

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

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

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

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

- C. Public Comment

- D. Communications and Announcements

- 1. Our Lady of Peace to IPPL re: Food Pantry Donation Page 3

- E. Omnibus Consent Agenda Action

- 1. Minutes of Regular Board Meeting, December 19, 2018 Page 4
- 2. Action on Bill/Additional Bills Page 7
- 3. Motion to Delete Executive Session Tapes from August 2016-January 2017 Page 12

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Department Reports Information

- 1. Assistant Director Page 13
- 2. Marketing Page 15
- 3. Adult Page 18
- 4. Circulation Page 28
- 5. Technology and Technical Services Page 33
- 6. Youth Page 35

- H. Reports

- 1. Treasurer’s Report Page 45 Information
- 2. Chamber Reports (Jenkins) Page 57 Information
- 3. RAILS Page 58 Information
- 4. Building and Grounds Committee (no report)
- 5. Finance Committee (no report)
- 6. Planing/Outreach Committee (no report)
- 7. Policy Committee (no report)

Board Meeting – January 16, 2019 - page 2

- I. 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.
  
- J. Return to Open Session and Report of Any Action Taken
  - 1. Minutes of Closed Session Meeting, January 17, 2018
  - 2. Open or Close Any Closed Session Minutes
  
- K. 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)
  
- L. Return to Open Session and Report of Any Action Taken
  - 1. Director's Salary Increase
  - 2. Any Other Actions
  
- M. Adjournment

*Our Lady of Peace Church*

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701 PLAINFIELD ROAD  
DARIEN, ILLINOIS 60561-4294  
(630) 323-4333

December 28, 2018

Indian Prairie Library  
401 Plainfield Road  
Darien, Illinois 60561

**RE: FOOD PANTRY DONATION**

To Whom It May Concern:

The purpose of this letter is to acknowledge the Library's recent donation of four carloads of various food items to the Deacon Paul Brachle Food Pantry of Our Lady of Peace Parish, which were collected through the Library's *Food for Fines Program*. The donated items will be distributed to the many individuals that are served by the Food Pantry Ministry on a weekly basis. We are so grateful that you considered our organization to be one of the beneficiaries of this important initiative.

Thank you again for considering the Deacon Paul Brachle Food Pantry for the *Food for Fines Program*. May God bless you for your support of our Food Pantry Ministry.

Gratefully,



Len Benes  
Administrator  
Deacon Paul Brachle Food Pantry Ministry  
Our Lady of Peace Parish  
Darien, Illinois

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of December 19, 2018

**Board of Trustees Regular Meeting  
December 19, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:04 p.m. Acting-Secretary Damon called the roll.

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

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jill Yott

Others:

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

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

Vision Statement: Acting-Secretary Damon read the library vision statement. 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

Krupicka reported that the Darien Women's Club collected over 341 soap items at the library and were able to make up bags for 253 families. They collected the most items at the library.

At this point Yott gave her staff report. She left at 7:16 p.m. and the Board continued with the rest of the agenda.

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 28, 2018

2. Action on Bill/Additional Bills

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that a Darien resident picked up an election packet but did not collect enough signatures in time and was unable to file for the April election. Bukovac noted that Shirley

Jensen, Assistant Head of Adult Services, was awarded Member of the Year by the Willowbrook/Burr Ridge Chamber. We are very proud of the work she's been doing with both Chambers.

#### H. Department Reports

- I. Staff Report – Jill Yott, Communications Coordinator, introduced herself to the Board. She started here in November. She has worked in the communications field for over 20 years and always for non-profit organizations including Moraine Valley College, Lions Club International, Downers Grove Public Library, Prairie State Community College, and Oak Lawn Library. She has been busy meeting with the department heads and staff to learn each department's "best kept secret". She has a good handle on our social media and has been writing posts to engage the community. She thinks we have an amazing library and is looking forward to telling our story to the community.

#### J. Reports

1. Treasurer's Report – backup in packet.
2. ILA Annual Conference Trustee Day – Damon highlighted the sessions he attended at the conference. Content dealt with the role of a library trustee, procedures for meetings, budget disasters, and issues pertaining to the open meetings act. His written report from the day is in the packet.
3. Chamber Reports – backup in packet.
4. RAILS – backup in packet.
5. Building and Grounds Committee – no report.
6. Finance Committee – no report.
7. Planning/Outreach Committee – no report.
8. Policy Committee – no report.

#### K. Unfinished Business

1. Request to Pay Towards Dental and Vision Insurance Premiums for Full Time Staff – Discussion of this item began at the November 28<sup>th</sup> Board Meeting. At that meeting, the Board asked Bukovac to come back to them in December with information as to what our cost is for salary and health benefits compared to the other libraries that were noted in November's packet. Bukovac provided the additional information in the December packet. The Board found the additional information useful. Discussion included comparing the cost to the library if it was to pay 85% or 100% of the premium. Bukovac noted that the other libraries pay something for dependents while we do not since that does not fit into the scope of our budget. Bukovac said she's making the request in an attempt to keep the library on par with benefits offered at other libraries to full-time staff. Megaridis asked if the library could sustain the cost over time and Bukovac said that we can. Megaridis said it keeps us in the range of what other libraries are doing. Damon noted that we're not just competing with libraries but with other industries. Damon moved, Krupicka seconded to pay 100% of the premiums for dental and vision insurance for full-time staff. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: Ruscitti. Absent: Deshmukh. Motion carried.

#### L. New Business

1. Proposal to Install LED Lighting – Bukovac said that the Finance Committee already reviewed this and decided to hold off on making a decision until after the parking lot project was completed. The Board reviewed the proposal. They noted the savings in annual utility

cost and the longer bulb life as well as savings in staff time. The Building Services Coordinator will install the lights. Birmingham said we will test various bulbs to get the desired lighting. She also noted that we will look for sales and other incentives to bring down the cost if possible. The proposal takes into account every bulb on the property except for the parking lot lights. More information is needed as to the labor required to install LED in the parking lot lights. Krupicka moved, Megaridis seconded to approve the proposal to install LED lighting at a maximum cost of \$23,718. Ayes: Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: None. Absent: Deshmukh. Motion carried unanimously.

- 2. Donation of Painting By Ben Clark – Ben Clark was the winner of our art contest and would like to donate the piece to the library. It expresses his love of books in the age of technology. Bukovac would like to purchase the digital rights to the artwork for \$100.00 and use it on bookmarks as well as a piece of artwork in the library. Krupicka moved, Damon seconded to accept the artwork by Ben Clark and to have it made into an unwrapped canvas as large as the artist’s image will allow. Ayes: Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: None. Absent: Deshmukh. Motion carried unanimously.
- 3. Strategic Planning - The packet includes notes from when the trustees visited libraries and the notes from recent staff visits to libraries. Tonight Bukovac distributed and discussed societal trends. The Visioning Committee has been meeting since September and has been discussing how we use the building as well as trends. Bukovac said that the Board will have all of the information by spring and will then have a retreat to develop a plan.

M. Scheduled Meetings

The January Board meeting will begin at 6:30 p.m. Bukovac will prepare her end of year report and send it to the Trustees next Friday. Suriano would like the survey completed by January 8. Suriano will print out the collated results which will be discussed during the January closed session.

N. Community Events

O. Library Event

P. Adjournment

At 8:54 p.m. Megaridis moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Donald Damon, Acting-Secretary

ACTION ON BILLS December 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2656 thru 2750	\$ 73,278.70
MB-Salaries for December	459 thru 490	\$ 7,274.27
Hinsdale Bank-Direct Deposits	& 27356 thru 27520	\$ 118,810.44
MONTH'S TOTAL:		\$ 199,363.41

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

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Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	12/05/2018	2656	Baker & Taylor	10,859.14
Bill Pmt Check	12/05/2018	2657	Baker & Taylor (video)	50.62
Bill Pmt Check	12/05/2018	2658	Better Business Planning, Inc.	165.43
Bill Pmt Check	12/05/2018	2659	Birmingham, Laura	25.99
Bill Pmt Check	12/05/2018	2660	CareerBuilder Employment Screening, LLC	130.00
Bill Pmt Check	12/05/2018	2661	Case Lots Inc.	451.00
Bill Pmt Check	12/05/2018	2662	Cataldo, Jill	125.00
Bill Pmt Check	12/05/2018	2663	Center Point Large Print	27.24
Bill Pmt Check	12/05/2018	2664	Colonial Life	82.53
Bill Pmt Check	12/05/2018	2665	DEMCO	402.63
Bill Pmt Check	12/05/2018	2666	Eskew, Joe	207.31
Bill Pmt Check	12/05/2018	2667	Filis, April	11.66
Bill Pmt Check	12/05/2018	2668	Gale/CENGAGE Learning	131.95
Bill Pmt Check	12/05/2018	2669	Garstecki, Maria	125.00
Bill Pmt Check	12/05/2018	2670	Ingram Library Services	23.18
Bill Pmt Check	12/05/2018	2671	JourneyEd.com, Inc.	59.95
Bill Pmt Check	12/05/2018	2672	Kapco	50.10
Bill Pmt Check	12/05/2018	2673	Keener Rubber Company	15.10
Bill Pmt Check	12/05/2018	2674	LM Information Delivery, Inc.	49.42
Bill Pmt Check	12/05/2018	2675	Midwest Tape	2,886.87
Bill Pmt Check	12/05/2018	2676	O'Malley, Joan	850.00
Bill Pmt Check	12/05/2018	2677	OverDrive	840.92
Bill Pmt Check	12/05/2018	2678	Penguin Random House LLC	348.00
Bill Pmt Check	12/05/2018	2679	PitneyBowes	165.00
Bill Pmt Check	12/05/2018	2680	Quill	910.21
Bill Pmt Check	12/05/2018	2681	Runco	68.07
Bill Pmt Check	12/05/2018	2682	Salo, Kathryn	65.74
Bill Pmt Check	12/05/2018	2683	Stovall, Ann	507.47
Bill Pmt Check	12/05/2018	2684	Thomson Reuters West	72.21
Bill Pmt Check	12/05/2018	2685	Uline	88.80
Liability Check	12/13/2018	2686	Nationwide Retirement	660.00
Liability Check	12/13/2018	2687	Vantagepoint	1,206.21
Bill Pmt Check	12/13/2018	2688	Allard, Jamie	32.70
Bill Pmt Check	12/13/2018	2689	Blackstone Audio, Inc.	180.00
Bill Pmt Check	12/13/2018	2690	Chicago Tribune Media Group	235.20
Bill Pmt Check	12/13/2018	2691	Children's Plus Inc.	762.82
Bill Pmt Check	12/13/2018	2692	DEMCO	152.79
Bill Pmt Check	12/13/2018	2693	Eskew, Joe	15.31
Bill Pmt Check	12/13/2018	2694	FSS Technologies	112.50
Bill Pmt Check	12/13/2018	2695	Ingram Library Services	340.57
Bill Pmt Check	12/13/2018	2696	Layman, Jez	32.23
Bill Pmt Check	12/13/2018	2697	LibrariesFirst	275.00
Bill Pmt Check	12/13/2018	2698	Midwest Tape	568.96
Bill Pmt Check	12/13/2018	2699	Neviol Inc.	4,590.00



# Indian Prairie Public Library District Account QuickReport - Vendors

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As of December 31, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	12/13/2018	2700	OverDrive	1,222.91
Bill Pmt Check	12/13/2018	2701	Quill	272.82
Bill Pmt Check	12/13/2018	2702	Bal Industries	1,080.00
Bill Pmt Check	12/13/2018	2703	Darien Chamber of Commerce	220.00
Bill Pmt Check	12/13/2018	2704	Eskew, Joe	204.91
Bill Pmt Check	12/13/2018	2705	Estrada, Heidi	60.00
Bill Pmt Check	12/13/2018	2706	Fox Valley Fire & Safety	335.00
Bill Pmt Check	12/13/2018	2707	Groot Industries, Inc.	345.92
Bill Pmt Check	12/13/2018	2708	KI	388.50
Bill Pmt Check	12/13/2018	2709	Layman, Jez	70.59
Bill Pmt Check	12/13/2018	2710	Speciality Mat Service	185.86
Bill Pmt Check	12/13/2018	2711	Runco	272.34
Bill Pmt Check	12/13/2018	2712	Williams., Natalie	111.91
Bill Pmt Check	12/24/2018	2713	Allard, Jamie	16.35
Bill Pmt Check	12/24/2018	2714	Asimakopoulos, Jennifer	56.03
Bill Pmt Check	12/24/2018	2715	Baker & Taylor	4,020.52
Bill Pmt Check	12/24/2018	2716	Baker & Taylor (video)	143.02
Bill Pmt Check	12/24/2018	2717	Bal Industries	390.00
Bill Pmt Check	12/24/2018	2718	Bengal Electric Inc.	1,012.00
Bill Pmt Check	12/24/2018	2719	Call One	185.39
Bill Pmt Check	12/24/2018	2720	Canon Solutions America Inc.	221.00
Bill Pmt Check	12/24/2018	2721	Case Lots Inc.	527.22
Bill Pmt Check	12/24/2018	2722	Eskew, Joe	188.02
Bill Pmt Check	12/24/2018	2723	Fortress Data Management	560.00
Bill Pmt Check	12/24/2018	2724	Fox Valley Fire & Safety	145.00
Bill Pmt Check	12/24/2018	2725	Gale/CENGAGE Learning	285.50
Bill Pmt Check	12/24/2018	2726	Ingram Library Services	729.80
Bill Pmt Check	12/24/2018	2727	Midwest Tape	1,064.90
Bill Pmt Check	12/24/2018	2728	Minuteman Press	99.00
Bill Pmt Check	12/24/2018	2729	Neviol Inc.	650.00
Bill Pmt Check	12/24/2018	2730	New Readers Press	56.94
Bill Pmt Check	12/24/2018	2731	OverDrive	666.17
Bill Pmt Check	12/24/2018	2732	Penguin Random House LLC	67.50
Bill Pmt Check	12/24/2018	2733	Principal Life Insurance Company	668.08
Bill Pmt Check	12/24/2018	2734	Roy, Nancy	35.41
Bill Pmt Check	12/24/2018	2735	Runco	49.56
Bill Pmt Check	12/24/2018	2736	Sebert Landscaping	3,016.00
Bill Pmt Check	12/24/2018	2737	Swank Movie Licensing USA	1,570.00
Bill Pmt Check	12/24/2018	2738	Thomson Reuters West	72.21
Bill Pmt Check	12/24/2018	2739	Uline	155.11
Bill Pmt Check	12/24/2018	2740	Unique Management	26.85
Liability Check	12/27/2018	2741	Vantagepoint	1,206.21
Liability Check	12/27/2018	2742	Nationwide Retirement	660.00
Bill Pmt Check	12/27/2018	2743	Alarm Financial	76.50
Bill Pmt Check	12/27/2018	2744	Bank of America	8,608.08

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of December 31, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	12/27/2018	2745	BCBS	11,778.89
Bill Pmt Check	12/27/2018	2746	Garvey's Office Products	13.11
Bill Pmt Check	12/27/2018	2747	Quill	20.61
Bill Pmt Check	12/27/2018	2748	Titan Image Group, Inc.	318.56
Bill Pmt Check	12/27/2018	2749	VSP Vision	148.07
Bill Pmt Check	12/27/2018	2750	Williams., Natalie	39.50
Total 10122 · MB Checking				<u>73,278.70</u>
<b>TOTAL</b>				<u><u>73,278.70</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

**December 2018**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	12/14/2018	19,911.88
ILDOR-State	Payroll taxes	12/14/2018	3,756.09
EFTPS-Federal	Payroll taxes	12/28/2018	19,767.32
ILDOR-State	Payroll taxes	12/28/2018	3,720.38
DAC	Deposit to HRA	12/06/2018	2,187.50
Nicor	Gas	12/11/2018	639.28
INB Bank/MB	Credit Card Fee	12/02/2018	260.48
Hinsdale Bank	Fee-Direct Deposit	12/02/2018	15.00

Motion to Delete Executive Session Tapes

8/17/16 - Lawsuit

9/6/16 - Lawsuit

9/21/16 - Lawsuit

1/18/17 - Semiannual review of closed minutes

1/18/17 - Director evaluation

## Assistant Director's Report January 2019

### Building & Grounds:

Joe will be installing a variety of sample LED lights in different areas of the library to test colors and brightness. Right now, the test lights are installed in the Family Center.

Joe and Brett hung the new screen in the WouldShop in early January. This is partially funded by the Sadowski's. Joe was able to install an outlet for the screen himself, saving us a service call to the electrician.

### IPPL Foundation and Friends:

The Book Nook made \$546.83 in December. Movie donations brought in \$23.00.

### Whole Foods: One Dime at a Time Fundraiser

Whole Food Market Willowbrook is partnering with the library's Friends and Foundation now through March 31<sup>st</sup> with their "One Dime at a Time" fundraiser. When shoppers bring their own bags to checkout, each bag can earn \$.10 for the Indian Prairie Friends and Foundation! Those dimes can add up quickly as Whole Foods is estimating the library will earn about \$2,000 for the three month period. We will be publicizing this in our e-news and on Social Media to get the word out.

### Visioning Committee:

I led the January 8<sup>th</sup> Visioning Committee where the Department Heads and Assistant Department Heads discussed different staffing models. Staff were definitely thinking "outside of the box" and it was an open and creative discussion. Common themes that came up were:

- Combine Technical Services and some Circulation functions
- Create a Public Services department (no delineation between "adult" and "kids")
- Create an Outreach department
- Create a Programming department (perhaps combined with Outreach), that develops programs for all ages and plans library-wide events.
- Consolidate service desks and staff work areas
- Centralize pages so that they shelve in all collections throughout the library
- Developing jobs by function rather than by age group
- Cross-train staff so that all staff are able to do more tasks at any desks and make it more "one stop" for patrons.
- Offer a Makerspace for all ages

### Contributing to the Profession:

I have planned the winter LACONI Administrator's section program for February 15<sup>th</sup>. Amanda Standerfer of Fast Forward Libraries and Standerfer Consulting will give a workshop on how to tackle strategic planning and how libraries can become more strategic in their activities and communication. Attendees will think about strategic planning as a transformative (and even fun!) process that streamlines implementation and management for real results.

**Marketing and Promotion:**

Jill and Theresa have begun to work on the spring 2019 newsletter, which covers March, April and May. Jill held a "production meeting" to start off the process. We reviewed the format, several changes to the look of the newsletter, fonts and our "pop culture" theme. Theresa is working on some original graphics for the newsletter including a promotional image for the mini-golf fundraiser and a large "pop culture" graphic for the front cover. Jill has also streamlined registration information for patrons to make it easier to follow.

Jill's and Theresa's reports are attached.

**Meetings:**

- 12/20 One on one with Theresa
- 12/27 One on one with Theresa
- 1/7 Spring 2019 Production Meeting with Jill and Theresa
- 1/8 Visioning Committee (Department Heads, Assistant Department Heads)
- 1/8 Department Head Meeting
- 1/10 One on one with Theresa
- 1/15 One on one with Jamie
- 1/15 Department Head Meeting
- 1/16 Library Board Meeting



Submitted by: Laura Birmingham, Assistant Director

## Jill Yott, Communications Coordinator, Report for Board of Trustees

Dec. 1-31, 2018

### Continuing Education

Dec. 5: Webinar, "Last Minute Tips to Boost Year-End Giving"

Dec. 10: Webinar, Inclusivity; follow up meeting with Admin team

Dec 12: Webinar, "How To Prepare Your Team for the Visual Content Apocalypse"

### Meetings

Dec. 3: Jamie and Laura; future projects

Dec. 5: Shirley; business bundle

Dec. 11: Dept. heads; marketing goals

Dec. 17: Heidi; Teen Job Fair

Dec. 19: Board of Trustees

### Enews

I am continuing to evaluate statistics to determine the best frequency and day to send out enews. In December, enews was sent on Thursdays.

Thursday, Dec. 6: 16 percent open; 5 percent clicks

Thursday, Dec. 13: 17 percent open; 3 percent clicks

Thursday, Dec. 20: 17 percent open; 5 percent clicks

Thursday, Dec. 27: 17 percent open; 5 percent clicks

Thursday, Dec. 27 (Foundation & Friends): 46 percent open; 2 percent clicks

### Social Media Followers through Dec. 31.

Facebook Likes: 1,657 (+4)

Instagram: 305 (+41)

Twitter: 1,025 (+12)

### Engaging Posts

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

### Top Nine

As many organizations and personal accounts do, we shared our best nine Instagram moments from 2018.

### Bookface Friday

We are now posting #bookfacefriday photos on Instagram. This has been well-received including our first one on Dec. 7 with 32 likes.

### Facebook Live

We went live on Facebook to announce the Winter Read on Dec. 17. Thanks to Natalie for being the spokesperson.

### 3D Printing

On both Facebook and Instagram, I featured our 3D printer at work. People engaged with the posts on both Facebook and Instagram.

### Shirley—Business Person of the Year

Our Facebook account blew up with congrats for Shirley on being named business person of the year from the Willowbrook/Burr Ridge Chamber of Commerce.

### It's Festivus for the Rest of Us

I am a fan of Seinfeld, and I couldn't resist doing a post on Festivus—apparently we have a lot of Seinfeld fans who follow our page as well

### Public Domain Work

Thanks to an article found by Theresa, Facebook fans loved learning about all works first published in the United States in 1923, which entered the public domain on Jan. 1. It has been 21 years since the last mass expiration of copyright in the U.S.

### Skywatchers

Our followers love posts about sky watching. Some of our most engaging posts for Dec. were because of what was happening in the sky.

### Love for Miss Jane

Kids & Teens held a program for Miss Jane's last day. The post about the program was so successful, we did two other posts in regards to Miss Jane's retirement. There were lots of wonderful comments from everyone about how Miss Jane impacted their lives at the library.





# December 2018 Board Report

Theresa Papaurelis, Graphic Designer & Media Services Associate

## CLASSES

- Design your own greeting card (12/4)

## PROJECTS

- Brand new WouldShop slideshow for WouldShop
- Updated subject pull out signs for Adult Services
- Winter Read illustration (attached)



## MEETINGS

- A Night of Ice And Fire planning meeting(12/6)
- Admin inclusivity discussion (12/10)

## TRAINING

- Training on Final Cut Pro with Dave Bunn (12/12)

## Adult Services Monthly Report

December 2018

December is a slower month in the department, which is reflected in the number of meetings staff attends and programs we offer to the public. Although, the Sundays before Christmas and New Year's holiday closings were very busy with many people coming in right as we opened to check out entertainment for the holidays. I worked the Sunday before Christmas and the one thing I noticed was that from opening until about 3:30 p.m. there was an enormous rush. Around four o'clock, I looked up and saw that it was very, very quiet. Then it hit me: Bears game started at 3:30 p.m.!

As a follow up to my November report, I am happy to announce that we secured the American Creed grant from ALA! American Creed is a discussion documentary that talks about what it means to be an American. Thanks to Mary K. for writing up all the program descriptions and working to secure a presenter. Thanks to Cindy for contributing a program idea and presenter and Joe for reaching out to DuPage Literacy to act as a community partner. I have included a write up on what we are doing at the end of this report.

The same day we found out about the American Creed grant award, I found out I was accepted to the Public Library Association's Leadership Academy for 2019. Working with Jamie, I submitted a proposal on extending services for adults at Anne M. Jean's school library to better serve the adult population located near the school.

This month we began using a Google Form to track desk statistics. Staff have grown comfortable with it so in January we have eliminated the paper forms we had been using to track desk statistics and will be using the electronic form going forward. Thanks to Jack Schultz in Kids & Teens for helping me create a spreadsheet that automatically compiles the statistics as the electronic statistics forms are submitted.

Many of the staff, including myself, took time off over the holidays to rest and reflect. As we enter 2019, I foresee many great things coming for Indian Prairie Public Library!

### Monthly Highlights

- Shirley conducted informal interviews with area business people about what they would like to see in a co-working space. She included the information in her proposal and will be exploring putting it into action in the coming months. She also reports that RBDigital lost access to a number of popular titles such as *Better Homes and Gardens*; *Martha Stewart*; *Rachel Ray*; and *Do-it-Yourself*. Since this happened right at the time of our renewal, we decided to stay with RBDigital one more year but explore other options for next year.
- Jennifer made a hard push to complete the weeding of the mystery fiction. Once repairs and replacements for highly circulating titles are added back in, the collection will be shifted to even out the shelves. She has also put wire easels out to face out a book on each of the shelves that are at eye level.
- Mary K. lined up speakers from the Mexican Consulate and Southwest Suburban Immigrant Project to lead discussions in her coming Great Decisions discussion series. She weeded genealogy and has been weeding performing arts biographies.
- Jez had an end of year "survey" at the collaboration station this month. We asked patrons what they like about the library, what they wish we had, why they were visiting, etc. The transcript of what was said is at the end of this report. She completed weeding the adult graphic novel collection.

- Joe put out a table in the lobby to promote the upcoming Literacy DuPage tutor orientation taking place at the library in January. He completed his annual weeding of the travel guides and started on the language collection.

### Community

- Shirley and Mary S. attended the grand opening of Burr Ridge Senior Living.
- Jennifer and the Associates provided resources to 15 local book clubs (11 via e-mail; four via print pick up) on nine new titles and six titles that other book clubs had previously requested.
- Mary K. reached out to organizations to take part in our annual Community Connections Expo.

### Contributing to the Profession

- Tony met with Amy Weiss of Woodridge Public Library to go over our de-Deweyed and simplified Dewey areas of the collection.
- Jennifer answered a question from an eMediaLibrary member regarding weeding titles in Overdrive.
- Jez responded to a request from Becca at Ela Library regarding Instagram.

### Continuing Education

- All staff took part in a discussion of chapters from Verna Myers book *What if I Say the Wrong Thing?*
- Tony continued his Infopeople course on supervision.
- Jennifer attended an ARRT Genre Study on LGBTQ Romance.
- Mary K. viewed the webinar *Community Conversations Across Neighborhoods*.
- Tony, Mary K., Jez, and Joe took part in CPR training.

### Meetings

Date	Meeting	Staff
4-Dec	Leadership Retreat	Tony, Shirley & Jennifer
5-Dec	One-on-One with Jill	Shirley
5-Dec	Adult Services Associates Meeting	Jennifer & Associates
5-Dec	CPR Training	Tony, Mary K., Jez & Joe
6-Dec	Department Tour with Joe Eskew	Tony
6-Dec	ARRT Genre Study Meeting	Jennifer & Associates
6-Dec	One-on-One	Tony & Jez
6-Dec	Game of Thrones Event Committee Meeting	Jez
7-Dec	One-on-One with Jamie	Tony
12-Dec	PopCon Committee Meeting	Jez & Emily
13-Dec	Burr Ridge Senior Living Grand Opening	Shirley & Mary S.
14-Dec	Meeting with Dawne Tortella - SWAN	Tony
18-Dec	One-on-One with Jamie	Tony
19-Dec	Adult Services Inclusivity Discussion	All Adult Services Staff
19-Dec	Adult Services Department Meeting	All Librarians & Associates
20-Dec	Meeting with Amy Weiss - Woodridge Public Library	Tony

20-Dec	Graphic Novel Call Number Meeting	Jez
20-Dec	Meeting with Potential Program Presenter	Jez

### Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Dec	10:00 a.m.	ESL Conversation Group	Joe	14
3-Dec	10:00 a.m.	Job Hunting Drop-in	Jez	8
3-Dec	6:00 p.m.	Chess Club	Denise	10
5-Dec	7:00 p.m.	Pearl Harbor: A Day of Infamy	Cindy	36
6-Dec	2:00 p.m.	Thursday Afternoon Movies: <i>Murder...Orient Express</i>	Joe	20
6-Dec	7:00 p.m.	BizConnection: Positivity in the Workplace	Shirley	3
7-Dec	7:00 p.m.	#LibSocial - Super Smash Brothers	Jez	26
10-Dec	6:00 p.m.	Chess Club	Denise	10
10-Dec	7:00 p.m.	Board Game Group	Jez	8
10-Dec	7:00 p.m.	Current Events	Denise	6
12-Dec	7:00 p.m.	Novel Idea Book Club	Mary P.	13
14-Dec	7:00 p.m.	#LibSocial - Hot Chocolate Social	Jez	13
15-Dec	10:00 a.m.	ESL Conversation Group	Joe	15
17-Dec	6:00 p.m.	Chess Club	Denise	10
20-Dec	6:00 p.m.	Crime Readers Book Club	Kathy	11
27-Dec	11:30 a.m.	Mahjong Club	Denise	4
			<b>Total</b>	<b>207</b>

### Volunteers

- Eleven volunteers completed 90 hours of service.
  - Court Ordered/Community Service: nine volunteers performed 83.5 hours of service.
  - Regular volunteers: two volunteers completed 6.5 hours of service.

### Proctoring

- Shirley proctored three exams this month.

### Social Media & e-Newsletter Reach

- Twitter – 239 profile visits; 14 mentions; 1024 followers (+13)
- Meetup
  - #LibSocial – 640 followers (+7)
  - Indian Prairie Public Library – 177 followers (+2)
  - Board Game Group – 173 followers (+11)
- BizConnection eNewsletter – sent to 292 addresses. Had 73 opens (25% open rate) and 15 clicks.
- New eBooks eNewsletter – sent to 175 addresses. Had 82 opens (47% open rate) and 24 clicks.

- Bestseller Preview eNewsletter – sent to 503 addresses. Had 206 opens (41% open rate) and 59 clicks.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	138
Endcap	183
Display	324

61 people were observed using the collaboration station this month.

### American Creed Grant Information

I'm happy to inform everyone that Indian Prairie is one of 50 American libraries that was selected to receive the *American Creed: Community Conversations* grant! The grant provides a stipend to hire a presenter to facilitate discussion around the themes of the documentary discussion *American Creed* that we also get the public presentation rights. The film is an examination of what it means to be an American. We took the tack of exploring this through the topic of immigration and the immigrant experience.

We had to plan three programs, with Joe's annual legal consultation for immigrants as an add-on fourth:

#### ***American Creed* Viewing and Discussion – Tuesday, June 18 @ 7 p.m.**

The 90-minute program will consist of a lecture that incorporates clips from the American Creed video with a discussion to follow. Dr. Ben Whisenhunt, Chair of the History Department, College of DuPage, will lead the viewing and the discussion. Key topics to be explored include: an overview of the history of immigration to the U.S., the fluctuations of U.S. immigration policy in response to social and economic pressures, anti-immigrant sentiment experienced by various immigrant groups, how does the immigrant experience reflect the common aspiration that Condoleezza Rice repeats throughout the film "it doesn't matter where you come from; its where you are going?" and how our local community can build relationships and trust among our diverse population.

#### **Coming to America: Ellis Island – Tuesday, July 23 @ 7 p.m.**

Janet Gilleland, a professional actress, will portray a female immigrant who arrives in the U.S. in the early 1900s, and is processed through Ellis Island. The program uses her story to highlight the aspirations and struggles immigrants encountered in their quest to live the American dream of freedom and opportunity to improve their lives. The presentation "Coming to America: Ellis Island" will be approximately 45 to 60 minutes, and will provide an interactive component. An accompanying handout "Ellis Island Timeline" provides information about the history of U.S. immigration and naturalization.

#### **"Common Ground: Immigrant Stories" – Wednesday, August 14 @ 7 p.m.**

Community partner, Literacy DuPage, will solicit participation in the program from its students and tutors. Three people will speak five minutes each and share their immigrant experiences-- obstacles they have encountered as immigrants, why they immigrated, and what traditions they have kept from their homeland. The audience will be invited to share their experiences and ask questions. Information about Literacy DuPage's services to help immigrants learn and improve their English language skills will be provided.

#### **Legal Consultations for Immigrants – Tuesday, August 20 from 9 a.m. to 12 p.m.**

Our community partner in this grant is Literacy DuPage.

## Collaboration Station "Survey" Q&A

### **What is your favorite thing about the Library?**

- A fun, safe, friendly place for the whole family
- All the knowledge for free
- Audiobooks
- Computers and librarians
- Everything
- Good Vibes
- I finally know what a book is. I enjoy them.
- I like to read
- Interesting collection of graphic novels
- It's nice and warm
- Its peaceful
- Lots of valuable resources: books, Great Courses, magazines, classes...
  - Amen!
  - Like <3
- Movie Selections
- Playing Upstairs
- Printer
- Quiet Study spaces (desks)
- Reading Books
- Reading books on audio
- Recent books
- The children's movies
- The interesting collection of graphic novels
- The kids book section
- The people who work and volunteer
- The staff is super genius
- The toy area is fun
- The wonderful helpful People working here
- Very kind and helpful staff

### **What do you call an apple that is not an apple?**

- A computer
- A pineapple

### **What was the best thing to happen to you in 2018?**

- I got baptized
- Got all A's in my classes
  - Good job!
- Citizen of the year award
- Got a new car
- My dad's birthday

- 1<sup>st</sup> baby
  - Congrats! (x2)
- Going to Disney World
- More of knowing Jesus
  - Amen!
- Mr. Moyer's class
- Continuing my education BSN
- God has been protecting me all year!
- Passed my professional exams
- Pie
- To be successful in my career

#### **What do you wish the Library Offered?**

- Better food
- Microwave to heat up food
  - Yes!
- More crafts
- More Christian books (x3)
- Longer drop off boxes (with a picture of a person who can't reach the box)
- Book club for parents of young children
- All ages knitting meetup
- Spanish classes
  - This
  - And that
- Spanish classes for free
  - Please <3
  - That
- Sign language courses
- Slime class
- Sofa chair
- Please add "no casino tokens" to book sale cash box
- Classes for sign language
  - Agreed
  - Starred
- More large print male authors

#### **Why did you come to the Library today?**

- To play on the computer upstairs
- It is my favorite place
- For a research paper
- To return my books
- Bring my kids to Bookgarteners and check out a book for myself



- To study ☺
- To write on this table
- Because I am returning a Roku & book
- Study for finals
  - Do good!
  - You got it!
  - Good luck!
- To get more books
- Great Hallmarks movies, non-R-Rated grownups
- Fines
- Use of computer & to talk to all the kind people ☺
- To pay fine with food!
- Get my new phone activated
- This is my favorite place
- Food for fines
- To pick up a music book for a choir for school
- Because I want to
- I like to spend my time, as it is very friendly and lively here
- Rent books
- To find some movies
- Music book
  - What they said
- My sisters needed books for research papers, so I came to read
- For relaxation
- To study for school
- To get a library card and books for a trip

#### **What would you do differently this year?**

- Learn new languages
- Giving to my grandma and grandpa
- Pay it forward
- Don't know

#### **What are you looking forward to in 2019?**

- Finding a job
- A new year
- Sleep
- A nice place to live
- My birthday
  - Happy birthday to you!
  - Happy birthday!
- Vacation in January
- Seeing my aunts and uncles
- Pass my exams

- My birthday
- A new start
- Ancestry groups
- More money
- 6th grade
- Being the best I can be
- A better me
- Turning 21
- Better life
- Nothing, the fact that it's 2019 gives me OCD
- A decent job
- Better relationship with God
- Going to Mexico
- My birthday
- Spruce Lake – A Christian winter youth conference & much more
- Traveling in our motor home
- A bigger children book inventory
- Air that is not contaminated with ETO
  - Same 100000% for anyone
- I always learn something new—about the world or about myself 😊

**What was the best book you read this year?**

- Keeper of the lost cities
- A music book with old time fiddle tunes
- Flat Stanley
- Super Normal
- Harry Potter and the Goblet of Fire
- The Holy Bible
- Girl Talk
  - Hard question! Really enjoyed reading Girl Talk by Mahoney & Whitacre with my mom
- The Lost Hero 1
- The Good Neighbor by Maxwell King (biography of Mister Rogers)
- Nightingale
- Sofia the First
- 11 Wishes
- The Hate U Give
  - Yesss! Love that book!
  - Yes!
- All of Them 😊
- The Bible
- The Giver
- Elephant & Piggie
- Drums, Girls and Dangerous Pie
  - Same

- Originals
- Scaredy Squirrel

**What is your biggest accomplishment yet?**

- Earning my masters degree!
- Getting my cosmetology license!
- Becoming a grandparent
- Blue belt in Tae kwan do

**Misc. Comments**

- Friends were once strangers!

Circulation Services  
December 2018

Checkouts and renewals were up a tiny bit from last year. This year we circulated 48,713 as compared to 48,477 last year (a difference of 236-but still a plus!). Electronic circulation is up again. We circulated 5,888 this year compared to 4,588 last year. This is a 28% increase.

ILL's processed were again lower this year. We processed 6,752 this year and 7,044 last year.

Patron visits were slightly higher this year – (26,779 this year compared to 26,345 last year). We had issues with the people counter on and off in December so the actual number is higher.

A total of 6,782 holds were placed in December. Patrons placed 5,365 (79%) holds while staff placed 1,417 (or 21%) holds.

12,987 items were checked out or renewed by staff at the desk. This is 27% of total checkouts/renewals. 24,460 items were checked out or renewed by patrons at one of our self-check machines, 5,378 items were renewed by patrons through Enterprise or BookMyne and 5,888 items were electronically checked out by patrons – for a total of 35,726 items checked out through some sort of self service. This is 73% of total checkouts/renewals.

We have made several “tweaks” to the new self checks. That along with staff being available to help, seems to have helped patrons see how easy the new machines are to use.

With our new self checks, we are able to tell how many transaction took place at each station.

- Station #1 (1<sup>st</sup> floor) 7,881
- Station #2 (1<sup>st</sup> floor) 5,640
- Station #3 (1<sup>st</sup> floor-ADA) 4,128
- Station #4(1<sup>st</sup> floor – Hot Picks) 528 (this self check was put into place mid-December)
- Station #5 (2<sup>nd</sup> floor – K&T) 6,722

These totals equal 24, 899, which is 364 more than SWAN reported. I will be looking into why there is a discrepancy.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
2414	99	129	295	279	84

**Community**

**Passports:** The circulation staff accepted 32 passports in December. We accepted 40 last year.

**Notary Public:** We notarized 293 documents in December - out of those, 187 were done at no charge.

**Food for Fines** – Our annual Food for Fines program ran from December 1 through December 9. We took in 2,988 items. Of those, 729 were donations, which means we waived \$2,259 in fines. I am attaching a copy of the bulletin from Our Lady of Peace that thanked the library as well as two thank-you emails – one from Our Lady of Peace and Our Lady of Mount Carmel.

**User Ex**

The 4<sup>th</sup> self check on the first floor was put into place in December. It was put across the lobby from the other self checks – near the Hot Picks.

**Continuing Education**

I attended CPR re-certification on December 5.

**Workshops and Meetings Attended:**

- Dec. 4                      Visioning Retreat
- Dec. 5                      One on One with Jamie
- Dec. 10                     Meeting with Joe Eskew
- Dec. 11                     Department Heads
- Dec. 14                     Meeting with Dawne Tortorella (SWAN)
- Dec. 17                     Staff training (Luella Lafayette)
- Dec. 19                     One on One with Jamie
- Dec. 19                     Staff evaluation
- Dec.27                     Meeting with Jamie
- Dec. 27                     Meeting with Nancy Roy

Debbie Sheehan  
Head of Circulation Services



## Deacon Paul Brachle Food Pantry of Our Lady of Peace

This holiday season we have plenty to be thankful for. For our health, our families, our faith and peace in our lives and goodwill towards each other.

The Deacon Paul Food Pantry would like to thank our parishioners for their generosity throughout the year. The happiness you have given to the less fortunate is truly God's work.

We ask for your support in patronizing these businesses which also generously support the Food Pantry.

- ~Bakers Square on route 83 in Willowbrook
- ~Great American Bagel on Ogden Avenue in Downers Grove
- ~Panera Bread on 75th St in Downers Grove, and
- ~Brookhaven Marketplace, 75th and Cass in Darien.

Other organizations have also supported us by food collections this past year.

The local Boy Scouts, Hinsdale South High School, Goodworks, Dunne Chiropractic, the U.S. Post Office, and Indian Prairie library.

Please support these organizations and businesses which partner with us in feeding those in need.

Please if you should know of anyone in need of our services, refer them to us. We are here to support those in need.

## Save-the-Date for the Welcome Weekends

No doubt, you will soon begin to pencil in all of the birthdays, weddings, anniversaries and other important events on your 2019 calendar. So please don't forget to also add the parish's **Welcome Weekends** to your calendar as well. The ladies' weekend will be on March 2/3, and the men's weekend will be on March 9/10. Our **Welcome Weekends** take place during Lent, which is the perfect time to disconnect from your physical life and reconnect with Jesus through these two, special days of spiritual renewal.

In Mark 6:31, we are called by Jesus to "come away by yourselves to a deserted place and rest a while." How will you respond to Jesus invitation? For more information, or to register, please go to our parish website at [www.olopdarien.org/welcome-weekends/](http://www.olopdarien.org/welcome-weekends/).

**From:** Mary Sullivan <[msullivan012@comcast.net](mailto:msullivan012@comcast.net)>  
**Sent:** Wednesday, December 05, 2018 2:06 PM  
**To:** Debbie Sheehan <[debs@ippl.info](mailto:debs@ippl.info)>  
**Cc:** [pogomack@comcast.net](mailto:pogomack@comcast.net)  
**Subject:** Re: Food for Fines

Thank you again for all the donations today. It was a pleasure meeting you in person. Would love for you to see the food pantry in person some day. Liz and I got all the items stocked on our shelves today ready to be distributed. Best wishes always!

Mary Coyle Sullivan  
Our Lady of Mt. Carmel

Thank you again for the library's contribution for helping feed the needy in our area. Your contribution will go along way to help those in need.

Len Benes  
Our Lady of Peace



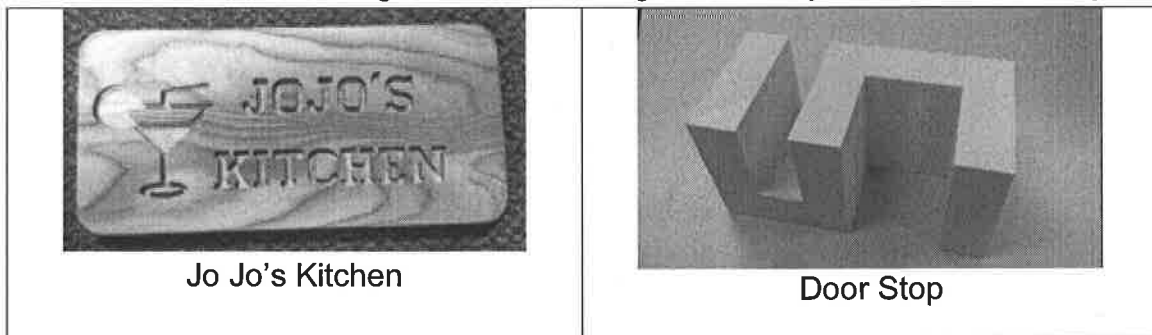
## Technology & Technical Services Board Report December 2018

### Improvements for Public, User Experience & Strategic Goals

- Teen DVD Bing Boxes- A new collection of curated DVDs in a convenient carry case for teens. Collections include Harry Potter, Marvel, Hunger Games and more. The first 10 boxes were made available right before the winter school break. Six were checked out in the first week.
- Tech Takeout – A Super Nintendo Classic (SNES) gaming system is now available for checkout through Tech Takeout. The SNES is preloaded with Super Nintendo games, and is similar to the NES classic, made available last month. Console games and gaming systems are very popular. We are currently in the process of circulating gaming systems previously only used for programing. These will be available for patrons to checkout in between gaming programing events.
- Self-Check- An additional self-check machine was added near the adult public catalog across from the checkout desk.

### Maker (DIY)

- 3D Printer- 12 print requests were processed. Interesting prints: Poinsettia ornament, snowflake ornament, and door stop designed by patron.
- Carvey- 4 requests were processed. Carved: Jojo's Kitchen sign, "Home to the Best Cooks in Baraboo" sign, Mario "Nihil" sign and Merry Christmas Deer sign.



### Public Technology Programs & Classes

- Program attendance totals: 27

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 12/4- 6:30 PM	Design Your Own Greeting Card	Theresa	6
Tues. 12/11- 6:30 PM	Unique Photo Backgrounds	Dave	7

Thurs. 12/13- 1:30 PM	Buying an iPhone	Dave	8
Thurs. 12/13- 6 PM	Winter Ornaments: 3D Printer	Ann	6

Continuing Education

12/3/2018	Ann Stovall	Building Better Websites OCLC Webinar
12/5/2018	Ann Stovall	CPR Training

Sharing

- T.J. talked with Nate F. from Vernon Library about a Screen Time Management class.

Contributing to the Profession

- I met with LTA student from College of DuPage to assist with her final project, which was to interview someone from a Technical Services department.

Training

- T.J. trained Joe E. on processing Carvey requests from patrons.

Personnel/Staff Meetings

- Dec 4- Visioning Committee Meeting- T.J. and I
- Dec 4 & 18 - 1-On-1 meetings with T.J.
- Dec. 5- Brett & I attended the Illinois Century Network (ICN) Regional Meeting at Oakton Community College.
- Dec 7- Met with T.J. to go over computer area changes
- Dec. 7 & 18 – 1-On-1 meetings with Jamie
- Dec. 10 - 1-On-1 meetings with Anna
- Dec. 11- Department Head Meeting
- Dec 17- Met with T.J. to go over spring technology classes

Ann M. Stovall, Head of Technical & Computer Services, January 4, 2019

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

## Programs

In December, Youth Services presented 18 programs at IPPL with 468 people in attendance. We also participated in 9 events out in the community serving 189 people.

Date	Description	K&T Staff	Attendance
1-Dec	Sensory Storytime	Katie	14
5-Dec	Board Game Creation	Jack	5
6-Dec	Crafternoons: DIY Stress Balls	Heidi	10
7-Dec	Super Smash Bros. Ultimate Release Celebration (6 Adults, 20 Teens)	Jimmy	26
8-Dec	Jane's Public Retirement Party	Heather	200
10-Dec	Open Music Lab	Jimmy	5
11-Dec	Rainbow Club	Heidi	5
11-Dec	Homeschooling SMART: My Brain	Monica	36
11-Dec	Bookgardeners: Matthew Cordell	Katie	28
15-Dec	Teen Advisory and Service Committee	Heidi	15
17-Dec	Hour of Code: outside presenter, graduate student Renee Bialas	Jack	11
17-Dec	Anime and Gaming Club	Heidi	4
20-Dec	Crafternoons: Duct Tape Pouches	Heidi	2
20-Dec	Hour of Code	Jack	8
21-Dec	Dungeons and Dragons	Jimmy	3
22-Dec	Winter Wars: Yetis vs. Humans	Heidi, Kristina	21
27-Dec	Winter Break Family Movie: Christopher Robin	Monica	46
29-Dec	Mighty Mid-Kids Family Gaming	Monica	29
<b>TOTAL:</b>			<b>468</b>

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

### *Sensory Storytime*

Katie Salo hosted the third session of Sensory Storytime, which is open to all but designed to reach children who may have disabilities. Attendees were given props to engage with during storytime, including shaker eggs, scarves, stretchy band, felt color chains, and visual boards. Information about autism was available from the Center for Autism and Related Disorders. The library's programming Sensory Kit was highlighted.

### *Super Smash Bros. Ultimate Release Celebration*

Jimmy Doane ran the Super Smash Bros. Ultimate release event on December 7. The new Nintendo Switch game was launched on December 7, and the library scheduled an event to celebrate its long-awaited release. In collaboration with Heidi Estrada and Jez Layman, Jimmy was able to put on a tournament between participating teens and adults. Jimmy also worked with teen volunteers to provide snacks and a variety of consoles for the 26 attendees to play on. Because Super Smash Bros. Ultimate features "unlockable content," Jimmy also worked to make sure that the game had enough content unlocked by the time the event started.

*Jane's Public Retirement Party*

Heather Forster Jensen's largest project leading into this month was Jane Harney's public retirement reception. In coordination with Natalie Williams, Heather planned the program, developing two crafts for visitors to complete, both of which connected to Jane's legacy at the library, in particular, her annual running of the summer tie-dye event. At the event itself, Heather managed two teen volunteers to aid with decorating and the crafts. Approximately 200 people were in attendance over the course of the two-hour event. Heather also developed the photo guest book used at both the staff and public receptions, which was presented to Jane at the end of her last day.

*Bookgardeners: Matthew Cordell*

Katie Salo presented the final fall edition of Bookgardeners, based on author and illustrator Matthew Cordell's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards. Katie Salo also created a Take-Home activity packet and a Brochure for the Bookgardeners program. The Brochures informed caregivers as to what activities happened in class and what early learning standard the children were working on at each station.

**Community**

Date	Description	K&T Staff	Attendance
3-Dec	Presenting technology to the computer repair class at Hinsdale South High School - group 1	Jack	10
3-Dec	Presenting technology to the computer repair class at Hinsdale South High School - group 2	Jack	8
3-Dec	Presenting technology to the computer repair class at Hinsdale South High School - group 3	Jack	8
6-Dec	Whole Foods Storytime	Katie	35
8-Dec	Burr Ridge Village Center: Santa's Winter Festival / The Snowy Day Story Station	Katie, Jane	124
18-Dec	Meeting with Kid Matter Counselling to plan programs	Natalie	2
28-Dec	Supplied teacher requested materials on the subject of 'winter.'	Monica	1
28-Dec	Submitted two Book Club Interlibrary Loan requests for Gower Middle School.	Monica	1
TOTAL:			189

*(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.)*

*Giving Tree*

The Teen Advisory and Service Committee (TASC) were collecting new cold weather accessories: scarves, hats, mittens, and gloves from Nov. 25 – Dec. 14. Heidi Estrada delivered donations from The Giving Tree to Willowbrook Corners. TASC member counted donations, and we received over 270 items.

*Santa's Winter Festival at Burr Ridge Village Center*

Katie Salo and Jane Hartney represented the library at Burr Ridge Village Center's event "Santa's Winter Festival". For the event, Katie prepared five activities, all centered around the book *The Snowy Day* by Ezra Jack Keats. The activities were a cotton ball "snow" sensory bin & letter hunt, winter snowflake sensory bottles, salt writing trays to draw Peter's journey through the snow, sequencing cards to re-tell the story, and a snowflake dice counting and coloring game. Many familiar faces came to the program and new friends as well.

*Working with Schools*

On December 3, Jack visited Hinsdale South High School's computer repair classes to promote the library and the technology we provide for teens. Jack was also encouraging technology fluent teens to be volunteers at future children's tech programs. Last year, during Jack's visit to Hinsdale South, he was able to showcase the libraries technology and encourage student sign up for the computer repair classes he visited this month. Many of the students were excited to see Jack again and some even mentioned that his visit last year was why they joined the class.

This month we loaned the classroom set of Ozobots to the Librarian at district 61 and the virtual reality set to the Librarian at Mearker School. Loaning equipment to the schools helps us make connections in the community and provides more opportunity for collaboration.

**LittleShop**

In the LittleShop, Heather Forster Jensen introduced the first two winter projects; highlighter snowflakes and polar bear color matching. The highlight snowflake project focused on designing patterns. The polar bear matching activity allowed children and their caregivers practice with color identification, matching winter hats to the corresponding polar bear flash card with the appropriate color name printed on it.

**WouldShop**

This month we offered two projects for kids and teens in the WouldShop. The first was creating paintbrushes out of pine needles. Based on the number of times we had to clean up, it appeared to be a popular activity. The art smocks we added last month were a big hit with the parents since they helped the kids keep the paint off their clothes.

This month, Jack Schultz installed the knitting machine into the WouldShop. The knitting machine makes it easy to knit long pieces of cloth quickly and without needing to know how to knit. Jack also brought the Ellison die cut machine out of the K&T office and put it into the WouldShop where patrons could use it to create their own paper art. Both devices have been well received and have seen quite a bit of use.

**Seed Library**

Number of Checkouts: 3

Number of Seed Packets Checked Out: 6

Number of Donations: 50 from Hinsdale Nurseries

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

**Continuing Education**

Date	Description	K&T Staff
5-Dec	CPR Training	Katie, Natalie, Monica
12-Dec	"Creating Data-Driven Professional Development Pathways for Public Library Staff" Webinar presented by PLA (Public Library Association)	Natalie
14-Dec	How to Handle Angry Customers Webinar	Heidi
14-Dec	Inclusivity Chapters from <i>What If I Say the Wrong Thing?</i> By Verne Myers	Heather
14-Dec	Harwood Institute Quiz and Worksheet	Heather
17-Dec	Sure Bet Bests: Matching Readers with Their "Best" Reads (Part 1) Webinar	Jimmy
19-Dec	Sure Bet Bests: Matching Readers with Their "Best" Reads (Part 2) Webinar	Jimmy
19-Dec	Webcast: Unlocking pop culture to improve your readers' advisory (part 1) Webinar	Jimmy

21-Dec	Association of Library Services to Children (ALSC) Webinar -- Welcome to Reading: Amping Up Services for Beginning Readers	Katie
21-Dec	Webcast: Unlocking pop culture to improve your readers' advisory (part 2) Webinar	Jimmy
26-Dec	Revamping Strategies for Social Success - RAILS webinar	Natalie
26-Dec	Article from NW, <i>To Move Forward, Look Back: Improving Our Work through Reflective Practice</i> by Meredith Farkas	Heather
26-Dec	Diversity Training	Kristina
27-Dec	Hospitality Training	Kristina
28-Dec	LibCal Training with Ann Stovall	Kristina

### *LibCal Training*

Jimmy Doane completed his LibCal training with Jane at the beginning of the month. LibCal is the scheduling software the library uses to organize events and provide a calendar through our website. With Jane's retirement in early December, Jimmy has taken on full responsibility for all LibCal entries for the Kids and Teens department. Towards the end of the month, Jimmy began the process of entering future planned K&T events for spring into LibCal based off the information provided by his fellow department members. He has also worked with members of other departments to work around different scheduling conflicts and inter-departmental events.

### Training for New Staff Member

Natalie Williams has been providing training and orientation for Kristina Guchenia, our new Youth Associate. Kristina has also completed training regarding diversity by reading excerpts from "What if I Say the Wrong Thing" by Verne Myers and reading the book "Dear Martin" by Nic Stone. She also completed hospitality training by watching a video called "The Transforming Power of Hospitality".

## Contributing to the Profession

Date	Description	K&T Staff
19-Dec	Association of Library Services to Children (ALSC) blog post:	Katie

## Meetings & Planning

Date	Description	K&T Staff
3-Dec	English Language Learning Kits Meeting with Ann Stovall	Katie
3-Dec	Storytime Closet Organizing & Cleaning	Katie, Jane
3-Dec	Final LibCal Training	Jimmy, Jane
3-Dec	One-on-one with Jamie	Natalie
4-Dec	Visioning Committee	Jack, Natalie
4-Dec	Review	Jack, Sandi
5-Dec	Review	Jack, Mary Lynn
5-Dec	Review	Jack, Natalie
5-Dec	One-on-One	Natalie, Jane
6-Dec	Review	Jack, Natalie
6-Dec	Game of Thrones meeting	Jack
6-Dec	Interview	Jack, Natalie
6-Dec	Jane's Staff Retirement Party	Natalie, Jane, Katie, Monica, Heather
10-Dec	Homebound Brochure Meeting with Mary Schueren	Katie
10-Dec	K&T Librarians	Heidi, Natalie, Jack, Monica, Katie

10-Dec	One-on-One	Natalie, Jack
11-Dec	Storytime Online Filming with Dave Bunn	Katie
11-Dec	Dept. Heads	Natalie
12-Dec	Meeting/Interview discussion	Natalie, Kristina
12-Dec	One -on-one with Jamie	Natalie
12-Dec	Meeting with Jill, Winter Read	Natalie
13-Dec	One-on-One	Katie, Natalie
16-Dec	WouldShop Screen meeting	Jack, Natalie
16-Dec	Technology Committee meeting	Jack
17-Dec	Orientation and Training	Kristina, Natalie
17-Dec	One on One Meeting with Natalie	Heather, Natalie
17-Dec	Young Adult Job Fair	Heidi, Jill
17-Dec	Meeting about WouldShop Digital Screen with Laura, Jill, and Theresa	Natalie, Jack
18-Dec	Orientation and Training	Kristina, Natalie
18-Dec	One-on-One	Heidi, Natalie
18-Dec	Teen Websites	Heidi, Jack, Natalie
18-Dec	Tour with Joe Eskew	Natalie
19-Dec	Parent Focus Group Meeting	Katie, Natalie
19-Dec	Orientation and Training	Kristina, Natalie
19-Dec	Bee Nguyen from Bumble Bee Yoga	Heidi
19-Dec	Stephanie Kennedy from My College Planning Team	Heidi
20-Dec	Orientation and Training	Kristina, Natalie
20-Dec	One -on-one with Jamie	Natalie
26-Dec	Meeting about spring storytime session	Natalie, Katie
28-Dec	2019 State Award voting planning meeting	Monica, Heather

## Staff Changes

We have hired Kristina Guchenia as our new fulltime Youth Services Associate. Kristina was working part-time as a Kids & Teens Support Service Associate. Her role has changed officially on December 17. Kristina has absorbed many of the duties she was doing in her other role, and now that we have a fulltime Building Services Coordinator, will not be hiring for the Support Service Associate positions.

## Pages

The Youth Pages worked on two shifting projects this month. The first project, in the J non-fiction section, was adjusting materials on the books to create more space for placing front facing books on the side of each shelf. The second projects was to adjust the books in the teen fiction and graphic novel sections where we have recently added more shelves.

*Submitted by Natalie Williams, Head of Youth Services 1/7/2019*

## ALSC Blog

Pursuing excellence for library service to childrenbrary service to children

# Parachute in Storytime

December 19, 2018 | [Katie Salo](#)

Today's installment of storytime props is the parachute in storytime. (Previous post: [Scarves in Storytime](#) and [Egg Shakers in Storytime](#).)

Are you ready to go over the basics?



Me, having fun with all the kids under the parachute in storytime. We are very blurry from the \*action\* going on around us!



1. What size parachute do you use?: I have three different parachutes at the library. Two fit in our smaller programming room (parachutes size 10 feet and size 12 feet). This works for classes of 20 kids or smaller. Our large parachute fits our large programming room (parachute size 24 feet). I've used this parachute in classes with 70 kids before.
2. How do you take the parachute out and put the parachute away?: In our large music & movement program, I ask the kids to find their grown-ups and stay with them while I pass out the parachute. For classes when I'm the only grown-up in the room, I have the kids touch the wall until I finish setting up the parachute. This ensures no one slips on the parachute and that I can safely lay it out without accidentally wrapping someone up inside of it. It also works for cleaning it up!
3. How do you store the parachute?: Our parachutes came with storage bags. I've also seen parachutes simply folded up on a shelf. As for the accessories, I use fabric storage bins that are kept next to the parachute to hold those.
4. Where do you get a parachute?: All of ours came from S&S Worldwide 12 foot, 24 foot. (I don't see the 10' any longer.)
5. Has your parachute held up over the years?: Not a rip on any of them. And there's been some VERY enthusiastic shakers using our parachute in storytime.
- 6.

Great! We've got the basics covered and now it's time to dive into how I use a parachute in storytime.

## Games

### Opposites

The parachute is a great opportunity to practice opposites: fast/slow, high/low, up/down, left/right, front/back, over/under, in/out. I will often do these with modified songs: "If you're happy and you know it, shake it fast" followed by "If you're happy and you know it, shake it slow". In particular, the parachute in storytime is perfect for up/down and these are some of my favorite up/down songs: "The Elevator Song", "The Noble Duke of York", and "Roly, Poly".

And if you want to try a different version of "The Noble Duke of York" to de-centralize the conqueror/colonizer narrative, you can use this one I wrote:

The great big teddy bear,  
 Bear has thousand friends,  
 Bear marched them up to the top of hill  
 And marched them down again

And when you're up, you're up  
 And when you're down, you're down  
 And when you're only halfway up,  
 You're neither up nor down

### Cover Your...

This is a fantastic way to practice body identification and get kids giggling. I start by sitting everyone on the outside of the parachute and call out "cover your toes". Everyone races to cover their toes with the parachute. This game can be very simple for little ones, or you can use it for older kids by choosing more technical terms like the names of bones or muscles.

### Basic Movement

How many of you remember doing the mushroom under the parachute as a child in gym class? If you don't remember, here's an example of the mushroom in a [gym class on YouTube](#) (fast-forward to the 1:15 mark to see the mushroom in action). This is the kind of basic movement I'm talking about. One of my favorite things to do is teamwork activities, like pretending the parachute is the wheel of the school bus and "turning" it as we walk around together.



A sampling of items that I've tossed onto the parachute.

### Putting Things on the Parachute in Storytime

I love tossing things on to the parachute. I use recycled paper crumpled up as "popcorn" pieces, the kids then shake the chute until the popcorn pops off. I love buying [foam shapes](#) from craft stores and tossing those on the parachute in storytime; this works especially well with weather-related shapes like leaves and snowflakes. I've also purchased stuffed monkeys to do "Five Little Monkeys Jumping on the Bed", soft fabric balls, and foam ABC letters.

## Recorded Music

Because of how loud the parachute can get, I love using recorded music to ensure that everyone can hear. Some of my favorite songs to use are:

### Lifting Up & Down

- Take the Sun by Caspar Babypants
- Under a Shady Tree by Laurie Berkner
- My Ups and Downs by Jim Gill
- Here Comes the Sun by The Beatles (from my pop music edition of Shake, Shimmy, & Dance)

### Shaking

- Fast and Slow by Laurie Berkner
- The Shimmie Shake by The Wiggles
- No More Monkeys by Asheba / Putumayo Kids
- I Will Wait by Mumford & Sons (from my pop music edition of Shake, Shimmy, & Dance)

### Prop Songs

- Falling by Joanie Leeds (foam leaves)
- Popcorn by Laura Doherty, Popcorn by Mr. Jon & Friends, Hot Poppin' Popcorn by The Wiggles, Popcorn by Joanie Leeds (recycled paper popcorn)
- Rolling Ball by The Learning Groove (soft fabric balls)
- All You Need is Love by Caspar Babypants (foam hearts)

### Moving

- Wheels in the City by Laura Doherty
  - Round in a Circle by Greg & Steve
  - Ring Around the Rosie by Caspar Babypants
-



Storing all my parachute in storytime supplies. (Normally the bins are tipped upright.)

I hope this post served as a springboard for ideas of using a parachute in storytime. If you have any other tricks, tips, or favorite activities, please leave them in the comments. I'll be back next time talking about using instruments in storytime!

– Katie Salo  
Early Literacy Librarian  
Indian Prairie Public Library  
<http://storytimekatie.com>

This post addresses the following ALSC Core Competency: III. Programming Skills.

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[early literacy](#), [programming](#), [programming ideas](#), [storytime](#)

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STATISTICS FOR	Dec-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	27,735	29,186	174,544	183,384	-4.82%
Teen	1,902	2,171	13,274	14,508	-8.51%
Kids	13,188	12,532	90,838	89,003	2.06%
TOTAL	42,825	43,889	278,656	286,895	-2.87%
Electronic Circulation	5,888	4,588	34,405	28,887	19.10%
GRAND TOTAL CIRC.	48,713	48,477	313,061	315,782	-0.86%
% Reciprocal Borrowing	13%	15%	13%	14%	
Patron Visits	26,779	26,345	196,600	210,505	-6.61%
<b>Current Cards</b>					
Resident	99	112	22,954	19,995	14.80%
Non-Resident	54	59	1,085	1,033	5.03%
TOTAL	153	171	24,039	21,028	14.32%
Non-Resident Households	35	35	531	478	11.09%
<b>Patron Assistance</b>					
Adult - Reference	2,557	2,903	16,867	17,940	-5.98%
Kids - Reference	1,518	748	7,866	6,501	21.00%
Technology - Reference	1,067	1,041	6,641	6,063	9.53%
TOTAL REFERENCE	5,142	4,692	31,374	30,504	2.85%
Adult - Other	557	545	3,960	4,834	-18.08%
Kids - Other	105	1,111	4,982	11,469	-56.56%
Technology - Other	81	87	475	574	-17.25%
TOTAL OTHER	743	1,743	9,417	16,877	-44.20%
GRAND TOTAL ASST.	5,885	6,435	40,791	47,381	-13.91%
<b>ILL/Reserves</b>					
Holds	6,782	7,228	44,402	44,887	-1.08%
ILLs Sent	2,914	3,107	19,598	20,976	-6.57%
ILLs Checked Out	3,431	3,446	22,624	22,987	-1.58%
ILLs Received	3,838	3,937	25,483	25,950	-1.80%
<b>Programs - Adult</b>					
# Programs	6	5	62	71	-12.68%
Attendance	106	69	1,153	1,543	-25.28%
<b>Technology Classes</b>					
# Programs	4	6	37	52	-28.85%
Attendance	27	47	338	415	-18.55%
<b>Individual Technology Training</b>					
# of Patrons	316		528		
<b>Groups</b>					
# Programs	10	8	81	63	28.57%
Attendance	101	84	804	734	9.54%
<b>Others</b>					
#Programs	0	0	1	1	0.00%
Attendance	0	0	11	15	-26.67%
<b>Programs - Teen</b>					
# Programs	8	5	61	45	35.56%
Attendance	86	170	857	842	1.78%
<b>Programs - Kids</b>					
# Programs	18	17	211	768	-72.53%
Attendance	571	645	6,897	7,886	-12.54%
GRAND TOTAL ATT.	1,207	1,015	10,588	11,435	-7.41%

STATISTICS FOR	Dec-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,692	2,688	18,263	18,460	-1.07%
Kids Computers	498	825	4,300	6,927	-37.92%
Teen Laptop	50	84	463	783	-40.87%
Adult Laptop	75	152	576	999	-42.34%
<b>TOTAL PATRON USE</b>	<b>3,315</b>	<b>3,749</b>	<b>23,602</b>	<b>27,169</b>	<b>-13.13%</b>
<b>Hours Used</b>					
Adult Computers	2,035	2,098	13,934	14,369	-3.03%
Kids Computers	336	424	2,737	4,253	-35.65%
Teen Laptop	60	93	510	782	-34.78%
Adult Laptop	124	301	1,012	1,787	-43.37%
<b>TOTAL HOURS USED</b>	<b>2,555</b>	<b>2,916</b>	<b>18,193</b>	<b>21,191</b>	<b>-14.15%</b>
<b>Wireless Total Connections</b>	<b>8,302</b>	<b>6,099</b>	<b>51,838</b>	<b>48,995</b>	<b>5.80%</b>
<b>IPPL Total Web Site Access</b>	<b>16,064</b>	<b>24,528</b>	<b>100,477</b>	<b>163,204</b>	<b>-38.43%</b>
<b>IPPL Total Page Views</b>	<b>39,109</b>	<b>36,689</b>	<b>256,088</b>	<b>239,953</b>	<b>6.72%</b>
<b>Subscription Database Logins</b>	<b>2,725</b>	<b>3,279</b>	<b>15,604</b>	<b>20,499</b>	<b>-23.88%</b>
<b>Outreach-Homebound</b>					
Items Delivered	122	151	767	894	-14.21%
<b>Volunteers</b>					
Number Active	15	48			
Hours Worked	292	359.25	2,180	2,389.25	-8.76%
<b>Staff Training Hours</b>	<b>38</b>	<b>46</b>	<b>493.25</b>	<b>473</b>	<b>4.28%</b>
<b>Room Use</b>					
Youth Room					
Library	16	10	92	101	-8.91%
Non-Library	13		68		
Meeting Room					
Library	22	24	182	217	-16.13%
Non-Library	13	7	64	37	72.97%
Conference Rooms	442	356	2,530	2,255	12.20%
Lobby Programs	4	0	37	10	270.00%
Board Room					
Library	23	17	147	92	59.78%
Non-Library	20	18	122	106	15.09%
<b>Clavinova</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>200.00%</b>



**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - December 2018**

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	481	2	1	482	17	15	19	16
Non-Fiction	43960	196	722	43434	1411	3393	1607	4115
Fiction	37610	308	561	37357	1931	2823	2239	3384
<b>ADULT TOTALS</b>	<b>82051</b>	<b>506</b>	<b>1284</b>	<b>81273</b>	<b>3359</b>	<b>6231</b>	<b>3865</b>	<b>7515</b>
<b>KIDS</b>								
Non-Fiction	12838	35	110	12763	333	1698	368	1808
Fiction	22653	59	321	22391	1294	2618	1353	2939
<b>KIDS TOTALS</b>	<b>35491</b>	<b>94</b>	<b>431</b>	<b>35154</b>	<b>1627</b>	<b>4316</b>	<b>1721</b>	<b>4747</b>
<b>TEEN</b>								
Non-Fiction	538	5	0	543	37	101	42	101
Fiction	3498	65	34	3529	234	291	299	325
<b>TEEN TOTALS</b>	<b>4036</b>	<b>70</b>	<b>34</b>	<b>4072</b>	<b>271</b>	<b>392</b>	<b>341</b>	<b>426</b>
<b>BOOK TOTALS</b>	<b>121578</b>	<b>670</b>	<b>1749</b>	<b>120499</b>	<b>5257</b>	<b>10939</b>	<b>5927</b>	<b>12688</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6405	14	51	6368	224	49	238	100
Music CDs	8148	15	12	8151	164	182	179	194
Playaway	358	0	1	357	14	4	14	5
DVDs (DVD & Blu-ray)	20273	144	23	20394	712	710	856	733
<b>ADULT TOTALS</b>	<b>35184</b>	<b>173</b>	<b>87</b>	<b>35270</b>	<b>1114</b>	<b>945</b>	<b>1287</b>	<b>1032</b>
<b>KIDS</b>								
Audiobooks on CD	605	0	1	604	11	10	11	11
Music CDs	793	2	0	795	26	13	28	13
Playaway	96	0	0	96	4	4	4	4
DVDs (DVD & Blu-ray)	4124	38	5	4157	176	326	214	331
<b>KIDS TOTALS</b>	<b>5618</b>	<b>40</b>	<b>6</b>	<b>5652</b>	<b>217</b>	<b>353</b>	<b>257</b>	<b>359</b>
<b>TEEN</b>								
Audiobooks on CD	204	0	0	204	11	28	11	28
Playaway	24	0	0	24	0	9	0	9
DVDs (DVD & Blu-ray)	568	2	40	530	22	14	24	54
<b>TEEN TOTALS</b>	<b>796</b>	<b>2</b>	<b>40</b>	<b>758</b>	<b>33</b>	<b>51</b>	<b>35</b>	<b>91</b>
<b>AUDIOVISUAL TOTALS</b>	<b>41598</b>	<b>215</b>	<b>133</b>	<b>41680</b>	<b>1364</b>	<b>1349</b>	<b>1579</b>	<b>1482</b>

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Console Games	111	0	0	111	18	6	18	6
Tech Takeout (except digital content devices)	76	2	0	78	16	0	18	0
CD-ROMs	58	0	0	58	0	0	0	0
<b>ADULT TOTALS</b>	<b>245</b>	<b>2</b>	<b>0</b>	<b>247</b>	<b>34</b>	<b>6</b>	<b>36</b>	<b>6</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	129	0	1	128	22	1	22	2
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	24	0	0	24	6	0	6	0
<b>KIDS TOTALS</b>	<b>169</b>	<b>0</b>	<b>1</b>	<b>152</b>	<b>28</b>	<b>1</b>	<b>28</b>	<b>2</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	683	0	0	683	42	27	42	27
Board Games	53	7	0	60	21	0	28	0
<b>TEEN TOTALS</b>	<b>738</b>	<b>7</b>	<b>0</b>	<b>745</b>	<b>63</b>	<b>27</b>	<b>70</b>	<b>27</b>
<b>OTHER TOTALS</b>	<b>1152</b>	<b>9</b>	<b>1</b>	<b>1144</b>	<b>125</b>	<b>34</b>	<b>134</b>	<b>35</b>
<b>COLLECTION TOTALS</b>	<b>164328</b>	<b>9</b>	<b>1</b>	<b>164336</b>	<b>125</b>	<b>34</b>	<b>134</b>	<b>35</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- December 2018**

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
<b>TOTALS FOR ALL AGES</b>	229,277	69,927	29506	269,667	0	0	0	29506
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,876	14		2,890	114	0	128	0
eMedia (Overdrive Advantage)	953	7		960	55	0	62	0
Fiction								
eMedia (Overdrive Consortium)	11,949	81		12,030	407	0	488	0
eMedia (Overdrive Advantage)	4,089	38		4,127	292	0	330	0
Preloaded eReaders	6			6				
<b>ADULT TOTALS</b>	19,867	140		20,007	868	0	1008	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	94	1		95	2		3	
eMedia (Overdrive Advantage)	29	0		29	3		3	
Fiction								
eMedia (Overdrive Consortium)	1,729	10		1,739	50	0	60	0
eMedia (Overdrive Advantage)	296	0		296	42	0	42	
<b>KIDS TOTALS</b>	2,148	11		2,159	92	0	108	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	130	0		130	2		2	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,673	8		2,681	77	0	85	0
eMedia (Overdrive Advantage)	503	0		503	22	0	22	
<b>TEEN TOTALS</b>	3,321	8		3,329	101	0	109	0
<b>BOOK TOTALS</b>	254,613	70,086		295,162	1061	0	1,225	29506



AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cancel)	9,397	0	9397	0	0	0	0	9397
<b>Yearly Total for All Ages</b>	366,094	14354	43151	337,297	0	0	0	9397
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	4,099	13	0	4,112	109		122	0
eMedia Advantage (Overdrive)	764	6		770	78		84	0
Preloaded Audiobook iPods	22	0		22	22		22	
Movies								
Preloaded Roku Titles	1,020	10		1,030	68		78	
<b>ADULT TOTALS</b>	5,905	29		5,934	277	0	306	18794
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	284	0		284	6		6	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	139	5		144	3		8	
<b>KIDS TOTALS</b>	446	5		451	10	0	15	0
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	252	0		252	23		23	0
eMedia Advantage (Overdrive)	39	0		39	2		2	0
<b>TEEN TOTALS</b>	291	0		291	25	0	25	0
<b>AUDIOVISUAL TOTAL</b>	372,736	34		343,973	312	0	346	28191
<b>COLLECTION TOTALS</b>	627,349	70,120		639,135	1373	0	1,571	57697

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2018

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Balance on hand as of November 30, 2018.....	3,616,034.93
Cash Receipts for December.....	57,551.95
Cash Disbursements for December.....	249,621.30
Cash on hand as December 31, 2018.....	3,423,965.58

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.328%

General.....	1,206,643.17
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,716.95
Children's Endowment.....	2,977.50
Endowment.....	11,525.96
MPI Investment (Corporate Fund).....	2,061,386.93

MB - Checking

General.....	(6,901.36)
Hinsdale Bank & Trust - Checking.....	1,810.25
MB - Savings - Rate 1.60%	
General.....	121,435.44
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2018.....	3,423,965.58

FUND BALANCES AS OF 12/31/2018

Corporate Fund.....	3,321,637.04
Building & Maintenance Fund.....	44,301.54
I.M.R.F. Fund.....	10,698.46
Liability Fund.....	(494.58)
Social Security Fund.....	908.09
Special Reserve Fund.....	5,716.95
Current Liabilites.....	41,198.08
Grand Total All Funds.....	3,423,965.58

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**Indian Prairie Public Library District  
Consolidated Revenue Report for December 2018**

Percent of Year: 50.00

	RECEIVED December 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	38,225.54	3,575,930.05	100.39%	3,562,098.00	-13,832.05
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	0.00	1,191.05	0.00%	0.00	-1,191.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>38,225.54</b>	<b>3,577,126.19</b>	<b>100.42%</b>	<b>3,562,098.00</b>	<b>-15,028.19</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	2,844.31	17,266.00	345.32%	5,000.00	-12,266.00
<b>TOTAL INTEREST</b>	<b>2,844.31</b>	<b>17,266.00</b>	<b>345.32%</b>	<b>5,000.00</b>	<b>-12,266.00</b>
<b>DESK MONIES</b>					
45100 · Copier	307.25	2,010.17	43.70%	4,600.00	2,589.83
45120 · Computer Copies	967.61	7,383.98	49.23%	15,000.00	7,616.02
45200 · Fines/Fees	3,769.58	23,871.75	44.21%	54,000.00	30,128.25
45250 · Gifts/Donations	1,000.00	1,000.00	1000.00%	100.00	-900.00
45300 · Lost Materials	692.21	3,708.67	46.36%	8,000.00	4,291.33
45350 · Non-Resident Fees	5,216.61	48,884.44	56.84%	86,000.00	37,115.56
45400 · DVD Fines	69.50	647.76	53.98%	1,200.00	552.24
45450 · Top Picks	15.00	96.25	48.13%	200.00	103.75
45550 · Meeting Room Rental	0.00	282.50	141.25%	200.00	-82.50
45600 · ILL Fees	50.00	666.83	83.35%	800.00	133.17
45650 · 3D Printing	35.70	157.30	52.43%	300.00	142.70
45660 · Carvey	8.50	17.50	17.50%	100.00	82.50
45700 · Passport Fees	1,190.00	9,170.00	45.85%	20,000.00	10,830.00
45750 · Notary Fees	108.00	718.00	71.80%	1,000.00	282.00
<b>TOTAL DESK MONIES</b>	<b>13,429.96</b>	<b>98,615.15</b>	<b>51.50%</b>	<b>191,500.00</b>	<b>92,884.85</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	0.00	950.93	47.55%	2,000.00	1,049.07
46800 · Collection Agency Fee	10.00	100.00	50.00%	200.00	100.00
* 49000 · Operating Transfer In	0.00	74,625.94	0.00%	0.00	-74,625.94
<b>TOTAL OTHER INCOME</b>	<b>10.00</b>	<b>76,556.87</b>	<b>2639.89%</b>	<b>2,900.00</b>	<b>-73,656.87</b>
<b>GRAND TOTAL</b>	<b>54,509.81</b>	<b>3,822,725.46</b>	<b>100.21%</b>	<b>3,814,659.00</b>	<b>-8,066.46</b>

\* Operating Transfer In reflects \$74,625.94 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00

69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55

69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00

69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

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

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Percent of Year: 50.00

	December 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	172,292.21	1,045,440.65	46.75%	2,236,300.00	1,190,859.35	2,258,663.00	46.29%
61310 · Benefits - Medical / Life Ins.	11,470.31	64,894.48	41.44%	156,600.00	91,705.52	166,600.00	38.95%
61330 · Benefits - IMRF	0.00	84,122.43	41.34%	203,487.00	119,364.57	277,000.00	30.37%
61340 · Benefits - FICA	12,993.30	78,428.01	45.94%	170,722.00	92,293.99	230,000.00	34.10%
61400 · Staff Development	163.17	7,785.76	45.80%	17,000.00	9,214.24	19,000.00	40.98%
61600 · Board Development	0.00	325.00	32.50%	1,000.00	675.00	2,000.00	16.25%
61710 · Workers Compensation	0.00	6,006.00	98.46%	6,100.00	94.00	10,000.00	60.06%
61720 · Unemployment Insurance	106.37	777.32	28.33%	2,744.00	1,966.68	3,800.00	20.46%
<b>TOTAL PERSONNEL</b>	<b>197,025.36</b>	<b>1,287,779.65</b>	<b>46.09%</b>	<b>2,793,953.00</b>	<b>1,506,173.35</b>	<b>2,967,063.00</b>	<b>43.40%</b>
<b>MATERIALS</b>							
62100 · Books	19,832.23	96,864.93	43.98%	220,250.00	123,385.07	234,000.00	41.40%
62200 · Periodicals	106.36	10,314.16	33.14%	31,125.00	20,810.84	33,000.00	31.26%
62300 · Audio	1,689.77	17,553.58	36.61%	47,950.00	30,396.42	50,000.00	35.11%
62400 · Video	4,709.62	31,840.62	42.48%	74,950.00	43,109.38	82,000.00	38.83%
62500 · Multi-Media	465.50	2,453.10	23.93%	10,250.00	7,796.90	13,000.00	18.87%
62600 · Electronic Reference Resources	0.00	62,685.71	97.13%	64,540.00	1,854.29	65,000.00	96.44%
62700 · Software	884.69	3,605.56	51.51%	7,000.00	3,394.44	8,000.00	45.07%
62800 · ESL	0.00	-316.67	-31.67%	1,000.00	1,316.67	1,300.00	-24.36%
62900 · Materials Supplies	2,119.49	11,585.39	57.35%	20,200.00	8,614.61	24,000.00	48.27%
<b>TOTAL MATERIALS</b>	<b>29,807.66</b>	<b>236,586.38</b>	<b>49.57%</b>	<b>477,265.00</b>	<b>240,678.62</b>	<b>510,300.00</b>	<b>46.36%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,895.86	34,118.73	47.72%	71,500.00	37,381.27	78,000.00	43.74%
63300 · Utilities (1-8-11 · Gas)	639.28	4,825.80	40.22%	12,000.00	7,174.20	16,000.00	30.16%
63300 · Utilities (1-8-12 · Electric)	0.00	32,004.82	50.80%	63,000.00	30,995.18	68,000.00	47.07%
63300 · Utilities (1-8-13 · Telephone)	382.77	1,843.59	41.90%	4,400.00	2,556.41	6,000.00	30.73%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	3,697.12	49.30%	7,500.00	3,802.88	10,000.00	36.97%
63300 · Utilities (1-8-15 · Garbage Disposal)	345.92	1,889.31	62.98%	3,000.00	1,110.69	4,000.00	47.23%
63400 · Maintenance Supplies	2,087.32	8,387.28	49.34%	17,000.00	8,612.72	22,000.00	38.12%
63500 · Security System Monitoring	189.00	373.50	46.69%	800.00	426.50	1,200.00	31.13%
63600 · Property Maintenance	3,016.00	21,695.00	86.78%	25,000.00	3,305.00	34,000.00	63.81%
63800 · Building Maintenance/Repair	1,492.00	26,466.36	48.12%	55,000.00	28,533.64	65,000.00	40.72%
<b>TOTAL BUILDING</b>	<b>15,048.15</b>	<b>135,301.51</b>	<b>52.20%</b>	<b>259,200.00</b>	<b>123,898.49</b>	<b>304,200.00</b>	<b>44.48%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,177.99	6,482.57	48.56%	13,350.00	6,867.43	16,000.00	7.36%
64300 · Photocopy Supplies	329.54	1,385.47	27.71%	5,000.00	3,614.53	6,000.00	23.09%
64400 · Patron Card Supplies	0.00	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 · Passport Postage	80.40	798.24	34.71%	2,300.00	1,501.76	4,000.00	0.00%
64500 · Postage	86.35	3,090.11	70.23%	4,400.00	1,309.89	5,000.00	61.80%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	49.05	438.98	67.54%	650.00	211.02	900.00	48.78%
64800 · Organizational Memberships	495.00	1,353.00	45.10%	3,000.00	1,647.00	4,000.00	33.83%
64900 · Bank Fees	275.48	1,638.25	54.61%	3,000.00	1,361.75	4,000.00	40.96%
<b>TOTAL OPERATION</b>	<b>2,493.81</b>	<b>15,711.65</b>	<b>45.81%</b>	<b>34,300.00</b>	<b>18,588.35</b>	<b>43,900.00</b>	<b>35.79%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	494.42	3,276.56	46.81%	7,000.00	3,723.44	8,500.00	38.55%
65150 · Supplies-Staff Toner	665.26	4,555.39	65.08%	7,000.00	2,444.61	8,500.00	53.59%
65160 · Supplies-Maker	39.98	121.38	15.17%	800.00	678.62	1,200.00	10.12%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	495.47	11,144.74	79.61%	14,000.00	2,855.26	20,000.00	55.72%
65400 · Automation Equip Mnt/Repair	9.84	2,538.05	54.00%	4,700.00	2,161.95	6,000.00	42.30%
65500 · Software	88.95	8,511.03	66.56%	12,787.00	4,275.97	20,000.00	42.56%
65600 · SWAN	0.00	21,169.00	49.94%	42,388.00	21,219.00	43,000.00	49.23%

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

Percent of Year: 50.00

	December 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	869.85	3,848.92	57.98%	6,638.00	2,789.08	8,000.00	48.11%
<b>TOTAL AUTOMATION</b>	<b>2,663.77</b>	<b>55,165.07</b>	<b>54.99%</b>	<b>100,313.00</b>	<b>45,147.93</b>	<b>123,200.00</b>	<b>44.78%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	130.00	6,415.00	80.19%	8,000.00	1,585.00	20,000.00	32.08%
66200 · Credit Bureau	26.85	241.65	26.85%	900.00	658.35	1,200.00	20.14%
1-10-22 · Equip-Photocopier Maint Cont	0.00	1,599.30	0.00%	0.00	-1,599.30	0.00	0.00%
66300 · Copier	221.00	1,425.03	47.50%	3,000.00	1,574.97	5,000.00	28.50%
66900 · Fees - Bond Registrar	0.00	50.00	22.73%	220.00	170.00	1,500.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>377.85</b>	<b>9,730.98</b>	<b>80.29%</b>	<b>12,120.00</b>	<b>2,389.02</b>	<b>27,700.00</b>	<b>35.13%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,828.00</b>	<b>97.57%</b>	<b>17,247.00</b>	<b>419.00</b>	<b>36,000.00</b>	<b>46.74%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	0.00	17,041.09	48.69%	35,000.00	17,958.91	37,000.00	46.06%
68111 · eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	0.00	133.75	26.75%	500.00	366.25	1,800.00	7.43%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	204.64	1,030.56	46.84%	2,200.00	1,169.44	5,000.00	20.61%
68500 · Legal Notices	235.20	1,169.58	77.97%	1,500.00	330.42	2,000.00	58.48%
68600 · Programming	2,447.96	9,622.57	37.88%	25,400.00	15,777.43	30,000.00	32.08%
<b>TOTAL PUBLIC INFORMATION</b>	<b>2,887.80</b>	<b>30,786.05</b>	<b>45.88%</b>	<b>67,100.00</b>	<b>36,313.95</b>	<b>79,000.00</b>	<b>38.97%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	0.00	12,956.50	0.00%	49,161.00	36,204.50	100,000.00	0.00%
69125 · Masonry Project	0.00	47,395.00	0.00%	0.00	-47,395.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	24,784.05	0.00%	0.00	-24,784.05	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	74,625.94	0.00%	0.00	-74,625.94	0.00	0.00%
69900 · Contingency	1,510.83	1,510.83	37.77%	4,000.00	2,489.17	20,000.00	7.55%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	2,446.89	0.00%	0.00	-2,446.89	0.00	0.00%
<b>GRAND TOTAL</b>	<b>251,815.23</b>	<b>1,951,608.50</b>	<b>51.16%</b>	<b>3,814,659.00</b>	<b>1,863,050.50</b>	<b>5,011,363.00</b>	<b>38.94%</b>

\* Operating Transfer Out reflects \$74,625.94 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$7,840.00

69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55

69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00

69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

**MPI**

**INVESTMENT MANAGEMENT, INC.**

**15 SALT CREEK LANE SUITE 404 HINSDALE, IL 60521**

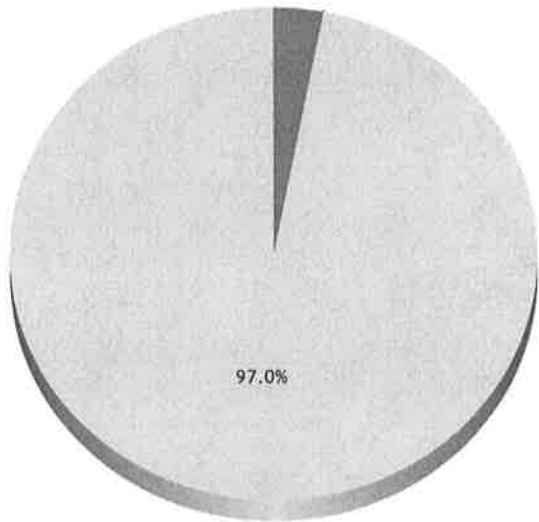
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**Account**

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

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

**Portfolio Allocation** as of 12/31/2018



**Top 10 Holdings**

Symbol	Security
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020
3134gsn84	Federal Home Loan Mtg Corp 3.300% Due 12/28/2022
912828y20	United States Treas Nts 2.625% Due 7/15/2021
3137eaca5	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020
3136g4ju8	Federal Natl Mtg Assn 1.580% Due 12/30/2019
3135g0f73	Federal Natl Mtg Assn 1.500% Due 11/30/2020
3136ft5h8	Federal Natl Mtg Assn 2.000% Due 3/27/2020
912796pk9	United States Treas Bills 0.000% Due 1/3/2019

**Top 10 Holdings Total**

Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	63,224.80	3.0	3.0
Fixed Income	2,031,544.92	97.0	97.0
<b>Equity Total</b>	<b>2,094,769.72</b>	<b>100.0</b>	<b>100.0</b>

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2017	170,342.15	0.00	2,389,558.17	0.00	2,559,900.32
Accrued Interest	0.00	0.00	8,555.07	0.00	8,555.07
Purchases/Contributions	1,116,367.58	0.00	717,056.06	0.00	0.00
Sales/Withdrawals	-1,217,056.06	0.00	-1,116,367.58	0.00	-500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-7,381.11	0.00	-7,381.11
Unrealized Gains	0.00	0.00	-11,043.74	0.00	-11,043.74
Interest Income	156.46	0.00	51,536.58	0.00	51,693.04
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-368.54	0.00	-368.54
Management Fees	-241.44	0.00	-6,343.89	0.00	-6,585.33
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 12/31/2018</b>	<b>63,224.80</b>	<b>0.00</b>	<b>2,023,358.39</b>	<b>0.00</b>	<b>2,086,583.19</b>
Accrued Interest	0.00	0.00	8,186.53	0.00	8,186.53
Average Capital Base	79,501.25	0.00	2,088,954.14	0.00	2,168,455.40
Total Fees	-241.44	0.00	-6,343.89	0.00	-6,585.33
Total Gain after Fees	-84.98	0.00	26,399.30	0.00	26,314.32
IRR for 1.00 Years	-0.11%	0.00%	1.26%	0.00%	1.21%



Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Ass
<b>GOVERNMENT AGENCY ISSUES(USD)</b>						
40,000	Federal Home Loan Banks 1.500% Due 3/8/2019	100.00	40,000.00	99.82	39,929.72	
100,000	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	100.63	100,629.77	100.31	100,308.40	
60,000	Federal Home Loan Banks 1.625% Due 6/14/2019	99.61	59,767.29	99.57	59,739.90	
50,000	Federal Home Loan Mtg Corp 1.375% Due 8/15/2019	99.83	49,914.96	99.20	49,598.30	
100,000	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99.96	99,957.12	98.94	98,942.20	
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.15	150,222.12	99.00	148,507.05	
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	100.95	81,768.25	99.38	80,497.72	
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	101.22	101,221.21	99.34	99,342.80	
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	105.06	63,037.17	103.33	61,998.54	
75,000	Federal Natl Mtg Assn 1.750% Due 9/11/2020	98.35	73,761.17	98.57	73,927.50	
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.42	100,417.43	98.02	98,018.40	
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.77	100,766.48	98.91	98,908.90	
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.05	74,285.98	97.10	72,827.18	
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	103.51	51,753.99	99.60	49,800.90	
125,000	Federal Home Loan Mtg Corp 3.300% Due 12/28/2022	100.02	125,024.78	100.08	125,098.50	
	Accrued Interest				5,555.19	
			<b>1,272,527.72</b>		<b>1,263,001.19</b>	<b>61</b>
<b>GOVERNMENT BONDS(USD)</b>						
50,000	United States Treas Nts 0.875% Due 6/15/2019	99.53	49,766.69	99.27	49,634.75	
75,000	United States Treas Nts 1.625% Due 6/30/2019	99.87	74,899.37	99.55	74,660.18	
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.74	99,740.06	100.36	100,355.50	
	Accrued Interest				1,224.73	
			<b>224,406.12</b>		<b>225,875.16</b>	<b>11</b>

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Ass
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>						
65,000	Federal Farm Credit Banks 2.610% Due 11/14/2019 Accrued Interest	100.07	65,048.39	100.17	65,107.51 80.12	
			<b>65,048.39</b>		<b>65,187.63</b>	
<b>TIPS(USD)</b>						
50,000	United States Treas Nts 0.125% Due 1/15/2023 Accrued Interest	100.58	55,091.65	96.59	52,905.45 31.44	
			<b>55,091.65</b>		<b>52,936.90</b>	
<b>TREASURY BILLS(USD)</b>						
75,000	United States Treas Bills 0.000% Due 1/3/2019 Accrued Interest	99.98	74,986.61	99.99	74,995.28 0.00	
			<b>74,986.61</b>		<b>74,995.28</b>	
<b>CMO's(USD)</b>						
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	18,296.09	100.19	17,355.06	
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	13,572.04	101.69	12,778.91	
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	2,030.49	108.94	2,046.11	
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039 Accrued Interest	105.66	31,092.95	100.33	29,526.41 167.37	
			<b>64,991.56</b>		<b>61,873.85</b>	
<b>FHLMC's(USD)</b>						
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	35,196.81	101.85	34,313.27	
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	2,194.71	100.54	2,025.06	
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	821.17	100.78	765.36	
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	38,971.43	102.62	37,073.11	

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Ass
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	4,449.20	102.95	4,243.52	
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	12,962.54	105.59	12,500.20	
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	14,384.49	101.36	13,947.64	
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	52,318.69	102.57	50,005.43	
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	20,943.99	103.05	20,135.45	
	Accrued Interest				651.99	
			<b>182,243.03</b>		<b>175,661.03</b>	

**FNMA's(USD)**

145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 4/1/2019	105.89	312.37	101.85	300.46	
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 8/1/2019	106.29	973.81	101.85	933.13	
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12/1/2019	105.90	1,612.68	102.40	1,559.34	
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	969.78	102.17	922.88	
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	3,522.59	98.71	3,343.21	
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	13,945.51	102.93	13,168.35	
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	19,946.30	102.40	19,156.64	
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	11,891.23	116.72	12,447.56	
	Accrued Interest				203.27	
			<b>53,174.27</b>		<b>52,034.84</b>	

**GNMA's(USD)**

75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	4,531.43	101.75	4,154.88	
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	12,702.28	104.26	12,261.82	
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	16,902.06	108.98	16,456.08	
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	6,669.83	106.18	6,498.20	
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	4,345.96	108.20	4,314.47	

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Ass
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	3,673.24	106.18	3,578.00	
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,984.10	106.82	1,942.02	
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	6,460.69	106.99	6,533.20	
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,691.71	108.76	2,730.05	
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	1,256.71	107.30	1,237.91	
	Accrued Interest				272.42	
			<b>61,218.01</b>		<b>59,979.05</b>	
<b>CASH AND EQUIVALENTS(USD)</b>						
	Cash Account Balance		63,224.80		63,224.80	
			<b>63,224.80</b>		<b>63,224.80</b>	
<b>Total Portfolio</b>			<b>2,116,912.17</b>		<b>2,094,769.72</b>	<b>10</b>

A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that i believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particular shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from an this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation metho immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addi provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maint your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee c

Performance

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

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

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

ADV & Privacy Policy Offering

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

Chamber Report  
December 2018

On Dec. 13, Mary Schueren and I attended a grand opening event at Burr Ridge Senior Living. Karen Dee, whom I met at a chamber luncheon meeting, had invited me. We toured the beautiful facility following a "twelve days of Christmas" scavenger hunt theme and I chatted with a few other chamber members there. Mary will connect with staff there in greater depth about our homebound services.

On Dec. 27, I assisted the Women in Business coordinator with distribution of items donated through our holiday giving tree program. This took place at U.S. Messenger's warehouse. Along with people at USM, we handed out many boxes and bags to a variety of organizations such as Teen Parent Connection and Hope's Front Door. Participating chamber businesses had collected these needed gift and personal items.

The chamber held a rescheduled tax program in our board room, presented by one of the members who owns a financial firm. Unfortunately, conflicting events such as a business ribbon cutting and Sterigenics meeting kept the attendance down.

Shirley Pride Jensen  
Assistant Head of Adult Services and Business Liaison



E-News January 9, 2019

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

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

## Current RAILS News

**RAILS Board Meeting January 18**

The [RAILS Board will meet](#) on Friday, January 18, at 1 p.m., in person at the RAILS Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) (when available).

**Still Room in the Find More Illinois Webinars**

There is still time to register for the upcoming Find More Illinois webinars. Why not dive right in and check this off your to-do list?

- Wednesday, January 16, at 10 a.m.
- Monday, February 11, at 1:30 p.m.
- Monday, March 18, at 10 a.m.

Learn how connecting library catalogs makes discovery and interlibrary loans easier for patrons and staff and find out how your library can participate in [Find More Illinois](#). See L2 for [details and the registration links](#). If none of the times work for you, register for a webinar anyway to be notified when the recording is available.

**All RAILS Member Library Staff Encouraged to Attend January 17 Member Update**

The Thursday, January 17 RAILS Member Update will be held from 10 a.m.-noon, at a variety of RAILS videoconference locations and via one-way live streaming (RAILS Live). See [more information/register](#).

You'll hear the latest RAILS news about revised [system membership standards](#), RAILS staffing, [Find More Illinois](#), plans to help all types of libraries tell their stories more effectively, RAILS e-resources, and [Explore More Illinois](#), our upcoming museum/cultural pass program.

Learn how your library can prepare for the 2020 census to help maximize

discussion. Federal funding for Illinois (including library funding) and our number of congressional seats depend on an accurate census count.

You will also hear reports on Highland Middle School's award-winning "Highland Reads" program, the College of DuPage Library's Use of OER (open educational resources) with students and how other libraries can use OER, Evanston Public Library's Pop-up Library project, and Princeton Public Library's Sensory Kits to help patrons with special needs. Attendees will be invited to share their library news as well. Read the [full agenda](#). [Register today!](#)

### **Annual Online Library System Certification**

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

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

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

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

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

## Continuing Education (CE)

### **RAILS Continuing Education**

#### **Webinar on Performance Feedback, February 20**

Candace Fisher from HR Source will deliver this 90-minute webinar on strategies to deliver difficult performance feedback. During this session, Candace will outline the steps of conducting a difficult feedback discussion and address the supervisor's responsibilities to "own" the message, prepare concrete examples, gain the employee's buy-in, and discuss solutions. This webinar will be held on February 20, 1:30–3:00 p.m. [See L2 for registration](#).

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Join Jamie Rachlin of Meristem Advisors as he discusses strategies for preparing tax levies. Topics covered will include the levy and budget cycles, the role of TIFs (tax increment financing), and tax caps. Considerations for both district and municipal libraries will be addressed. The presentation will be held at the RAILS Burr Ridge service center, February 6, 10 a.m.–noon. [See L2 for more information/registration.](#)

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**Additional RAILS CE...**

[Marketing for Librarians - Online Course Begins January 14](#)

[Webinar on Goal Setting and Measurement, January 17](#)

[Webinar on Best Children's Books of 2018, January 22](#)

**More CE...**

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

**Registration Still Open for COD Library & Information Technology Program**

The College of DuPage (COD) still has openings in its spring 2019 classes. Registration is underway now through January 18. Classes will run from January 19–May 17. See the [spring course plan](#) for class offerings.

For further information, please contact [Amanda Musacchio](#) at COD, 630.942.3787, or see additional information at <http://cod.edu/lta> and <http://cod.edu/>.

**Online with the Cataloging Maintenance Center (CMC)**

All RAILS members are invited to attend these chat sessions. Sessions will be held from 10–11 a.m.

- [January 17](#) – The Fix Is In: MARC Fixed Fields
- [February 21](#) – Peering into a Cloudy Crystal Ball: The Future of Cataloging

CMC Recording available for [It's a Date: Publication and Copyright Dates](#).

[Size Doesn't Matter: Transforming Big Ideas into Small Library Environments, January 23](#)

[Free Online Professional Development in Digital Local History: Creating Local Linkages Begins February 4](#)

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

[2019 Money Smart Week® Kids Read Program Designed for Libraries, March 30-April 6](#)

[calendar](#) (L2) or visit the [Events page](#) on the RAILS website.

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## Networking Opportunities

### Calling All For-Profit/Small Academic Libraries & Librarians

Librarians interested in helping create a networking group for for-profit and small academic libraries are invited to join a kickoff call on Wednesday, January 23, noon–1 p.m. This event will take place via GoToMeeting.

Currently, no group exists in Illinois for this type of library and library staff. Ideally, the new group would offer an email list, maintain an online presence, and host in-person meetings to discuss best practices. If you're interested in this type of group, pitch in and help us get started! [Registration](#) is now available via L2.

### Upcoming RAILS Networking/Member Meetups

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

- [Wednesday, January 16, 10:00-11:30 a.m., at Fondulac Public Library District](#)
- [Tuesday, February 12, 10:00-11:30 a.m., at the Hewes Library at Monmouth College](#)
- [Monday, March 18, 2-4 p.m., at Hinsdale South High School](#)

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

## E-Resources

### New Popup Picks!

A fresh new collection of [Popup Picks](#) has arrived! This new batch of hand-curated, front-list e-books includes a new set of comics and graphic novels, educational and self-help titles, independent novels, and a "girls rock" collection about female role models. There are no holds or waiting for items in this community collection, and titles can be read by multiple users at the same time via [BiblioBoard](#).



Developed through a partnership between RAILS and BiblioLabs, Popup Picks

BiblioBoard offerings.

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## Deals, Discounts, Grants

### **2019 Coretta Scott King Book Awards Donation Grant**

This [grant](#) was created to help build collections and bring books to preschool programs, faith-based reading projects, homeless shelters, charter schools, underfunded libraries, and other community organizations. The deadline to apply is January 31.

### **Ruth Toor Grant for Strong Public School Libraries**

Sponsored by the American Association of School Librarians, this [grant](#) provides funding support to public school libraries to create and implement a local public awareness/marketing campaign promoting and positioning their school library as a necessary resource in the community. The award includes \$3,000 in funding for project creation and implementation as well as \$2,000 for both the school librarian and a school official to attend the American Library Association Annual Conference. The deadline to apply is February 1.

### **2019 Pat Carterette Professional Development Grant**

The American Library Association (ALA) Learning Round Table (LRT) will award up to \$1,000 to an individual to attend a professional development event between September 1, 2019, and August 31, 2020. The award recipient will be required to share their new learning with other Round Table members in some way (newsletter, blog, list serve, etc.). Applicants do not have to be ALA members to apply and must respond to a [questionnaire](#) by February 15.

### **Loleta D. Fyan Grant**

American Library Association's Library and Research Center is now accepting proposals for the [2019 Loleta D. Fyan Grant](#) that will fund the development and improvement of public libraries and the services they provide. The monetary award amount is up to \$5,000 and the deadline to apply is January 11.

### **LITA/Christian (Chris) Larew Memorial Scholarship**

The Library and Information Technology Association (LITA) and Baker & Taylor are accepting applications for the [LITA/Christian \(Chris\) Larew Memorial Scholarship in Library and Information Technology](#) for those who plan to follow a career in library and information technology, demonstrate potential leadership, and hold a strong commitment to library automation. The recipient will receive a \$3,000 check and a citation. The deadline to apply is March 1.

### **AASL Innovative Reading Grant**

Applications are now being accepted for the [American Association of School Librarians \(AASL\) Innovative Reading Grant](#) that supports the planning and implementation of a unique and innovative program for children which

All applications must be submitted online. The monetary amount awarded will be \$2,500 and the [application](#) deadline is February 1.

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### **IMLS Launches New Initiative for Small Libraries**

The Institute of Museum and Library Services (IMLS) has launched a new initiative, [Accelerating Promising Practices for Small Libraries \(APP\)](#), designed to strengthen the ability of small and rural libraries, archives, and related organizations to serve their communities. The deadline to apply is February 25.

### **IEEE Grant Applications Due January 19**

There are only a few more days to submit applications for the 2019 round of funding for the Science Kits for Public Libraries (SKPL) Grant from the Institute of Electrical and Electronics Engineers (IEEE). The grant is focused on the creation of circulating math and science kit collections and is intended for primary and secondary education students (K-12). Applications will be accepted from public libraries in the Chicago area now through January 19.



For additional information, including grant guidelines and application form, visit the [IEEE website](#).

## Illinois State Library News

### **FY2019 Live & Learn Construction Grant Application Due January 11**

Applications for the FY2019 [Live & Learn Construction Grant Program](#) must be submitted to the Illinois State Library on or before January 11.

A webinar for public libraries interested in applying for the grant is [now available](#). The webinar provides an overview of the program including eligibility requirements, grant categories, rules and regulations governing the program, application procedures, required supporting documentation, grant submission, and review procedures.

For more information or if you need assistance in the application process, please email [Mark Shaffer](#) or call 217.524.4901.

### **FY2019 Per Capita and Equalization Aid Grant Applications Due January 15**

The FY2019 Public Library Per Capita and Equalization Aid Grant application and FY2017 Expenditure Report [forms are now available](#). The application and the FY2016 expenditure report(s) are due January 15, 2019, and must be sent at the same time!

browser. Contact [Jeanne Urbanek](#), Library Development Group, Illinois State Library, with questions or concerns.

### **FY2020 SOS Adult Literacy Grant Applications Due February 1**

The FY2020 Secretary of State (SOS) Adult Literacy Grant Program applications are being offered in advance of the provision of the state budget. All grant applicants are encouraged to listen to the appropriate webinar:

- [Adult Volunteer Literacy Grant Information Webinar](#)
- [Penny Severns Family Literacy Grant Information Webinar](#)
- [Workplace Skills Enhancement Grant Information Webinar](#)

All grant applications are due Friday, February 1. Contact the Literacy Office at 217.785.6921 with questions.

### **IPLAR Survey Now Available**

The FY2018/19 Illinois Public Library Annual Report (IPLAR) survey is now open. Each public library is required to submit the IPLAR 60 days after the library's fiscal year end. The instructions and worksheet are available on the IPLAR login screen. The Capital Needs Assessment and one additional question about website visits have been added to the 2019 survey. For more information about the IPLAR survey, please visit the State Library's [IPLAR webpage](#).

### **Sign up for ISL E-News**

The *Illinois State Library (ISL) E-News* is the best way to find out what's happening at ISL, including grant offerings, continuing education opportunities, and other news. To subscribe to the *ISL E-News* or for more information, contact [Kyle Peebles](#) at 217.558.4029.

## Conferences

Dates, Proposals, Registrations

### **Registration for Reaching Forward is Now Open**

Registration is now open for Reaching Forward 2019! This conference will be held Friday, May 3, at the Donald E. Stephens Convention Center in Rosemont, IL.

The conference will include a full day of programming as well as morning coffee, lunch, and the Performers' Showcase. Early bird registration is \$150 (by April 19). For additional information, visit the [ILA website](#).

### **Call for 2019 ILA Annual Conference Proposals**

The Illinois Library Association (ILA) Conference Program Committee is seeking [proposals for the 2019 Annual Conference](#) that embody the diverse and multitype membership of ILA and highlight the innovative and creative work members do in their libraries. The goal of the conference is to help

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year's conference theme is Shift:  
Where Will You Grow?



Illinois Library Association  
**ANNUAL CONFERENCE**  
Tinley Park Convention Center  
October 22-24, 2019

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Share your ideas and shifts by submitting a conference proposal. The committee is seeking programs which focus on pushing boundaries, thinking big, inspiring, imagining possibilities, and encouraging innovation. **The deadline for submissions is March 15.** For additional information, please visit the [ILA website](#).

### **Illinois Youth Services Institute Registration Open**

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



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

### **DPLAfest 2019 Call for Proposals Deadline January 11**

The Digital Public Library of America (DPLA) is [seeking proposals](#) for DPLAfest in Chicago, April 17-18. Proposals should showcase projects, ideas, and solutions designed to help meet the technological, social, and civic demands of the 21st century and that highlight the critical role of libraries—and the DPLA network—in shaping the future of access to digital knowledge. Deadline to submit a session proposal is Friday, January 11. [Learn more](#) about DPLAfest or [register to attend](#).

## Other Library News

### **Call for Submissions 2019 PR Xchange Awards Competition**

The 2019 PR Xchange Awards Competition recognizes the very best promotional materials produced by libraries in the past year. This year's competition will recognize original materials produced during the 2018 calendar year. Please complete the online submission form for each entry **by April 1**. Each library may submit a maximum of five entries.

Select the type of submission and complete the appropriate form below. For more information contact [Mark Aaron Polger](#) or [Lesli Baker](#) or visit [2019 PR Xchange FAQ](#).

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

and educate! Register now for the [Illinois Library Association \(ILA\)'s 2019 Legislative Meetups](#) to speak firsthand with your legislators about issues affecting you and your library. There are eight locations for library trustees, directors, and staff from public, school, and academic libraries to attend and participate.



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

### Traveling Exhibition for Children

ALA invites public libraries to apply to be part of a national tour of the traveling exhibition [Thinking Money for Kids](#). This new financial literacy experience for children ages 7 to 11 will help them understand money including its function, money choices, and money values. The deadline to apply is February 8.

### Bookapalooza

The Association for Library Services to Children (ALSC) is accepting online applications for the [2019 Bookapalooza Program](#). Libraries selected for the program receive a Bookapalooza collection of materials to help transform their current collection and enhance their library service to their communities. The deadline to apply is February 1.

### Indie Author Project Announces Statewide Winners

Mirroring the success of the [Soon to Be Famous Illinois Author Project](#), [BiblioBoard](#) and [Library Journal](#) partnered with librarians across the country to launch the inaugural 2018 Indie Author Project statewide contests. These contests ran in seven additional states and received hundreds of submissions from authors of all types. [See the list of winners and read the books!](#)



Indie Author  
Project

## Member News

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

### RAILS Library Director News

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

district.

Jean Wenger is the new library director at IIT Chicago-Kent College of Law.

### Member Question

RAILS regularly features the answer to a frequently asked member question. If you have a question you would like us to feature, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

### ***How do I post my picture in L2 and what's in it for me?***

Go to [librarylearning.info](#) (L2) and log in (or first-time users can create a login). Once logged in, click your name to open your profile. Click Edit Profile. Click Change Picture. Upload your picture and submit. Voilà! You are ready to engage!

Uploading a photo will help users "put a face to a name" and will help you connect with others throughout the system on L2. Your photo will only be visible when someone is logged into L2. Having a photo enhances networking efforts and makes connections easier.

Upload your photo today and start connecting with your peers!

### Library News

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

- [Forget Meeting IRL. Older Singles Are Using Dating Apps, Websites for Potential Partners](#)
- [Glen Ellyn Library Celebrating New Cafe, Renovated Lobby](#)
- [Gail Borden Public Library Executive Director Carole Medal to Serve on Daily Herald Advisory Panel](#)

### Fast Facts Surveys

- [Locating Subs](#)
- [Study Rooms](#)
- [Subs and/or Employees Hired for 12 Hours or Less](#)

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### More Links

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



RAILS Website



Facebook



Twitter



Instagram



Circulation

The Christmas music is annoying. Why would you play music in a library?

A patron walked up to the desk to use the hand sanitizer and thanked us for having it available all over the library.

"This is the place to visit if you have cabin fever!"

A patron was unhappy with the self-check-said after checking out 6 items it timed out before she could finish checkouts. She liked the old self-checks. She will use workers now-they are more reliable.

"I love these self checks! They are so easy to use!"

When helping a patron at the new self-check she said, "How cool is that?"

"You guys are just wonderful. I would never want to do anything to get you mad at me,"

I absolutely love this library. It's a great size and the computer area is fantastic. The people working there are so helpful and hands-on.

Patrons keep asking if we have Christmas stamps. Alas, it would be too hard to carry a selection of different stamps. Flags rule!

Patron came down from the "Background Photo" class & said it was just marvelous-She's very excited about coming back next week for another class.

"It's an important one-it's with all my doctor's." (A patron said when looking for her library card.)

While assisting a patron at the express checkout I showed him all of the features of the system. He was thrilled to see all that he could do. His response was "this is wonderful! I'm very impressed."

Patron is thrilled with our Friends of the Library books for sale. "It's like recycling for books!"

A patron asked if we have gift certificates to give for rentals.

"I can't wait to get outside, it's so hot in here!" Patron complaining about the heating turned up too high.

Adult

A mother holding a baby said that she wished we had a selection of adult books upstairs.

For the third time, the same patron has told me she does not like the music on the phone when people are on hold. Meanwhile, another patron told me she likes the hold music and that it is much better than a lot of places.

Woman came in looking for an audiobook she and her daughter could both listen to during a road trip. She was so appreciative to see we had a bookmark for "Audiobooks for the Whole Family."

Patron commented that we should sell envelopes, not just stamps.

I love the bookmarks you have at the Ask Us Desk.

Patron commented that they would "absolutely love" to be able to check out an immersion blender from Tech Takeout and wishes we offered similar options.

At Naperville Library, they have 50 Internet computers that you can just walk up to and use without needing to enter a library card number. You can also type the name of your print job, so you don't need to scan your card to retrieve the print jobs.

Some patrons are confused by the new self checkout system. They are hitting "sign out" thinking it is "check out," so even if they scanned multiple items, none are saved to their account.

Those rubber stools are really dangerous. I tripped over one & really bashed my knee.

Patron, Sharon Wildman, does not want the library to reduce its magazine collection. She uses frequently and loves our selection. She also would like to be able to checkout past issues of the Kovel's newsletter.

I overheard a woman say "I really like this Collaboration Station. It's so much fun." She was working on a puzzle with her two kids.

A patron commented that Emily was really helpful in helping her get started with genealogy on our computers. She found some information and was so excited to learn where her family was from.

Technology

T.J. and I where at the adult Ask Us Desk and a patron stopped by to compliment us saying "the people here are very nice, makes you feel like at home".

Kids & Teens

A patron came upstairs to ask about booking a conference room. She was downstairs, but it was so cold she wanted to work upstairs.

Some patrons were speaking with each other outside admin while waiting for the board room to open up. They were talking about how kind and thoughtful Maria Wlosinski is when helping them with the board room.

A patron came to the library today because their Internet was down. Ours was up and down intermittently so their issue wasn't "solved", but the patron and I had a lovely conversation about the library being "there for the community" and how "y'all do cool stuff".

One of our regular tutors is very impressed by how active our department is. He loves to see all of the people using the space.



### Meeting Ground Rules

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