31	9,593.87	39.00%	24,600.00	15,006.13	28,000.00	34.26%
TOTAL PUBLIC INFORMATION	5,786.38	27,893.90	42.38%	65,819.00	37,925.10	81,000.00	34.44%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 - Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	0.00	4,774.54	67.68%	7,055.00	2,280.46	50,000.00	9.55%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	387,514.43	1,783,039.63	48.92%	3,644,678.00	1,865,638.37	4,115,340.00	43.33%

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

ACTION ON BILLS December 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49207 thru 49342	\$ 112,047.13
Chase Bank-Salaries for December	36779 thru 36817	\$ 11,098.97
Hinsdale Bank-Direct Deposits	& 23045 thru 23278	\$ 161,759.50
MONTH'S TOTAL:		\$ 284,905.60

Indian Prairie Public Library District

Account QuickReport

As of December 31, 2016

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Liability Check	12/01/2016	49207	Nationwide Retirement	660.00
Liability Check	12/01/2016	49208	Vantagepoint	943.19
Bill Pmt Check	12/01/2016	49209	Adult Reading Round Table	10.00
Bill Pmt Check	12/01/2016	49210	Arlington Heights Memorial Library	24.95
Bill Pmt Check	12/01/2016	49211	Baker & Taylor	338.76
Bill Pmt Check	12/01/2016	49212	Baker & Taylor (video)	224.35
Bill Pmt Check	12/01/2016	49213	Blackstone Audio, Inc.	315.00
Bill Pmt Check	12/01/2016	49214	Case Lots Inc.	311.55
Bill Pmt Check	12/01/2016	49215	Center Point Large Print	24.02
Bill Pmt Check	12/01/2016	49216	Children's Plus Inc.	2,956.84
Bill Pmt Check	12/01/2016	49217	DEMCO	345.63
Bill Pmt Check	12/01/2016	49218	Gale/CENGAGE Learning	704.85
Bill Pmt Check	12/01/2016	49219	Illinois Secretary of State	10.00
Bill Pmt Check	12/01/2016	49220	Ingram Library Services	681.61
Bill Pmt Check	12/01/2016	49221	LibrariesFirst	275.00
Bill Pmt Check	12/01/2016	49222	Midwest Tape	511.41
Bill Pmt Check	12/01/2016	49223	OverDrive	704.69
Bill Pmt Check	12/01/2016	49224	Penguin Random House LLC	207.75
Bill Pmt Check	12/01/2016	49225	Quill	152.78
Bill Pmt Check	12/01/2016	49226	Runco	68.24
Bill Pmt Check	12/01/2016	49227	Springer Customer Service Center LLC	6.36
Bill Pmt Check	12/01/2016	49228	Thomson Reuters West	63.07
Bill Pmt Check	12/01/2016	49229	Vernon Library Supplies, Inc.	78.31
Bill Pmt Check	12/01/2016	49230	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Bill Pmt Check	12/02/2016	49231	Business Card	3,126.32
Bill Pmt Check	12/02/2016	49232	Better Business Planning, Inc.	135.00
Bill Pmt Check	12/02/2016	49233	OverDrive, Inc.	1,737.47
Bill Pmt Check	12/06/2016	49234	Call One	1,529.26
Bill Pmt Check	12/06/2016	49235	O'Malley, Joan	45.00
Bill Pmt Check	12/06/2016	49236	Baker & Taylor	2,696.93
Bill Pmt Check	12/06/2016	49237	Baker & Taylor (video)	81.40
Bill Pmt Check	12/06/2016	49238	Bal Industries	1,080.00
Bill Pmt Check	12/06/2016	49239	Birmingham, Laura	26.58
Bill Pmt Check	12/06/2016	49240	Bukovac, Jamie	28.62
Bill Pmt Check	12/06/2016	49241	Case Lots Inc.	231.65
Bill Pmt Check	12/06/2016	49242	DuPage County Public Works	2,020.14
Bill Pmt Check	12/06/2016	49242	Estrada, Heidi	11.81
Bill Pmt Check	12/06/2016	49243	Fire & Security Systems	105.00
Bill Pmt Check	12/06/2016	49244	Fox Valley Fire & Safety	141.00
Bill Pmt Check	12/06/2016	49245	Garvey's Office Products	17.12
Bill Pmt Check	12/06/2016	49246	Kamm Insurance Group	30.00
Bill Pmt Check	12/06/2016	49247	Midwest Tape	563.74
Bill Pmt Check	12/06/2016	49248	OverDrive	243.66
Bill Pmt Check	12/06/2016	49249	Penguin Random House LLC	52.50

Indian Prairie Public Library District
Account QuickReport
As of December 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	12/06/2016	49250	PitneyBowes	165.00
Bill Pmt Check	12/06/2016	49251	Quill	333.49
Bill Pmt Check	12/06/2016	49252	Runco	540.15
Bill Pmt Check	12/06/2016	49253	Stephens Plumbing & Heating, Inc.	163.00
Bill Pmt Check	12/06/2016	49254	Suburban Door Check & Lock Service	130.00
Bill Pmt Check	12/06/2016	49255	VISOgraphic	3,601.85
Bill Pmt Check	12/06/2016	49256	Waterlogic East LLC	238.95
Bill Pmt Check	12/06/2016	49257	VOID	0.00
Bill Pmt Check	12/06/2016	49258	Cook County Clerk	10.00
Bill Pmt Check	12/14/2016	49259	Asimakopoulos, Jennifer	35.60
Bill Pmt Check	12/14/2016	49260	Baker & Taylor	4,236.35
Bill Pmt Check	12/14/2016	49261	Baker & Taylor (video)	660.13
Bill Pmt Check	12/14/2016	49262	Center Point Large Print	27.24
Bill Pmt Check	12/14/2016	49263	Chicago Tribune	318.24
Bill Pmt Check	12/14/2016	49264	Chicago Tribune Media Group	257.89
Bill Pmt Check	12/14/2016	49265	Dynegy Energy Services	5,017.08
Bill Pmt Check	12/14/2016	49266	Edmonds Incorporated	388.96
Bill Pmt Check	12/14/2016	49267	Findaway World, LLC	104.93
Bill Pmt Check	12/14/2016	49268	Grainger	67.80
Bill Pmt Check	12/14/2016	49269	Heather Fulscher	12.60
Bill Pmt Check	12/14/2016	49270	Ingram Library Services	512.36
Bill Pmt Check	12/14/2016	49271	Medicom Reimbursement Spec., Ltd.	20.00
Bill Pmt Check	12/14/2016	49272	Midwest Tape	2,541.54
Bill Pmt Check	12/14/2016	49273	OverDrive	716.24
Bill Pmt Check	12/14/2016	49274	Palmisano, Stacy.	28.98
Bill Pmt Check	12/14/2016	49275	Penguin Random House LLC	137.50
Bill Pmt Check	12/14/2016	49276	Quill	55.99
Bill Pmt Check	12/14/2016	49277	Runco	307.96
Bill Pmt Check	12/14/2016	49278	Unique Management	134.25
Bill Pmt Check	12/14/2016	49279	Waterlogic East LLC	118.98
Liability Check	12/15/2016	49280	Nationwide Retirement	660.00
Liability Check	12/15/2016	49281	Vantagepoint	943.19
Bill Pmt Check	12/22/2016	49282	Alphagraphics	136.88
Bill Pmt Check	12/22/2016	49283	Assurant Employee Benefits	633.81
Bill Pmt Check	12/22/2016	49284	Baker & Taylor	1,333.21
Bill Pmt Check	12/22/2016	49285	Baker & Taylor (video)	81.60
Bill Pmt Check	12/22/2016	49286	Bank of America	7,967.79
Bill Pmt Check	12/22/2016	49287	Call One	755.41
Bill Pmt Check	12/22/2016	49288	Case Lots Inc.	360.35
Bill Pmt Check	12/22/2016	49289	Comcast	379.60
Bill Pmt Check	12/22/2016	49290	Darien Chamber of Commerce	140.00
Bill Pmt Check	12/22/2016	49291	Dell Marketing L.P.	7,245.00
Bill Pmt Check	12/22/2016	49292	Fox Valley Fire & Safety	1,044.70
Bill Pmt Check	12/22/2016	49293	Groot Industries, Inc.	222.13
Bill Pmt Check	12/22/2016	49294	Kroeschell Service	11,011.08

Indian Prairie Public Library District

Account QuickReport

As of December 31, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	12/22/2016	49295	Midwest Tape	819.56
Bill Pmt Check	12/22/2016	49296	Neviol Inc.	4,490.00
Bill Pmt Check	12/22/2016	49297	OverDrive	975.51
Bill Pmt Check	12/22/2016	49298	Penguin Random House LLC	123.75
Bill Pmt Check	12/22/2016	49299	PitneyBowes	135.98
Bill Pmt Check	12/22/2016	49300	Quick Signs, Inc.	89.00
Bill Pmt Check	12/22/2016	49301	Quill	28.88
Bill Pmt Check	12/22/2016	49302	RAILS	82.50
Bill Pmt Check	12/22/2016	49303	Roy, Nancy	38.09
Bill Pmt Check	12/22/2016	49304	Runco	432.42
Bill Pmt Check	12/22/2016	49305	Speciality Mat Service	269.79
Bill Pmt Check	12/22/2016	49306	Stephens Plumbing & Heating, Inc.	191.50
Bill Pmt Check	12/22/2016	49307	Streett, Cathy	112.37
Bill Pmt Check	12/22/2016	49308	ThyssenKrupp Elevator	300.00
Bill Pmt Check	12/22/2016	49309	Trapp, Sandra	150.00
Bill Pmt Check	12/22/2016	49310	VBS CAL, LLC	257.28
Bill Pmt Check	12/22/2016	49311	Vernon Library Supplies, Inc.	175.00
Bill Pmt Check	12/22/2016	49312	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Liability Check	12/29/2016	49313	Nationwide Retirement	660.00
Liability Check	12/29/2016	49314	Vantagepoint	943.19
Bill Pmt Check	12/29/2016	49315	Alarm Financial Services-AA3Z	72.00
Bill Pmt Check	12/29/2016	49316	Bal Industries	390.00
Bill Pmt Check	12/29/2016	49317	BCBS	11,423.42
Bill Pmt Check	12/29/2016	49318	Better Business Planning, Inc.	146.88
Bill Pmt Check	12/29/2016	49319	Blackstone Audio, Inc.	318.97
Bill Pmt Check	12/29/2016	49320	Center Point Large Print	106.54
Bill Pmt Check	12/29/2016	49321	Children's Plus Inc.	2,773.92
Bill Pmt Check	12/29/2016	49322	Current Technologies	229.00
Bill Pmt Check	12/29/2016	49323	DEMCO	290.56
Bill Pmt Check	12/29/2016	49324	Gale/CENGAGE Learning	204.73
Bill Pmt Check	12/29/2016	49325	Home Depot	97.52
Bill Pmt Check	12/29/2016	49326	Ingram Library Services	126.26
Bill Pmt Check	12/29/2016	49327	Jensen, Heather Forster	8.48
Bill Pmt Check	12/29/2016	49328	Kroeschell Service	4,240.46
Bill Pmt Check	12/29/2016	49329	Lincoln National Life	133.92
Bill Pmt Check	12/29/2016	49330	NCPERS Group Life	80.00
Bill Pmt Check	12/29/2016	49331	OverDrive	911.85
Bill Pmt Check	12/29/2016	49332	PCM	118.94
Bill Pmt Check	12/29/2016	49333	Penworthy Company, The	80.94
Bill Pmt Check	12/29/2016	49334	Quality Books Inc.	1,516.78
Bill Pmt Check	12/29/2016	49335	Quill	391.36
Bill Pmt Check	12/29/2016	49336	RAILS	25.00
Bill Pmt Check	12/29/2016	49337	Risk Management Association, The	382.00
Bill Pmt Check	12/29/2016	49338	Runco	10.79
Bill Pmt Check	12/29/2016	49339	Thomson Reuters West	63.07

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1:00 PM
12/01/16
Accrual Basis

Indian Prairie Public Library District
Account QuickReport
As of December 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	12/29/2016	49340	VSP Vision	122.55
Bill Pmt Check	12/29/2016	49341	Waterlogic East LLC	110.00
Bill Pmt Check	12/29/2016	49342	Williams., Natalie	37.00
Total 10121 - Checking JP Morgan Chase				112,047.13
TOTAL				112,047.13

* Duplicate check received from Deluxe Check Printers.

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2016

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	12/02/2016	19,819.88
ILDOR-State	Payroll taxes	12/02/2016	2,600.18
EFTPS-Federal	Payroll taxes	12/16/2016	20,475.02
ILDOR-State	Payroll taxes	12/16/2016	2,710.03
EFTPS-Federal	Payroll taxes	12/30/2016	19623.82
ILDOR-State	Payroll taxes	12/30/2016	2,625.54
IMRF	Payroll Pension	12/30/2016	31,967.14
DAC	Deposit to HRA	12/21/2016	1,700.00
Nicor	Gas	12/20/2016	1,120.31
Chase/US Bank	Credit Card Fee	12/02/2016	183.25
Hinsdale Bank	Fee-Direct Deposit	12/02/2016	30.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2016

Balance on hand as of October, 2016.....	3,770,592.52
Cash Receipts for November.....	70,539.04
Cash Disbursements for November.....	272,957.89
Cash on hand as November 30, 2016.....	3,568,173.67

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.444%	
General.....	719,894.58
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,024.41
Children's Endowment.....	2,895.94
Endowment.....	11,210.44
MPI Investment (Corporate Fund).....	2,607,611.46
JP Morgan Chase - Checking	
General.....	34,972.39
Hinsdale Bank & Trust - Checking.....	59,813.80
JP Morgan Chase - Savings - Rate .08%	
General.....	100,146.65
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of November 30, 2016.....	3,568,173.67

FUND BALANCES AS OF 11/30/2016

Corporate Fund.....	3,401,974.36
Building & Maintenance Fund.....	52,368.83
I.M.R.F. Fund.....	4.03
Liability Fund.....	2,361.30
Social Security Fund.....	(49.17)
Special Reserve Fund.....	22,148.31
Current Liabilites.....	89,366.01
Grand Total All Funds.....	3,568,173.67

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**Indian Prairie Public Library District
Consolidated Revenue Report for November 2016**

Percent of Year: 41.67

	RECEIVED November 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	53,881.55	3,363,120.89	97.87%	3,436,415.00	73,294.11
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	0.00	1.34	0.00%	0.00	-1.34
TOTAL PROPERTY TAX & LEVY INTEREST	53,881.55	3,363,459.22	97.88%	3,436,415.00	72,955.78
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	590.00	1.84%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	340.15	1,263.37	126.34%	1,000.00	-263.37
TOTAL INTEREST	340.15	1,263.37	126.34%	1,000.00	-263.37
DESK MONIES					
45100 · Copier	332.35	2,059.40	42.90%	4,800.00	2,740.60
45120 · Computer Copies	1,299.79	6,309.58	52.58%	12,000.00	5,690.42
45200 · Fines/Fees	4,371.92	20,262.58	42.21%	48,000.00	27,737.42
45250 · Gifts/Donations	0.00	10,049.80	669.99%	1,500.00	-8,549.80
45300 · Lost Materials	684.79	5,737.70	47.81%	12,000.00	6,262.30
45350 · Non-Resident Fees	6,390.14	35,064.61	42.76%	82,000.00	46,935.39
45400 · DVD Fines	489.40	2,216.50	31.66%	7,000.00	4,783.50
45450 · Book Rental	83.20	317.05	31.71%	1,000.00	682.95
45550 · Meeting Room Rental	50.00	150.00	75.00%	200.00	50.00
45600 · ILL Fees	66.50	219.40	31.34%	700.00	480.60
45650 · 3D Printing	2.60	105.05	21.01%	500.00	394.95
TOTAL DESK MONIES	13,770.69	82,491.67	48.61%	169,700.00	87,208.33
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	257.60	798.20	159.64%	500.00	-298.20
46800 · Collection Agency Fee	30.00	73.80	24.60%	300.00	226.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	287.60	5,635.00	101.29%	5,563.00	-72.00
GRAND TOTAL	68,279.99	3,453,439.26	94.75%	3,644,678.00	191,238.74

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

Indian Prairie Public Library District Consolidated Expenditures Report for November 2016

Percent of Year: 41.67

	November 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,097.48	776,578.86	36.34%	2,137,000.00	1,360,421.14	2,179,740.00	35.63%
61310 · Benefits - Medical / Life Ins.	10,018.32	49,910.81	37.67%	132,500.00	82,589.19	132,000.00	37.61%
61330 · Benefits - IMRF	15,801.39	76,893.22	37.15%	207,000.00	130,106.78	225,000.00	34.17%
61340 · Benefits - FICA	12,002.98	56,466.39	34.54%	163,500.00	107,033.61	175,000.00	32.27%
61400 · Staff Development	3,318.03	8,004.46	49.11%	16,300.00	8,295.54	20,000.00	40.02%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
* 61710 · Workers Compensation	846.00	9,787.00	108.74%	9,000.00	-787.00	13,000.00	75.28%
61720 · Unemployment Insurance	106.61	730.42	21.61%	3,380.00	2,649.58	6,000.00	12.17%
TOTAL PERSONNEL	201,190.81	978,446.16	36.65%	2,669,680.00	1,691,233.84	2,753,740.00	35.53%
MATERIALS							
62100 · Books	14,254.03	82,559.72	34.81%	237,175.00	154,615.28	250,000.00	33.02%
62200 · Periodicals	539.07	10,020.61	31.61%	31,700.00	21,679.39	35,000.00	28.63%
62300 · Audio	2,387.45	17,234.93	35.35%	48,750.00	31,515.07	50,000.00	34.47%
62400 · Video	5,868.78	23,111.64	39.71%	58,200.00	35,088.36	60,000.00	38.52%
62500 · Multi-Media	162.74	1,946.71	24.33%	8,000.00	6,053.29	10,000.00	19.47%
62600 · Electronic Reference Resources	769.00	60,644.92	94.32%	64,300.00	3,655.08	68,000.00	89.18%
62700 · Software	628.84	2,666.01	38.09%	7,000.00	4,333.99	8,000.00	33.33%
62800 · ESL	0.00	52.19	2.61%	2,000.00	1,947.81	3,000.00	1.74%
62900 · Materials Supplies	710.47	7,821.40	36.38%	21,500.00	13,678.60	25,000.00	31.29%
TOTAL MATERIALS	25,318.38	206,058.13	43.05%	478,625.00	272,566.87	509,000.00	40.48%
BUILDING							
63200 · Cleaning Service	4,586.86	28,259.30	39.52%	71,500.00	43,240.70	80,000.00	35.32%
63300 · Utilities (1-8-11 · Gas)	572.83	2,298.21	17.68%	13,000.00	10,701.79	70,000.00	3.28%
63300 · Utilities (1-8-12 · Electric)	6,120.59	25,167.75	38.72%	65,000.00	39,832.25	100,000.00	25.17%
63300 · Utilities (1-8-13 · Telephone)	0.00	2,139.09	30.56%	7,000.00	4,860.91	9,000.00	23.77%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	2,187.40	31.25%	7,000.00	4,812.60	15,000.00	14.58%
63300 · Utilities (1-8-15 · Garbage Disposal)	245.14	1,406.36	46.88%	3,000.00	1,593.64	15,000.00	9.38%
63400 · Maintenance Supplies	1,230.45	5,701.38	33.54%	17,000.00	11,298.62	20,000.00	28.51%
63500 · Security System Monitoring	0.00	177.00	14.75%	1,200.00	1,023.00	3,000.00	5.90%
63600 · Property Maintenance	2,614.60	7,423.36	29.69%	25,000.00	17,576.64	30,000.00	24.74%
* 63800 · Building Maintenance/Repairs	4,779.76	27,826.93	55.65%	50,000.00	22,173.07	60,000.00	46.38%
TOTAL BUILDING	20,150.23	102,586.78	39.50%	259,700.00	157,113.22	402,000.00	25.52%
OPERATIONS							
64200 · Supplies - Office	442.11	4,157.13	29.69%	14,000.00	9,842.87	18,000.00	23.10%
64300 · Photocopy Supplies	992.15	2,136.61	42.73%	5,000.00	2,863.39	6,000.00	35.61%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage	165.00	2,195.13	54.88%	4,000.00	1,804.87	8,000.00	27.44%
64600 · Non-Payment Reimbursement	0.00	72.00	2.40%	3,000.00	2,928.00	5,000.00	1.44%
64700 · Travel	38.33	164.69	32.94%	500.00	335.31	1,000.00	16.47%
64800 · Organizational Memberships	295.00	601.00	33.39%	1,800.00	1,199.00	2,200.00	27.32%
64900 · Bank Fees	233.21	1,190.48	47.62%	2,500.00	1,309.52	3,000.00	39.68%
TOTAL OPERATION	2,165.80	10,517.04	33.49%	31,400.00	20,882.96	47,000.00	22.38%
AUTOMATION							
65100 · Supplies-Public Toner	451.95	2,076.61	29.67%	7,000.00	4,923.19	8,000.00	25.96%
65150 · Supplies-Staff Toner	118.58	2,014.30	33.57%	6,000.00	3,985.70	8,000.00	25.18%
65160 · Supplies-3D Printer	0.00	111.01	15.86%	700.00	588.99	1,100.00	10.09%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	1,691.85	13.54%	12,500.00	10,808.15	18,000.00	9.40%
65400 · Automation Equip Mnt/Repair	702.05	1,649.73	45.20%	3,650.00	2,000.27	5,000.00	32.96%
65500 · Software	0.00	2,797.88	15.12%	18,500.00	15,702.12	27,000.00	10.36%
65600 · SWAN	11,405.00	30,310.00	66.44%	45,620.00	15,310.00	47,000.00	64.49%
65700 · Telecommunications	189.95	769.50	32.06%	2,400.00	1,630.50	4,000.00	19.24%

**Indian Prairie Public Library District
Consolidated Expenditures Report for November 2016**

Percent of Year: 41.67

	November 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
TOTAL AUTOMATION	12,867.53	41,421.08	40.86%	101,370.00	59,948.92	126,100.00	32.85%
CONTRACTUAL SERVICES							
66100 - General Professional Services	5,530.00	6,175.50	95.01%	6,500.00	324.50	17,000.00	36.33%
66200 - Credit Bureau	80.55	297.45	19.83%	1,500.00	1,202.55	2,000.00	14.87%
66300 - Equipment-Maintenance Repair	0.00	2,234.00	37.23%	6,000.00	3,766.00	8,000.00	27.93%
66900 - Fees - Bond Registrar	0.00	100.00	100.00%	100.00	0.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	5,610.55	8,806.95	62.46%	14,100.00	5,293.05	27,000.00	32.62%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 - Marketing Newsletter	1,980.21	10,614.52	30.68%	34,619.00	24,004.48	37,000.00	28.69%
68111 - eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 - Marketing Advertising	18.75	163.75	32.75%	500.00	336.25	2,000.00	8.19%
68310 - Marketing Supplies	17.16	356.62	71.32%	500.00	143.38	2,000.00	17.83%
68410 - Marketing-Information Printing	57.75	435.47	17.42%	2,500.00	2,064.53	8,000.00	5.44%
68500 - Legal Notices	0.00	582.60	41.61%	1,400.00	817.40	2,000.00	29.13%
68600 - Special Events	2,561.37	8,316.56	33.81%	24,600.00	16,283.44	28,000.00	29.70%
TOTAL PUBLIC INFORMATION	4,635.24	22,107.52	33.59%	65,819.00	43,711.48	81,000.00	27.25%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69800 - Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	0.00	4,774.54	67.68%	7,055.00	2,280.46	50,000.00	9.55%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	271,938.54	1,395,525.20	38.29%	3,644,678.00	2,253,152.80	4,115,340.00	33.91%

* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:

\$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

ACTION ON BILLS November 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49084 thru 49206	\$ 89,070.30
Chase Bank-Salaries for November	36754 thru 36778	\$ 7,248.73
Hinsdale Bank-Direct Deposits	& 22890 thru 23044	\$ 107,676.64
MONTH'S TOTAL:		\$ 203,995.67

Indian Prairie Public Library District
Account QuickReport
 As of November 30, 2016

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	11/02/2016	49084	Baker & Taylor	3,547.71
Bill Pmt Check	11/02/2016	49085	Baker & Taylor (video)	127.03
Bill Pmt Check	11/02/2016	49086	Better Business Planning, Inc.	135.00
Bill Pmt Check	11/02/2016	49087	Black Belt Magazine - VOID	0.00
Bill Pmt Check	11/02/2016	49088	Case Lots Inc.	488.85
Bill Pmt Check	11/02/2016	49089	Children's Plus Inc.	123.20
Bill Pmt Check	11/02/2016	49090	Colonial Life	82.53
Bill Pmt Check	11/02/2016	49091	Comcast	189.95
Bill Pmt Check	11/02/2016	49092	Current Technologies	702.05
Bill Pmt Check	11/02/2016	49093	Findaway World, LLC	474.59
Bill Pmt Check	11/02/2016	49094	Flying Fox Conservation Fund	275.00
Bill Pmt Check	11/02/2016	49095	Gale/CENGAGE Learning	31.19
Bill Pmt Check	11/02/2016	49096	Garvey's Office Products	20.01
Bill Pmt Check	11/02/2016	49097	Ingram Library Services	373.73
Bill Pmt Check	11/02/2016	49098	Kamm Insurance Group	846.00
Bill Pmt Check	11/02/2016	49099	LACONi	100.00
Bill Pmt Check	11/02/2016	49100	LexisNexis Matthew Bender	96.08
Bill Pmt Check	11/02/2016	49101	Lucarelli, Anthony	38.68
Bill Pmt Check	11/02/2016	49102	Midwest Tape	1,105.97
Bill Pmt Check	11/02/2016	49103	NCPERS Group Life	80.00
Bill Pmt Check	11/02/2016	49104	Northern Illinois University	60.00
Bill Pmt Check	11/02/2016	49105	OverDrive	551.51
Bill Pmt Check	11/02/2016	49106	Penguin Random House LLC	198.75
Bill Pmt Check	11/02/2016	49107	Peregrine, Stime, Newman, Ritzman & Bruck	1,785.00
Bill Pmt Check	11/02/2016	49108	Quality Books Inc.	177.62
Bill Pmt Check	11/02/2016	49109	Quill	458.23
Bill Pmt Check	11/02/2016	49110	RAILS	26.54
Bill Pmt Check	11/02/2016	49111	Record Information Services, Inc.	769.00
Bill Pmt Check	11/02/2016	49112	Recorded Books, LLC	39.99
Bill Pmt Check	11/02/2016	49113	Runco	344.47
Bill Pmt Check	11/02/2016	49114	Scharping, Ronald A.	150.00
Bill Pmt Check	11/02/2016	49115	Suburban Life Media	42.00
Bill Pmt Check	11/02/2016	49116	SWAN	11,405.00
Bill Pmt Check	11/02/2016	49117	Williams., Natalie	45.21
Bill Pmt Check	11/02/2016	49118	Włosinski, Maria	9.72
Bill Pmt Check	11/02/2016	49119	WTTW11 CHICAGO198.7 WFMT	40.00
Liability Check	11/03/2016	49120	Nationwide Retirement	610.00
Liability Check	11/03/2016	49121	Vantagepoint	943.19
Bill Pmt Check	11/03/2016	49122	Blackstone Audio, Inc.	135.00
Bill Pmt Check	11/02/2016	49123	Accent on History	235.00
Bill Pmt Check	11/05/2016	49124	Ferrill, Meredith	100.00
Bill Pmt Check	11/05/2016	49125	Gibson, Amanda	100.00
Bill Pmt Check	11/05/2016	49126	Kujawinski, Peter	534.56
Bill Pmt Check	11/05/2016	49127	Medicom Reimbursement Spec., Ltd.	18.75

Indian Prairie Public Library District
Account QuickReport
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Type	Date	Num	Name	Amount
Bill Pmt Check	11/10/2016	49128	Home Depot	438.97
Bill Pmt Check	11/11/2016	49129	Adult Reading Round Table	10.00
Bill Pmt Check	11/11/2016	49130	Asimakopoulos, Jennifer	41.54
Bill Pmt Check	11/11/2016	49131	Aurico	70.00
Bill Pmt Check	11/11/2016	49132	Baker & Taylor	3,699.04
Bill Pmt Check	11/11/2016	49133	Baker & Taylor (video)	949.86
Bill Pmt Check	11/11/2016	49134	Blackstone Audio, Inc.	176.99
Bill Pmt Check	11/11/2016	49135	Bukovac, Jamie	20.63
Bill Pmt Check	11/11/2016	49136	Case Lots Inc.	222.65
Bill Pmt Check	11/11/2016	49137	Dynegy Energy Services	6,120.59
Bill Pmt Check	11/11/2016	49138	Dzierzbicki, Monica	311.65
Bill Pmt Check	11/11/2016	49139	Findaway World, LLC	624.93
Bill Pmt Check	11/11/2016	49140	Gale/CENGAGE Learning	819.92
Bill Pmt Check	11/11/2016	49141	Information Today, Inc.	404.53
Bill Pmt Check	11/11/2016	49142	Ingram Library Services	418.40
Bill Pmt Check	11/11/2016	49143	Kroeschell Service	4,339.76
Bill Pmt Check	11/11/2016	49144	Layman, Jez	43.23
Bill Pmt Check	11/11/2016	49145	Midwest Tape	1,845.68
Bill Pmt Check	11/11/2016	49146	Neviol Inc.	4,490.00
Bill Pmt Check	11/11/2016	49147	Penguin Random House LLC	67.50
Bill Pmt Check	11/11/2016	49148	Quill	59.83
Bill Pmt Check	11/11/2016	49149	Recorded Books, LLC	261.17
Bill Pmt Check	11/11/2016	49150	Sebert Landscaping	1,117.00
Bill Pmt Check	11/11/2016	49151	Szafranski, T.J.	699.20
Bill Pmt Check	11/11/2016	49152	Unique Management	80.55
Bill Pmt Check	11/11/2016	49153	Waterlogic East LLC	121.66
Bill Pmt Check	11/11/2016	49154	Willowbrook/Burr Ridge Chamberof Commerce	195.00
Bill Pmt Check	11/11/2016	49155	Zabel, Brian & Associates, PC	3,675.00
Bill Pmt Check	11/11/2016	49156	Zeglin, Lynn	36.80
Bill Pmt Check	11/14/2016	49157	Deliciously Yours	300.00
Bill Pmt Check	11/14/2016	49158	PitneyBowes	165.00
Bill Pmt Check	11/14/2016	49159	VISOgraphic	1,980.21
Liability Check	11/17/2016	49160	Vantagepoint	943.19
Liability Check	11/17/2016	49161	Nationwide Retirement	660.00
Bill Pmt Check	11/21/2016	49162	Asimakopoulos, Jennifer	22.24
Bill Pmt Check	11/21/2016	49163	Baker & Taylor	937.43
Bill Pmt Check	11/21/2016	49164	Baker & Taylor (video)	59.46
Bill Pmt Check	11/21/2016	49165	Bengal Electric Inc.	1,937.60
Bill Pmt Check	11/21/2016	49166	Birmingham, Laura	76.01
Bill Pmt Check	11/21/2016	49167	Blackstone Audio, Inc.	45.00
Bill Pmt Check	11/21/2016	49168	Center Point Large Print	120.10
Bill Pmt Check	11/21/2016	49169	Estrada, Heidi	72.63
Bill Pmt Check	11/21/2016	49170	Groot Industries, Inc.	245.14
Bill Pmt Check	11/21/2016	49171	Layman, Jez	37.48
Bill Pmt Check	11/21/2016	49172	Midwest Tape	562.54

Indian Prairie Public Library District
Account QuickReport
 As of November 30, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	11/21/2016	49173	OverDrive	1,207.75
Bill Pmt Check	11/21/2016	49174	Penguin Random House LLC	67.50
Bill Pmt Check	11/21/2016	49175	Recorded Books, LLC	279.38
Bill Pmt Check	11/21/2016	49176	Runco	389.75
Bill Pmt Check	11/21/2016	49177	Speciality Mat Service	96.86
Bill Pmt Check	11/21/2016	49178	Trapp, Sandra	150.00
Bill Pmt Check	11/21/2016	49179	O'Malley, Joan Five Star CPR	986.00
Bill Pmt Check	11/25/2016	49180	Alphagraphics	57.75
Bill Pmt Check	11/25/2016	49181	Assurant Employee Benefits	551.83
Bill Pmt Check	11/25/2016	49182	Baker & Taylor	3,063.56
Bill Pmt Check	11/25/2016	49183	Baker & Taylor (video)	758.50
Bill Pmt Check	11/25/2016	49184	BCBS	10,374.38
Bill Pmt Check	11/25/2016	49185	Illinois Humanities	75.00
Bill Pmt Check	11/25/2016	49186	Layman, Jez	16.18
Bill Pmt Check	11/25/2016	49187	Library Display Design Systems	33.00
Bill Pmt Check	11/25/2016	49188	Lincoln National Life	122.76
Bill Pmt Check	11/25/2016	49189	Lynch, Terrence	275.00
Bill Pmt Check	11/25/2016	49190	Midwest Tape	769.63
Bill Pmt Check	11/25/2016	49191	Quill	118.58
Bill Pmt Check	11/25/2016	49192	Runco	401.94
Bill Pmt Check	11/25/2016	49193	VSP Vision	112.65
Bill Pmt Check	11/30/2016	49194	Beaird, Tina	125.00
Bill Pmt Check	11/30/2016	49195	Colonial Life	82.53
Bill Pmt Check	11/30/2016	49196	Cox, Helene	21.50
Bill Pmt Check	11/30/2016	49197	Moneyletter	129.00
Bill Pmt Check	11/30/2016	49198	National Audubon Society	20.00
Bill Pmt Check	11/30/2016	49199	NCPERS Group Life	80.00
Bill Pmt Check	11/30/2016	49200	New Readers Press	56.16
Bill Pmt Check	11/30/2016	49201	Palmisano, Stacy.	13.28
Bill Pmt Check	11/30/2016	49202	Roy, Nancy	39.76
Bill Pmt Check	11/30/2016	49203	Ryan, Marianne	550.69
Bill Pmt Check	11/30/2016	49204	USA Today	291.91
Bill Pmt Check	11/30/2016	49205	Wlosinski, Maria	10.80
Bill Pmt Check	11/30/2016	49206	Works, Tyler	598.45

Total 10121 - Checking JP Morgan Chase
TOTAL

89,070.30
89,070.30

Bills for approval – Electronic Payments & Automatic Withdrawals

November 2016

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	11/04/2016	20,070.06
ILDOR-State	Payroll taxes	11/07/2016	2,661.95
EFTPS-Federal	Payroll taxes	11/18/2016	20,069.50
ILDOR-State	Payroll taxes	11/18/2016	2,636.36
IMRF	Payroll Pension	11/30/2016	21,018.31
DAC	Deposit to HRA	11/22/2016	1,700.00
Nicor	Gas	11/18/2016	572.83
Chase/US Bank	Credit Card Fee	11/02/2016	203.21
Hinsdale Bank	Fee-Direct Deposit	11/02/2016	30.00

Motion to Delete Executive Session Tapes

1/21/15 — Semiannual review of closed minutes

1/21/15 — Director evaluation

**Director's Report
January 2017**

Agenda

Omnibus:

By law we are allowed to delete audio tapes of executive sessions after 18 months. We have two tapes from January 2015.

Old Business:

I've prepared a memo with a recommendation for RFID and self-checkout. Attached to that memo is an updated financial forecast.

New Business:

There is an update report on the library's strategic plan.

Trustee Election

There are three open positions and three candidates for the April election.

Jamie, Ann and I are continuing to explore RFID and new Self Checks. Ann and I have been running reports and compiling statistics to give Jamie a clearer view of the impact of going in this direction. Jamie and I met with the Circulation Supervisors to discuss the effect that RFID and an additional self check will have on Circulation. We had Mike move the hold shelves into a new pattern. This opened up space that allowed us to move the self check closest to the Adult Department, across the lobby, to the hold area. We have gotten positive feedback from patrons on this new configuration.

Illinois State Library Advisory Committee

I attended an Illinois State Library Advisory Committee meeting this week. A representative from the Secretary of State's (SOS) office reported that the Senate had put forth a bi-partisan budget proposal. The SOS has asked for a 0% increase in their operating budget but has asked of \$2.5 million to support literacy and library projects and programming. The State Library reported that it is difficult to get vendors to agree to do business because of the backlog of unpaid invoices. At the meeting we discussed the situation of library service to people who do not pay taxes to support libraries. There are 1,070,000 Illinois residents who do not pay taxes to libraries. That is 8.3% of the population. It is fairly evenly split between northern and southern halves of the state. Research about other state shows that 41 states allow issuance of non-resident cards though how these cards are funded varies state by state. It is difficult to expand library services because of the required referendum process. In the last election there were 6 referendums that would have increased taxes for libraries or were annexations and 5 of the failed. Studying this problem is part of RAILS' strategic plan. The State Library said that it would like for RAILS, the Heartland Library System, and the State Library to get together and discuss situation rather than RAILS tackling this on their own. At the meeting I shared IPPL's experiences with non-residents.

SWAN

I was appointed to fill a vacant seat on the SWAN Board. The term for this seat ends in June. I was very pleased to be appointed at this time because SWAN is currently developing its budget for the new fiscal year and the membership has just voted to approve adding 19 libraries from the two small consortiums in the western suburbs. Migration of the new libraries is scheduled for June/July of 2018 but the work to make this

happen begins now. Because the libraries are part of consortiums it will be like adding 2 libraries rather than 19 individual libraries (which we could never have managed to do at one time!) These are the libraries that will be added to SWAN. This addition will make SWAN the fourth largest consortium in the United States.

- Batavia Public Library District
- Bensenville Community Public Library District
- Bensenville Elementary School District #2
- Bloomingdale Public Library
- Carol Stream Public Library
- Geneva Public Library District
- Glen Ellyn Public Library
- Itasca Community Library
- Kaneville Public Library District
- Messenger Public Library of North Aurora
- National University of Health Sciences
- Oak Brook Public Library
- Saint Charles Public Library District
- Sugar Grove Public Library District
- Theosophical Society in America
- Town and Country Public Library District
- Villa Park Public Library
- West Chicago Public Library District
- Wood Dale Public Library District

SWAN has been holding training classes for data entry into the database to improve the integrity of the database. EDS is an upgrade to the Enterprise catalog that we will be turning on sometime in March. I really like this new feature because it easily incorporates searching Enterprise and our databases into one search. I did a search on wind power and received results from Enterprise but on a separate tab I also received results from databases. I could email or print the database articles. It is also set up so that accessing the database results requires entering my library card number only once instead of having to enter my card number each time I access a different database. We'll bring a demonstration to the board in March.

Fair Labor Standards Act (FLSA)

In November you received information about the changes the library would make to be in compliance with the salary change to FLSA. A few days before December 1 when it was to go into effect a judge put a stay on the act for further review. I believe this came about because of lawsuits from businesses. So we have not made any changes. I don't believe this act will move forward in the Trump administration.

Outreach to Non-Residents

Marianne and I are developing messaging for a postcard that will be mailed to households in Farmingdale Village and households in Burr Ridge. We've run into a bit of a problem with the Burr Ridge mailing because of the way the postal routes are designed. There is one postal route that is 100% non-resident households. Two of the postal routes take in houses in the library district so we would need to mail the postcards first class to the non-resident households. Marianne is looking into the cost to do this.

Thanking Donors

In December I started a new practice of calling donors to the library and the foundation and personally thanking them for their donation. I had to leave a few voice mails but I also talked to several people. They

were surprised but very appreciative of my phone call and it was a nice way to chat with people. I took notes on my conversations and we're keeping those notes as part of donor spreadsheet we've created. I'll be doing this at the end of each month.

Community

I was a judge for the VFW Voices of Democracy Annual Audio-Essay competition and National Scholarship. It was very interesting to listen to the teens' essays.

As I reported in November, I had been trying to connect Praxair with the high school to develop a partnership and it didn't work out. I approached Praxair about working District 180 where the superintendent is completely on board. At first, my contact at Praxair said their programming was targeted for high school students and perhaps another person would develop a middle school program. But then I received the good news that Praxair had decided to work with District 180 and modify their high school program. I was very happy to hear that as I think it will be a good partnership. I asked them to keep me posted so I can see if there is a role the library can play.

I attended the Willowbrook/Burr Ridge Chamber luncheon in January where the mayors of Willowbrook and Burr Ridge gave the "state of the village" addresses. I was able to chat with each of them. There are exciting plans and growth for each of the villages.

I've contacted three organizations so far to be featured in our "Community Spotlight" lobby display – the Darien Lions Club, Darien Woman's Club, and the Darien VFW. All three are interested and so far the Lions Club have booked February 11. I was waiting to contact other groups until these had booked their dates but have decided I'll move forward in January with contacting other groups.

Staff

I held Leadership Team Meeting (composed of all supervisors) in December. I reviewed the importance of documentation as well as the various continuing education opportunities available to them including books in our professional collection. We also brainstormed next steps for incorporating the user experience philosophy into our culture. Based on the discussion the department heads and I have determined next steps for the library, each supervisor is also developing ways to do this in with their own staff.

Circulation Associate Karen Honan resigned effective December 21. Substitute Adult Services Librarian Sandy Maher resigned January 2. Sandy had been subbing for us in her retirement. Nancy Hudson was hired as the new Senior Circulation Supervisor effective November 28 at a salary of \$16.89/hour. Quiana Braden was hired as a Youth Services Associate November 28 at a salary of \$14.88/hour.

Meetings

Leadership Team meeting
 Meeting with K&T librarians to review Harwood Institute principles
 Two Department Head meetings
 Illinois State Library Advisory Committee meeting
 Two SWAN Board meetings
 SWAN Directors' meeting
 Zone 1 Directors' meeting
 How-to-Expo Committee meeting
 Four one-on-ones with Tony
 Three one-on-ones with Debbie

Four one-on-ones with Natalie
Three one-on-ones with Ann
Two one-on-ones with Laura

Nancy:

How-To Expo Committee Meeting

Leadership Team Meeting

Two HR Roundtable/Mgmt. Assoc.

Two meetings with Maria and Stacy

Grant Ohlson/Hinsdale Bank

Nancy, Stacy and Maria were trained on Communico

Jamie Bukovac, Director

**Assistant Director's Report
December 2016 & January 2017**

Building:

We had a serious leak in the roof above the café in mid-December. Paul from Raincoat Roofing came out to look at the problem and determined that the drain pipe for the roof was clogged with ice. There was 6 inches of water sitting on the roof and it was finding its way into the Café. Patrick Murphy Plumbing and Piping came out and cut a hole in the pipe and removed the ice. This helped the issue immediately. Once the water had drained, Raincoat Roofing came back out to inspect the roof. They patched several holes in the rubber roof. They also removed the drain ring and resealed it. I am hopeful that this will be the extent of repairs. With the heavy rain we had this week, I am happy to report that no leaks occurred. I still want to monitor the area after a snowfall starts to melt on the roof to be sure that the problem is fixed.

Of course the leak caused some damage to the Café walls. Mike will replace the drywall and repaint once we have determined that the leak has been addressed.

The chair and ½ that is located in the Kids & Teens department has been sent out to be reupholstered at LaGrange Upholstery. We are also adding arm chair covers to the wind chairs in Adult Services. By the time of the board meeting, the chairs (and possibly the arm covers) will be back in place.

Community:

The Community Connections Expo will be held Saturday, January 14. This year's organizations and clubs include: AMITA Health, American Cancer Society, Darien Garden Club, Darien Historical Society, Darien Lions Club, VFW Darien memorial Post 2838, Darien Women's Club, DuPage Residents Networking for Change, Flagg Creek Heritage Society, Hope's Front Door, Literacy DuPage, People's Resource Center, Rotary Club of Darien, Threshold Choir of St. Helena's, Sharing Connections and West Suburban Community Pantry. The library will also have a table where I will promote volunteer opportunities at the library and with the Friends of the Library.

Contributing to the Profession:

I am now the chairperson of the planning committee for the RAILS Assistant Director's group. We are currently planning the topics for our quarterly meetings for 2017. This is a new committee that just started at the end of 2016.

I attended a networking group about Community Engagement at Schaumburg Public Library. There were over 80 attendees. The meeting started with an overview of ALA's "Libraries Transforming Communities" initiative. After the overview, attendees broke up into small groups to discuss community engagement at our various libraries and shared various ideas. We also discussed a direction for the group. They would like to develop training (based on the Harwood Institute which is the summer lab program that Jamie took) modules for any library to use when developing community engagement.

Friends of the Library:

The Book Nook made \$774.25 in November and \$705 in December.

Last month's Hank Williams program by Steve Justman (\$175) was wonderful! 65 people attended.

The Friends have some upcoming programs:

Movie: Now You See Me 2 -Thursday, January 19th at 2pm (Annual license \$1,423)

Opera Lecture: Norma -Wednesday, January 25th at 1pm (\$50)

Movie: Money Monster -Thursday, February 2nd at 2pm (Annual license \$1,423)

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

Social Media Team:

The library is now on Instagram! Instagram is a free online photo sharing and social network platform that was acquired by Facebook in 2012. Instagram allows members users to upload, edit and share photos with other members through the Instagram website, email, and social media sites such as Twitter, Facebook, Tumblr, Foursquare and Flickr.

Follow us at ipplinfo. Here are a few examples of some recent posts:



ipplinfo

Edit Profile

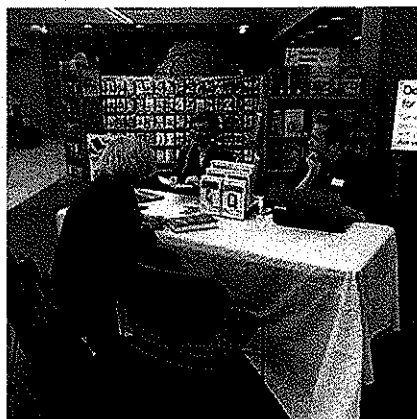
...

41 posts

20 followers

5 following

Indian Prairie Public Library Come explore, connect, and be inspired! ippl.info

**CPR Training/Naloxone:**

In-charge staff and monitors attended CPR training sessions with Joan O'Malley of Five Star CPR in December. Part of the training reviewed drug overdoses and Naloxone injections. Joan did not recommend that the library have Naloxone on hand. Overdose victims will need CPR which staff could do until the ambulance arrived. All ambulances now carry Naloxone. Joan did recommend that if a loved one has heavy or regular opioid drug use, it is a good idea to have a Naloxone kit in a safe place in the house. Naloxone kits will be sold over the Pharmacy counter sometime in 2017.

Marketing:

Marianne's report for October, November and December is attached.

Meetings:

- 11/21 CPR Training
- 11/22 Department Head Meeting
- 11/28 One-on-one with Jamie
- 11/29 Networking Group: Community Engagement Meeting at Schaumburg Public Library
- 11/30 Director's Meeting (at IPPL)
- 12/1 One-on-one with Marianne
- 12/6 How to Expo Committee meeting
- 12/6 Department Head Meeting
- 12/8 One-on-one with Jamie
- 12/13 Leadership Team
- 12/14 One-on-one with Marianne
- 12/22 One-on-one with Jamie
- 1/10 Department Head Meeting
- 1/12 One-on-one with Marianne
- 1/17 One-on-one with Jamie
- 1/18 Library Board Meeting

Programs:

- 1/14 Community Connections Expo

Desk Time:

- 11/16 Reference Desk (4 hours)
- 12/14 Reference Desk (4 hours)

Submitted by: Laura Birmingham

Marketing Department Report – October, November, and December 2016

Reading Resolution

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

Election Day Selfie Station and Voting Table

Since the library's Meeting Room was a polling place for the November election, Marianne created a Selfie Station with a red, white, and blue backdrop and patriotic props for voters to take their social media photos. In addition, she also created an all-ages voting table in the lobby for people to choose their favorite item to check out from the library (books won in a landslide).

How-To Expo

Planning is underway for the 2017 How-To Expo scheduled for April 29. Marianne is creating a promotional video using photos from the 2016 event using Animoto.

Story Plan

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

Newsletter

The winter newsletter was delivered to resident mailboxes the weekend of Nov. 19. Production of the spring newsletter will begin mid-January, and it will be delivered to resident mailboxes by Saturday, Feb. 18.

Darien Park District

Per Action 5.2.2.7, Marianne submitted items to the Darien Park District for their winter brochure, which was mailed to residents in mid-November. A copy of the page is included in this packet.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block articles for the January/February issue. Items for the March/April issue are due Feb. 1.

Suburban Life

T.J. Szafranski wrote a November *Suburban Life* Community Voice column about the new Tech Takeout program. Unfortunately, it has yet to run despite many follow-up emails to the newspaper.

eNews

There are currently 17,216 email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews campaigns on Nov. 7 to notify of Election Day special hours and services; Nov. 14 and 18 to introduce the new online calendar; Nov. 28 to notify of SWAN maintenance; Dec. 1 to promote the Day of Code event; Dec. 2 to remind of SWAN maintenance; and Dec. 27 to encourage year-end giving to the Foundation.

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Debbie Sheehan's Dec. 10 Food for Fines post which reached 801 people and received 2 likes, 2 comments, and 3 shares. In addition, the total number of page likes has grown to 1,372.

The library has also added an Instagram account to its social media platforms, and Marianne is contributing program and event photos when available.

Marianne's Meetings

Meetings

Meetings w/Laura on Oct. 6, 28, Nov. 9, Dec. 1, 15
 Meetings w/Theresa on Oct. 6, 14, 28, Nov. 3, Dec. 1, 15, 22
 Rep. Olsen tour/photos on Oct. 7
 Minecraft Mini-Con photos on Oct. 10
 Meetup.com meeting w/Jez on Oct. 11
 Eagle Scout project meeting w/Laura on Oct. 14
 Under the Radar meeting w/Jennifer on Oct. 17
 Bats in the Library photos on Oct. 26
 Baby Bundle logo meeting w/Katie & Theresa on Nov. 1
 An Evening with Jason Reynolds photos on Nov. 2
 Giving Tuesday meeting w/Laura & Jamie on Nov. 3
 Social Media Team meeting on Nov. 10
 Communico promo meeting w/Ann on Nov. 11
 SWAN maintenance promo meeting w/Debbie S. on Nov. 11
 K&T sign topper meeting w/Natalie & Theresa on Nov. 23
 Instagram meeting w/Laura on Dec. 2
 Fire Safety Storytime photos on Dec. 6
 How-To Expo meeting on Dec. 6
 Cookies and Coffee with a Cop photos on Dec. 12
 Leadership Meeting on Dec. 13
 Ugly Sweater photos on Dec. 19
 Reading Resolution brainstorm w/Jennifer on Dec. 19
 Business services marketing meeting w/Shirley on Dec. 19
 STEM event planning w/Natalie & Theresa on Dec. 20
 Farmingdale postcard meeting w/Jamie on Dec. 22
 Teen Job Fair meeting w/Heidi on Dec. 22
 Meet w/Volunteer Deb Barrett on Dec. 28

Continuing Education

Pave The Way for a Successful #GivingTuesday webinar on Oct. 21
Anatomy of an Annual Appeal: Create Your Compelling Fundraising Offer webinar on Oct. 26
Library Marketing and Communication Conference in Addison, TX Nov. 16 & 17

Community

Story Stroll photos at Burr Ridge Village Center on Oct. 22

Theresa's Meetings

Meetings

Meetings w/Marianne on Oct. 6, 14, 28, Nov. 3, Dec. 1, 15, 22
10/31: Meet with December artist (Chuck Morris)
11/1: Baby Bundles with Katie & Marianne
11/10: eMediaLibrary brochure with Jennifer
11/23: Kids & Teens sign toppers with Natalie and Marianne
11/23: eMediaLibrary brochures with Jennifer
12/7: eReadIllinois brochures with Jennifer
12/15: eReadIllinois brochures with Jennifer
12/20: STEM program meeting with Natalie and Marianne
12/21: eReadIllinois brochures with Jennifer
12/21: Communico slides with Dave

Continuing Education

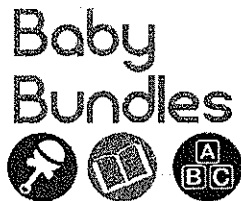
11/1: Tutorial on creating logos with a flat shadow effect (<http://www.awwwards.com/flat-long-shadows-step-by-step-tutorial-resources-and-examples.html>)
11/23: Communico training with Dave

Community

10/4: Taught Pixlr class

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa created logos for the new Baby Bundles early literacy kits and the December Day of Code event.



Marianne Ryan, Marketing Coordinator
Jan. 11, 2016

Code #	Level	Day	Date	R/NR Fee
719978-A	Mites	Sa. & Su.	Jan. 28-Apr. 30	\$620/\$685
719978-B	Squirts	Sa. & Su.	Jan. 28-Apr. 30	\$620/\$685
719978-C	PeeWees	Sa. & Su.	Jan. 28-Apr. 30	\$620/\$685
719978-D	Bantams	Sa. & Su.	Jan. 28-Apr. 30	\$620/\$685

*Note: 1. Session between January 28 through April 30
2. 10 games and 8 practices guaranteed

In-House Evaluations:

Participation is required on both dates!

Saturday, January 21

Mites: 8:00am-8:50am
Squirts: 9:00am-9:50am
PeeWees: 10:00am-10:50am
Bantams: 11:00am-11:50am

Sunday, January 22

Mites: 7:00am-7:50am
Squirts: 8:00am-8:50am
PeeWees: 9:00am-9:50am
Bantams: 10:00am-10:50am

Parents Meetings:

A mandatory parents meeting will be held on Sunday, January 22 as follows:

Mites: 7:10am
Squirts: 8:10am
PeeWees: 9:10am
Bantams: 10:10am

Bandy League

Come try out our exciting new program we will begin offering this fall. The Darien Park District is working with the United States andy League to run our inaugural season of bandy leagues. American Bandy is based on floorball played all over Europe, the sport is like hockey but played on a non-ice surface.

Our plan is to not have teams preset but rather break the players into teams each night so that each player gets the opportunity to play, to learn, and to have fun every time they arrive. We will offer four divisions; U8, U10, U12, and U14.

Winter 2017 Session: January through March
League will play games Tuesday and/or Thursday

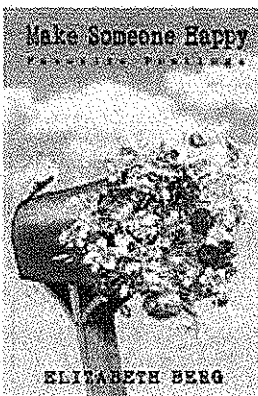
Please call 630-789-6666 x105 for more information.



{Day of Code}

Saturday, December 10, 9 a.m.-5 p.m.
Indian Prairie Public Library

Want to learn how to code but don't know where to start? {Day of Code} is an opportunity for children, teens, and adults to learn about computer programming through an array of classes, workshops, and activities. Topics will include everything from programming a robot to working with sensors to building a floor piano. Find the full schedule at www.calendar.ippl.info three weeks prior to the event.



Elizabeth Berg: Make Someone Happy

Thursday, December 8, 7 p.m.
Indian Prairie Public Library

New York Times bestselling author Elizabeth Berg will be at the library to read from her new book, *Make Someone Happy: Favorite Postings*, a cheerful book of collected blog entries and Facebook postings. She'll read a few selections, take questions, and then be available to sign copies.

Visit our website, ippl.info for more information

401 Plainfield Road, Darien, IL 60561 • Phone: (630) 887-8760

Adult Services Monthly Report

November 2016

We spent a significant amount of time this month getting the Communico Events calendar ready to launch to the public. Lots of thanks to Jez for being one of our go-to people on this product and diligently training other staff to get them comfortable with the system.

Opening the library for service on election day was well received. However, not many people approached the Ask Us desk for assistance. We had one directional question, one reference question and one Reader's Advisory question between 6 and 7 a.m.; then only two reference questions between 8 a.m. and 9 a.m.

I'm slowly introducing the concepts of the CREW (Continuous Review, Evaluation, and Weeding) method to the selectors. The CREW method is a system to evaluate a collection to make sure that the collection is timely, inviting and well used. Studies have shown that weeding out old materials leads to a circulation increase as more recently acquired materials are allowed to stand out more prominently and therefore garner more interest. I plan for a big push into this method in December.

Natalie and I met to finalize an agenda for the joint Adult Services and Kids & Teens meeting for December. This is a good opportunity for our staffs to get to know each other better. We will be brainstorming cooperative programming. She and I will also be meeting in the near future to discuss the rollout of Ebsco Discovery Service and I will be training her in pulling down statistics from BlueCloud Analytics and creating reports based on these statistics.

The end of the month I traveled west to visit family for the Thanksgiving holiday and was gone November 19 through 29.

Monthly Highlights

- Shirley hired a new Page. Hillary Tauer joined our staff on November 14. Shirley has also begun researching to find home based businesses in the community and is drafting a letter of introduction to the business community inviting them to make use of the services the library has available for them.
- Jennifer received a nice comment from a book club discussion leader who has made use of our book club resource services: "Thanks so much, Jennifer! We will send you feedback after the discussion is over. This is a great resource and we appreciate your adding it to your services." She distributed resources to seven different patrons for their book clubs this month. She also continued to work with SWAN and Overdrive in anticipation of the migration to the new Overdrive online interface that took place on November 9.
- Jez had a comment from a first-time attendee to her "I Love the 90s Party" on November 4: "...the best program I have attended in Illinois!" She has received suggestions on doing programming on days other than Friday, so she has put some different days/times in for some of her Spring programming. The library's Meetup presence (www.meetup.com) has garnered 68 people following the #LibSocial page and 20 people following the library's page.
- Joe says that the Veteran's History Project now has its own Internet URL: veterals.ippl.info. He has three veterans lined up for interviews in the near future. One of his volunteers has done close to 30 interviews at his summer home on Washington Island in Wisconsin. Joe has sent in

our annual order for tax forms but we only expect to receive the 1040, 1040A and 1040EZ plus instruction books for all three.

- Mary K. presented her Genealogy 101 program at the Flagg Creek Heritage Society on November 15. For her Great Discussions series, she preordered 18 copies of the book that will be used. This number is based on past attendance. Once all are spoken for, people have to order their own copies. She has contacted Benedictine University; North Central College; Elmhurst College; and College of DuPage about sending speakers to cover topics for the various discussions.

Community

- Shirley arranged a lobby session based on a contact she made at a Chamber function. Carlos Gonzalez from HealthSource offered free chair massages to the public on November 2.
- Jennifer provided book club services to seven local book clubs.
- Mary K. presented *Genealogy 101* to the Flagg Creek Heritage Society on November 15. She is also working on coordinating the Community Connections Expo scheduled for January 14. She attended the Darien Historical Society Museum Open House on November 6 and continued working on helping the society with their Turkey Raffle. She also helped to decorate the museum for the holidays on November 29.

Contributing to the Profession

- As the chair of the eMedia Collection Team, Jennifer coordinated the migration to the new eMedia Library interface. She also has coordinated the ARRT Steering Committee's use of LibraryAware for newsletters and bibliographies.
- Tony participated in a Google Hangout with the other members of ELSUM. He talked about our experiences so far with the Communico rollout as other libraries are starting to consider switching.

Continuing Education

- Shirley attended the ATLAS Middle Managers meeting at Glenwood/Lynwood Public Library on November 18.
- Jennifer attended the Adult Reading Round Table's fall program *RA Hacks* on November 15.
- Jennifer, Jez and Joe all attended the CPR/AED training held on November 21.
- Jez trained Denise, Joe, Cindy, Mary K., and Ashe on setting up events in Communico. She trained Joan, Ben and Mimi individually on registering patrons. She trained the rest of the department on registering patrons at the monthly staff meeting.

Meetings

Date	Meeting	Staff
1-Nov	Page Interview	Shirley & Jennifer
1-Nov	Meeting with Ann regarding Communico	Jez
1-Nov	Communico Training	Jez & Denise
2-Nov	WBBR Chamber Meeting	Shirley
2-Nov	Grant Brainstorming Session	Tony, Joe & Jez

2-Nov	Communico Training	Jez & Joe
3-Nov	One-on-one with Jamie	Tony
3-Nov	ARRT Steering Committee Meeting	Jennifer
3-Nov	Communico Training	Jez, Cindy, Mary K. & Ashe
7-Nov	One-on-one	Tony & Jennifer
7-Nov	One-on-one	Tony & Shirley
9-Nov	Department Leadership Meeting	Tony, Shirley & Jennifer
10-Nov	Social Media Committee Meeting	Tony & Jez
10-Nov	ELSUM Google Hangout	Tony
10-Nov	One-on-one with Jamie	Tony
10-Nov	Meeting with Marianne re: eLibrary handouts	Jennifer
11-Nov	Technology Center Staff Meeting	Jez
15-Nov	One-on-one	Tony & Jez
15-Nov	ARRT Fall Program	Jennifer
15-Nov	Communico Training	Jez & Joan
16-Nov	Adult Services Department Meeting	All staff
17-Nov	Meeting with Natalie	Tony
17-Nov	Quality Books Visit	All selectors
17-Nov	Phone meeting with Overdrive Rep	Jennifer
17-Nov	Communico Training	Jez & Ben
18-Nov	ATLAS Middle Manager's Meeting	Shirley
21-Nov	CPR/AED Training	Jennifer, Joe & Jez
23-Nov	Meeting with Marianne re: eLibrary handouts	Jennifer
23-Nov	Meet with DuPage County Probation	Joe
27-Nov	Communico Training	Jez & Mimi
29-Nov	Meeting with Hoopla Rep	Jennifer

Programs

Date	Time	Program	Staff	Attendance
2-Nov	2:00 p.m.	Drama Reading Group		5
2-Nov	2:00 p.m.	Drop-in: Chair Massage	Shirley	13
3-Nov	7:00 p.m.	Succession Planning*	Cindy	2
4-Nov	6:30 p.m.	#LibSocial: I Love the 90s Party	Jez	14
5-Nov	10:00 a.m.	ESL	Joe	11
6-Nov	2:00 p.m.	Coming to America*	Cindy	30
7-Nov	6:00 p.m.	Chess Club		10
9-Nov	7:00 p.m.	Novel Idea Book Club	Mary P.	11
9-Nov	6:30 p.m.	SCORE Round Table Discussion	Shirley	4
10-Nov	7:00 p.m.	Comic-Con(versations)	Jez	4
14-Nov	6:00 p.m.	Chess Club		11

14-Nov	7:00 p.m.	Current Events		12
15-Nov	6:00 p.m.	Drop-in: Family Recommendations	Jennifer	0
15-Nov	6:00 p.m.	NaNoWriMo	Jez	4
16-Nov	6:00 p.m.	SCORE - Steps for Growing Your Business	Shirley	12
16-Nov	6:00 p.m.	Drop-in: eLibrary	Jennifer	7
17-Nov	1:00 p.m.	Genealogy Group	Mary K.	29
17-Nov	7:00 p.m.	Crime Readers Book Club		15
17-Nov	7:00 p.m.	Opera Lecture: Don Quichotte	Cindy	15
18-Nov	6:30 p.m.	#LibSocial: Mug Decorating	Jez	16
19-Nov	10:00 a.m.	ESL	Joe	5
20-Nov	2:00 p.m.	Friends of IPPL Concert: The Music of Hank Williams	Cindy	65
21-Nov	6:00 p.m.	Chess Club		12
23-Nov	10:00 a.m.	Short on Time Book Club	Shirley	0
28-Nov	7:00 p.m.	Current Events		5
29-Nov	6:00 p.m.	NaNoWriMo	Jez	5
30-Nov	7:00 p.m.	Holiday Cookie Decorating*	Cindy	33
			Total:	350

* Indicates a Better Together Program

Select comments:

Coming to America

"Love this library. I'd go nuts without it!"

"Super performance."

"Give us more!"

The Music of Hank Williams

"In addition to the music, the lecture was very informative. Loved it!"

Holiday Cookie Decorating

"Chef Mary Gail is always a treat!"

Volunteers

- Six volunteers completed 39 hours of service this month.
 - Three court ordered community service volunteers completed 32 hours of service.
 - Three regular volunteers did seven hours of service.
- Joe had a meeting with the new person in charge of sending us court ordered volunteers from DuPage County Probation.

Proctoring

- Jennifer proctored four exams for one student the week Shirley was on vacation.

Adult Services Monthly Report

December 2016

This month Adult Services met in a combined meeting with Kids & Teens Services. This is a great opportunity to get together and share what each department is doing. This year, we focused on brainstorming ideas for large, library wide and cross-departmental programming. We have generated a list of ideas and Natalie and I will continue to work to see how to bring some of these to fruition.

I held a special selectors meeting before our joint Kids & Teens meeting to go over the CREW method of collection development. I provided each of them with their own manual and we had a lively discussion of how to implement the method in developing our individual collections that we oversee.

As part of developing the Money Management collection, I finished weeding it this month. I withdrew 300 items, most of which predated the housing bubble pop – some even predated the recession that occurred in 2001! Along with removing outdated or non-circulating materials, updating the section is also a vital part of developing collections. To this end, I have immediately ordered 30 new or updated items published in the last year and have found an additional 24 titles that will be coming out before the end of the fiscal year. Since timeliness is such a vital part of this collection, I have decided to develop this part of the collection on an annual basis versus every three years, which was the case before I took it over.

I received a call from Anthony Molaro, Assistant Administrator for the Tinley Park Public Library. He had called wanting to know our experience to this point with Communico as Tinley Park was looking to switch over. I had a very frank and honest conversation with him regarding our experiences to that point with the product.

I have begun to meet in one-on-one sessions with the Pages and Associates. I expect to complete these meetings in January. These are good opportunities for me to get to know the staff who does not report to me and to see the department through a different set of eyes.

I met with Jez and Shirley to discuss the library's Twitter presence and will begin to be part of that aspect of our social media landscape.

For the staff holiday pot luck, I made shrimp and lobster bisque, which was a big hit. Recipe available upon request – I have already given it to a couple of staff members!

Monthly Highlights

- Shirley has been working on developing a plan to market out business services to the business community. She did a cost per use analysis of our Zinio collection that resulted in our choosing to drop some of our subscriptions due to low or no usage. She also developed a survey to send to our Zinio users to see what they thought of the service and if there were any titles they may be looking for.
- Jennifer worked on the 2017 Reading Resolution program with Marianne. The program encourages people to set a resolution as to how much they will read over the course of the year and log it. They fill out a form with their resolution and then at the end of the year, if they have met their goal, their name will go into a drawing for a \$100 gift card to their favorite book store.

- Mary K. coordinated our first Coffee with a Cop drop-in on December 12. Unfortunately, Chief Thomas was ill but Commander Renkta filled in for him and did a wonderful job speaking with members of the community. She has also been busy coordinating the Community Connections Expo that is taking place on Saturday, January 14. Great Decisions will be starting up in February and she has been arranging presenters from area colleges and universities.
- Joe was busy developing the travel collection this month. We like to keep this collection as up-to-date as possible so it is looked at in-depth on a yearly basis. He withdrew 452 items that were old or had not circulated in the past two years. He also completed the DVD duplicate project in the back staff area and withdrew 118 items this month. He has freed up enough space to move duplicates of television shows to the back staff area to free up some space out on the floor. He will work on duplicates and items that have not circulated that are out on the floor next. As part of the LEARN group he is part of, the Illinois Coalition for Immigrant and Refugee Rights has contacted him to coordinate a training for librarians on helping immigrants. He has created a program called *Assisting Immigrant Communities from Undocumented to Citizenship* and it will be held at Oak Park Public Library on February 5.
- Jez was busy updating a number of bibliographies that are available on our website as well as compiling the library's best books for 2016. She finished weeding the sci-fi collection for condition or items that were not circulating. She also began posting to the library's new Instagram account, along with her regular posting to the library's Twitter and other social media presences.

Community

- Shirley met with her SCORE contacts to plan out future programming. She also attended the WBBR chamber meeting on December 7 and will begin attending the Darien Chamber of Commerce networking coffees in January.
- Jennifer e-mailed four patrons with resources for their book clubs and provided print resources to three other patrons. She also held her GenLit Book Swap Party, which has become an annual tradition for this club as it is now in its fifth year.
- Mary K. coordinated the Better Together lobby drop in Coffee with a Cop and has secured ten agencies to attend the Community Connections Expo in January. She attending the Darien Historical Society's December meeting.
- Joe is coordinating with Literacy DuPage for a drop in in January to recruit tutors. Three veterans were interviewed

Contributing to the Profession

- Tony spoke with Anthony Molaro at Tinley Park Public Library regarding IPPLs experience with Communico. He also frequently contributes to the Facebook forum ALA Think Tank.
- Jennifer had her review of *Salt to the Sea* published as part of LibraryReads Favorites 2016 list. As chair of the eMedia Library Collection Team she answered questions from other libraries on RTL (request to library); checkout and holds limits; and Marketplace.
- Joe is coordinating the *Assisting Immigrant Communities from Undocumented to Citizenship* that is focused on helping other librarians in assisting immigrant communities.

Continuing Education

- The selectors were given CREW manuals and were instructed in how to implement the method.

User Experience

- Tony urged the Adult Services Staff to “think like a patron” as they work to try to look at the library from a patron’s point of view.
- Concentrating on right sizing and cleaning up the collection. This is an emphasis of chapter 3, section 2 – *The Library Building is Free from Clutter*.

Meetings

Date	Meeting	Staff
1-Dec	One-on-One with Jamie	Tony
6-Dec	CPR Training	Shirley & Mary K.
6-Dec	Department Head Meeting	Tony & Joe
6-Dec	How-to-Expo Committee	Jez
7-Dec	Adult Department Leadership Meeting	Tony, Shirley & Jennifer
7-Dec	WBBR Chamber	Shirley
7-Dec	Inclusivity Committee	Joe & Jez
8-Dec	One-on-One with Jamie	Tony
8-Dec	Twitter Subcommittee	Tony, Shirley & Jez
8-Dec	Meeting with Ann re: Communico issues	Jez
9-Dec	Darien Historical Society	Mary K.
9-Dec	OverDrive Helping Users training	Mary K.
13-Dec	Leadership Team Meeting with other departments	Tony, Shirley & Jennifer
13-Dec	One-on-One	Shirley & Ellen
14-Dec	Joint Department Meeting with Kids & Teens	All
14-Dec	Selectors Meeting	All Selectors
15-Dec	Meeting with Natalie re: joint meeting follow up	Tony
15-Dec	One-on-One with Jamie	Tony
15-Dec	Communico Conference Call	Tony & Jez
15-Dec	Meeting with Theresa re: update eReadIllinois brochures	Jennifer
15-Dec	Meeting with Ann re: Communico attendance issues	Jez
16-Dec	Website training	Mary K.
17-Dec	One-on-One	Tony & Elizabeth
19-Dec	Meeting with Marianne re: marketing to businesses	Shirley
19-Dec	Meeting with Marianne re: 2017 Reading Resolution	Jennifer
19-Dec	Meeting with Ann re: sports pullout categories	Jennifer
20-Dec	One-on-One	Tony & Jez
20-Dec	Meeting with SCORE representatives	Shirley

Programs

Date	Time	Program	Staff	Attendance
1-Dec	7:00 p.m.	Night of Dance/Day of Infamy	Cindy	48
2-Dec	6:30 p.m.	#LibSocial: Inside the Box	Jez	9
3-Dec	10:00 a.m.	ESL	Joe	3
5-Dec	6:00 p.m.	Chess		12
7-Dec	7:00 p.m.	Opera Lecture: Magic Flute	Cindy	5
7-Dec	5:00 p.m.	1 in 4 Mental Health		15
8-Dec	7:00 p.m.	Elizabeth Berg	Cindy	40
12-Dec	6:00 p.m.	Chess		11
12-Dec	7:00 p.m.	Current Events		5
12-Dec	4:00 p.m.	Cookies & Coffee with a Cop*	Mary K.	12
14-Dec	7:00 p.m.	Novel Idea	Mary P.	12
14-Dec	7:00 p.m.	SCORE Roundtable Discussion	Shirley	12
15-Dec	7:00 p.m.	Crime Readers		8
15-Dec	1:30 p.m.	Thursday Afternoon Movies	Joe	19
17-Dec	10:00 a.m.	ESL	Joe	2
19-Dec	6:00 p.m.	Chess		11
28-Dec	2:00 p.m.	eLibrary Drop-In	Jennifer	8
			Total:	232

* Better Together Event

Select comments:

Night of Dance, Day of Infamy

I would like to see more afternoon social activities (Book Club, Art etc.) for senior adults.

Excellent performance. Performer was very knowledgeable. Portrayals are always interesting and fun.

Volunteers

- Nine volunteers completed 69.5 hours of service
 - Court Ordered/Community Service – four volunteers completed 52 hours
 - Regular Volunteers – two volunteers completed 4 hours of service
 - Veteran's History Project – three volunteers completed 13.5 hours of service

Proctoring

No proctoring sessions were held this month.

Circulation Services
November & December 2016

November - Total checkouts and renewals were down from last year by 6,626 or 11%. We had 53,280 items circulated this month as compared to 59,906 last year. Electronic circulation was slightly lower- 4,105 circulations this year while we had 4,297 circulations last year.

ILL's processed were up 11%. We processed 7,604 this year and 6,818 last year. Patron visits were up 6% from last year (34,658 this year compared to 32,583 last year). Please note that the library was a polling place for the Presidential election.

A total of 6,904 holds were placed in November. Patrons placed 5,241 (76%) holds while staff placed 1,663(or 24%) holds.

19,731 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 23,105 items were checked out or renewed by patrons at one of our self-check machines, 6,339 items were renewed by patrons through Enterprise or BookMyne and 4,105 items were electronically checked out by patrons - for a total of 36,394 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

December - Total checkouts and renewals were down from last year by 5,580 or 10%. We had 50,932 items circulated this month as compared to 56,512 last year. Electronic circulation was slightly lower- 3,610 circulations this year while we had 4,228 circulations last year.

ILL's processed were down 3%. We processed 7,402 this year and 7,661 last year. Patron visits were down 4% from last year (28,343 this year compared to 29,624 last year).

A total of 7,089 holds were placed in December. Patrons placed 5,413 (76%) holds while staff placed 1,676(or 24%) holds.

20,074 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 21,231 items were checked out or renewed by patrons at one of our self-check machines, 6,017 items were renewed by patrons through Enterprise or BookMyne and 3,610 items were electronically checked out by patrons - for a total of 36,394 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

Community

Election Day, November 8, the library opened at 6am. Although we didn't have many actual patrons, the community seemed to enjoy seeing the staff at that early hour.

We have done Voter's Registration at the Circulation Desk for many years. This past year, the Board of Elections notified us that they prefer to have patrons register to vote on line. Because of this, we set up a lap top at the Circulation Desk prior to the General Election. In addition, we also brought in volunteers in October to help register people to vote. Due to the very small number of people who came to the library to register, we have decided to discontinue paper registration. The library has moved Voter's Registration help to the Adult Ask Us Desk. Staff there will be available to help patrons register to vote on line.

When our patrons receive a library card, we are now offering them the ability to read the membership statement (using the digital signature pad) in Spanish or Polish. If they choose, their notices can also come in either of these languages. There will be other languages coming in the future.

I met with Youth Services Staff on November 28 to discuss developing a video tour of the library for Kindergarten and First Graders. My part of the video will be to let the kids know how to get a library card. This was done in December.

Food for Fines – Our annual Food for Fines program ran December 10 until December 18. We took in 1953 items as compared to 2484 items last year. Due to a SWAN upgrade, the program needed to be pushed back a week this year. Being closer to Christmas may have accounted for the decline in donations. These items are donated to local food pantries at Our Lady of Peace and Our Lady of Mt. Carmel.

Passports – we are moving forward with passport training for staff that need it in an effort to have everyone trained by the beginning of February. We have allocated space for passports at the Circulation Desk, and a new sign has been ordered (and received). Our plan is to start this service in mid-February.

Contributing to the Profession

As a member of this committee, I attended Circulation Advisory (at RAILS in Burr Ridge) on November 16. We discuss topics of interest to SWAN and vote on recommendations to the SWAN board.

Continuing Education

I attended CPR Training on November 21 and was recertified in CPR.

Jamie, Ann and I are continuing to explore RFID and new Self Checks. Ann and I have been running reports and compiling statistics to give Jamie a clearer view of the impact of going in this direction. Jamie and I met with the Circulation Supervisors to discuss the effect that RFID and an additional self check will have on Circulation. We had Mike move the hold shelves into a new pattern. This opened up space that allowed us to move the self check closest to the Adult Department, across the lobby, to the hold area. We have gotten positive feedback from patrons on this new configuration.

Vicki Brodeur and I interviewed and hired Susan Jones as our new Circulation Page. Laura Birmingham and I interviewed and hired Nancy Hudson as our new Senior Supervisor.

Workshops and Meetings Attended:

- Nov. 7 One on One with Jamie
- Nov. 8 Department Heads Meeting
- Nov. 10 Social Media Committee
- Nov. 11 Meeting with Marianne
- Nov. 22 Department Heads Meeting
- Nov. 29 One on One with Jamie
- Dec. 1 Jamie & Circulation Supervisors
- Dec. 5 One on One with Jamie
- Dec. 6 How to Committee Meeting
- Dec. 6 Department Heads
- Dec. 8 SWAN Circulation Users Group
- Dec. 12 One on One with Jamie
- Dec. 13 Leadership Meeting
- Jan. 10 Department Heads Meeting

Debbie Sheehan
Head of Circulation Services

					Circ Stats							
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904 *	60,424	
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
Renewals through the webpack not included				1,284								
				Electronic Circulation		3,852						
Yearly												
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	345,506
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT November/December 2016

Improvements for Public & Strategic Goals

- Program Calendar (Strategic Goal) – The new calendar software was ready for members to register for winter programming on November 21. We offered several lobby drop-ins to promote and demonstrate the new calendar before and after the launch date. Members can now use their library card to auto fill the registration form and manage their own events including canceling or adding guests. Patron authentication is available to limit program and class registration for technology and story time classes to members only.
- Training Laptops- The training laptops now have the latest Windows 10 anniversary version. The Windows 10 classes are very popular at the library. (Brett)
- Holds on Magazines- Per patron request, as of December 1, patrons can place their own holds on current issues of magazines before they circulate. Anna worked with SWAN staff to come up with a solution and it is available for other libraries to use.
- Tech Takeout- The VHS to DVD converter for public use inside the library is popular. Because of the length of time, it take so convert most patrons are only able to convert on or two tapes. The circulating conversion equipment is popular, so we added a new VHS to DVD player to checkout. It currently has six holds.

3D Printing

- Nov/Dec- Received two print requests ~~and one of them printed successfully.~~
 - Most interesting objects printed: 15 Christmas tree ornaments for an IPPL teen event and 12 pencil holders from BMI Engineering intended as a Christmas gift.

Wi-Fi Usage

- November- 5,328 Wi-Fi total connections; 4,917 were from patrons using their own device.
- December- 4,855 Wi-Fi total connections; 4,159 were from patrons using their own device.

Community

- T.J. gave an overview of our Tech Takeout service to Representative David Olsen.
- T.J. presented at the SCORE group meeting at the library on the library's digital media equipment.

Sharing

- T.J. shared information about our Roku service with a librarian from Matteson Public Library.
- Brett shared to the RAILS Technology email group on our set-up and process of collecting wireless user statistics.
- I responded to several library email groups and shared information on our process for property-stamping books, circulating our VHS to DVD converter, 3D printer ventilation and circulating Rokus.
- April shared our audiovisual vendor pre-processing specifications with Westmont Library.

Contributing to the Profession

- T.J. attended an ALA New Members Round Table meeting.
- I am the new coordinator for the IT Roundtable for the RAILS (West libraries). The group meets four times a year at different libraries to share and discuss technology.
- I will be part of a panel session on library Websites for a LACONI Technology workshop in February.

Programs/Classes

- 7 classes/programs. Total attendance: 89

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Saturday 11/12 (10 AM)	Converting Pictures & Video Into Digital	Ann	28
Thursday 11/17 (7 PM)	Tech Talk: Tech Gadgets for the Holidays	Ann	6
Tuesday 12/6 (2 PM)	Intro to Windows 10	Sandi	13
Saturday 12/10 (3 PM)	Introduction to Raspberry Pi (Day of Code)	Workshop 88	12
Tuesday 12/13 (2 PM)	Intro to Word	T.J.	10
Tuesday 12/13 (6:30 PM)	Intro to Excel Part 1	Ron	10
Thursday 12/15 (6:30 PM)	Intro to Excel Part 2	Ron	10

Training & Continuing Education

- Brett and Tyler set-up and tested the new Carvey CNC machine. Brett learned how to use the software to create a simple nameplate as a self-learning exercise.
- I attended training on the new SWAN analytics software.
- CPR training (T.J. and I)
- Anna trained Geri and Natalya on changes for checking-in new magazines
- T.J. trained Joe and Audra on Tech Takeout circulating procedures.

Personnel/Staff Meetings

- 11/1; 11/7; 11/15; 11/22; 12/13; 12/27- One-on-one meetings with T.J.
- 11/1; 11/11; 12/8; 12/20- One-on-one meetings with Jamie
- 11/2; 12/7 - One-on-one meetings with Brett
- 11/2- Grant brainstorming meeting (T.J. and I)
- 11/3; 12/1- Technology Committee meetings (Dave, Brett, T.J. and I)
- 11/7- Conference meeting with Communico Representative
- 11/8; 11/22; 12/6- Department Head meetings
- 11/8- Technology Center Desk staff meeting
- 1/9- Technical Services Department meeting
- 11/14; 12/5; 12/19 - One-on-one meetings with Anna
- 11/15; 11/29- T.J. one-on-one meetings with Dave
- 11/16- Gave a Communico presentation to the Library Board
- 11/18- Anna attended the SWAN Serials User Group meeting.

- 11/18; 12/16 - One-on-one meetings with April and yearly evaluation
- 11/18- IT meeting with Dave and Brett.
- 12/6- How-to Fest Committee meeting (T.J. and I).
- 12/9- T.J. met with Hugh to go over yearly performance review.
- 12/13- Leadership meeting (T.J. and I).
- 12/14- T.J. and I met with Jamie to discuss Technology Center desk no logs.
- 12/14- Attended the Adult Services Selectors meeting.

Ann M. Stovall, Head of Technical & Computer Services, January 12, 2016

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**Youth Services
Monthly Report to the Board
November-December 2016**

Programs

In November and December, Youth Services presented 52 programs at IPPL with 1,353 people in attendance. (This does not include the events and services we provided out in the community. See also Community section)

Date	Description	Staff	Attendance
1-Nov	Junior Genius	Katie	12
1-Nov	Baby Brilliance (13 adults + 12 children)	Jane	25
1-Nov	Fantastic Families	Jane	29
2-Nov	Coding Club	Tyler	13
2-Nov	Baby Brilliance (14 adults + 10 children)	Jane	24
2-Nov	An Evening with Jason Reynolds	Heidi, Natalie, Jane, Tyler	50
3-Nov	Talented Toddlers	Katie	29
3-Nov	Talented Toddlers	Katie	24
5-Nov	The Nutcracker Story Hour	Katie	37
7-Nov	Talented Toddlers	Katie	34
7-Nov	Junior Genius	Katie	10
7-Nov	Crafternoon	Heidi	4
8-Nov	Baby Brilliance (14 adults + 13 Children)	Jane	27
9-Nov	Tech Club	Tyler	8
9-Nov	Baby Brilliance (10 adults + 8 children)	Jane	18
10-Nov	Cupcake Creations	Monica	14
10-Nov	Talented Toddlers	Katie	23
10-Nov	Talented Toddlers	Katie	28
11-Nov	Shake, Shimmy, & Dance	Katie	84
14-Nov	Talented Toddlers	Katie	33
14-Nov	Junior Genius	Katie	14
15-Nov	Junior Genius	Katie	15
15-Nov	Baby Brilliance (15 adults + 14 children)	Jane	29
15-Nov	Fantastic Families	Jane	34
16-Nov	Coding Club	Tyler	12
16-Nov	Baby Brilliance (12 adults + 14 children)	Jane	26
17-Nov	Talented Toddlers	Katie	29
17-Nov	Talented Toddlers	Katie	28
19-Nov	TAB Meeting	Heidi	13
21-Nov	Communico Lobby Demo	Tyler	3
21-Nov	Crafternoon	Heidi	5
22-Nov	Communico Lobby Demo	Tyler	4
25-Nov	Mighty Mid-Kids gaming Night	Monica	22
2-Dec	Crafternoons	Heidi	9
3-Dec	Maker Faire - Graham Cracker Houses	Jane	22
3-Dec	Holiday Maker Faire	Heidi	50

6-Dec	Fire Safety Storytime	Katie	55
9-Dec	Teen Movie Night	Heidi	18
10-Dec	Preschool Programmers Workshop	Jane, Tyler	18
10-Dec	Day of Code	Tyler, Monica, Jane, Natalie, Quiana, Joan	150
10-Dec	Shapes and Robots	Tyler, Jane	18
10-Dec	LEGO Robots	Tyler, Monica	36
10-Dec	Coding Motors	Tyler	8
10-Dec	Day of Code-Lego Robotics Lab	Monica	28
11-Dec	Teen Service Day	Heidi	8
13-Dec	Shake, Shimmy, & Dance	Katie	69
16-Dec	Crafternoons	Heidi	6
17-Dec	TAB Meeting	Heidi	15
19-Dec	Anime Addicts	Heidi	13
28-Dec	Oreo Taste Off	Heidi	6
30-Dec	The BFG movie	Monica	64
TOTAL:			1353

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

Day of Code

On December 10, Tyler Works and Youth staff hosted our first ever Day of Code event at the library in support of Computer Science Education week. In spite of poor weather, they had a sizable turnout and positive reaction from participants. They hosted a variety of different events, ranging from workshops to drop-in labs for all ages. There were about 200 people in attendance.

Holiday Maker Faire

On December 3, Heidi Estrada, Jane Hartney, and TAB members helped run the Holiday Maker Faire. Heidi prepared materials for creating ornaments, with help from TAB members. The TAB members then ran the different ornament stations, gift wrap and card making in the WouldShop, and helped Jane with Graham Cracker Houses. Feedback was positive, and some parents have asked if we will hold the program next year. One mother commented that she and her children had been at the library all day, but were so engaged they had forgotten about lunch.

Community

Date	Description	Staff	Attendance
1-Nov	Gift of Carl Dinner for Jason Reynolds	Heidi, Tyler	5
2-Nov	Jason Reynolds School Visit	Heidi	60
2-Nov	Jason Reynolds School visit	Heidi	500
2-Nov	Hinsdale South Book Club	Heidi	15
3-Nov	Whole Foods Storytime	Katie	22
6-Nov	Good Worx End of Season Luncheon and Awards	Natalie	45
9-Nov	School author presentation 6, 7 and 8th grade students and faculty	Monica	194
9-Nov	School author presentation to Teens for Excellence after-school book club and Advanced English students and faculty.	Monica	24
9-Nov	Coffee meeting with Write-On Jr author	Monica, Natalie	3
14-Nov	Chick-fil-A (5 adults + 7 children)	Jane	12

15-Nov	Mark Delay Coding Club	Tyler	
16-Nov	Delivered Christmas Ornaments to BRVC	Natalie	2
18-Nov	Willowbrook Corners Community Family Night	Monica	51
22-Nov	HSHS - RAILS Grant meeting	Tyler	3
30-Nov	First LEGO Robotics Competition Overview	Tyler	
1-Dec	Whole Foods Storytime	Katie	31
2-Dec	Pathways to STEM	Heidi	86
2-Dec	Robotics - Burr Ridge Middle School	Tyler	19
5-Dec	Hinsdale Central Robotics Team - Day of Code Volunteer Meeting	Tyler	
5-Dec	Robotics - Holmes Elementary	Tyler	20
7-Dec	Hinsdale South Book Club	Heidi	10
8-Dec	Robotics - Holmes Elementary	Tyler	19
9-Dec	Robotics - Burr Ridge Middle School	Tyler	25
12-Dec	Chick-fil-A	Jane	12
12-Dec	Eisenhower Middle School - IPPL Coding Resources	Tyler	
16-Dec	Holmes School Kindergarten Visits	Katie	135
TOTAL:			1293

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

Write On! with Jason Reynolds

On November 2, we hosted the 11th Annual Write On! Jason Reynolds spoke with over 500 students over the course of the day. The students at all presentations were very engaged, asked great questions, and seemed genuinely interested in interacting. He participated in two smaller presentations at Lyons Township H.S., three lunches, and one larger school wide presentation at Hinsdale South. We hosted an Evening with Jason Reynolds event at IPPL. Heidi Estrada presented at the event, with support from Tyler Works, Natalie Williams, Jane Hartney, and TAB volunteers. Marianne Ryan was at the event to take pictures. Laura Birmingham sold copies of Jason Reynold's books. We had a mixture of ages in attendance. The winners and finalists of Cool Compositions received awards presented by Rob and Char Vuillaume our sponsors from the Gift of Carl.

RAILS Grant

Tyler Works met with HSHS librarian, Ellen Lawrence, and the HSHS Director of Instructional Innovation, David Lapetino, to plan for the RAILS Multitype Collaborative Grant. They are applying for the grant to purchase virtual reality headsets and incorporate them into HSHS curriculum and IPPL library programs.

Sadowski Family Partnership

Jamie Bukovac and Natalie Williams met with Joe and Maria Sadowski to present ideas for partnership. The Sadowski family is interested making donations and sponsoring events or services in memory of their mother. They have agreed to sponsor the creation of Baby Bundles, which are early literacy packs with books and toys, and a Robotics competition coming in April. The Baby Bundles should be ready for check-out in January. This month Katie Salo created the Inventories and Activity Guides for 16 Baby Bundles on the following themes: alphabet, balls, bugs, colors, counting, faces, farm, food, make music, ocean, peek-a-boo, pets, shapes, sounds, things that go, and zoo. Tyler Works has ordered LEGO Minestorm kits and has been preparing for the robotics competition.

Giving Tree

Heidi Estrada met with TAB and sorted the items donated to the Giving Tree. Over 250 items were received. Jill Mayer, the program coordinator for the Community House at Willowbrook Corner picked up the items so they could be distributed to families in need. She was very thankful.

WouldShop

In the WouldShop, Heather Forster Jensen featured two themes in December, the first being "DIY Holidays," with a paper wreath project and materials to make and decorate cards and wrapping paper. The second display which will continue into January is "Snow." The make and take project is a snowman mobile. Families can also take home directions to make their own crystalized snowflakes and icicles. Samples are being "grown" at the Kids and Teens Ask Us Desk.

Displays

Heather Forster Jensen created three different book displays in December. For Early Literacy, "Pet Tails" and Penguin Power." For Mid-Kids, "Classic Action and Adventure."

Seed Library

Number of Checkouts: 0

Number of Seed Packets Checked Out: 0

Number of Donations: 39

This is the first month that there haven't been any seed checkouts, but it's December and that is to be expected. We did have a considerable number of donations about which we are very pleased.

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

Continuing Education

Date	Description	Staff
3-Nov	YALSA Symposium in Pittsburgh, PA	Tyler
11-Nov	Training on Communico	Monica, Tyler, Heidi
15-Nov	Tinker Youth Tech Meeting	Tyler
15-Nov	Young Adult Librarian Discussion Group	Heidi
16-Nov	Webinar- Making Your Library Work for Homeschoolers Workshop	Monica
16-Nov	Webinar: Supercharged Storytimes Session V	Katie
18-Nov	Cultural Competency Workshop	Heidi
21-Nov	NWYS meeting on school outreach	Monica
22-Nov	Webinar: You Belong @ Your Library: Welcoming and Serving the LGBTQIA Community	Katie
25-Nov	Lego Robotics training and program planning	Monica, Tyler, Heidi
29-Nov	Webinar Archive: Stand Together: Messaging About Muslims and Refugees in Challenging Time	Katie
6-Dec	CPR Training	Tyler, Heidi
9-Dec	LACONI - Project Outcome Training	Natalie
28-Dec	Review of Power point instructions about Communico database for Reserves system.	Jane

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

YALSA Symposium

Tyler Works attended the Young Adult Services Association Symposium. He attended a variety of different sessions related to teen services. He shared much of what he learned with relevant staff. He also presented at the conference on developing community engagement with three other young adult librarians. Their presentation was received well.

Cultural Competency Workshop

Heidi Estrada attended the Cultural Competency Workshop at Harold Washington. She attended a workshop that discussed different ways to engage teens and have conversations about race, culture, sexuality, etc. There was also a workshop that explored methodology for having brave conversations, and put those ideas into practice while remaining aware of our ability to learn from other people's experiences.

Contributing to the Profession

Date	Description	Staff
3-Nov	YALSA Symposium Presentation on Community Engagement	Tyler
15-Nov	Tinker Youth Tech Meeting Presentation - Minecraft	Tyler
30-Nov	Monarch Committee First-Round Voting	Katie
29-Dec	Monarch Committee Second Round Reading and Scoring	Katie

Youth Staff

Natalie Williams and Tyler Works interviewed and hired Quiana Braden for the Youth Associate positions. We were impressed by her professionalism and believe that she will provide wonderful customer service and bring fresh ideas to the department. She began working in the Kids & Teens department on November 28.

Heather Forster Jensen returned from maternity leave on December 6.

Pages

The pages are continuing to work on the shelf reading project. They are close to completing a third shelf reading through the entire collection. We have seen a decrease in miss-shelved items in some areas.

Meetings & Planning

Date	Description	Staff
1-Nov	Baby Bundles Logo Marketing Meeting	Katie, Marianne, Theresa
2-Nov	Grant Planning	Natalie, Tyler
2-Nov	Jane met with Tyler re Communico password	Jane, Tyler
3-Nov	Mid-Kid update meeting	Monica, Natalie
3-Nov	One-on-One with Jamie	Natalie
4-Nov	Met with Heidi to discuss plans for Holiday Faire	Monica, Heidi
7-Nov	Project and time management meeting	Heidi, Natalie
8-Nov	Dept. Heads	Natalie
10-Nov	Youth Services Associate Interview	Natalie, Tyler
10-Nov	Mid-Kid programming on Communico	Monica, Jane
10-Nov	One-on-One with Jamie	Natalie
10-Nov	Social Media Committee	Natalie

10-Nov	One-on-One with Tyler	Natalie, Tyler
15-Nov	Trained on IPPL Wi-Fi Hotspot	Monica, Ann Stovall
15-Nov	Jane met with Heidi re Teen Service Day	Jane, Heidi
16-Nov	One-on-One with Tyler RE CNC	Natalie, Tyler
17-Nov	Teens Out Loud and Teen Tech Week planning	Heidi, Tyler
17-Nov	Joint Dept. Heads Meeting Planning with Tony	Natalie
21-Nov	CPR Training	Katie, Natalie, Monica
22-Nov	Dept. Heads	Natalie
23-Nov	LEGO Robotics Overview	Tyler
23-Nov	One-on-One with Jamie	Natalie
23-Nov	Marketing Media RE: Non-Fiction Signs	Natalie
28-Nov	Department video tour planning meeting	Monica, Natalie, Katie, Debbie
28-Nov	Training with Quiana	Natalie, Quiana
29-Nov	Mid-Kid update meeting	Monica, Natalie
29-Nov	One-on-One with Jamie	Natalie
30-Nov	K&T Staff Meeting	Katie, Natalie, Monica, Heidi, Jane, Heather
30-Nov	Jane met with Tyler about Communico updates and process	Jane, Tyler
1-Dec	Technology Committee	Tyler
1-Dec	Day of Code Volunteer	Tyler
1-Dec	One-on-one with Jamie	Natalie
2-Dec	Training- SWAN Catalog/Workflows/Tour of juniors, languages, poetry, and tales areas	Quiana, Judy
3-Dec	Training- Including Fish Philosophy and Red Cross Videos/Communico/SWAN/Workflows	Quiana, Natalie, Heidi
6-Dec	How-To Expo Meeting	Natalie
6-Dec	Dept. Heads	Natalie
7-Dec	Inclusivity Committee Meeting	Katie, Heidi, Monica, Jez, Joe
7-Dec	STEM event planning with DuPage DOE	Natalie
7-Dec	One-on-one with Jamie	Natalie
7-Dec	Videotaping K&T Department	Monica, Katie, Dave
8-Dec	Training- Workflows/SWAN	Quiana, Monica
8-Dec	Phone conference with Ann S. re use of Communico database "Reserves" pages.	Jane, Ann
8-Dec	CG Cookie	Heidi
9-Dec	Training- Tour of Teens and Nonfiction area	Quiana, Jane
12-Dec	Dept. Substitute Meeting	Natalie, Judy, Suzanne, Joan, Lora
12-Dec	Videotaping K&T Department	Monica, Dave
13-Dec	Leadership Meeting	Tyler, Natalie
14-Dec	Joint Adult Services and K&T Meeting	Katie, Natalie, Tyler, Monica, Heidi, Jane, Heather, Adult Services
14-Dec	Meeting with Debbie RE circling kits	Natalie

15-Dec	Program Planning, Hardwood Institute, & Design Thinking	Katie, Natalie, Tyler, Monica, Heidi, Jamie
15-Dec	Communico	Tyler, Natalie
15-Dec	One-on-one with Jamie	Natalie
15-Dec	Meeting with Tony RE EDS Roll-out	Natalie
20-Dec	Meeting with Marketing RE STEM event & NF signs	Natalie
21-Dec	Tyler provided new events process for Communico program reservations and updates.	Jane, Tyler
22-Dec	Sign Training List/Monthly Reports/Meeting Minutes	Quiana, Natalie
22-Dec	Telecon Meeting re Communico Update Errors	Jane, Ann
22-Dec	Teen Job Fair	Heidi, Marianne
28-Dec	K&T Staff Meeting	Katie, Natalie, Tyler, Monica, Heidi, Jane, Heather, Quiana
28-Dec	Early Lit Team Meeting (Summer Reading)	Katie, Jane, Heather
28-Dec	Volunteer Training with Jacqueline Brogdon	Natalie

Submitted by Natalie Williams, Head of Youth Services 1/8/2017

STATISTICS FOR	Nov-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	30,514	34,076	168,394	180,575	-6.75%
Teen	2,340	2,436	15,025	14,859	1.12%
Kids	16,321	19,097	88,801	102,989	-13.78%
TOTAL	49,175	55,609	272,220	298,423	-8.78%
Electronic Circulation	4,105	4,297	21,986	22,026	-0.18%
GRAND TOTAL CIRC.	53,280	59,906	294,206	320,449	-8.19%
% Reciprocal Borrowing	15%	13%	13%	14%	
Patron Visits	34,658	32,583	188,670	189,145	-0.25%
<u>Current Cards</u>					
Resident	122	174	20,714	21,465	-3.50%
Non-Resident	68	67	952	910	4.62%
TOTAL	190	241	21,666	22,375	-3.17%
Non-Resident Households	31	33	455	513	-11.31%
<u>Patron Assistance</u>					
Adult - Reference	3,003		15,788		
Kids - Reference	1,074	1,233	6,637	7,236	-8.28%
Technology - Reference	1,001		4,558		
TOTAL REFERENCE	5,078	3,839	26,983	23,888	12.96%
Adult - Other	829		4,165		
Kids - Other	2,822	1,550	13,134	9,674	35.77%
Technology - Other	113		663		
TOTAL OTHER	3,764	3,117	17,962	19,845	-9.49%
GRAND TOTAL ASST.	8,842	6,956	44,945	43,733	2.77%
<u>ILL/Reserves</u>					
Holds	6,904	6,788	38,537	38,346	0.50%
ILLs Sent	3,101	3,025	18,772	16,953	10.73%
ILLs Checked Out	4,053	4,157	20,858	22,163	-5.89%
ILLs Received	4,503	3,793	23,250	22,957	1.28%
<u>Programs - Adult</u>					
# Programs	13	8	54	44	22.73%
Attendance	215	222	1,030	1,016	1.38%
<u>Technology Classes</u>					
# Programs	5	7	45	32	40.63%
Attendance	44	62	428	382	12.04%
<u>Individual Technology Training</u>					
# of Patrons	43	38	426	310	37.42%
<u>Groups</u>					
# Programs	12	11	59	61	-3.28%
Attendance	126	100	584	620	-5.81%
<u>Others</u>					
#Programs	2	2	8	6	33.33%
Attendance	9	18	156	233	-33.05%
<u>Programs - Teen</u>					
# Programs	11	8	44	40	10.00%
Attendance	72	170	664	613	8.32%
<u>Programs - Kids</u>					
# Programs	33	33	205	135	51.85%
Attendance	681	772	5,863	4,265	37.47%
GRAND TOTAL ATT.	1,190	1,382	9,151	7,439	23.01%

STATISTICS FOR	Nov-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,245	3,579	17,972	20,082	-10.51%
Kids Computers	1,419	1,324	7,651	8,143	-6.04%
Teen Laptop	216	250	1,207	1,163	3.78%
Adult Laptop	139	226	782	1,115	-29.87%
TOTAL PATRON USE	5,019	5,379	27,612	30,503	-9.48%
Hours Used					
Adult Computers	2,453	2,511	12,724	13,660	-6.85%
Kids Computers	902	919	4,861	5,314	-8.52%
Teen Laptop	227	257	1,593	1,471	8.29%
Adult Laptop	239.50	345	1,271.50	1,604	-20.73%
TOTAL HOURS USED	3,821.50	4,032	20,449.50	22,049	-7.25%
Wireless Total Connections	8,038		44,902		
IPPL Total Web Site Access	25,497	24,844	116,714	144,636	-19.31%
IPPL Total Page Views	39,218	51,347	183,594	281,771	-34.84%
Subscription Database Logins	1,926	2,750	10,236	13,319	-23.15%
Outreach-Homebound					
Items Delivered	143	130	718	766	-6.27%
Volunteers					
Number Active	42	68			
Hours Worked	249.25	481.25	1,678	2,740	-38.76%
Staff Training Hours	100.50	47.25	490.50	368.25	33.20%
Room Use					
Youth Room	21	32	91	152	-40.13%
Meeting Room					
Library	34	38	202	179	12.85%
Non-Library	9	7	38	45	-15.56%
Conference Rooms	402		1,858		
Lobby Programs	9	3	23	24	-4.17%
Board Room					
Library	18	16	90	79	13.92%
Non-Library	17	25	93	106	-12.26%
Clavinova	0	1	0	6	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - November 2016

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1046	11	43	1014	12	69	23	112
Non-Fiction	52509	391	617	52283	1306	1118	1697	1735
Fiction	39633	366	887	39112	1561	1193	1927	2080
ADULT TOTALS	93188	768	1547	92409	2879	2380	3647	3927
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17045	45	87	17003	222	179	267	266
Fiction	28404	182	355	28231	912	2894	1094	3249
KIDS TOTALS	45470	227	442	45255	1134	3073	1361	3515
TEEN								
Non-Fiction	709	6	1	714	33	109	39	110
Fiction	3587	58	86	3559	225	273	283	359
TEEN TOTALS	4296	64	87	4273	258	382	322	469
BOOK TOTALS	142954	1059	2076	141937	4271	5835	5330	7911

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6419	65	5	6479	208	2	273	7
Music CD	10526	32	35	10523	134	103	166	138
Playaway	366	0	0	366	4	9	4	9
DVDs (DVD & Blu-ray)	20015	165	234	19946	555	161	720	395
CD-ROMs	88	0	1	87	0	2	0	3
Console Games (Feb 2016)	25	28	0	53	7	2	35	2
ADULT TOTALS	37439	290	275	37454	908	279	1198	554
KIDS								
Audio Books	709	0	2	707	2	7	2	9
Music CDs	933	4	1	936	34	6	38	7
Playaway	98	0	1	97	10	0	10	1
DVDs (DVD & Blu-ray)	4865	61	27	4899	286	42	347	69
Playaway Launch Pads (New)	15	0	0	15	1	1	1	1
KIDS TOTALS	6620	65	31	6654	333	56	398	87
TEEN								
Audio Books on CD	232	0	2	230	6	1	6	3
Playaway	36	0	0	36	0	0	0	0
DVDs (DVD & Blu-ray)	598	12	5	605	23	8	35	13
CONSOLE GAMES	543	22	0	565	34	16	56	16
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1467	34	7	1494	63	25	97	32
AUDIOVISUAL TOTALS	45526	389	313	45602	1304	360	1693	673
COLLECTION TOTALS	188480	1448	2389	187539	5575	6195	7023	8584

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Nov. 2016

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26547	426	945	26028	929	540	1355	1485
TOTALS FOR ALL AGES	142,278	426		141,759	929	0	1355	1485
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,367	15		2,382	58	0	73	0
eMedia (Overdrive Advantage)	709	10		719	30	0	40	0
Fiction								
eMedia (Overdrive Consortium)	9,833	74		9,907	321	0	395	0
eMedia (Overdrive Advantage)	2,820	68		2,888	258	0	326	0
ADULT TOTALS	15,729	167		15,896	667	0	834	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	82	1		83	1		2	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,386	14		1,400	59	0	73	0
eMedia (Overdrive Advantage)	154	6		160	7	0	13	
KIDS TOTALS	1,628	21		1,649	66	0	88	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	120	0		120	1		1	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,250	20		2,270	94	0	114	0
eMedia (Overdrive Advantage)	386	8		394	11	0	19	
TEEN TOTALS	2,766	28		2,794	106	0	134	0
BOOK TOTALS	162,401	642		162,098	1768	0	2,411	1485

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	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	5,075	210		5,285	618	0	828	0
Yearly Total for All Ages	336,840	210	0	337,050	618	0	828	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,634	19		3,653	62		81	0
eMedia Advantage (Overdrive)	445	11		456	51		62	0
Movies								
Preloaded Roku Titles	612	27		639	46		73	
ADULT TOTALS	4,691	57		4,748	159	0	216	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	244	2		246	8		10	
eMedia Advantage (Overdrive)	3	0		3	3		3	
Movies								
Preloaded Roku Titles	99	8		107	12		20	
KIDS TOTALS	346	10		356	23	0	33	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	188	5		193	22		27	0
eMedia Advantage (Overdrive)	20	0		20	2		2	0
TEEN TOTALS	208	5		213	24	0	29	0
AUDIOVISUAL TOTAL	342,085	282		342,367	824	0	1106	0
COLLECTION TOTALS	504,486	924		504,465	2592	0	3,517	1485

STATISTICS FOR	Dec. 2016	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	31,629	33,758	200,023	214,333	-6.68%
Teen	2,274	2,843	17,299	17,702	-2.28%
Kids	13,419	15,683	102,220	118,672	-13.86%
TOTAL	47,322	52,284	319,542	350,707	-8.89%
Electronic Circulation	3,610	4,228	25,596	26,254	-2.51%
GRAND TOTAL CIRC.	50,932	56,512	345,138	376,961	-8.44%
% Reciprocal Borrowing	13%	13%	13%	14%	
Patron Visits	28,343	29,624	217,013	218,769	-0.80%
<u>Current Cards</u>					
Resident	122	121	20,638	21,478	-3.91%
Non-Resident	73	81	1,001	917	9.16%
TOTAL	195	202	21,639	22,395	-3.38%
Non-Resident Households	36	37	456	497	-8.25%
<u>Patron Assistance</u>					
Adult - Reference	2,492		18,280		
Kids - Reference	729	1,036	7,366	8,272	-10.95%
Technology - Reference	917		5,475		
TOTAL REFERENCE	4,138	3,414	31,121	27,302	13.99%
Adult - Other	614		4,779		
Kids - Other	1,645	1,473	14,779	11,147	32.58%
Technology - Other	94		757		
TOTAL OTHER	2,353	2,769	20,315	22,614	-10.17%
GRAND TOTAL ASST.	6,491	6,183	51,436	49,916	3.05%
<u>ILL/Reserves</u>					
Holds	7,089	7,489	45,626	45,835	-0.46%
ILLs Sent	3,009	3,148	21,781	20,101	8.36%
ILLs Checked Out	4,023	4,011	24,881	26,174	-4.94%
ILLs Received	4,393	4,513	27,643	27,470	0.63%
<u>Programs - Adult</u>					
# Programs	9	6	63	50	26.00%
Attendance	168	107	1,198	1,123	6.68%
<u>Technology Classes</u>					
# Programs	5	6	50	38	31.58%
Attendance	55	47	483	429	12.59%
<u>Individual Technology Training</u>					
# of Patrons	77	140	503	450	11.78%
<u>Groups</u>					
# Programs	6	8	65	69	-5.80%
Attendance	64	79	648	699	-7.30%
<u>Others</u>					
# Programs	0	1	8	7	14.29%
Attendance	0	0	156	233	-33.05%
<u>Programs - Teen</u>					
# Programs	8	5	52	45	15.56%
Attendance	75	65	739	678	9.00%
<u>Programs - Kids</u>					
# Programs	17	6	222	141	57.45%
Attendance	500	181	6,363	4,446	43.12%
GRAND TOTAL ATT.	939	619	10,090	8,058	25.22%

STATISTICS FOR	Dec. 2016	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,945	3,125	20,917	23,207	-9.87%
Kids Computers	1,188	1,204	8,839	9,347	-5.43%
Teen Laptop	153	152	1,360	1,315	3.42%
Adult Laptop	170	114	952	1,229	-22.54%
TOTAL PATRON USE	4,456	4,595	32,068	35,098	-8.63%
Hours Used					
Adult Computers	2,217	2,255	14,941	15,915	-6.12%
Kids Computers	780	898	5,641	6,212	-9.19%
Teen Laptop	185	197	1,778	1,668	6.59%
Adult Laptop	326	202	1,597.50	1,806	-11.54%
TOTAL HOURS USED	3,508	3,552	23,957.50	25,601	-6.42%
Wireless Total Connections	7,351		52,253		
IPPL Total Web Site Access	27,411	23,606	144,125	168,242	-14.33%
IPPL Total Page Views	41,645	50,416	225,239	332,187	-32.20%
Subscription Database Logins	1,869	2,750	12,105	16,069	-24.67%
Outreach-Homebound					
Items Delivered	175	156	893	922	-3.15%
Volunteers					
Number Active	61	52			
Hours Worked	309.25	355.25	1,987.25	3,095.25	-35.80%
Staff Training Hours	50.50	36	541	404.25	33.83%
Room Use					
Youth Room	11	19	102	171	-40.35%
Meeting Room					
Library	24	23	226	202	11.88%
Non-Library	4	6	42	51	-17.65%
Conference Rooms	377		2,235		
Lobby Programs	3	5	26	29	-10.34%
Board Room					
Library	13	17	103	96	7.29%
Non-Library	18	20	111	126	-11.90%
Clavinova	0	0	0	6	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - December 2016

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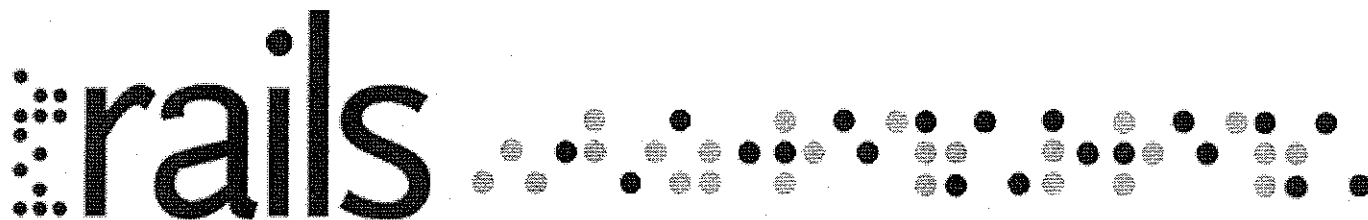
BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1014	9	12	1011	23	112	32	124
Non-Fiction	52283	311	1409	51185	1697	1735	2008	3144
Fiction	39112	240	531	38821	1927	2080	2167	2611
ADULT TOTALS	92409	560	1952	91017	3647	3927	4207	5879
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17003	176	8	17171	267	266	443	274
Fiction	28231	154	144	28241	1094	3249	1248	3393
KIDS TOTALS	45255	330	152	45433	1361	3515	1691	3667
TEEN								
Non-Fiction	714	10	0	724	39	109	49	109
Fiction	3559	57	53	3563	283	273	340	326
TEEN TOTALS	4273	67	53	4287	322	382	389	435
BOOK TOTALS	141937	957	2157	140737	5330	7824	6287	9981

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6479	37	0	6516	273	7	310	7
Music CD	10523	41	753	9811	166	138	207	891
Playaway	366	0	0	366	4	9	4	9
DVDs (DVD & Blu-ray)	19946	108	118	19936	720	395	828	513
CD-ROMs	87	0	0	87	0	3	0	3
Console Games (Feb 2016)	28	5	1	32	35	2	40	3
ADULT TOTALS	37429	191	872	36748	1198	554	1389	1426
KIDS								
Audio Books	707	2	0	709	2	9	4	9
Music CDs	936	7	2	941	38	7	45	9
Playaway	97	0	0	97	10	1	10	1
DVDs (DVD & Blu-ray)	4899	52	1	4950	347	69	399	70
Playaway Launch Pads (New)	15	4	0	19	1	1	5	1
KIDS TOTALS	6654	65	3	6716	398	87	463	90
TEEN								
Audio Books on CD	230	0	0	230	6	3	6	3
Playaway	36	7	0	43	0	0	7	0
DVDs (DVD & Blu-ray)	605	12	1	616	35	13	47	14
CONSOLE GAMES	565	4	2	567	56	16	60	18
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1494	23	3	1514	97	32	120	35
AUDIOVISUAL TOTALS	45577	279	878	44978	1693	673	1972	1551
COLLECTION TOTALS	187514	1236	3035	185715	7023	8497	8259	11532

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Dec 2016

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26028	158	25	26161	1355	1485	1513	1510
TOTALS FOR ALL AGES	141,759	158		141,892	1355	0	1513	1510
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,382	14		2,396	73	0	87	0
eMedia (Overdrive Advantage)	719	8		727	40	0	48	0
Fiction								
eMedia (Overdrive Consortium)	9,907	79		9,986	395	0	474	0
eMedia (Overdrive Advantage)	2,888	38		2,926	326	0	364	0
ADULT TOTALS	15,896	139		16,035	834	0	973	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	83	2		85	2		4	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,400	11		1,411	73	0	84	0
eMedia (Overdrive Advantage)	160	1		161	13	0	14	
KIDS TOTALS	1,649	14		1,663	86	0	102	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	120	0		120	1		1	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,270	22		2,292	114	0	136	0
eMedia (Overdrive Advantage)	394	4		398	19	0	23	
TEEN TOTALS	2,794	26		2,820	134	0	160	0
BOOK TOTALS	162,098	337		162,410	2409	0	2,748	1510

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	5,285	149		5,434	828	0	977	0
Yearly Total for All Ages	337,050	149	0	337,199	828	0	977	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,653	15		3,668	81		96	0
eMedia Advantage (Overdrive)	456	14		470	62		76	0
Movies								
Preloaded Rokus Titles	639	14		653	73		87	
ADULT TOTALS	4,748	43		4,791	216	0	259	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	246	3		249	10		13	
eMedia Advantage (Overdrive)	3	0		3	3		3	
Movies								
Preloaded Roku Titles	107	2		109	20		22	
KIDS TOTALS	356	5		361	33	0	38	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	193	4		197	27		31	0
eMedia Advantage (Overdrive)	20	0		20	2		2	0
TEEN TOTALS	213	4		217	29	0	33	0
AUDIOVISUAL TOTAL	342,367	201		342,568	1106	0	1307	0
COLLECTION TOTALS	504,465	538		504,978	3515	0	4,055	1510



 e-news

Fulfill New Year's Resolutions with New Popup Picks Collections

Do you want to "get lean" or eat healthier? Looking to plan your next vacation or "staycation?" How about learning to manage stress at work? The latest Popup Picks e-book collections can help you and your patrons achieve all of these goals and more!

Popup Picks are curated by librarians and collections change quarterly. This service is provided by RAILS and there is no cost to you or your patrons. Anyone in Illinois can use Popup Picks and there are no hold queues or waiting for titles – ever! These collections of different e-book titles are available through March 2017:

- Don't Sit. Be Fit!
- Healthy Family, Happy Family
- Living Your Best Life
- Taking the Lead in 2017
- Travel & Staycations

See [more information](#) about Popup Picks, or [start browsing](#) these collections now.

RAILS Networking and Certification Assistance Events

Come one, come all! All RAILS members are invited to meet with RAILS staff and other members and hear the latest RAILS news. The RAILS Certification Team will be on hand to help you complete the annual online certification form and ILLINET Interlibrary Loan Traffic survey on the spot. (All RAILS members are required to complete both forms. [See more information.](#)) Feel free to bring your laptop or use one of the computers we will have available. Refreshments will be served.

Register at your preferred location using the links below:

- [RAILS Burr Ridge](#), Wednesday, January 18, 2-4 p.m.
- [RAILS Bolingbrook](#), Thursday, January 19, 10 a.m.–noon
- [RAILS Coal Valley](#), Tuesday, February 7, 2-4 p.m.
- [RAILS East Peoria](#), Tuesday, February 21, 10 a.m.–noon
- [RAILS Rockford](#), Tuesday, March 7, 10 a.m.–noon

Des Plaines Public Library Networking Event January 26

RAILS members from all types of libraries are invited to hear the latest RAILS news from Dee Brennan, RAILS Executive Director, and Debbie Baaske, RAILS Member Engagement Manager, on Thursday, January 26, from 10 a.m.–noon.

Des Plaines Public Library Director Holly Sorensen and Assistant Director Roberta Johnson will

January 11, 2017

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

Member Resources

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

Upcoming RAILS CE

- [January 12 Top Employment Law Issues](#)

[January 31 Librarians vs. Fake News](#)

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

[February 10 Serving Patrons with Dementia](#)

[February 10 Meeting Adult Education Needs](#)

RAILS Networking Events

[January 26 Des Plaines](#)

[February 8 Special Library Virtual Networking](#)

[February 8 Academic Library Virtual Networking](#)

Certification/Networking Events

[January 18 Burr Ridge](#)

teen lounge, and much more. Refreshments will be served. Visit L2 [for more information/to register](#).

[February 7 Coal Valley](#)

Other RAILS Networking Opportunities

[February 21 East Peoria](#)

[Virtual event for special libraries](#), February 8, 10–11 a.m.

[March 7 Rockford](#)

[Virtual event for academic libraries](#), February 8, 2–3 p.m.

Archives

RAILS Seeking Participants for Website Project

RAILS is partnering with [Influx Library User Experience](#) to develop a guide for improving library websites. This guide will be made available to all RAILS member libraries. We are looking for 10 RAILS libraries of all types (academic, public, school, and special) that are interested in having their current website evaluated for this project. Participation is free. [Apply here](#).

[RAILS E-News](#)

[Archives](#)

The deadline to be considered for this project is Friday, January 27. To learn more, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

Webinar on Early Literacy and the Library February 7

Deb Bible from the Illinois Reading Council will discuss the importance of early literacy and how your library can support children and families through collection development and other activities in this webinar on Tuesday, February 7, from 9:30–11:00 a.m. Log into L2 for [more information/registration](#).

[Update subscription preferences](#)

[Forward to a friend](#)

Workshop on Serving Patrons with Dementia February 10

Tina Williams and David Kelsey will discuss efforts to serve patrons with dementia in this workshop at RAILS Burr Ridge and via streaming video on Friday, February 10, from 10 a.m.–noon. Learn about programming and collection development ideas, marketing tips, and ways to partner with community organizations. See L2 for [more information/registration](#).

Meeting Adult Education Needs in Your Community February 10

RAILS members are invited to a learning event presented by national adult education expert Kathy Olesen-Tracy from the Center for the Application of Information Technologies on Friday, February 10, from 10 a.m.–noon, at Pontiac Public Library. Attendees will learn how to position and promote existing resources for adult learners studying for high school equivalency exams. Kathy will also discuss the national changes for high school equivalency programs that impact how libraries work with adult learners. See L2 for [more information/registration](#).

Librarians vs. Fake News January 31

Librarians are the perfect antidote to "fake" news as they are trusted and trained to determine authoritative sources. [For more information on this topic](#), plan on attending a program on Tuesday, January 31, from 11 a.m.–noon, at Gail Borden Public Library District (main library), or via live streaming at [gailborden.info/fakenews](#).

The program is co-sponsored by RAILS, the Illinois Library Association (ILA), and the ILA Advocacy Committee. Speakers include Bob Doyle, Executive Director of ILA; Katie Hauser, School District U-46 Elgin High School Librarian; Margaret Peebles, Gail Borden Public Librarian; Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing; and Jim Davis, Daily Herald DuPage/Fox Valley News Director.

[Top Employment Law Issues Webinar](#), January 12

Group Purchase for Reid Communications' Auto Finance Resource

RAILS is offering a group purchase for Reid Communications' Auto Finance Resource. When using this software tool, patrons can view videos explaining the car financing process and utilize current market research data to get the best rates and terms. For more information, log into the [RAILS website](#) (with the email address and password used for L2) and visit the [Deals and Discounts section](#).

Verizon Wireless State of Illinois Government Discount

Is your library interested in circulating Wi-Fi hotspots to the community? Verizon Wireless maintains a wireless/cellular services and equipment master contract for Illinois government agencies. New and existing customers wishing to participate in this discount program should contact IllinoisGovernmentSales@verizonwireless.com or 1.800.540.4263 to confirm your library's eligibility.

For more information, log into the [RAILS website](#) (with the email address and password used for L2) and visit the [Deals and Discounts section](#), or contact [Amanda Musacchio](#), 630.734.5118.

Time Running Out to Apply for RAILS Multitype Collaborative Grant

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. RAILS will award a limited number of grants at a maximum of \$2,500 each. The first application deadline is January 31, 2017. See [application form/details](#).

Call for DPLAfest 2017 Session Proposals

The Digital Public Library of America (DPLA) is seeking session proposals for [DPLAfest 2017](#), April 20-21, in Chicago. RAILS is one of the hosts for the conference, along with Chicago Public Library and other organizations. See more information about [possible proposal topics](#). The deadline to submit a proposal is Tuesday, January 17, 2017.

Illinois Digital Heritage Hub Live in DPLA

[Illinois Digital Heritage Hub](#) collections are now live in the Digital Public Library of America (DPLA) and ready to explore. DPLA is a national, free, virtual library comprised of digitized collections created by libraries, archives, and museums.

The Illinois hub features digital collections from across the state, including Oak Park Public Library's collection documenting the lives of siblings [Ernest and Marcelline Hemingway](#) in Oak Park, Newberry Library's [Edward E. Ayer collection](#) documenting early encounters between Europeans and Native Americans, the Illinois State Library's [Illinois Veterans History Project](#), and much more. [See more information](#).

Growth and Forecasting for Libraries January 20

The LACONI Administrators Section is featuring a discussion with Eddie Yoon, author of *Superconsumers: A Simple, Speedy, and Sustainable Path to Superior Growth*, at the Naperville Public Library 95th Street Branch, Friday, January 20, from 9:30-11:30 a.m. Eddie will share forecasting strategies that can be used to target library superconsumers and techniques that drive growth.

Best of the Best Adult Books and Save the Date for Best Books for Kids and Teens

Chicago Public Library (CPL) staff will share their choices for the best adult books of 2016, including the top ten list and further reading suggestions, on Thursday, January 26, from 2:30-5:00 p.m., at the Harold Washington Library Center, 400 S. State St., in Chicago. All RAILS library staff are welcome to attend to discover titles to recommend to patrons or to read yourself. See [free registration](#).

Save the date for CPL's Best of the Best Books for Kids and Teens training on February 7. For more information on both events, contact [Andrew Medlar](#).

ILA Legislative Meet-ups

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

Extended Submission Deadline for 2017 Soon To Be Famous Illinois Author Contest

The [Soon to Be Famous Illinois Author Project](#) is accepting applications for the 2017 contest through January 16, 2017. Authors must be nominated by an Illinois library of any type (academic, public, school, or special) and must reside in Illinois. Works must be self-published and in an adult fiction genre. The winning author will receive statewide recognition, a \$1,000 cash prize, inclusion in [PopUp Picks](#), a book review in *Library Journal*, and much more!

FY2017 Live & Learn Construction Grant Applications Due Friday

Applications for the FY2017 Live & Learn Construction Grant Program are due this Friday, January 13. More information is available on the [Illinois State Library's website](#).

Public Library Per Capita and Equalization Aid Grant Application Due January 15

The FY2017 Public Library Per Capita and Equalization Aid [Grant application](#) is due on January 15. Questions? Contact [Jeanne Urbanek](#) at the Illinois State Library.

FY2017 IPLAR Survey

The FY2017 Illinois Public Library Annual Report (IPLAR) survey is now open. The instructions and worksheet are available on the [survey website](#). For more information about the survey, visit the Illinois State Library's [IPLAR webpage](#).

Final Call for Proposals for 2017 Great Lakes Resource Sharing Conference

The 2017 [Great Lakes Resource Sharing Conference](#) is June 8-9, at the DoubleTree Hilton in Oak Brook. Program proposals are being accepted through January 17, 2017. See [topic areas and more information](#).

Internet Librarian Conference Discount

All RAILS libraries are eligible for an Information Today, Inc. discount to attend the [Computers in Libraries \(CIL\)](#) conference, March 28-30, in Arlington, Virginia. A three day pass is \$329 (regularly \$549). Discount prices of \$599 (regularly \$749) on the Library Leaders Summit (includes all three days of CIL) and \$119 (regularly \$209) on the Internet@Schools Track are also available.

[Register](#) by February 24 to receive the discount. Contact [Jill Heffernan](#) at the Illinois State

2017 Coretta Scott King Book Awards Donation Grant

Underfunded libraries, schools, and other organizations serving youth are invited to apply for a [Coretta Scott King Book Awards Donation Grant](#). The recipient(s) will receive books submitted for consideration for the Coretta Scott King Book Awards. The application deadline is February 21, 2017.

2017 PR Xchange Awards Competition

The 2017 PR Xchange Awards competition recognizes the very best public relations materials produced by libraries of all types in calendar year 2016. The competition is sponsored by the Public Relations and Marketing Section (PRMS) of the Library Leadership and Management Association (LLAMA), a division of the American Library Association (ALA). The submission deadline is March 15, 2017. [See more information.](#)

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.

Member News

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[ILA Legislative Meetups 2017 Sign Up Today](#)

[Schaumburg Library Opens Renovated First Floor with Ribbon Cutting](#)

[Research Business Gets Its Start at Vernon Area Public Library](#)

[Request for Proposals for Community Engagement Services](#)

[Crafts From Around the World Featured at Bartlett Library](#)

[Preschool and Daycare Providers Present at Bartlett Library](#)

[Joliet Public Library's "Ms. Sheila" Kinsella Retires](#)

[Princeton Public Library Starts 2017 in a Big Way](#)

[Card Making Creativity at the Bartlett Library](#)

Additional Continuing Education (CE) Opportunities

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

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



 e-news

Happy New Year!

RAILS wishes all of our members and other colleagues a very happy 2017! We look forward to working with you in the coming year.

If you would like to know more about RAILS' plans for early 2017 and you missed the December 13 RAILS Member Update, check out this [recording](#) on the [RAILS YouTube page](#).

New RAILS Multitype Collaborative Grants

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. RAILS will award a limited number of grants at a maximum of \$2,500 each. The first application deadline is January 31, 2017. See [application form/details](#).

RAILS Continuing Education Opportunities:

[Top Employment Law Issues Webinar](#), January 12

[STEAM in the Library Online Course](#) begins January 17

Growth and Forecasting for Libraries January 20

The LACONI Administrators Section is featuring a discussion with Eddie Yoon, author of *Superconsumers: A Simple, Speedy, and Sustainable Path to Superior Growth*, at the Naperville Public Library 95th Street Branch, Friday, January 20, from 9:30–11:30 a.m. Eddie will share forecasting strategies that can be used to target library superconsumers and techniques that drive growth.

This program is supported by a RAILS [Networking Group Continuing Education Grant](#). The program is free, but space is limited. Visit L2 for [more information/registration](#).

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The program is co-sponsored by RAILS, the Illinois Library Association (ILA), and the ILA Advocacy Committee. Speakers include Bob Doyle, Executive Director of ILA; Katie Hauser, School District U-46 Elgin High School Librarian; Margaret Peebles, Gail Borden Public

January 4, 2017

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Member Resources

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

Upcoming RAILS CE

[January 12 Top Employment Law Issues](#)[January 17 STEAM in the Library](#)

RAILS Networking Events

[January 12 School Library Virtual Networking](#)[Virtual Networking](#)[January 26 Des Plaines](#)[February 8 Special Library Virtual Networking](#)[Virtual Networking](#)[February 8 Academic Library Virtual Networking](#)[Virtual Networking](#)

Archives

[RAILS E-News](#)[Archives](#)

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School Library Virtual Networking Opportunity January 12

Staff from RAILS school libraries are invited to a virtual networking meeting on Thursday, January 12, from 3–4 p.m., via GoToMeeting. You'll learn more about RAILS services for school libraries and have an opportunity to network with colleagues and share what is happening at your library. Registration is limited to 25 people, so [register soon!](#)

[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)

Des Plaines Public Library Networking Event January 26

RAILS members from all types of libraries are invited to hear the latest RAILS news from Dee Brennan, RAILS Executive Director, and Debbie Baaske, RAILS Member Engagement Manager, on Thursday, January 26, from 10 a.m.–noon.

Des Plaines Public Library Director Holly Sorensen and Assistant Director Roberta Johnson will also discuss the library's \$2.1 million Fast Forward renovation and conduct a special tour of the "new" library, including the Forum Learning Center, eBar e-resources center, Commons teen lounge, and much more. Refreshments will be served. Visit L2 [for more information/to register](#).

Other RAILS Networking Opportunities

[Virtual event for special libraries](#), February 8, 10–11 a.m.

[Virtual event for academic libraries](#), February 8, 2–3 p.m.

Call for DPLAfest 2017 Session Proposals

The Digital Public Library of America (DPLA) is seeking session proposals for [DPLAfest 2017](#). The annual conference will be held April 20–21, in Chicago. RAILS is one of the hosts for the conference, along with Chicago Public Library and other organizations.

Proposals should be related to digital libraries, broadly defined. Proposals that highlight digital library work being done in and/or focusing on the host city of Chicago are also encouraged. See more information about [possible proposal topics](#). The deadline to submit a session proposal is Tuesday, January 17, 2017.

2017 Soon To Be Famous Illinois Author Project Deadline is January 7

The [Soon to Be Famous Illinois Author Project](#) is accepting applications for the 2017 contest through January 7, 2017. Authors must be nominated by an Illinois library of any type (academic, public, school, or special) and must reside in Illinois. Works must be self-published and in an adult fiction genre.

FY2017 Live & Learn Construction Grant Application Due January 13

Applications for the FY2017 [Live & Learn Construction Grant Program](#) are due January 13, 2017. For more information, contact [Mark Shaffer](#), [Pat Boze](#), or [Jay O'Dell](#) at the Illinois State Library.

Public Library Per Capita and Equalization Aid Grant Application Due January 15

The FY2017 Public Library Per Capita and Equalization Aid Grant application and FY2015 Expenditure Report forms are [now available](#). See [instructions for completing the application](#). Questions? Contact [Jeanne Urbanek](#) at the Illinois State Library.

FY2018 Adult Literacy Grant Applications and Information Presentations

- [Adult Volunteer Literacy](#) – 9:00–10:30 a.m.
- [Workplace Skills Enhancement](#) – 11 a.m.–noon
- [Penny Severns Family Literacy](#) – 2:00–3:30 p.m.

Grant applications are due on Wednesday, March 15, 2017. For more information, view the links above or contact ISL at 217.785.6921.

ILA Legislative Meet-ups

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

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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.

Monica Harris is the new Director of Schaumburg Township District Library

Member News

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

[ILA Legislative Meetups 2017 Sign Up Today](#)

[Bartlett Library Celebrates Cultures From Around the World](#)

[Galena LitFest Returns in 2017](#)

[Pets Reign Supreme in Library's Winter Reading Program](#)

Fast Facts Surveys

[Microfilm Readers](#)

[Library Cards](#)

Additional Continuing Education (CE) Opportunities

To post a CE opportunity, sign into the [RAILS website](#) with the email address and password

This memo provides information as to a recommendation from myself and the department heads regarding RFID and self-checkout. After discussion at the board meeting, I would like direction from the trustees for the preparation of a RFQ. The RFQ responses would be presented to the trustees in February.

Recommendation to install RFID on All Materials, Security Gates, and Self-Service Stations

After much study and discussion with the department heads around various scenarios related to self-checkout and RFID, we are recommending the library move to a RFID system and install security gates when the self-checkout stations are replaced. This scenario was rated the best as we considered cost, security, user experience, and impact on staff.

The estimated purchase cost is \$62,700.00 with an estimated annual cost of \$3,887.00

Components of the Project

Self service station equipment - \$7,750.00

Considering 4 checkout stations and one checkin station to be installed at a later date.

- All companies offer kiosks. However to save money we plan to purchase our own equipment and use the current self-checkout furniture for three stations, the additional self-checkout would go on the checkout desk replacing a staff station, the self-checkin station would be placed on top of checkout desk counter near book drop slots.

Staff station equipment - \$3,150.00

- Simply requires RFID pads for 7 staff stations for circulation and technical services. No other equipment required.

Software - \$3,970.00

- Purchased software would provide self-service on 4 checkout stations and 1 checkin station (to be installed at a later date) and ability to use RFID on 7 staff stations.
- Software provides barcode checkout, RFID checkout, and provides management capabilities such as parameter set-up and activity reports.

RFID tags - \$36,000.00

- Requires tagging existing materials before going live. This requires rental of special equipment to accomplish this.
- Allows patrons to checkout up to 3 items at a time.
- Patrons will have to be trained to checkout ILL items via the barcode as many ILL items do not have RFID.

- For staff checkin – if we continue to check each item for damage RFID will not save time; if we don't check each item for damage staff could checkin 3 – 5 items at a time.
- Works in conjunction with security gates to provide deterrent to theft and information about items that leave the library without being checked out.
- Provides good inventory control.

Active security gates - \$5,490.00

- Requires RFID tags on items.
- Will go off if an item is not checked out.
- Will cause many people to go back to the desk to find out what is wrong and get the item checked out.
- Provides a deterrent to theft.
- Provides information on any items that are not checked out and leave the building including date/time stamp. (We can use that information to check the security camera.)

Project assistance from vendor - \$2,500.00

Rental of special equipment to tag current collection - \$3,000.00 - \$4,500.00

Fine payment – additional cost to be determined

- If fine payment is provided at self-service stations we need to purchase equipment.
- Question to consider – should all self-service stations offer fine payment or just some of the stations. \$1,913.00 collected through self-checkouts in FY15/16

We are not recommending the use of security cases and unlockers. While security cases are a deterrent to theft they are not perfect.

- From January to May we had a loss of 126 DVDs or CDs that were in security cases that we know of.
- Sometimes patrons are confused or make a mistake re opening the case during the checkout process, get home and can't get the DVD out of the case.
- Adding the security cases and unlockers creates a different checkout experience from the RFID materials so patrons would have two different checkout processes.
- Security cases and unlockers require RFID so using them does not mean we don't have to purchase RFID tags and equipment.
- Estimated additional upfront cost for security case/unlocker scenario is \$8,800.00.
- Estimated additional annual cost for security cases and unlockers is \$3,606.00.

We do have the option to move to security cases/unlockers at a later time. Through RFID we can track theft and do a cost analysis relative to the cost of security cases and unlockers.

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated October 2016

\$500,000 maintained for capital

personnel line 2.5 percent increase, materials 1, building 2,
automation 1, operations .5, contractual .5 insurance 2, marketing .5
new

85

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,436,415	3,470,779	3,540,195	3,610,999
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	32,000	30,000	30,000	30,000
Fees, Fines, Rentals	#	185,300	177,100	170,028	166,200	167,862	171,219	174,644
Interest	#	30,928	25,993	48,845	34,000	36,178	32,675	31,692
Miscellaneous	#	583	3,054	2,785	500	1,000	1,000	1,000
Collection Agency Fee		430	280	420	300	300	300	300
Donations and gifts	#	2,150	1,659	2,773	1,500	2,000	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,668,261	3,670,915	3,708,120	3,777,389	3,850,634
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,669,680	2,736,422	2,804,833	2,874,953
Materials	#	474,667	473,567	463,236	478,625	483,411	488,245	493,128
Building	#	225,516	226,611	256,313	259,700	264,894	270,192	275,596
Automation	#	112,570	125,096	120,229	101,370	102,384	103,408	104,442
Operations	#	39,040	34,857	33,357	31,400	31,557	31,715	31,873
Contractual Service	#	17,472	20,534	16,813	14,100	14,171	14,241	14,313
Insurance	#	16,458	15,104	16,398	16,929	17,268	17,613	17,965
Public Information	#	63,125	58,767	74,797	65,819	66,148	66,479	66,811
Contingency	#	34,789	18,287	5,911	7,055			
Debt Service	#	461,598						
Capital Projects	#		98,555	25,120				
Total Expenditures	#	3,882,809	3,588,548	3,642,117	3,644,678	3,716,254	3,796,725	3,879,081
Excess revenues over (under) expenditures	#	-114,764	15,299	26,144	26,237	-8,135	-19,336	-28,447
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,897	1,315,134	1,286,999	1,267,663
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,897	1,447,134	1,306,999	1,267,663	1,239,216
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,897	947,134	806,999	767,663	739,216
Potential Capital Projects			86,055	8,509	20,000	20,000		
			chiller	study room	VOIP telephone	servers		
			10,000	4,214				
			YS furniture	sump pumps	45,000			
				2,638	brick/masonry			
				fabric/chairs	3,960	67,000		
				replay vinyl in exte	5,800	self checkouts		
				Technical Serv furniture				

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,683,219	3,756,883	3,832,021	3,908,661	3,986,834	4,066,571	4,147,902
30,000	30,000	30,000	30,000	30,000	30,000	30,000
178,136	181,699	185,333	189,040	192,821	196,677	200,611
30,980	30,037	28,594	23,378	21,030	18,861	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,925,635	4,001,919	4,079,248	4,154,379	4,233,985	4,315,409	4,381,813
2,946,827	3,020,498	3,096,010	3,173,411	3,252,746	3,334,064	3,417,416
498,059	503,040	508,070	513,151	518,282	523,465	528,700
281,108	286,730	292,464	298,314	304,280	310,366	316,573
105,486	106,541	107,606	108,682	109,769	110,867	111,976
32,033	32,193	32,354	32,516	32,678	32,842	33,006
14,384	14,456	14,528	14,601	14,674	14,747	14,821
18,324	18,691	19,065	19,446	19,835	20,232	20,636
67,145	67,481	67,818	68,158	68,498	68,841	69,185
3,963,367	4,049,629	4,137,916	4,228,278	4,320,763	4,415,423	4,512,312
-37,731	-47,710	-58,668	-73,899	-86,778	-100,015	-130,499
1,239,216	1,191,485	993,775	915,107	841,208	84,430	-30,584
1,201,485	1,143,775	935,107	841,208	754,430	-15,584	-161,084
500,000	500,000	500,000	500,000	500,000	500,000	500,000
701,485	643,775	435,107	341,208	254,430	-515,584	-661,084
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,230,860	4,315,478	4,401,787	
30,000	30,000	30,000	
204,623	208,715	212,890	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,468,783	<hr/> 4,557,493	<hr/> 4,647,977	
3,502,852	3,590,423	3,680,183	2.5
533,987	539,327	544,720	1
322,904	329,362	335,950	2
113,095	114,226	115,369	1
33,171	33,337	33,503	0.5
14,895	14,970	15,045	0.5
21,049	21,470	21,899	2
69,531	69,879	70,228	0.5
<hr/> 4,611,484	<hr/> 4,712,993	<hr/> 4,816,897	
-142,701	-155,500	-168,920	
-161,084	-323,785	-479,285	
<hr/> -303,785	<hr/> -479,285	<hr/> -648,205	
500,000	500,000	500,000	
-803,785	-979,285	-1,148,205	
20,000		12,000	
servers		humidifier	

K1 - Unfinished Business
(Distributed @ mtg.)

Self Service Scenarios

No security scenario

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

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

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

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

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

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

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

Strategic Plan FY16/17

1. Deliver an exceptional library user experience

The library is friendly and welcoming to all. We continually adapt to meet the needs and interests of our community so that residents consider the library essential, useful and easy to use.

1.1. User experience philosophy and concepts are integrated into library practices.

1.1.2. Form a Staff User Experience Committee.

Jamie and the Dept Heads started the process of creating a committee, including writing up and sharing expectations to gauge who would be interested in joining the committee. We decided to postpone the committee until all staff have received more UX training to ensure a total cultural shift.

1.1.3. Develop and implement a plan for training staff in the theory of user experience and how to apply the principles to their areas of responsibility.

Jamie and the Dept Heads have been creating a plan to share with supervisors and then all staff. We met with Supervisors on Dec 13. Jamie and department heads have determined first steps that will occur with all staff. In addition, all Supervisors will come up with 3 ways to train their staff. Natalie has created a 6mo. plan for training K&T staff and shared it with Jamie.

1.2. Input from our community drives our services.

1.2.1. Use topical surveys and user assessments to determine how services should be developed, refined or discontinued.

1.2.1.1. Map and survey patrons' use of the building.

1.2.1.2. Survey mid-kids regarding programming and services.

Natalie and Monica have created a baseboard for discussion and have two meetings planned in Jan 2017 to create the survey and assess results.

1.2.2. Communication with community organizations will assist in identifying community strengths and needs.

1.2.2.1 Create a list of discussion questions to use when talking with community organizations.

Through the Harwood Lab training Jamie received as well as research on other methods of community outreach, she has resources to assist staff as they develop appropriate questions for community conversations.

1.2.2.2 Train staff to gather pertinent community input as they engage with organizations.

Natalie held a K&T training on Dec 15, Jamie presented info from Harwood about the questions we should be asking. Tyler and Heidi are planning to try this out on teens in January with Teens Out Loud.

1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.

In Adult Services Tony has evaluated the non-fiction collection for the purpose of right-sizing the collection – making sure we do not over develop areas of the collection that do not circulate as frequently as other areas. I have also introduced my

selectors to the CREW Method of weeding a library collection, which will make the collection fresher and more attractive to our public. Studies have shown that well curated collections lead to higher circulation of materials. Joe is currently in the process of weeding the DVDs for excessive duplicates and for items that are not circulating. Jennifer is evaluating the adult fiction collection and is developing a strategy to curate the collection.

Ann is evaluating the adult music CD collection and is developing a strategy to curate the collection.

1.3.1 Evaluate the need for digital media and hands-on learning spaces.

1.3.2 Provide sufficient and flexible quiet, collaborative, and creation spaces.

1.3.3 Support our patrons' use of personal technology in the building.

1.3.3.3 Investigate a new fax service for the public.

T.J. and Ann have started to investigate using the scan station as a faxing service.

1.4 Library online services are highly used and valued by our residents.

1.4.1. Continually assess the effectiveness of the library's website. FY15/16 Ann, Website Committee

1.4.2 Users are very satisfied with the eLibrary.

Shirley has developed and sent a survey to our Zinio users to get feedback about the Zinio platform. Big changes are going to be taking place with some of our eLibrary resources in the near future, namely Recorded Books is developing a new app for Zinio and Overdrive is developing a new app to access the content on that platform. We will survey our users a short time after the apps launch to find out what they think of the new interfaces.

1.4.3. The library's booking software is user-friendly.

1.4.3.1 Move to another platform.

In November 2016 Ann managed the migration to a new program registration and calendar platform with the company Communico. Early 2017 we will be moving to their room booking software.

1.4.3.2 Investigate ways in which patrons can reserve other services online.

Ann is in the process of implementing room booking software that would include patrons being able to book Conference rooms. Patrons were able to book the Meeting and Board rooms before but not the conference rooms.

1.4.4 Create engaging age-specific catalogs.

This is dependent on SWAN providing training to our staff.

1.5 We ensure ease of access to library services.

1.5.1 Assess the hours the library should open for optimal service.

1.5.2 Provide users with more opportunities for self-service.

The new room reservation system will allow patrons to book the conference rooms themselves. We are adding an additional self-checkout station and looking into a self-checkin station.

1.5.3 A Staff User Experience Committee continuously evaluates policies, procedures, services, and collections to ensure positive user experiences.

This committee will most likely not be set up in this fiscal year for the reasons stated above.

1.5.4 Create a plan for management of our public technology and related services with the goal of providing excellent user experiences in this area.

1.5.4.1 Use traffic shaping to optimize or guarantee performance, improve latency and increase usable bandwidth.

We are monitoring bandwidth and shape traffic when bandwidth is at its max to guarantee performance for all users. We conduct regular speed tests to ensure we are receiving the maximum bandwidth from our providers.

2. Inspire learning, discovery and creativity.

With state-of-the art services and expert assistance and instruction, the library is the place for lifelong learning and inspiring discovery, creativity and enjoyment.

2.1. The library fosters a love of reading for learning and enjoyment.

2.1.1 Prepare young children for school.

2.1.1.1 Create a kindergarten boot camp.

Katie presented our first Preschool Fair in August. This prepares children and parents for school and connects families to local preschool options.

2.1.2 Parents and schools see the library's Summer Reading Challenge as being an important program in children's lives.

2.1.2.1 Evaluate the summer 2016 partnership with Gower and see how it can be applied to other schools. Natalie is working on an evaluation and a plan for building additional school partnerships.

2.1.3 Promote readers' advisory services for all ages.

Marianne and Jennifer initiated the 2017 Reading Resolution project, which will utilize and promote our readers' advisory services for adults throughout the year

2.1.3.1 Create short videos of staff recommending books.

2.1.3.2 Investigate and possibly offer a community alternative to World Book Night.

Tony and Natalie have had one preliminary discussion about this, possibly a tie into Family Reading Night in November.

2.2 The library provides ways for patrons to easily explore our collections and discover materials that spark their interest.

2.2.1 Create a promotional video for adults to highlight entertainment at your fingertips.

2.2.2 Create a promotional video to highlight the various children’s digital collections.

K&T staff created scripts and were filmed by Dave. The film is in editing stages and should be complete by the end of Dec. The video will be shared with schools. (Debbie also starred in the video)

2.2.3 Investigate ways to promote the eLibrary and make it easy for patrons to find titles they want to read.

2.3 The library provides residents opportunities for learning, exploration, creativity and enjoyment.

2.3.1 Expand making and creation programming for all ages.

K&T hosted the Minecraft Min-con and the Day of Code, in which participants learned coding/design software and had opportunities for building and making. We also introduced the LEGO wall.

2.3.1.1 Identify and acquire equipment and tools to support maker/creation programming.

Tyler wrote a proposal for the CNC equipment, which was approved. CNC arrived in Dec. There is an implementation plan in progress. Technology Services offered two classes for adults & teens during Day of Code. The classes were on coding motors with Arduino and Raspberry Pi presented by Workshop 88. We offered a 3D printer class to print your own kitchen gadgets.

2.3.1.2 Provide creation, exploration and technology kits that residents can check out.

To date, Tyler has created 13 STEM Kits and he is in the process of building more.

We offer technology circulating kits including devices, equipment and gadgets for adults and has been branded as “Tech Takeout”. The new Tech Takeout collection gives our members the opportunity to learn or try something new, access additional content, try things before they buy them or why buy that thing when you only need it just once and can borrow it from the library. A web page and address (techtakeout.ippl.info) was created for patrons to to discover and check availability of what we offer. There is a complete list of all the devices and topics lists include Health & Fitness, Home & Garden, Business & Presentations and Entertainment & Fun on our website.

2.3.1.3 Hold an event that focuses on digital media creation.

2.3.1.4 Develop a plan to share patron-created projects.

2.3.1.5 Create a brand and promotional plan for the library's digital media technology services and programs.

2.3.2 Provide opportunities for online learning and creation.

2.3.2.1 Record library classes and programs to provide members with remote access through the website or a video hosting site such as YouTube.

2.3.2.2 Curate online makerspace services that offer user-friendly creative software options and instructions.

2.3.2.3 Create a brand and promotional plan for the library’s online learning and creation opportunities.

2.3.3. Promote and support information literacy and resources to assist residents with their questions and information needs.

2.3.3.1. Promote mobile use of databases.

With the new Communico library app , it should be easier to tie our various databases into the app, but need to have further discussions to see how Communico will accomplish this. Tony is part of the Technology Committee and they are working on the app development.

2.4 The library introduces new technologies to the community and provides opportunities for residents to experiment with technology as well as receive instruction and assistance.

2.4.1. Create videos that assist in teaching patrons about new technology.

2.4.2. Provide assistance to patrons of all ages on how to use devices and software offered by the library.

2.4.2.1. Explore ways to educate and train staff so they are able to assist patrons in a continuous and sustainable manner.

2.4.2.2. Provide opportunities for drop-in assistance to patrons with devices and software.

Adult Services has been partnering with Technology Services to offer drop-in sessions for patrons who may have received new technology. As always, Adult Services staff is ready, willing and able to assist our patrons at any time they come in for assistance. T.J. has trained the Technology Center staff on our eLibrary collections so they are able to assist patrons.

2.4.2.3. Create additional e-tutor instructional videos.

2.4.2.4. Explore partnerships in the community to expand opportunities for teaching residents.

On Dec 10, at the Day of Code event, the HCHS robotics club volunteered to help run classes.

2.4.2.5. Do demonstrations and on-the-spot training of devices at community events.

Staff tried this at the Farmer’s Market but this was not successful. People were there to purchase items not watch demonstrations.

2.4.2.6. Promote our online resources as a tool for learning about technology.

Tyler worked with Marketing to create new handouts that promote Lynda.com and other resources for learning about coding.

2.4.3. Create a brand and promotional plan to inform residents about the various types of equipment that can be checked out.

2.5. The library supports the cultural diversity of our community through services and resources.

2.5.1. Enhance our ESL services.

2.5.1.1 Cross promote adult ESL and Kids & Teens ELL collections

2.5.1.2. Create language specific marketing materials.

2.5.2. Effectively promote our services to various ethnic groups in the community.

2.5.2.1. Identify organizations that represent or provide services to ethnic groups within the community.

Joe Popwitch has put together a list of ethnic organizations in the surrounding area. We will soon pull together a committee to study this issue more closely.

2.5.2.2. Use the organizations as a resource and partner for programs, displays and information.

2.5.2.3. Promote the foreign language materials available through SWAN to the community.

3. Enhance community engagement

The library is an active member of the community taking library services beyond our walls and building relationships. As a community center, we bring people together to share ideas, skills and knowledge.

3.1. The library creates partnerships throughout the community that provide mutual benefits and enhance the community.

3.2.1. Create sustainable partnerships with the schools in the library district.

K&T staff continue to meet and partner with schools regularly.

3.2.1.1. Create a plan for communicating and developing relationships with the schools in the district that support the library's strategic plan.

Natalie is working on a writing up this plan, will be complete by May 2017.

3.2.1 Offer organizations the opportunity to hold a lobby drop-in.

As part of *Better Together*, we have had numerous organizations that work in the community do lobby drop-ins, including College of DuPage, DuPage County Forest Preserve District, Literacy DuPage, and DuPage Federation on Human Services to name a few.

3.2.3. Celebrate and communicate the outcomes that result from community partnerships.

The winter newsletter cover article featured the partnership with Eagle Scout Troop 101

3.3. The library will provide opportunities for residents to gather at the library and activities that feature the community.

3.3.1. Identify ways the library can feature local organizations.

The library is hosting another Community Connections Expo on January 14, 2017.

3.3.2 Use library programming to promote the sharing of ideas, skills and knowledge among residents.

The library is planning its 2nd annual How To Expo which will take place on Saturday, April 29th.

4. Practice exceptional organizational stewardship

Library staff, volunteers, the facility, technology and funding are all essential to delivering exceptional service. We manage and allocate these important resources to ensure our mission, vision and strategic goals and to support our progressiveness and responsiveness to our community.

4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests.

4.1.1. Conduct an annual staff engagement survey.

4.1.2 Identify new opportunities to seek out employee feedback and suggestions.

4.1.3 Develop a "Totally Responsible Person" initiative to nurture a culture of staff partnership and engagement and leadership at all levels.

Jamie and the Dept Heads continue to practice TRP principles as they work with staff and each department head agenda has TRP on it for discussion of how we continue to learn in this area. Since we are working on building a "user experience culture", in-depth training of supervisors on TRP principles has been put on hold.

4.1.4 Focus on cross-department committees and projects.

Natalie and Tony hosted a joint K&T/AS dept meeting which focused on cross-dept programming and projects. We brainstormed new programs and talked about communicating collaboration between depts. In addition, a new Technology Committee started meeting in August and consists of representatives from Technology Services, Adult Services and K&T.

4.2. The building is designed to meet a wide variety of needs and is attractive and well-maintained. The library continues to implement environmental stewardship strategies.

4.2.1. Develop a facility enhancement plan to explore better use of existing space to meet community priorities, support technologies and provide for staff needs.

4.2.1.1. The library provides adequate quiet and collaborative spaces.

4.2.1.2. Evaluate the need for digital media and hands-on learning/creation spaces.

4.2.2. Use products and practices in our facility that are "green" and "sustainable" as well as that create financial savings.

4.2.2.1. The library will earn the "Green Flag".

4.2.2.2. The library will investigate replacing current lighting with LED lighting.

Laura submitted a grant application to "Illinois Energy Now" for LED lighting.

4.2.2.3. The library will investigate VOIP telephone services.

Laura is researching this.

4.3. Technology is continually evaluated to effectively support library services and provide the greatest efficiencies and cost savings.

4.3.1. Investigate RFID.

Jamie, Ann and Debbie have been investigating this and a recommendation has been prepared for the January board meeting.

4.3.2. Investigate self-checkout software options. Ann, Deb S.

Jamie, Ann and Debbie have been investigating this and a recommendation has been prepared for the January board meeting.

4.3.3 Create a plan for support of the library's technology infrastructure.

4.4. New sources of funding are developed using a variety of methods.

4.4.1. Apply for at least two grants each year.

In October 2016, Laura applied for a grant for LED lighting to "Illinois Energy Now".

4.4.2. Provide grant training to staff and establish a grant process.

Jamie held a grant brainstorming meeting on Nov 2.

4.4.3. Evaluate, refine and expand the library's giving program and promotion of that program.

4.4.4 Consider the use of sponsorships of services.

Jamie and Natalie met with Joe Sadowski regarding sponsorship of library programming by his family. Natalie wrote up several sponsorship opportunities. The Sadowski family is sponsoring the new Baby Bundles and a Robotics Comp in March 2017.

4.4.5 Implement a passport service

We anticipate to start the service mid-February.

5. Inspire the community to explore the full range of library services.

Residents are knowledgeable about and proud of the services offered by the library. They recognize the library as a community asset and trusted resource for enhancing their quality of life.

5.1. Staff develop a variety of ways to showcase the library.

5.1.1 Provide scripts to staff on various topics.

5.1.2 Create mini video tours and promotions.

Marianne is creating a promotional video utilizing 2016 How-To Expo photos to promote the 2017 event

5.2. Residents understand how the library can enhance their lives.

5.2.1. Target home businesses and entrepreneurs.

5.2.2 Market to Willowbrook Corner.

5.2.3 Establish a focused and effective approach of disseminating information about services and programs to seniors.

5.2.4 Use patron stories and their outcomes to focus on how residents benefit from the library.

Marianne's November Share Your Story question prompted 40 responses about why people are thankful for the library, and volunteer Deb Barrett is following up with a handful of the commenters to interview them and write their stories for promotional use. We also used patron stories as the cover articles in the summer and fall newsletters

5.3 Community stakeholders are well-informed about library services and accomplishments.

5.3.1 The trustees make a presentation to each village and city council/board annually.

5.3.2 Meet with the director of each municipal body annually.

5.4 Social Media becomes a stronger tool for promotional purposes.

5.4.1. Develop a social media purpose statement and strategy.

The Social Media team met in November 2016 to discuss and strategize social media. They'll be meeting in January to review their progress.

5.4.2 Develop a social media evaluation process.

Laura is developing a system to track statistics and insights for social media. The committee will meet regularly to review.

5.4.3 Increase user engagement on the library's social media.

In order to reach new users, the library is now on Instagram.

Kids & Teens

Mom called on phone asking if we had found her daughter's stuffed pink dog with a red heart. She had visited the day before. It was not in our Lost and Found bin, but I went downstairs and the Circulation department had it in theirs. The mom brought her daughter in immediately and girl and stuffed friend had a happy reunion. She will sleep well tonight.

Heidi helped a woman find books about kids with autism. As Heidi led the woman to the shelves, the woman said, "You are so awesome! Thank you!"

Heidi helped two school-aged kids copy and print documents. When they were done the younger kid said excitedly, "That was so helpful!"

Circulation

A patron picking up a lost item remarked how lovely it is that we go through the trouble of calling folks when we find their lost items.

Patron said he loves this library and he loves how it keeps up with the times.

Patron who was here to vote commented on how beautiful the library is.

A patron who is a member at another SWAN library commented that they wish they could purchase a card from us because we provide so many additional excellent programs and services.

"I'm going to go get my book. This place is the light of my life. You keep me alive. I order my books, you get it for me and then it's here. Thank you, Thank you." Said a patron at the Check Out Desk.

Patron commented on our new fine structure saying "I'm surprised that you haven't done it before."

"I love that you can just do that, it's a great service." Patron was referring to the fact that he could just check the website to see if his holds are ready.

After giving out a handout and informing a patron that fines will be going up in January she, "That's 100 percent inflation!"

Patron came in and said thank you for putting the beautiful flowers in front of the building. You never know what little things that give people joy.

The day before Thanksgiving a patron called to renew an item and said, "I am thankful for this library."

As I was filing holds, a Joliet patron came up to me and said, "You have the nicest people working at this library. Between you (Nadine) and the girl at the desk (Barb Guldburg) you are very nice. Thank you."

Adult

A Clarendon Hills patron said we have a nice library. It was her first visit here.

When a member was requesting books for her book club, she appreciated that we can provide discussion questions, author information, and book reviews.

“I just love this place. You couldn't find a better building in any town.”

Technology

A patron came in and wanted to know if we had anything to learn Windows 10. I told him about upcoming Windows 10 classes at the library, how to access lynda.com on our website and gave him two books. He said that he will sleep better tonight know that he can know learn Windows 10.

Administration

The Election Day Selfie Station is so cute! You guys thought of everything!

The Voter's Selfie Station was a lot of fun. It made coming out to vote fun.

Thanks for opening the library early. I voted then I got to check my email and find a movie.

Patron suggested that we offer Pole Dancing classes for Seniors.

November is a month when many people take time to reflect and give thanks, so we asked:

Are you thankful for the library? If so, tell us why!

Listed below are the responses we've received to this month's Share Your Story question.

Upon entering this library, I immediately feel like part of a very good community of readers and learners, young and old. This is the most comfortable and welcoming library.

Candace Thomas, Willowbrook

This is a well planned and well stocked library. There is a plethora of materials, and a staff that goes over and beyond to locate what a patron needs and wants. There is always someone, too, to solve those pesky electronic issues for this senior. It's a great library! Thank you!

Helene Cox, Willowbrook

I appreciate everything inside the library, all the materials and the staff, but I am very thankful for the physical structure. The building is very timeless, looking very contemporary today just as when it was built. I drove by the building a few weeks ago and saw it framed by the matching maple trees and felt so proud being a patron. I remember my children doing story time in the old storefront. I always enjoy my time there.

Wynnette Moneka, Clarendon Hills

This place is so relaxing and convenient. Everything you need to research is right here. Access to computers and the internet. I love everything about it.

Wenona Thornton, Willowbrook

The staff as a whole who help those who use the library to become more knowledgeable. I have taken classes and have been helped to become more proficient with my computer. Thanks to our library staff!

Bill McKenna, Darien

The staff is outstanding! Friendly, knowledgeable and helpful. Thank you.

Christine Delia, Clarendon Hills

A library that has such a helpful and friendly staff as well as a great selection of books, movies, and audio. A great place to relax and unwind.

Isabel Rodriguez, Willowbrook

My experience at IPPL inspired me to apply for and get a job I love at Downers Grove Library!

Emily Kiang, Willowbrook

The library is so convenient, I can have books put on hold from another library, the hours are convenient, and the staff is helpful and knowledgeable.

Susan Kwilas, Burr Ridge

I am grateful for the great library we have. I can reserve books and movies online and check them out without traveling too far. The Indian Prairie Library is indispensable in my life.

Marcia Hadad, Darien

The library for allowing people like myself who are home bound due to various disabilities to still use the library via the internet, I can check out books, magazines and even videos. So my fingers and feet do not work as well as they used to. I can still read and my library provides the means that I can still read.

Walter Schillinger, Darien

The selection of items (books, videos, and periodicals) available for checkout. Also, the staff is more than accommodating. Keep up the GOOD WORK!

R. Joseph McLaughlin, Burr Ridge

I pay an out of district fee for the privilege of using the Indian Prairie Library. It is money well spent. Years ago my children participated in the summer reading programs. I enjoy having access to new books, both fiction and non fiction, and appreciate the inter-library loan program. In addition my husband and I have enjoyed the programs available now that we are seniors!

Pam Huang, Burr Ridge

My family and I are very fortunate and thankful for the wonderful services and support from this library. I enjoy every moment I spend here, whether indoors or outdoors (in its garden and reading corner). Thanks to the hardworking, friendly and courteous staff. Thank you.

Taz Virani, Darien

All the resources, different programs toddlers and adult, community programs, and the friendly hardworking superb team of people. Love this place. Thank you

Trupti Gheewala, Willowbrook

I am very thankful for the Zinio magazine checkout. What a great site! I use my small iPad when traveling and before going I download many selections to read in the car or at the hotel. No more scouting the racks in the lobby. Plus when you're a senior, the savings are fantastic!

Sue Jandak, Willowbrook

The librarians and their helpful attitudes and I love the eBooks on the website. You have an awesome facility that my grandchildren adore. Thank you.

Lorna Schutz, Darien

The courteous and pleasant staff. Also for all IPPL has to offer. Wishing every one associated with the library A Healthy and Happy Holidays! Thank You, John Rapciak Keep the faith!

John Rapciak, Darien

The library staff is great! They are helpful, positive and knowledgeable. Anytime I need a book all I have to do is ask. If IPPL doesn't have it, they will make sure they can get it from another library. I love IPPL!!!!

Suzanne Berglund, Willowbrook

The free cds of movies I borrow and the books I borrow for my sister in law who lives with us. We are retirees and my sister has cancer so with books and cds, we are not idle and it keeps us mentally alert. I thank also all the library staff, they are wonderful, awesome, friendly and very helpful. God bless each and every one of you.

Aida Novales, Willowbrook

Everything about IPPL! It truly is the ideal library in every way.

Taylor Frawley, Willowbrook

I am thankful that IPPL supports Literacy DuPage, which is an organization I volunteer in. I tutor my students at your library in the small conference rooms you make available. You also have an extensive ESL section which I use for planning my lessons. You also work with Literacy DuPage to provide space for our Saturday morning conversation groups. On behalf of Literacy DuPage and all our students...Thank you IPPL!

Roberta Vinyard, Willowbrook

I love to read, so am thankful for the library full of books and the rentals for the best-sellers.

Judy Hendricks, Willowbrook

I'm thankful for IPPL because it so completely meets my reading, information gathering, and video entertainment needs. The staff is consistently courteous and very responsive to requests.

Nicholas Darien, Darien

We come to the library at least once a week, and our older son picks anywhere from 20-30 books and a few movies. He is only 3, but has a profound enjoyment for reading. And of course, he always has to make a stop in the play area. It takes a village to raise a child, and IPPL plays a pivotal role in that village. To have such a wonderful place in the community to bring our kids where they can play, explore, and grow is worth more to us than words can explain. We can't wait to further explore all the things IPPL has to offer as our kids grow!

Corinna Auten, Willowbrook

I am thankful for the overall environment that IPPL offers. It is a great learning community that we should all be very proud of. I also think that the staff does a great job and I am thankful that they go out of their way to be helpful to all the patrons.

Ray Jablonski, Darien

Everyone is so helpful. Love the website and also being able to put books on hold for pickup. I had a bad fall in April and when I got home in May the only thing I enjoyed was reading so being able to go online and select books was great.

Louise Schilling, Willowbrook

All the wonderfully helpful and cheerful people who work at IPPL.

Judith Doychak, Darien

All the wonderful staff who have worked diligently in obtaining all the volumes I need from national and local inter-library loan; you prepared me for my trip to Ireland, where I am now.

Nancy Horn, Willowbrook

All the wonderful and unique classes provided for children and adults to learn new things and enrich our lives!

Sneha Patalia, Darien

The nice staff they have. They always go out of their way for my daughter or myself when we need help in the library or over the phone. Thank you.

Blanca Puerta, Willowbrook

The Teen and Youth Department for lighting up my summers with the summer reading program and providing so many amazing programs for the youths in the district.

Rucha Patel, Darien

You have great books, great movies, and everyone there is very helpful in every way. I have always liked the library, and Indian Prairie is one of the best. Take care and God Bless,

William DeLeshe, Darien

My family campaigned for our library by going door to door when we first moved to Darien about 35 years ago. We are so proud of our library. Although the architectural design adds class to our community, it is the sense of community created by the helpful, creative and knowledgeable staff that makes it so amazing.

Janet Rivett, Darien

Everything that the library has offered me since I've been in elementary school!

I remember the awesome prizes and coloring the pages for the summer reading program, going through the teen and young adult section when it was brand new and marveling at all the options, and having the librarians help me find all the necessary ACT, GRE, and DTR practice test books I could ever need!

Thank you guys so much for all the help and fun you've given me throughout life, this place is seriously the best. :)

Linda Ziolkowski, Willowbrook

I am thankful that Indian Prairie Library is in the school district where I teach. I love working with the Indian Prairie staff on projects and the library has the best resources ever for our students. Thank you!

Diane Nelson, Darien

I am thankful for IPPL's helpful staff, especially your reference librarians, hours that you are open, and how close it is to my home, small meeting rooms and subscription databases, and selection of adult and technology programs.

Sandra Trapp, Burr Ridge

I'm thankful for IPPL because it's a friendly and inviting place. There is a broad range of information and services for this community.

Omar Martin, Westmont

I am thankful for all the books and videos in the library. But I am even more thankful for all the clubs, programs, and helpers at the library.

Krishangi Luthra, Willowbrook

Some comments have been edited slightly for spelling and grammar.

Kids & Teens

A 9-year-old patron said that she'd like the library to be open more Mondays because Mondays are a hard day and the library makes it better. She thinks the library closes too soon when your reading a book on weekends. And she wants us to know that she just loves our library. Natalie

One of our adorable 4-year-old patrons was building with blocks in the WouldShop. He was getting excited and loud. I asked him to "be a little quieter." When he was leaving he came up to the desk to say, "Next time I'm in the library, I will be a little bit quieter." Then he walked over to the staircase, turned around, and yelled, "Goodbye, I am leaving!"

Circulation

Do we offer binding services? (for reports)

Patron picking up holds said "You've done some re-arranging here, it looks nice".

A patron picking up her holds commented that she loves the new layout in the hold pick up area.

Member stopped by and mentioned that she was nominating Hugh for "Seniors in Technology" award. "He is simply wonderful!".

Patron says we have self-checks facing the wrong direction.

Member says that she really likes the reminder about Food for Fines on our sign.

Adult

The online catalog is so much easier to use since you made those improvements. It's really great.

A patron complained about the increase in fines for books starting in January. She said that she is a caregiver for her husband and sometimes her books are late. I told her about the homebound program, but she isn't interested in it at this time.

Technology

"Just a quick note of thanks for having the technology equipment available for checkout at the library. I recently was looking to buy a TV media streaming device but really couldn't figure out what the differences and capabilities were between some of the available offerings. I was looking specifically at one that was compatible with my Slingbox hardware. I tried a couple that you offer for checkout (Roku and Chromcast) and was able to see what worked better for my application. This process actually saved me from buying something that wouldn't work for me." From a patron about the Tech Takeout equipment.

Administration

I was making reminder calls for a computer class and a patron was so surprised that I called to remind her, she said "No one ever calls anymore".

An outside group that uses our meeting space thought they had booked the room but we had no record of it. When they showed up both the meeting & board rooms were being used. So we moved them into the youth room. They were so happy & appreciative that we were able to accommodate them.

While a patron was walking up the stairs toward the Kids & Teens desk I asked if I could help her because she had her arms full and was carrying one of the crates. She commented that she most likely will not check out a crate again because it is too heavy to carry. She said that a back pack would be great.

I unlocked the Board Room for a Girl Scout Troop that was using the room for a meeting. The troop leader commented "I love this room. It's so warm and inviting."

Patron commented that she is looking forward to the new on-line calendar to make room reservations. The last calendar was not easy to work with.