

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

- A. Roll Call  
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,  
Crystal Megaridis, Victoria Suriano
  
- B. Mission Statement: We enrich people’s lives by providing  
opportunities to explore, connect, and be inspired.  
  
Vision Statement: Lives are enriched and dreams are realized.
  
- C. Public Comment
  
- D. Communications and Announcements
  
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Truth in Taxation Hearing and Regular Board Page 3  
Meeting, November 20, 2019
  - 2. Action on Bill/Additional Bills – November & December Page 6
  - 3. Delete Two Executive Session Tapes from January 17, 2018
  - 4. Proposed Revision to Policy 605 Smoking Page 16
  - 5. Proposed Revision to Policy 802.8 Drug-Free Workplace Page 17
  - 6. Ordinance #2020-1 Amending Policy 820 Prohibiting Page 18  
Harassment, Discrimination, and Retaliation
  - 7. Request to Close the Library March 20, 2020 for Staff Institute  
Day
  
- F. Items Deleted from Omnibus Consent Agenda Action
  
- G. Library Director’s Report Page 24 Information
  
- H. Department Reports Information
  - 1. Assistant Director Page 30
  - 2. Marketing Page 32
  - 3. Adult Page 34
  - 4. Circulation Page 40
  - 5. Technology and Technical Services Page 45
  - 6. Youth Page 49
  
- I. Staff Report  
None

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- J. Reports
  - 1. Treasurer’s Reports Page 69 Information
  - 2. Chambers of Commerce Reports (Jensen) Page 77 Information
  - 3. RAILS Page 79 Information
  - 4. Building and Grounds Committee (no report)
  - 5. Finance Committee (no report)
  - 6. Planning/Outreach Committee (no report)
  - 7. Policy Committee (no report)
  
- K. Unfinished Business
  - 1. Open Trustee Position Discussion
  
- L. New Business
  - 1. Architect Presentation on Proposed Floor Plan and Budget Page 83 Discussion
  - 2. Strategic Plan Update Page 87 Discussion
  
- M. Meetings Scheduled
  
- N. Closed Session as allowed by 5ILCS, Act 120/2 (c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.
  
- O. Return to Open Session and Report of Any Action Taken
  - 1. Minutes of Closed Session Meeting, January 16, 2019
  - 2. Open or Close Any Closed Session Minutes
  
- P. Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. (Annual Review of Library Director)
  
- Q. Return to Open Session and Report of Any Action Taken
  - 1. Director’s Salary Increase
  - 2. Any Other Actions
  
- R. Community Events
  
- S. Library Events
  
- T. Adjournment

Indian Prairie Public Library  
Board of Trustees Minutes

**Truth in Taxation Hearing  
November 20, 2019 – 6:50 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 6:50 p.m. Present were Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano, Jamie Bukovac, Laura Birmingham, Maria Wlosinski.  
Absent: Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 7, 2019.
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 7 p.m.

**Board of Trustees Regular Meeting  
November 20, 2019 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:01 p.m. Secretary Megaridis called the roll.  
Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano  
Absent: None  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski  
Others:

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

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

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

C. Public Comment

D. Communications and Announcements

- 1. Thank You From Tri-State Fire Protection District
- 2. Natalie Williams Winner of the Golden Ticket form the IIA Awards Luncheon

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 16, 2019
- 2. Action on Bills/Additional Bills
- 3. Ordinance #2019-8 Directing County Clerk as to PTELL Reduction
- 4. Minutes of Special Board Meeting October 8, 2019
- 5. Resolution #2019-E Appointing Authorized Agent for IMRF

6. Proposed Change to Policy 605

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac distributed an article about some of the world's newest and most creative libraries. She reported that we have had many complaints about the new way we've been putting the stickers on the hold items. The Board agreed to go back to putting them on the spines of the item. The architects will be coming to the January meeting.

H. Department Reports

I. Staff Report – none

J. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – no report.
5. Finance Committee – no report
6. Planning/Outreach Committee – no report.
7. Policy Committee – no report.

K. Unfinished Business

1. Ordinance #2019-7 Levying and Assessing Taxes for FY 2019-20 – Damon moved, Krupicka seconded to approve Ordinance #2019-7 Levying and Assessing Taxes for FY 2019-20. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

L. New Business

1. FY2018/2019 Audit –The Board did not have any questions. They did not feel it was necessary for the auditor to attend a future meeting to review the report.
2. Proposed Changes to Working Budget – Bukovac reviewed the changes that are outlined in her director's report. She was able to reduce the salary budget for this year. She is requesting three changes to use the money that is being taken out of the salary line. The first requested change is to add a budget line for a graphic artist that we have contracted with for at least until the end of the fiscal year. The second requested change is to create a budget line for consultants that would help with leadership training and work with the staff as we prepare for the new staffing model. The third change is to add some money to the contingency line. Damon moved, Megaridis seconded to approve the proposed changes to the working budget. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
3. Update on Renovation Project – Bukovac reported that Product Architecture presented five preliminary schemes on how to layout the library. They also presented a rough budget for the types of things that we want to do and we are right in the ballpark. Their ideas included reconfiguring the staircase and constructing a hallway to create privacy around the first floor public restrooms. Product Architecture will attend the January Board meeting.

4. Review of the Digital Public Library of America (DPLA) per the Per Capita Requirements – Bukovac noted that the State Library encourages us to learn about new things that support library services. The DPLA is an all-digital library that maximizes public access to shared history, culture, and knowledge. It brings together content from libraries, archives, and museums across the country and makes the content freely available to the world. The Board viewed the website. Bukovac showed how to browse by topic or by partner (i.e. Library of Congress). You can also browse by stories of national significance and by primary source collections developed by educators. The Board was impressed with the site.

M. Scheduled Meetings

The December 18<sup>th</sup> Board meeting was cancelled.

N. Community Events

O. Library Event

P. Adjournment

At 8:22 p.m. Megaridis moved, Frawley seconded to adjourn the meeting. All ayes. Motion carried unanimously.

\_\_\_\_\_  
Crystal Megaridis, Secretary

ACTION ON BILLS NOVEMBER 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	3873 - 33980	\$ 97,551.51
Fifth Third-Salaries for November	691 - 712	\$ 8,297.60
Hinsdale Bank-Direct Deposits	& 29335 - 29500	\$ 115,234.09
MONTH'S TOTAL:		\$ 221,083.20

Indian Prairie Public Library District  
 Account QuickReport - Vendors

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As of November 27, 2019

Type	Date	Num	Name	Amount
<b>10122 - Fifth Third Checking</b>				
Bill Pmt Check	11/07/2019	3873	Birmingham, Laura	268.62
Bill Pmt Check	11/07/2019	3874	Blackstone Audio, Inc.	356.46
Bill Pmt Check	11/07/2019	3875	CareerBuilder Employment Screening, LLC	60.00
Bill Pmt Check	11/07/2019	3876	Case Lots Inc.	214.40
Bill Pmt Check	11/07/2019	3877	Colonial Life	82.53
Bill Pmt Check	11/07/2019	3878	Creekside Printing	2,100.00
Bill Pmt Check	11/07/2019	3879	Garvey's Office Products	41.04
Bill Pmt Check	11/07/2019	3880	Groot Industries, Inc.	371.90
Bill Pmt Check	11/07/2019	3881	Illinois Secretary of State	10.00
Bill Pmt Check	11/07/2019	3882	Layman, Jez	120.99
Bill Pmt Check	11/07/2019	3883	NCPERS Group Life	48.00
Bill Pmt Check	11/07/2019	3884	OverDrive	2,574.64
Bill Pmt Check	11/07/2019	3885	Quill	973.84
Bill Pmt Check	11/07/2019	3886	Recorded Books, LLC	29.99
Bill Pmt Check	11/07/2019	3887	Runco	344.90
Bill Pmt Check	11/07/2019	3888	Schultz., Jack	96.63
Bill Pmt Check	11/07/2019	3889	Today's Business	23.84
Bill Pmt Check	11/07/2019	3890	Williams., Natalie	43.96
Bill Pmt Check	11/07/2019	3891	Wlosinski, Maria	40.60
Bill Pmt Check	11/07/2019	3892	Yott, Jill	40.72
Bill Pmt Check	11/09/2019	3893	Baker & Taylor	3,284.25
Bill Pmt Check	11/09/2019	3894	Carrera, Kristin	1,425.00
Bill Pmt Check	11/09/2019	3895	Case Lots Inc.	124.70
Bill Pmt Check	11/09/2019	3896	Dynegy Energy Services	4,285.99
Bill Pmt Check	11/09/2019	3897	Lisa's Face Painting and Balloons Inc	285.00
Bill Pmt Check	11/09/2019	3898	Midwest Tape	3,382.45
Bill Pmt Check	11/09/2019	3899	Neviol Inc.	5,375.00
Bill Pmt Check	11/09/2019	3900	OverDrive	807.95
Bill Pmt Check	11/09/2019	3901	Quill	887.11
Bill Pmt Check	11/09/2019	3902	Sebert Landscaping	805.00
Bill Pmt Check	11/09/2019	3903	Specialty Mat Service	157.29
Bill Pmt Check	11/09/2019	3904	Waste Management	784.79
Bill Pmt Check	11/12/2019	3905	Samira Ahmed	9,000.00
Bill Pmt Check	11/14/2019	3906	U.S. Postal Service (PostageByPhone)	1,000.00
Liability Check	11/15/2019	3907	Nationwide Retirement	934.94
Liability Check	11/15/2019	3908	Vantagepoint	1,400.79
Liability Check	11/15/2019	3909	State Disbursement Unit	493.94
Liability Check	11/15/2019	3910	State Disbursement Unit	130.39
Bill Pmt Check	11/19/2019	3911	AT&T	463.25
Bill Pmt Check	11/19/2019	3912	Baker & Taylor	4,285.49
Bill Pmt Check	11/19/2019	3913	Baker & Taylor (video)	241.29
Bill Pmt Check	11/19/2019	3914	Basecamp Web Solutions	1,425.00
Bill Pmt Check	11/19/2019	3915	Blackstone Audio, Inc.	90.00
Bill Pmt Check	11/19/2019	3916	Call One	208.87

# Indian Prairie Public Library District Account QuickReport - Vendors

As of November 27, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	11/19/2019	3917	Case Lots Inc.	180.70
Bill Pmt Check	11/19/2019	3918	Cengage Learning, Inc.	30.39
Bill Pmt Check	11/19/2019	3919	Dow Theory Forecasts	159.00
Bill Pmt Check	11/19/2019	3920	Dramatists Play Service, Inc	58.85
Bill Pmt Check	11/19/2019	3921	Ferrill, Meredith	100.00
Bill Pmt Check	11/19/2019	3922	Garvey's Office Products	65.82
Bill Pmt Check	11/19/2019	3923	Gibson, Amanda	100.00
Bill Pmt Check	11/19/2019	3924	Ingram Library Services	354.09
Bill Pmt Check	11/19/2019	3925	Marquee Movie Presentations LLC	250.00
Bill Pmt Check	11/19/2019	3926	Midwest Tape	1,930.18
Bill Pmt Check	11/19/2019	3927	NoLoad Fund Investor, The	169.00
Bill Pmt Check	11/19/2019	3928	OverDrive	1,302.74
Bill Pmt Check	11/19/2019	3929	Recorded Books, LLC	197.70
Bill Pmt Check	11/19/2019	3930	Runco	245.18
Bill Pmt Check	11/19/2019	3931	Scharping, Ronald A.	250.00
Bill Pmt Check	11/19/2019	3932	Tameling Industries Inc	3,070.26
Bill Pmt Check	11/19/2019	3933	Unique Management	44.75
Bill Pmt Check	11/19/2019	3934	USA Today	338.81
Bill Pmt Check	11/19/2019	3935	Williams., Natalie	49.84
Bill Pmt Check	11/19/2019	3936	Zabel, Brian & Associates, PC	4,050.00
Check	11/26/2019	3937	Vantagepoint VOIDED	0.00
Check	11/26/2019	3938	Vantagepoint VOIDED	0.00
Liability Check	11/27/2019	3939	Nationwide Retirement	934.94
Liability Check	11/27/2019	3940	Vantagepoint	1,400.79
Liability Check	11/27/2019	3941	State Disbursement Unit	493.94
Liability Check	11/27/2019	3942	State Disbursement Unit	142.14
Bill Pmt Check	11/26/2019	3943	Allard, Jamie	114.46
Bill Pmt Check	11/27/2019	3944	American Library Association	50.99
Bill Pmt Check	11/27/2019	3945	Asimakopoulos, Jennifer	32.50
Bill Pmt Check	11/27/2019	3946	Bal Industries	390.00
Bill Pmt Check	11/27/2019	3947	Bank of America	5,111.43
Bill Pmt Check	11/27/2019	3948	BCBS	12,500.90
Bill Pmt Check	11/27/2019	3949	Blackstone Audio, Inc.	494.99
Bill Pmt Check	11/27/2019	3950	Canon Solutions America Inc.	221.00
Bill Pmt Check	11/27/2019	3951	Case Lots Inc.	260.85
Bill Pmt Check	11/27/2019	3952	Cengage Learning, Inc.	762.83
Bill Pmt Check	11/27/2019	3953	Center Point Large Print	148.67
Bill Pmt Check	11/27/2019	3954	Closer	92.04
Bill Pmt Check	11/27/2019	3955	Consumers' Checkbook	450.00
Bill Pmt Check	11/27/2019	3956	Dames, Mary	53.94
Bill Pmt Check	11/27/2019	3957	DuPage County Public Works	4,744.72
Bill Pmt Check	11/27/2019	3958	FedEx	30.31
Bill Pmt Check	11/27/2019	3959	Fidelity Monitor & Insight	159.00
Bill Pmt Check	11/27/2019	3960	Garvey's Office Products	41.92
Bill Pmt Check	11/27/2019	3961	Indian Prairie Library Foundation	100.00



Indian Prairie Public Library District  
Account QuickReport - Vendors  
As of November 27, 2019

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Type	Date	Num	Name	Amount
Bill Pmt Check	11/27/2019	3962	Ingram Library Services	982.97
Bill Pmt Check	11/27/2019	3963	Layman, Jez	54.62
Bill Pmt Check	11/27/2019	3964	Lucarelli, Anthony	193.45
Bill Pmt Check	11/27/2019	3965	Midwest Tape	1,421.65
Bill Pmt Check	11/27/2019	3966	Military History Quarterly	69.95
Bill Pmt Check	11/27/2019	3967	Muscle & Fitness	24.97
Bill Pmt Check	11/27/2019	3968	NCPERS Group Life	48.00
Bill Pmt Check	11/27/2019	3969	OverDrive	1,610.90
Bill Pmt Check	11/27/2019	3970	RAILS	82.50
Bill Pmt Check	11/27/2019	3971	Recorded Books, LLC	162.00
Bill Pmt Check	11/27/2019	3972	Runco	271.94
Bill Pmt Check	11/27/2019	3973	Samira Ahmed	171.22
Bill Pmt Check	11/27/2019	3974	Sheehan, Debbie	41.28
Bill Pmt Check	11/27/2019	3975	Suburban Life Media	69.00
Bill Pmt Check	11/27/2019	3976	Thomson Reuters West	77.27
Bill Pmt Check	11/27/2019	3977	VSP Vision	150.71
Bill Pmt Check	11/27/2019	3978	Willowbrook/Burr Ridge Chamberof Commerce	210.00
Bill Pmt Check	11/27/2019	3979	Workforce	49.50
Bill Pmt Check	11/27/2019	3980	Principal Life Insurance Company	1,058.36
Total 10122 · Fifth Third Checking				97,551.51
<b>TOTAL</b>				<b>97,551.51</b>

Bills for approval – Electronic Payments & Automatic Withdrawals

November 2019

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	11/01/2019	19,314.54
ILDOR-State	Payroll taxes	11/01/2019	3,629.58
EFTPS-Federal	Payroll taxes	11/15/2019	19,507.48
ILDOR-State	Payroll taxes	11/15/2019	3,649.99
EFTPS-Federal	Payroll taxes	11/29/2019	19,514.02
IMRF	Payroll Pension	11/1/2019	47,731.12
DAC	Deposit to HRA	11/5/2019	222.07
DAC	Deposit to HRA	11/08/2019	169.66
DAC	Deposit to HRA	11/13/2019	102.04
DAC	Deposit to HRA	11/19/2019	54.73
DAC	Deposit to HRA	10/26/2019	805.97
Nicor	Gas	11/12/2019	573.11
INB Bank/5/3	Credit Card Fee	11/01/2019	191.51
Hinsdale Bank	Fee-Direct Deposit	11/01/2019	25.00

ACTION ON BILLS DECEMBER 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	3981 - 4079	\$ 89,207.58
Fifth Third-Salaries for November	713 - 731	\$ 7,144.91
Hinsdale Bank-Direct Deposits	& 29501 - 29664	\$ 110,066.54
MONTH'S TOTAL:		\$ 206,419.03

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

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Type	Date	Num	Name	Amount
10122 · Fifth Third	Checking			
Bill Pmt Check	12/03/2019	3981	Blackstone Audio, Inc.	90.00
Bill Pmt Check	12/03/2019	3982	Cengage Learning, Inc.	89.57
Bill Pmt Check	12/03/2019	3983	Colonial Life	82.53
Bill Pmt Check	12/03/2019	3984	Cook County Clerk	10.00
Bill Pmt Check	12/03/2019	3985	Creekside Printing	6,702.02
Bill Pmt Check	12/03/2019	3986	DEMCO	257.49
Bill Pmt Check	12/03/2019	3987	Ingram Library Services	355.22
Bill Pmt Check	12/03/2019	3988	LaTour, Kristin L.	0.00
Bill Pmt Check	12/03/2019	3989	Recorded Books, LLC	320.59
Bill Pmt Check	12/03/2019	3990	Twidell, Lexy	30.11
Liability Check	12/12/2019	3991	Nationwide Retirement	934.94
Liability Check	12/12/2019	3992	Vantagepoint	1,400.79
Liability Check	12/12/2019	3993	State Disbursement Unit	493.94
Liability Check	12/12/2019	3994	State Disbursement Unit	137.87
Bill Pmt Check	12/12/2019	3995	Baker & Taylor	10,017.69
Bill Pmt Check	12/12/2019	3996	Baker & Taylor (video)	277.95
Bill Pmt Check	12/12/2019	3997	Case Lots Inc.	95.75
Bill Pmt Check	12/12/2019	3998	Cengage Learning, Inc.	174.33
Bill Pmt Check	12/12/2019	3999	Comcast	191.85
Bill Pmt Check	12/12/2019	4000	Dell Marketing L.P.	1,164.66
Bill Pmt Check	12/12/2019	4001	Downers Grove Public Library	100.00
Bill Pmt Check	12/12/2019	4002	FSS Technologies	112.50
Bill Pmt Check	12/12/2019	4003	Groot Industries, Inc.	372.06
Bill Pmt Check	12/12/2019	4004	Ingram Library Services	173.02
Bill Pmt Check	12/12/2019	4005	Jensen, Heather Forster	13.63
Bill Pmt Check	12/12/2019	4006	MH Mediate, LLC	2,150.00
Bill Pmt Check	12/12/2019	4007	Midwest Tape	2,972.37
Bill Pmt Check	12/12/2019	4008	Neviol Inc.	4,725.00
Bill Pmt Check	12/12/2019	4009	OverDrive	687.96
Bill Pmt Check	12/12/2019	4010	Quill	472.28
Bill Pmt Check	12/12/2019	4011	Sebert Landscaping	576.00
Bill Pmt Check	12/12/2019	4012	Szafranski, T.J.	28.82
Bill Pmt Check	12/12/2019	4013	VashaKniga.com	23.14
Bill Pmt Check	12/12/2019	4014	Waste Management	26.12
Bill Pmt Check	12/12/2019	4015	Williams., Natalie	62.02
Bill Pmt Check	12/12/2019	4016	Wlosinski, Maria	24.36
Bill Pmt Check	12/20/2019	4017	Allard, Jamie	5.45
Bill Pmt Check	12/20/2019	4018	Asimakopoulos, Jennifer	692.60
Bill Pmt Check	12/20/2019	4019	Baker & Taylor	3,999.44
Bill Pmt Check	12/20/2019	4020	Baker & Taylor (video)	191.63
Bill Pmt Check	12/20/2019	4021	Bal Industries	1,080.00
Bill Pmt Check	12/20/2019	4022	Blackstone Audio, Inc.	120.89
Bill Pmt Check	12/20/2019	4023	Carrera, Kristin	550.00
Bill Pmt Check	12/20/2019	4024	Case Lots Inc.	480.90

Indian Prairie Public Library District  
 Account QuickReport - Vendors

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As of December 31, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	12/20/2019	4025	Chicago Tribune	364.00
Bill Pmt Check	12/20/2019	4026	Chicago Tribune Media Group	155.49
Bill Pmt Check	12/20/2019	4027	Colley Elevator Co.	235.00
Bill Pmt Check	12/20/2019	4028	Dames, Mary	49.16
Bill Pmt Check	12/20/2019	4029	Garvey's Office Products	13.58
Bill Pmt Check	12/20/2019	4030	Grainger	27.60
Bill Pmt Check	12/20/2019	4031	Ingram Library Services	423.48
Bill Pmt Check	12/20/2019	4032	Jensen, Shirley P	19.99
Bill Pmt Check	12/20/2019	4033	Kroeschell Service	1,748.00
Bill Pmt Check	12/20/2019	4034	LibrariesFirst	275.00
Bill Pmt Check	12/20/2019	4035	Midwest Tape	3,790.02
Bill Pmt Check	12/20/2019	4036	OverDrive	1,378.42
Bill Pmt Check	12/20/2019	4037	PitneyBowes	165.00
Bill Pmt Check	12/20/2019	4038	Product LLC	2,553.36
Bill Pmt Check	12/20/2019	4039	Quill	914.41
Bill Pmt Check	12/20/2019	4040	Recorded Books, LLC	259.84
Bill Pmt Check	12/20/2019	4041	Specialty Mat Service	196.86
Bill Pmt Check	12/20/2019	4042	Streett, Cathy	154.86
Bill Pmt Check	12/20/2019	4043	Titan Image Group, Inc.	397.30
Bill Pmt Check	12/20/2019	4044	Twidell, Lexy	7.50
Bill Pmt Check	12/20/2019	4045	Unique Management	26.85
Bill Pmt Check	12/20/2019	4046	YourMembership.com, Inc	450.00
Liability Check	12/26/2019	4047	Nationwide Retirement	934.94
Liability Check	12/26/2019	4048	Vantagepoint	1,400.79
Liability Check	12/26/2019	4049	State Disbursement Unit	493.94
Liability Check	12/26/2019	4050	State Disbursement Unit	143.21
Bill Pmt Check	12/31/2019	4051	Adult Reading Round Table	15.00
Bill Pmt Check	12/31/2019	4052	Alarm Financial	76.50
Bill Pmt Check	12/31/2019	4053	Allard, Jamie	29.98
Bill Pmt Check	12/31/2019	4054	AT&T	434.30
Bill Pmt Check	12/31/2019	4055	Baker & Taylor	2,030.43
Bill Pmt Check	12/31/2019	4056	Bank of America	6,685.46
Bill Pmt Check	12/31/2019	4057	BCBS	12,003.32
Bill Pmt Check	12/31/2019	4058	Canon Solutions America Inc.	221.00
Bill Pmt Check	12/31/2019	4059	Cengage Learning, Inc.	418.24
Bill Pmt Check	12/31/2019	4060	Center Point Large Print	203.83
Bill Pmt Check	12/31/2019	4061	Comcast	191.85
Bill Pmt Check	12/31/2019	4062	Daniels, Dyanna	150.00
Bill Pmt Check	12/31/2019	4063	DEMCO	172.14
Bill Pmt Check	12/31/2019	4064	EBSCO Information Services	2,812.06
Bill Pmt Check	12/31/2019	4065	Fortress Data Management	80.00
Bill Pmt Check	12/31/2019	4066	Garvey's Office Products	87.52
Bill Pmt Check	12/31/2019	4067	Illinois Dept of Innovation & Technology	500.00
Bill Pmt Check	12/31/2019	4068	Ingram Library Services	340.23
Bill Pmt Check	12/31/2019	4069	Johnson Controls Fire Protection LP	190.81

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of December 31, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	12/31/2019	4070	Midwest Tape	33.73
Bill Pmt Check	12/31/2019	4071	NCPERS Group Life	48.00
Bill Pmt Check	12/31/2019	4072	OverDrive	754.21
Bill Pmt Check	12/31/2019	4073	Principal Life Insurance Company	829.92
Bill Pmt Check	12/31/2019	4074	Quill	538.27
Bill Pmt Check	12/31/2019	4075	Schueren, Mary	11.60
Bill Pmt Check	12/31/2019	4076	Sebert Landscaping	1,035.00
Bill Pmt Check	12/31/2019	4077	Thomson Reuters West	77.27
Bill Pmt Check	12/31/2019	4078	VSP Vision	153.12
Bill Pmt Check	12/31/2019	4079	Wlosinski, Maria	37.70
Total 10122 - Fifth Third Checking				<u>89,207.58</u>
<b>TOTAL</b>				<u><u>89,207.58</u></u>

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

## December 2019

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	12/13/2019	3,566.75
EFTPS-Federal	Payroll taxes	12/13/2019	19,183.24
ILDOR-State	Payroll taxes	12/27/2019	3,439.23
EFTPS-Federal	Payroll taxes	12/27/2019	18,332.76
IMRF	Payroll Pension	12/27/2019	18,994.40
DAC	Deposit to HRA	12/03/2019	726.71
DAC	Deposit to HRA	12/09/2019	169.66
DAC	Deposit to HRA	12/10/2019	929.69
DAC	Deposit to HRA	12/17/2019	48.38
DAC	Deposit to HRA	12/24/2019	738.21
DAC	Deposit to HRA	12/31/2019	199.80
Nicor	Gas	12/10/2019	621.21
INB Bank/5/3	Credit Card Fee	12/03/2019	150.98
Hinsdale Bank	Fee-Direct Deposit	12/03/2019	25.00

The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

The patron must leave the library for the rest of the day and the Library Director will determine how long the perpetrator will be banned from the library. In the case of sexual harassment as described above, the police will be called immediately.

603 Firearms and Other Weapons

As stated under the Firearm Concealed Carry Act, firearms are prohibited on library property, as well as weapons of any kind. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. The library's policy does not impact the rights of law enforcement personnel. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. See Policy 670 regarding alcoholic beverages.

605 Smoking and Use of Marijuana

Smoking or vaping of any type and tobacco chewing are prohibited in the library at all times. **Marijuana may not be consumed on library property.**

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property and Parking Lot

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table. Library users may not leave personal



## PERSONNEL CODE – Personnel Practices

## 802.7 Union Membership

No employees shall be prohibited from or required to join any organization or union. Membership in any organization or union shall be voluntary and not be a condition of employment.

## 802.8 Drug-Free Workplace

Whenever employees are working at the library, **traveling relative to their employment with the library, or performing library business off library premises** they are prohibited from possessing, consuming, buying, selling, or dispensing alcohol, **marijuana**, or illegal drugs, or being under the influence of alcohol, **marijuana**, or illegal drugs. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for alcohol, **marijuana**, or illegal drugs, or possess, consume, buy, sell, or dispense alcohol, **marijuana**, or illegal drugs, as discussed above, will be terminated. An employee must notify the Library Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Library Director within five days is subject to immediate dismissal.

This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and promptly disclose any restrictions to their supervisor.

While the law allows patients to possess and use "medical cannabis" by a licensed physician it does prohibit use of medical marijuana in any public place including public libraries. As such an employee may not use or store medical marijuana on library premises. By providing a physician's note, an employee may be allowed to leave the library premises for the purposes of consuming medical marijuana as directed by their physician. However, use of medical marijuana may not impair the employee in such a way that their performance is affected. An individual is considered impaired when he or she manifests specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness, disregard for the safety of others or carelessness that results in any injury to others or to property. Employees who are impaired are in violation of this policy.

## 802.9 Use of Automobile

Employees who use private vehicles for library business must provide a copy of their automobile liability insurance and valid driver's license annually indicating that they are duly licensed and have auto liability insurance in effect that meets or exceeds State of Illinois requirements. Employees who use private vehicles for library business must notify the library if their insurance lapses or if they no longer have a valid driver's license. Staff may not text and may only talk on a cell phone hands free while driving for library business. Staff members are prohibited from transporting library patrons in their personal vehicles.

**ORDINANCE NO. 2020-1**

**ORDINANCE AMENDING POLICY 820 PROHIBITING HARASSMENT,  
DISCRIMINATION, AND RETALIATION**

WHEREAS, the Indian Prairie Public Library District (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 101-0221, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/et seq. and the Illinois Human Rights Act (775 ILCS 5/et.seq.); and

WHEREAS, the provisions of P.A. 101-0221 relevant to the Library (5 ILCS 430/70-5) are the following:

“...adopt an ordinance or resolution amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a government.”

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation has been amended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS ORDAINED by the Board of Library Trustees as follows:

1. The attached amendment to the Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.
2. This Ordinance and the attached Policy supersede Ordinances and Policies, if any, which conflict with this Ordinance and the attached Policy.
3. This Ordinance is effective immediately.

Passed this 15<sup>th</sup> day of January, 2020.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Victoria Suriano  
President, Board of Library Trustees  
Indian Prairie Public Library District

\_\_\_\_\_  
Crystal Megaridis  
Secretary, Board of Library Trustees  
Indian Prairie Public Library District

## PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

820 - The Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

### A. Discrimination

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

### B. Harassment

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

#### 1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

- Written or graphic material that is circulated, available on the Library’s computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

1. either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
2. physical contact, such as patting, pinching or brushing against any part of another’s body or physical assaults of a sexual nature;
3. sexual propositions, sexual innuendo, suggestive comments;
4. continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
5. displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
6. sexually oriented kidding, teasing, practical jokes, or threats;
7. referring to or calling a person a sexualized name;
8. telling sexual jokes or using sexually vulgar or explicit language;
9. making derogatory or provoking remarks about or relating to an employee’s sex or sexual orientation;
10. harassing acts or behavior directed against a person on the basis of an employee’s sex or sexual orientation; or
11. off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of

## PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

## D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place. **In the event sexual or unlawful harassment is directed at a Library Trustee by another Library Trustee, the affected Library Trustee should contact the Library's Board's Attorney to request an independent third party investigation.**

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

Equal Employment Opportunity Commission  
500 West Madison Street, Ste. 2800  
Chicago, Illinois 60661-2511  
(312) 353-2713

Approved 1/17/18

**Director's Report  
January 2020**

**Agenda**

**Omnibus:**

By law we are allowed to delete audio tapes of executive sessions after 18 months. We have two tapes from January 2018.

The harassment ordinance and policy changes are required by new state laws. I've attached to my report a memo from the attorney report that summarizes requirements of new laws. This includes annual sexual harassment training and reporting, which we will follow, and identifying single-use restrooms as all gender which we had done a while ago.

**New Business:**

Tiffany Nash, Dan Pohrte, and Samantha Sheppard of Product Architecture and Design will be presenting a renovation floor plan and budget for you to consider. I've written a memo relative to this.

**The Building**

I've spent a lot of time in the past two months working on the renovation:

- I developed and analyzed a variety of shelving layouts in the renovation plan to accommodate our various collections.
- In the new service model our department will be structured differently. I determined where to place the new department workrooms on the floor plan and gave that information to the architects.
- I figured out how to use the current Adult Services Workroom and a small portion of adjacent public space to house the new makerspace and the Technology Services workroom. This keeps the space on the first floor, provides adjacency for the makerspace and workroom, and takes up very little current public space.
- I've reviewed our current furniture, both public and staff, to share with the architects what we'll continue to use.
- I've been reviewing various drafts of the project budget.

Along the way I've reviewed all of this with the department heads to get their input as well as reviewing with them ideas sent by the architect.

In addition, I've also spent time thinking about where we can save money. There are several small projects within this renovation, such as creating new offices in current spaces, that I've discussed with Joe to see if these are projects he could do. Joe is confident he can do these projects and is developing a budget for me to understand costs for materials for these projects.



**Staff**

The department heads and I have started developing a training plan for the new service model. Once that is finalized I'll share that with the trustees.

We're developing the staff institute day which will also be used to continue discussion with the staff about the new service model.

Michelle Dukes was hired as the Teen Librarian starting January 2. Marquitta Harris (formerly a Building Support Associate) was hired as the Assistant Department Head for the Public Services Department January 6 and will be working in the Circulation Department until the new service model starts. Tricia Thompson was hired as a Youth Services Associate December 26. Adult Services Associate Denise Tucker resigned her position December 20 but will be a substitute. Tori Castro was hired as an Adult Services Associate January 6.

**Meetings**

Interviews with Natalie for the teen librarian position

Interviewed Marquitta with Debbie for the Public Services Assistant Department Head position

Two meetings to work on the website redesign with Ann and Jill

Two meetings with the architects

Four department heads meetings

Meeting with T.J. Szafranski to review his work in developing statistical usage reports and other topics around data

Phone call with consultant Amanda Standerfer brainstorming training for department heads and staff

Meeting with Jennifer re the new staffing model and readers advisory

Meeting with Shirley re the new staffing model and reference services

Three one-on-ones with Tony

Three one-on-ones with Debbie

Four one-on-ones with Natalie

Two one-on-ones with Ann

Three one-on-ones with Laura

Mary attended the HR Roundtable/Mgmt. Association.

Maria and Jamie A. received training on LibCal.

Jamie Bukovac, Director

*Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**NEW LAWS TAKING EFFECT IN 2020**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: December 27, 2019

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This Memorandum advises you of several new laws taking effect in 2020.

The new laws addressed in this Memo relate to:

1. Cannabis;
2. Sexual Harassment;
3. Restrooms.

**1. Cannabis Regulation and Tax Act (410 ILCS 705/ et. seq.)**

Public Act 101-0027 created the Cannabis Regulation and Tax Act (“the Act”) and amended various other acts. Under the Act, the possession and consumption of cannabis and cannabis-infused products becomes legal in Illinois effective January 1, 2020. The “legalization of marijuana”, however, is subject to reasonable restrictions including but not limited to prohibitions on:

- Consuming cannabis in any public place<sup>1</sup>;
- Consuming cannabis in the workplace, while on call, or while performing an employee’s job duties.

Under the Act, “any public place” means any place where a person could reasonably be expected to be observed by others, and *all parts of buildings owned in whole or in part, or leased by the state or a unit of local government.*<sup>2</sup>

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<sup>1</sup> 410 ILCS 705/10-35(a)(3)(F).

<sup>2</sup> 410 ILCS 705/10-35(a).

Comments:

Patrons and employees may not use cannabis in a Public Library and patrons and/or employees consuming cannabis in a Public Library may be subject to civil, or criminal penalties.

Per the Act:

- a. Employers may adopt reasonable zero-tolerance and/or drug-free workplace policies as well as employment policies concerning drug testing, smoking, consuming or storing cannabis in the workplace or while on call;
- b. Employers need not permit an employee to be under the influence of or use cannabis in the employer's workplace or while performing the employee's job duties or while on call;
- c. Employers may discipline an employee, up to and including termination of employment, for violation of an employer's employment policy or drug-free workplace policy.

We recommend a review of your drug free workplace and patron conduct policies to confirm, at a minimum, that your policies:

- (1) Include language prohibiting an employee from consuming and/or being under the influence of cannabis or cannabis-infused products while at the Library, while performing the employee's job duties, or while on call;
- (2) Provide a basis for discipline;
- (3) Prohibit patron consumption on Library property.

**2. Workplace Transparency Act**

Public Act 101-0221 amended various employment laws, including the State Officials and Employees Ethics Act (5 ILCS 430/et. seq.) and the Illinois Human Rights Act (775 ILCS 5/et. seq.).

The primary focus of the Workplace Transparency Act is on sexual harassment training, prevention and reporting.

**A. Sexual Harassment and the State Officials and Employees Ethics Act (5/ ILCS 430/et. seq.)**

A new section (5 ILCS 430/70-5) added to the State Officials and Employees Ethics Act, requires Libraries to:

"...adopt an ordinance or resolution amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a government."

Stated simply, the new section requires Libraries to update sexual harassment policies to include a means whereby a Library Trustee may report sexual harassment made by another Library Trustee and receive an independent review.

Comments:

We recommend language such as the following:

"In the event the sexual or unlawful harassment is made by or directed at a Library Trustee, the affected Library Trustee should contact the Library Board's Attorney to request an independent 3rd party investigation."

We also recommend amending your policy using the same format by which your sexual harassment policy was initially adopted, i.e., if your sexual harassment policy was adopted by Ordinance, any amendment(s) should be adopted by Ordinance. If your sexual harassment policy was adopted by Resolution, any amendment(s) should be adopted by Resolution.

Policy amendments must be adopted before February 10, 2020.

#### **B. Sexual Harassment Training (775 ILCS 5/2-109)**

775 ILCS 5/2-109 adds requirements to the Illinois Human Rights Act (“IHRA”) i.e., the Illinois Department of Human Resources (“Department”) must produce a model sexual harassment prevention training program aimed at preventing sexual harassment in the workplace. This model program shall be made available to employers and the public online at no cost and include, at a minimum:

- (1) An explanation of sexual harassment consistent with the Act;
- (2) Examples of conduct that constitutes unlawful sexual harassment;
- (3) A summary of relevant Federal and Illinois statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment;
- (4) A summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

At least once a year, employers are required to use the model training program or establish their own program that meets or exceeds the above (4) requirements in order to train their employees on sexual harassment.

Effective Date: January 1, 2020.

Comments:

As of this writing, the Department has not established or provided the model training program required under the Act.

We will monitor the Department’s website so please “stay tuned”.

Note: The apparent “predecessor” to the model training program was required by 5 ILCS 430/5-10.5 of the State Officials and Employees Ethics Act and produced by the Office of the Illinois Inspector General. The Inspector General’s training program may be found here:

<https://www2.illinois.gov/eec/Documents/Governor%20-%20OEIG%20-%20Attachment%20D%20-%20OEIG%202019%20New%20Employee%20Sexual%20Harassment%20Training%2001-22-19.pdf>

#### **C. Sexual Harassment Reporting (775 ILCS 5/2-108)**

Yet another new section, 775 ILCS 5/2-108, was added to the IHRA requiring employers to disclose “adverse judgments and administrative rulings” occurring within the preceding calendar year to IHRA with information listed in sub-sections 109(B)(1) – (3).

The IHRA defines “adverse judgment or administrative ruling” as any final or non-appealable adverse judgment or final or non-appealable administrative ruling entering in favor of an employee.

Settlements are not included in the definition of "adverse judgment or administrative ruling".

The first date to report any adverse judgments is July 1, 2020 (and every July 1 thereafter).

Comment: All claims of discrimination and harassment of any kind should be taken seriously and reviewed on a case-by-case.

**3. Equitable Restrooms Act (410 ILCS 35/25)**

Public Act 101-0165 adds a section to the Illinois Equitable Restrooms Act (410 ILCS 35/25) and requires all single-occupancy restrooms in any "place of public accommodation"<sup>3</sup> and any "public building" to be identified as all-gender and marked with exterior signage that does not indicate any specific gender.<sup>4</sup> If you have single occupancy restrooms, the restrooms should be "uni-sex" or "family" bathrooms and not gender-specific.

Effective date: January 1, 2020.

**Comments:**

While the term "public building" is not defined by the IHRA, the safest course of action is to assume Public Libraries are public buildings. Moreover, this law applies only to single occupancy restrooms in existing public buildings (as opposed to new construction and/or renovations). It is not clear if the law applies to "employee only" bathrooms.

If you have single occupancy restrooms open to the public with "male" or "female" signage, we recommend you update the signage to read: "Public Restroom" or "Family Restroom".

<sup>3</sup> "Place of public accommodation" means a publicly or privately owned sports or entertainment arena, stadium, community or convention hall, special event center, amusement facility or a special event center in a public park. This definition does not include hotels, restaurants or schools. (410 ILCS 35/10).

<sup>4</sup> Notwithstanding any other provision of law, every single-occupancy restroom in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use. Each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender. (410 ILCS 35/25)

## Assistant Director's Report: December 2019 & January 2020

### Building:

With Marquitta's promotion to Assistant Head of Public Services, we no longer have a Building Services Associate. Since this is a difficult position to find good candidates for, we are eliminating the position. Technical Services Staff and volunteers are absorbing Marquitta's Better World Books recycling duties and Joe will manage the rest of her regular duties as a part of his daily tasks.

After staff consolidated magazine titles, Joe removed a section of the magazine shelving in the Adult Services Department.

When books were sliding off the shelves, Joe added wooden dowels to the Junior Novels and Mid Kid Trending shelving. It solved the issue and it looks great!

### IPPL Foundation & Friends:

In November, the Book Sale made \$489.89, movie donations brought in \$29.50 and tote bag sales were \$60. In December, the Book Sale made \$555, movies brought in \$16 and tote bag sales were \$40.

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

Dec. 5	<i>I Can Only Imagine</i>
Jan. 16	<i>Yesterday</i>
Jan. 30	<i>A Dog's Journey</i>

The Foundation and Friends are sponsoring a concert on January 26 featuring vocalist Petra Van Nuis and guitarist Dennis Luxion.

### Programming:

Cindy planned and hosted four adult programs in November:

Date	Program	Attendance
Nov. 4	<i>Instant Pot 101</i>	39
Nov. 6	<i>Andy Warhol: Pop Art Is for Everyone</i>	50
Nov. 13	<i>Opera Lovers Lecture: Don Giovanni</i>	16
Nov. 17	<i>Legends of Sun Records</i>	68
Nov. 26	<i>Opera Lovers Lecture: The Three Queens</i>	7

Cindy planned and hosted two programs for adults in December. Because of the holidays, December historically has less attendance and we offer fewer program.

Date	Program	Attendance
Dec. 4	<i>Hidden Star Wars</i>	8
Dec. 5	<i>J. Jill Holiday Ready</i>	21

I planned and am hosting the upcoming *Community Connections Expo* on Saturday, January 25. The following groups and organizations have committed to attend so far: *Literacy DuPage, Darien Rotary Club, AMITA Health, Hope's Front Door, TEACH (formerly School on Wheels), Darien Garden Club, People's Resource Center, Darien Woman's Club, DuPage Habitat for Humanity, Threshold Choir* and *West Suburban Community Pantry*. Natalie will attend to promote teen volunteer and Prairie Patch

volunteer opportunities at the library. I will be promoting adult volunteer opportunities at Indian Prairie.

**Marketing:**

Jill's marketing reports for November and December are attached.

A handwritten signature in cursive script that reads "Laura".

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees  
November 1-30**

**Continuing Education**

**Webinar, "Create Your Year End Marketing Plan"**

**Webinar, "Unlock Your Donor Experience"**

**Webinar, "7 Communication Strategies to Optimize Your Donor Stewardship"**

**Write-On**

Dave and I attended Write-On, sponsored by the Gift of Carl Foundation. We interviewed all the students and developed a web page with the winning entries. We took some photos and video that we can use for the promo for next year, which will be the 15th anniversary of the event.

**Nov. 20, Dan Bolstrom, RAILS, Re: Webinar**

**Enews**

**Friday, Nov. 1:** 28 percent open; 23 percent click

We sent out a special enews to Willowbrook residents at the village's request to promote a special cannabis survey.

**Thursday, Nov. 7:** 16 percent open; 4 percent click

**Tuesday, Nov. 11,** Foundation & Friends, 57 percent open; 5 percent click

**Thursday, Nov. 14:** 16 percent open; 5 percent click

**Wednesday, Nov. 20:** 16 percent open; 4 percent click

**Wednesday, Nov. 27:** 15 percent open; 5 percent click

**Social Media Followers through November 30.**

Facebook Likes: 1,839 (+16)

Instagram: 487 (+ 10)

Twitter: 1,074 (+2)



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

**Continuing Education**

**Webinar, "Giving Tuesday Is Over- Now What?"**

**Webinar, "Three Ways to Retain Donors"**

**Foundation & Friends: Giving Tuesday**

For Giving Tuesday, Dave created a fantastic video, which can be found here:

<https://www.youtube.com/watch?v=rPE4cHzdJEc>. I wrote the script and took some of the photos, and Dave shot all the video and edited the piece. He did an amazing job! We put this video out on social media, as well as sent in enews for both the library and the Foundation & Friends.

We also did a series of social media posts surrounding Giving Tuesday. I created an Instagram story featuring our donate button. We also did posts on Facebook before and during Giving Tuesday.

In addition, we did two additional Foundation & Friends enews about giving (a total of three in December). Two of the library's regular enews also had mentions about donating to the Foundation.

**Enews**

**Tuesday, Dec. 3,** 17 percent open; 3 percent click

**Tuesday, Dec. 3,** Foundation & Friends, 42 percent open; 7 percent click

**Tuesday, Dec. 10:** 15 percent open; 4 percent click

**Tuesday, Dec. 17:** 19 percent open; 6 percent click

**Monday, Dec. 23:** 16 percent open; 8 percent click

**Monday, Dec. 23:** Foundation & Friends, 49 percent open; 2 percent click

**Monday, Dec. 30:** 19 percent open; 4 percent click

**Monday, Dec. 30:** Foundation & Friends, 40 percent open; 5 percent click

**Social Media Followers Through December 31.**

Facebook Likes: 1,850 (+15)

Instagram: 505 (+ 18)

Twitter: 1,074 (+0)

## Adult Services Monthly Report

November 2019

After meeting with the architects, I conducted a collection space analysis of the adult collections. This entailed counting empty and windowed shelves to calculate what space may be needed for the collections in the building remodel.

To facilitate this, Jamie, Shirley and I met to walk through the collection to discuss shifting. The Pages shifted all of the subject pullout collections, which allowed me to get a better grasp on what space needs would be. I also had selectors look at some of the sections to see if we could free up further space through a more thorough weeding.

After carefully analyzing all the data, I believe that the adult collection will fit in the space the architects have planned for us.

Jennifer and I, along with Ann, Jack, and Lexi, met with Kurt Lepper of Baker & Taylor to discuss tools Baker & Taylor has to create greater efficiencies when staff order materials. We've just started using these tools and will evaluate their effectiveness.

We made the decision to discontinue going to Anne M. Jeans on Thursday nights during the winter, effective after the Thanksgiving holiday. We had no attendees in November as the weather turned colder and it being dark earlier after the time change. We will approach this again in March after we move back into daylight savings time and the weather begins to warm.

Ben Egger, current Substitute Adult Services Associate, recently received his MLIS and is now a Substitute Adult Services Librarian and remains a substitute associate.

### Monthly Highlights

- Shirley launched the Co-Working space on November 6. She worked with Jill & Dave to establish a business resources page on the website (located under services). She figured out a consolidation plan for magazines & newspapers and worked with Anna to redo our retention of back issues.
- Jennifer attended the inaugural meeting of the SWAN Book Club Users Group. This group will be meeting on a quarterly basis to discuss ways member libraries can support the book clubs in their user areas.
- Joe worked with Laura to plan a Veteran's Day program. Numerous veterans attended and spoke about their experiences. It was well received by all who attended. He also helped to interview a 95-year-old WWII veteran in the veteran's home.

### Community

- Joe went to Anne M. Jeans Community Library open night on November 7 and 21 and Shirley went on November 14.
- Shirley attended WBBR Chamber Women in Business meeting and her monthly Darien Chamber of Commerce Board Meeting.
- Jennifer and the Associates provided book club resources to 10 groups (six via e-mail, four by print pick up) on eight new titles and two titles that had previously been requested by other groups.

### Contributing to the Profession

- Tony attended the bi-monthly ELSUM meeting to share best practices around database offerings.
- Shirley attended the Southwest Business Librarians Networking Group meeting to discuss topics about providing services to local businesses.
- Jennifer attended the ARRT Steering Committee meeting to plan the coming year's activities. She co-presented Genre 101 at ARRTCon, an all-day conference focused on reader's advisory. The program discussed the ARRT Popular Fiction List and how to use it for RA training and continuing education.

### Continuing Education

- Jennifer attended an ARRT book club study as well as ARRTCon. She went to sessions on large-scale book-based programming and unlocking Novelist themes.

### Meetings

Date	Meeting	Staff
6-Nov	Business Web Page Meeting with Jill & Dave	Shirley
11-Nov	Meeting with Debbie re: cross training Circulation staff	Tony & Jennifer
12-Nov	Collection Development Meeting with Baker & Taylor	Tony & Jennifer
12-Nov	Groups Transistion Meeting	Jennifer, Denise & Catherine
13-Nov	Program Coverage Meeting re: #LibSocial	Jennifer & Emily
14-Nov	Department Head Meeting with architects	Tony
19-Nov	Collection Development - Sci-fi, eAudio, Audible	Jennifer & Jez
20-Nov	Adult Services Department Meeting - Continuing discussions on Staffing Model	All Librarians & Associates
21-Nov	Bibliographies Going Forward Meeting	Jennifer & Jez

### Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Nov	7:00 p.m.	#LibSocial: Board Game Night	Jez	7
2-Nov	10:00 a.m.	ESL Conversation Group	Joe	13
4-Nov	5:00 p.m.	Lobby Drop-in: COD - What You Need to Know		14
4-Nov	6:00 p.m.	Adult Chess Group	Denise	8
6-Nov	2:00 p.m.	Drama Reading Group	Joe	6
7-Nov	2:00 p.m.	Thursday Afternoon Movies: <i>On the Basis of Sex</i>	Joe	31
11-Nov	2:00 p.m.	Veteran's Personal Stories	Joe	32
11-Nov	6:00 p.m.	Adult Chess Group	Denise	9
11-Nov	7:00 p.m.	Current Events	Denise	6
12-Nov	6:30 p.m.	Knot Just Knitting Group	Jez	3
13-Nov	10:00 a.m.	Job Club: Behavioral Interview Questions	Jez	6

13-Nov	7:00 p.m.	Novel Idea Book Club	Mary P.	18
15-Nov	7:00 p.m.	#LibSocial! Dinosaur Terrariums	Jez	13
16-Nov	10:00 a.m.	ESL Conversation Group	Joe	14
18-Nov	6:00 p.m.	Adult Chess Group	Denise	7
21-Nov	11:30 a.m.	Mahjong Group	Denise	6
21-Nov	1:00 p.m.	Genealogy Group	Denise	28
21-Nov	7:00 p.m.	Crime Readers Book Club	Denise	12
21-Nov	7:00 p.m.	BizConnection Roundtable: Where Am I?	Shirley	2
25-Nov	7:00 p.m.	Board Game Group	Jez	6
25-Nov	7:00 p.m.	Current Events	Denise	3
			<b>Total</b>	<b>244</b>

*Note: Adult Programs planned by Laura & Cindy are now listed in Laura's report.*

### Volunteers

- Fifteen volunteers completed 208 hours of service.
  - Court Ordered/Community Service: 11 volunteers performed 195.5 hours of service.
  - Veteran's History Project: three volunteers did 10 hours of service.
  - ESL Volunteer: one volunteer did 2.5 hours of service.

### Proctoring

- No exams were proctored this month.

### Social Media & e-Newsletter Reach

- New eBooks eNewsletter – sent to 180 addresses. Had 87 opens (48% open rate) and 28 clicks.
- Bestseller Preview eNewsletter – sent to 493 addresses. Had 204 opens (41% open rate) and 103 clicks.
- Book Club Resources eNewsletter (quarterly) – sent to 28 subscribers. Had 14 opens (68% open rate) and seven clicks. Subscribers to this newsletter have grown from 19 to 28 since August 2019.

### Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	161
Endcap	103
Display	232

Ninety people were observed using the collaboration station this month. The activity was building with Legos.

## Adult Services Monthly Report

December 2019

With the holidays, December is a "quiet" month for us, as can be seen by the programming stats. Many of our regular groups decided to take a hiatus for December.

I completed setting up Blue Cloud Analytics reports for the annual circulation and collection turnover analysis. On January 4, 163 circulation reports and 151 item count reports were automatically sent to my e-mail address for this study.

I assisted Jamie with writing the job description for a new position that we are looking to fill (Youth and Teens Resources Librarian). It was posted December 7 and we have had much interest in it. We are reviewing resumes now and hope to start interviewing shortly.

As we start cross-training staff, Jennifer and I presented training sessions to Circulation Services staff on how to use the library's room booking and program registration platforms. They have begun using them so redirects to the Adult Ask Us Desk will not be necessary.

I set up a meeting at Fountaindale to discuss with them how they use collection development products Collection HQ and ESP (both available from Baker & Taylor). They let me know that they are looking to drop the product as they are working on getting similar results from their integrated library system report function. They also said that it takes months to properly set up and configure as well as being very expensive. Based on their comments, I recommended that we not purchase these products. Instead, I want to work with SWAN to see if we can make Blue Cloud Analytics perform similar functions.

In magazines, Technical Services completed the process of consolidating the collection to remove items that we no longer subscribe to or have ceased publication. We removed the small range of magazine shelving and were able to spread out floor seating.

Denise Tucker has decided to move to Substitute Adult Services Associate effective December 20. One of the current Substitute Associates, Tori Castro, has moved up as a regular associate, starting January 6.

### Monthly Highlights

- Shirley directed the Pages to begin shifting the non-fiction Dewey collection back toward the 900s. She worked on picking up magazine titles that had been in RBDigital as we move to Flipster exclusively for eMagazine checkouts.
- Jennifer worked with Denise and Catherine to transition some of Denise's responsibilities to Catherine. These include coordinating many of our library sponsored groups, including AARP tax preparation, and gathering monthly statistics.
- Joe coordinated with the Southwest Suburban Immigrant Project on having a citizenship class offered at the library. This has been a long time goal of his and we will see how it goes. The class will be 14 weeks long and begins in the spring. Thanks go to Natalie who worked with Joe to find a suitable space for this class.

### Community

- Shirley attended a Darien Chamber after-hours event. She also attended the WBBR Chamber Women in Business Meeting.

- Jennifer and the Associates provided book club resources to 17 groups (nine via e-mail, eight through print pickup) on 10 new titles and seven titles that had previously been requested by other book clubs.

#### Contributing to the Profession

- Tony shared information with Fountaindale Public Library on how we de-Dewey and simplify Dewey in our collections.
- Shirley submitted several ideas to ILA and received feedback on topics for ILA Noon Network webinars.
- Jennifer met with Overdrive to discuss ways Overdrive could improve services to both Advantage libraries and consortiums. Also discussed were coming changes to Overdrive services.

#### Continuing Education

- Shirley viewed the webinar "Supporting Small Business Development at Your Library".
- Jennifer attended an ARRT Genre Study and viewed webinars on Overdrive and PLA eBooks for All. She met with our Baker & Taylor rep to discuss and understand issues relative to their ordering tools.

#### Meetings

Date	Meeting	Staff
11-Dec	Department Head Meeting with Architects	Tony
12-Dec	Collection HQ Meeting @ Fountaindale Public Library	Tony
18-Dec	ASD Department Meeting - Building & Library of Things Discussions	All Librarians & Associates
19-Dec	AARP Tax Aide Planning Meeting	Denise & Catherine

#### Programs

Date	Time	Program	Organizer/ Presenter	Attendance
2-Dec	6:00 p.m.	Adult Chess Group	Denise	8
4-Dec	6:30 p.m.	Crafterworks @ Starbucks: Harry Potter Ornaments	Emily	2
5-Dec	2:00 p.m.	Thursday Afternoon Movies: <i>I Can Only Imagine</i>	Joe	27
6-Dec	7:00 p.m.	#LibSocial: Taking Care of Your First Home		Cancelled
7-Dec	10:00 a.m.	ESL Conversation Group	Joe	15
9-Dec	6:00 p.m.	Adult Chess Group	Denise	9
9-Dec	7:00 p.m.	Current Events	Denise	9
10-Dec	5:00 p.m.	#LibSocial Finals Week Series: De-Stress from Tests		0
10-Dec	6:30 p.m.	Knot Just Knitting Group		2
11-Dec	7:00 p.m.	Novel Idea Book Club	Mary P.	15
12-Dec	5:00 p.m.	#LibSocial Finals Week Series: Stress Free Zone		2
13-Dec	6:00 p.m.	#Lib Social Finals Week Series: Art Therapy		5
16-Dec	6:00 p.m.	Adult Chess Group	Denise	9
19-Dec	7:00 p.m.	Crime Readers Book Club	Denise	12

21-Dec	10:00 a.m.	ESL Conversation Group	Joe	10
23-Dec	6:00 p.m.	Adult Chess Group	Denise	7
23-Dec	7:00 p.m.	Current Events	Denise	Cancelled
26-Dec	11:30 a.m.	Mahjong Group	Denise	8
			<b>Total</b>	140

*Note: blank spots under Organizer/Presenter were programs Jez had planned before she left in November.*

#### Volunteers

- Six volunteers completed 140.5 hours of service, all were court ordered/community service.

#### Proctoring

- Shirley proctored four exams this month.

#### Social Media & e-Newsletter Reach

- New eBooks eNewsletter – sent to 178 addresses. Had 87 opens (49% open rate) and 33 clicks.
- Bestseller Preview eNewsletter – sent to 493 addresses. Had 195 opens (40% open rate) and 77 clicks.

#### Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	61
Endcap	135
Display	279

Thirty-five people were observed using the collaboration station this month.

Circulation Services  
November 2019

Just like last month, checkouts and renewals were almost even with last year. This year we circulated 53,513 items as compared to 53,902 items last year (or a difference of 389 items). Electronic circulation continues to grow. We circulated 6,650 this year compared to 5,978 last year. This is an increase of 11%.

ILL's processed are slightly lower than last year. We processed 6,876 this year and 7,043 last year.

A total of 6,813 holds were placed in November. Patrons placed 5,433 (80%) holds while staff placed 1,380 (20%) holds.

12,985 items were checked out or renewed by staff at the desk. This is **24%** of total checkouts/renewals. 25,056 items were checked out or renewed by patrons at one of our self-check machines, 6,087 items were renewed by patrons through Enterprise or BookMyne, or the Mobile App and 6,650 items were electronically checked out by patrons – for a total of 37,793 items checked out through some sort of self service. This is **71%** of total checkouts/renewals. In addition we sent out 2,735 items to other SWAN libraries for a grand total of 53,513 items circulated in November.

**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	Passport Questions	Notary Questions	Other
2606	105	183	331	64	44	124	36	417

\*Please note that we no longer have a fax machine in the lobby

**Express Checkout Statistics**

Station #1 (1 <sup>st</sup> floor)	6,868
Station #2 (1 <sup>st</sup> floor)	4,289
Station #3 (1 <sup>st</sup> floor-ADA)	4,720
Station #4(1 <sup>st</sup> floor – Hot Picks)	1,469
Station #5 (2 <sup>nd</sup> floor – K&T)	7,710

**User Experience** – I was approached by Nancy Green, a member of the Book Club Artist group that meets at the library. They wanted to purchase a book for the library to thank us for allowing them to meet her. After discussion with Nancy, the group gave us the money to purchase “Great Women Artists”, which has been added to the collection.



**Community**

**Passports:** The circulation staff accepted 69 passports in November. We accepted 47 in November last year. All of our current Passport Acceptance Agents have passed the annual recertification We are ready for 2020!

**Notary Public:** We notarized 93 documents in November

**Willow Springs Cards Issued**

We did not issue or renew any cards in November.

**Staffing**

I am excited to announce that Marquitta Harris has been hired as our new Assistant Head of Public Services. Marquitta brings a wealth of experience and education to this newly created position. She will start on January 6, 2020 Gail Johnson (Assistant Circulation Supervisor) retired on November 29 after 20 years with the library. Gail will be staying on as a substitute.

**Workshops and Meetings Attended:**

November 12	Circulation Round Table	Green Hills Library
November 20	Circulation Advisory	RAILS

Debbie Sheehan  
Head of Circulation Services

Circulation Services  
December 2019

Checkouts and renewals were close to last year's total. This year we circulated 50,504 items as compared to 51,627 items last year (a difference of 1,123 items or 2%). Electronic circulation continues to grow. We circulated 6,379 this year compared to 5,888 last year. This is an increase of 8%.

ILL's processed are lower than last year. We processed 6,250 this year and 6,752 last year.

A total of 6,761 holds were placed in December. Patrons placed 5,506 (81%) holds while staff placed 1,255 (19%) holds.

12,181 items were checked out or renewed by staff at the desk. This is **24%** of total checkouts/renewals. 22,568 items were checked out or renewed by patrons at one of our self-check machines, 6,741 items were renewed by patrons through Enterprise, BookMyne, or the Mobile App and 6,379 items were electronically checked out by patrons – for a total of 35,688 items checked out through some sort of self service. This is **71%** of total checkouts/renewals. In addition we sent out 2,635 items to other SWAN libraries for a grand total of 50,504 items circulated in December.

**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	Passport Questions	Notary Questions	Other
2677	100	162	250	58	45	80	26	452

\*Please note that we no longer have a fax machine in the lobby

**Express Checkout Statistics**

Station #1 (1 <sup>st</sup> floor)	6,638
Station #2 (1 <sup>st</sup> floor)	4,119
Station #3 (1 <sup>st</sup> floor-ADA)	4,116
Station #4(1 <sup>st</sup> floor – Hot Picks)	1,343
Station #5 (2 <sup>nd</sup> floor – K&T)	6,543

This is the first time that a self-check in the lobby (#1) has checked out more items than the self-check upstairs (#5)!

**User Experience** – Our patrons are very happy that we have returned to putting the hold wrappers on the spines of the books and are shelving them with the spines facing out.

Most of the Supervisors and Circulation Associates were trained on “LibCal (the rest will be trained in January). This is the software used to book rooms and register patrons for programs. Until now, those services were only offered at the Adult and Kids & Teens Ask Us Desks. Circulation staff are now able to help patrons with these services without sending them to another service desk.

### **Community**

**Passports:** The circulation staff accepted 76 passports in December. That’s more than double what we accepted last December (32).

**Notary Public:** We notarized 92 documents in December

### **Willow Springs Cards Issued**

We had one new card and one renewal in December.

### **Staffing**

I am happy to announce that Kim Palicz is returning as a Circulation Associate. Kim moved to substitute status in 2016. She starts on January 13.

Jeanine Stout resigned as a Circulation Associate citing personal reasons.

### **Other**

I’m studying Point of Sale (POS) system. These systems are used at circulation desks to collect monies and they interface with SWAN. I visited the Helen Plum Library in Lombard to look at their system.

During the month of December, I participated in a free trial of the When to Work scheduling software. Jamie and I discussed this and although it offers good information, I will continue to research other scheduling software.

### **Workshops and Meetings Attended:**

None

Debbie Sheehan  
Head of Circulation Services



## Technology & Technical Services Board Report November 2019

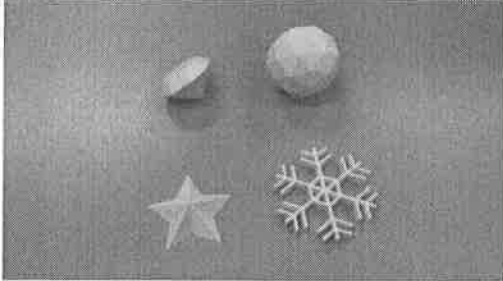

### Improvements for Public, User Experience & Strategic Goals

- Public Computers- To help patrons identify credible news sources while using the Internet; we installed the web browser extension "Newsguard". Newsguard labels news sources with either a green or a red icon, indicating its general trustworthiness and whether it has a history of running stories labeled as fake news.
- Streaming Video- We expanded our offerings in streaming video content by subscribing to Apple+ and Disney+ services. Kids and parents now have four additional Rokus with Disney Plus and adults have two additional Rokus with Apple Plus. Both of these have original content that is only available from these streaming services.
- Community Partnerships- We collaborated with People's Resource Center (PRC) who will provide an instructor for free to teach multi-week computer class training at the library. It was very successful as we had 10 people complete 7-week course on computer basics. We have scheduled a 6-week course on Microsoft Word in the Spring and Excel in the summer.

### Technology & Maker Statistics

#### Maker (DIY)

- 3D Printer- 11 print request was processed. Interesting prints: Jedi Holocron sides, Star-snowball-snowflake, Star Wars helmet piece, Honda Fit console latch, Handles for Icom radio, Round Labyrinth.
- Carvey- 1 print requests were processed. Carved: "Happy Birthday" sign

3D Prints: Star, Snowball, Snowflake	Carvey- Happy Birthday Sign
	

#### Technology Help Desk

- Technology Reference: 1,396
- Technology Other: 34
- Individual Training: 104

**Tech Takeout Checkouts**

- 90 unique users
- 142 checkouts

**Public Technology Programs & Classes**

- 10 classes/programs offered with total attendance: 88
- 1-on-1 Patron Assistance
  - Tech Tutor: 4 sessions (3.5 hours)
    - Topics included using email on laptop, Android phone basics, transferring email contacts to new email, and computer basics.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Sun., Nov. 3, 2 p.m.	Poster Making	T.J.	5
Tues., Nov. 5, 1 p.m.	Virtual Reality	T.J.	5
Tues., Nov. 5, 6:30 p.m.	Intermediate Excel	Ron	13
Wed. Nov. 6, 10 a.m.	Introduction to Computers 4 of 7	PRC	10
Wed., Nov. 6, 6:30 p.m.	VHS to DVD Converter	T.J.	12
Wed., Nov. 13, 10 a.m.	Introduction to Computers 5 of 7	PRC	10
Wed., Nov. 13, 6:30 p.m.	VHS to DVD Converter	T.J.	8
Thurs. Nov. 14, 2 p.m.	Android- Maps & Navigation	Ann	5
Wed., Nov. 20, 10 a.m.	Introduction to Computers 6 of 7	PRC	10
Wed., Nov. 27, 10 a.m.	Introduction to Computers 7 of 7	PRC	10

**Technical Services**

- Weeding- Over 3,000 items were discarded from the collection. Teen books, adult music, audiobooks and non-fiction have been weeded.
- Barcode/Inventory Project- Finished adult large type and junior non-fiction.

**Continuing Education**

- T.J. attended a Design Thinking Workshop at Addison Library.
- I attended the Maker Space Networking meeting at Indian Trails Library.

**Sharing**

- T.J. shared our experience with the Carvey with Baton Rouge Library.

# Technology & Technical Services Board Report December 2019

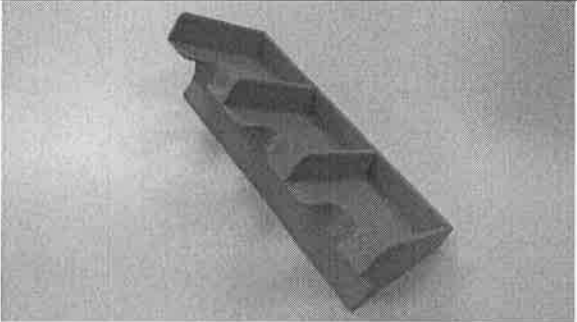

## Improvements for Public, User Experience & Strategic Goals

- Hot Picks Tech Takeout Collection- There are certain items in Tech Takeout that are very popular and we have multiple items. To surprise and delight our patrons, we have converted ten of them to create a new Hot Picks Tech Takeout collection. Just like other Hot Picks collections, they cannot be placed on hold. Eight of the ten were checked out the first day.
- Circulating Laptops- Enhanced public use of circulating laptops by replacing an older laptop and adding an additional laptop. We now have four Windows laptops with Microsoft Office for patrons to checkout with one of them being bundled with a Wi-Fi hotspot.
- Adult Magazines- Technical Services has completed the magazine project to remove ceased publications and old back-issues. We have reduced the amount of back-issues we keep which freed up enough space to remove an entire roll of shelves.

## Technology Maker Statistics

### Maker (DIY)

- 3D Printer- 31 print request was processed. Interesting prints: Baby Yoda, Keyboard Parts, "Design Models", Star Cookie Cutters, Jedi Holocron Base/Sides, Jedi Helmet Pieces, Card Holders, Low Poly Planters.
- Carvey- 6 print requests were processed. Carved: Trees, Alphabet, Taco Tuesday, Shivani's Kitchen Cutting Board, Weeds/Wishes, "Until The End", Animation Character.

3D Prints: Card Holder	Carvey- Kitchen Cutting Board
	

### Technology Help Desk

- Technology Reference: 1,526
- Technology Other: 41
- Individual Training: 159

### Tech Takeout Checkouts

- 97 unique users
- 154 checkouts

### Public Technology Programs & Classes

- 3 classes/programs offered with total attendance: 14
- 1-on-1 Patron Assistance
  - Staff-: 3 sessions (2.5 hours); Topics included: renewing FOID card, Silhouette machine/heat transfer and recovering Apple ID/iPad basics.
    - Tech Tutor: 3 sessions (2.5 hours) : Topics included: managing space on Android, Windows 10/AOL mail, and transfer content from Android phone to new iPhone.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues., Dec. 3, 6 p.m.	Gift Tags with the Carvey	T.J.	6
Mon, Dec 9, 6 p.m.	Cookie Cutters with 3D Printer	Ann	4
Thurs. Dec. 12, 2 p.m.	Cards with the Cricut	T.J./Jack	4

### Continuing Education

- I attended the webinar From Transactional to Interactional: Leading Change in Frontline Public Services in Academic & Public Library.

Ann M. Stovall, Head of Technical & Computer Services, January 9, 2020



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

## Programs

In November, Youth Services presented 67 programs at IPPL with 1,361 people in attendance. We also participated in 13 events out in the community reaching 879 people.

Date	Description	K&T Staff	Attendance
1-Nov	Mini-Scientists Academy: Science for Peace	Monica	7
2-Nov	Hydraulic Butterfly	Jack	12
4-Nov	Junior Genius	Megan	17
4-Nov	Fantastic Families	Kristina	0
4-Nov	After-School Homework Club	Jimmy	1
4-Nov	Baby Brilliance (Monday)	Heather	13
5-Nov	Talented Toddlers	Lexy	30
5-Nov	Rollick and Roll	Kristina	51
5-Nov	Classic Story Crafts	Kristina	23
6-Nov	Stuffed Animal Storytime	Lexy	20
6-Nov	STEAM	Megan	23
6-Nov	Mid-Kid Krafts	Kristina	7
7-Nov	LEGO Robotics: Programming (Cancelled)	Jack	0
7-Nov	Talented Toddlers	Lexy	30
7-Nov	Staffed WouldShop Session (10 kids, 5 adults)	Kelli	15
7-Nov	Junior Genius	Megan	8
7-Nov	Ukrainian Storytime	Kristina	7
7-Nov	Baby Brilliance (Thursday)	Heather	20
8-Nov	Picture Books on Parade	Lexy, Heather	22
8-Nov	CFC5/ DayOnePact Story Time	Megan	4
9-Nov	Picture Book Pop-Up	Lexy, Heather, Monica	53
9-Nov	Staffed WouldShop Session (10 kids, 2 adults)	Kelli	12
9-Nov	Sign Language for Babies	Monica	6
9-Nov	Picture Book Pop-Up Activities	Heather, Lexy, Monica	53
10-Nov	VR Play & Explore	Jack	40
10-Nov	Veterans Day Card Making Pop-Up (11/10-11/12)	Heather	60
11-Nov	Talented Toddlers	Lexy	23
11-Nov	Junior Genius	Megan	12
11-Nov	Fantastic Families	Kristina	4
11-Nov	Baby Brilliance (Monday)	Heather	6
12-Nov	Stuffed Animal Storytime	Lexy	6
12-Nov	Rollick and Roll	Kristina	41
12-Nov	Classic Story Crafts	Kristina	12
12-Nov	Write-On Author presentation	Monica, Natalie	64
13-Nov	Talented Toddlers	Lexy	30

13-Nov	STEAM	Megan	28
13-Nov	Mid-Kid Krafts	Kristina	6
14-Nov	Staffed WouldShop Session (11 kids, 1 adult)	Kelli	12
14-Nov	Junior Genius	Megan	9
14-Nov	Ukrainian Storytime	Kristina	10
14-Nov	Baby Brilliance (Thursday)	Heather	14
15-Nov	Números y Letras (Spanish-English Bilingual Storytime)	Heather	8
16-Nov	Sign Language for Babies	Lexy	20
16-Nov	Pokémon Party	Jimmy, Lexy	95
16-Nov	TASC - Roller Skating Leadership Training at Fleetwood	Natalie	8
16-Nov	TASC - Giving Tree Set-Up	Jimmy	7
18-Nov	Parenting to Promote Balance	Lexy, Natalie	1
18-Nov	Junior Genius	Megan	25
18-Nov	Fantastic Families	Kristina	2
18-Nov	Baby Brilliance (Monday)	Heather	8
19-Nov	Talented Toddlers	Lexy	17
19-Nov	Rollick and Roll	Kristina	54
19-Nov	Homeschooling SMART: Weather the Storms	Monica	17
20-Nov	Stuffed Animal Storytime	Lexy	15
20-Nov	STEAM	Megan	15
21-Nov	Talented Toddlers	Lexy	24
21-Nov	Junior Genius	Megan	12
21-Nov	Be a Star Family Reading Night	Kristina	56
21-Nov	Ukrainian Storytime	Kristina	4
21-Nov	Family Reading Night	Monica, Kristina	57
21-Nov	Baby Brilliance (Thursday)	Heather	10
22-Nov	Lil-Coders	Jack	6
23-Nov	Dadurday: Flag Football	Jimmy	7
24-Nov	Toy House Building	Megan	19
27-Nov	LEGO My Eggo: movie & activity	Monica	41
TOTAL:			1361

### *Mini-Scientist Academy*

On November 1, Monica Dzierzbicki presented a special Mini-Scientist Academy: Science for Peace. The children participated in conference summit-styled activity to develop ideas that celebrated World Science for Peace & Development Day. The children chose 'developing good food for everyone' as their focus and discussed how science can be used to create food that helps the people and animals around world.

### *Números y Letras*

Heather Forster Jensen facilitated the last of three Números y Letras storytime classes this month. This fall's Números y Letras series was instead geared specifically toward 3-6 year olds (with or without an adult) as a bilingual storytime that would teach basic concepts such as numbers and letters in Spanish. Despite the revised description and target audience, as well as a new time - monthly on Friday mornings, class attendance was low, which may be reflective of the community's general interest in learning Spanish. In the winter, a three-month series of Numbers and Letters storytime will be offered again; however Kristina Guchenia will be featuring Polish.

*Baby Sign Language*

Our last Baby Sign Language class was on November 16, thanks to Administrative Associate, Jamie Allard, who used her ASL education to take over leading the sessions when the presenter we partnered with stopped showing up. The program occasionally had sporadic attendance, potentially due to issues with the presenter or scheduling conflicts, but was overall a clearly desired program that we plan to incorporate more of in the future.

*Pokémon Party*

Jimmy Doane, Lexy Twidell, and Emily Anderson, along with teen volunteers, planned and presented a "Pokémon Party" on Saturday, November 16. This event featured two movie showings in the meeting room, a department wide scavenger hunt, and various crafts in our WouldShop, including creating Pokémon-themed posters, "gym badges" using our button maker, and coloring sheets of various Pokémon. The event was aimed at families with children of all ages; in total, there were 95 patrons that participated in at least one aspect of the program.

*Picture Books on Parade*

Lexy Twidell and Heather Forster Jensen presented Picture Books on Parade this month, creating various stations that featured a craft or activity relating to a Kids and Teens staff-selected picture book. While 22 individuals participated in the Friday evening Picture Books on Parade event, Heather coordinated with Lexy and Monica Dzierzbicki to leave up the majority of stations into the next day, a Saturday morning, which gave an additional 53 patrons the opportunity to celebrate National Picture Book Month through the various activities created by Lexy.

*Veterans Day Pop-up*

In November, the Adult Collaboration Station was creating Veterans Day Cards, and Heather Forster Jensen was tasked with designing a program or station for kids and families to participate in this initiative as well. Heather setup a pop-up collaboration station in the Kids & Teens Department, running from Sunday through Tuesday, bookending Veterans Day, and collected approximately 60 cards, drawings, and notes. The pop-up not only offered supplies for creating cards and notes and thank you posters to sign, in addition to informational signage for kids to learn about the basics of the U.S. military, veterans, and Veterans Day.

*STEAM for Littles*

STEAM for Littles was held again on Wednesday evenings for 8 weeks between October and November. Megan Lawrence continued the program following its success over the summer. Each week featured new activities covering different aspects of science, technology, engineering, art and math. We talked about animal classification, made toothbrush robots, experimented with oil and water, made math monsters by rolling dice to determine how many of each feature (eyes, arms, legs, teeth) each monster should have, and explored trees and leaves. There were 2-3 families who had also participated over the summer that came in the fall session, but new families also became regulars during this time.

*Toy House Building Project*

Megan Lawrence held the Toy House Building Project for Mid-Kids on Nov. 24, giving participants a chance to explore art-focused construction and engineering. Nineteen participants either signed up or dropped in. For the program, they brainstormed who might live in their toy house, then created blueprints, then used shoeboxes and a variety of recycled materials and craft supplies to complete their designs. A table was also set up in WouldShop to extend the program through November 30.

*Be a Star at Family Reading Night*

Monica Dzierzbicki worked with Lexy Twidell and Kristina Guchenia to present the "Be a Star at Family Reading Night" program on Thursday, November 21. Family Reading Night is an annual activity sponsored by the Illinois Secretary of State/State Librarians office. Monica hosted the event, worked

with Shirley Jensen from Adult Services to contact and schedule village and county representatives to act as guest readers for the event. Faculty from three area schools, the Burr Ridge Mayor, and the DuPage County Sheriff, (along with IPPL staff), made the event “a fun and special night for the whole family.” Kristina presented a bilingual Ukrainian folk tale & activity and Lexy assisted in developing the program & providing a collection of read-aloud books.

**Community**

Date	Description	K&T Staff	Attendance
7-Nov	STEM activities at Lakeview Jr. High School	Monica	29
7-Nov	Whole Foods-Willowbrook Storytime	Heather	14
8-Nov	Barbara's Bookstore Storytime, Burr Ridge Village Center	Heather	13
11-Nov	Ozobots loaned to Diane Nelson District 61		30
12-Nov	Write-On Author Dinner with Gift of Carl	Natalie, Monica	5
12-Nov	Write-On Author visit at Downers Grove North High School	Natalie	280
12-Nov	Write-On Author visit at Hinsdale South High School	Natalie	90
13-Nov	Write-On Author visit at Downers Grove South High School	Monica	260
13-Nov	Write-On Author visit at Hinsdale Central High School	Monica	130
20-Nov	Program Planning at Elizabeth Ide Elementary School	Monica, Natalie	4
25-Nov	Evening Parent/Teacher Conferences at Eisenhower Junior High School	Monica	4
26-Nov	Eisenhower middle school	Jack, Monica, Natalie	13
26-Nov	Afternoon Parent/Teacher Conferences at Eisenhower Junior High School	Monica	7
TOTAL:			879

*Preschool Outreach Programmers Meeting*

Lexy Twidell attended a RAILS organized Preschool Outreach Programmers Meeting where she connected with other librarians and outreach services professionals. She benefited from hearing shared success stories and tips about reaching patrons in the community and how to bring them into the library, best practices for communicating and coordinating with community organizations, and discussed ways to overcome certain challenges that come with these practices.

*Story Stroll*

Lexy Twidell updated the Story Stroll at the Burr Ridge Village Center. The new story, We Are Family by Patricia Hegarty, and interactive prompts on each panel promote family and togetherness during the Holiday season.

**LittleShop**

In the LittleShop, Heather Forster Jensen wrapped up the fall activities with leaf rubbing (carried over from the end of October), followed by a tapestry hoop collaborative art project, displayed in the LittleShop after its two-week rotation in the space. Wide-weave burlap was provided in embroidery hoops along with extra-large plastic needles, thread, and yarn. The wide-weave and oversized plastic needles provided a modified embroidery project for small hands in order to develop fine motor skills and hand-eye coordination.

**Seed Library**

Number of Checkouts: 3

Number of Seed Packets Checked Out: 6  
Number of Donations: 0

### Contributing to the Profession

Date	Description	K&T Staff
8-Nov	LACONI-YSS Out of the Box: New Ways to Incorporate Nature Play with Brookfield Zoo	Natalie

### Continuing Education

Date	Description	K&T Staff
8-Nov	LACONI-YSS Out of the Box: New Ways to Incorporate Nature Play with Brookfield Zoo	Natalie, Monica
11-Nov	RAILS Preschool Outreach Programmers Meeting	Lexy

#### *LACONI Youth Services Workshop*

Monica Dzierzbicki and Natalie Williams attended the LACONI Youth Services workshop at Brookfield Zoo. The interactive presentations focused on how and why libraries should incorporate nature and play into programming for children and families. The presenters also incorporated the 21st Century skills curriculum centered on creativity, critical thinking, communication and collaboration. The presenters from the zoo also shared ways zoo staff are available to work with libraries to offer programs. Natalie presented on incorporating stories and poetry into outdoor spaces.

### Meetings & Planning

Date	Description	K&T Staff
5-Nov	Makerspace and technology meeting	Jack, Ann
7-Nov	Meeting to winterize Bea's Garden with Joe Eskew	Natalie
11-Nov	Knitting and Giving Planning Meeting	Kristina, Natalie, Jack
11-Nov	CoWorking planning meeting with Shirley Jensen	Monica
11-Nov	Meeting with Jill to discuss Nature Packs and Write On	Natalie
20-Nov	Meeting with Jill to discuss Write On follow up	Natalie
27-Nov	Meeting to discuss Libsocial events	Jimmy, Natalie

#### *Early Literacy Team Workday*

On Nov. 25, the Early Literacy Team spent time cleaning the closets in the Youth Room. They sorted toys to be used for LittleTown and 'open play' events and they generally supplies for easier access.

### *New Teen Librarian*

Natalie Williams and Jamie Bukovac conducted three initial interviews with three candidates for the Teen Librarian position. Laura Birmingham, Monica Dzierzbicki, and several teens from the Teen Advisory and Service Committee (TASC) participated in a very thorough second interview with Michelle Dukes. Michelle was offered the job and will begin at IPPL in January.

## **Collections**

### *Rokus*

Jack Schultz added four new Roku streaming devices with Disney+. Patrons can now access the Disney+ streaming service for a week and binge all of their favorite Disney, Marvel, Star Wars, and National Geographic shows and movies. Each Disney+ device has two checkouts since the November 12 release date and the hold list is already up to 10 requests.

### *LeapPads*

Jack Schultz updated our LeapPad collection with six new touchscreen LeapPad Academy devices. The new devices offer updated learning games and downloadable content, which eliminates the need for cartridges.

*Submitted by Natalie Williams, Head of Youth Services 12/9/2019*

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

## Programs

In December, Youth Services presented 26 programs at IPPL with 689 people in attendance. We also participated in 5 events out in the community reaching 97 people.

Date	Description	K&T Staff	Attendance
2-Dec	Rainbow Club	Natalie	8
3-Dec	Knit and Give	Jack, Kristina, Kelli, Natalie	4
7-Dec	Dadurday: Cookie Decorating	Megan	77
7-Dec	Take Care of Your First Home	Jimmy	8
9-Dec	Greeting Card Creations	Jack	7
9-Dec	Rollick & Roll	Heather	45
10-Dec	Home School Smart	Jack, Monica	13
10-Dec	Homeschooling SMART: Coding	Monica, Jack	13
10-Dec	LibSocial Open Study Hall	Natalie	0
12-Dec	De-Stress Bath Bombs and stress balls	Jack	1
12-Dec	Card making with the Vinyl cutter with TJ	Jack	2
13-Dec	Dungeons and Dragons	Jimmy	1
14-Dec	Sleigh Read	Lexy, Natalie, Megan, Heather	125
18-Dec	Mid-Kid Krafts	Kristina	4
18-Dec	Gingerbread House Building	Lexy, Kristina	50
19-Dec	Ukrainian Storytime	Kristina	10
19-Dec	Rollick & Roll	Heather	22
20-Dec	Cifry I Litery (Polish "Numbers and Letters")	Kristina	4
20-Dec	Winter Break Teen Gaming	Jimmy	24
21-Dec	Teen Advisory and Service Committee	Jimmy, Natalie	9
26-Dec	Ukrainian Storytime	Kristina	0
27-Dec	Dungeons and Dragons	Jimmy	1
27-Dec	Lil' Kids Holiday Hip Hop Dance	Monica	28
27-Dec	Mid-Kids Holiday Hip Hop Dance	Monica	9
28-Dec	Ugly Sweater Murder Mystery Lock-In	Jimmy, Natalie	12
30-Dec	Noon Year's Eve	Lexy, Megan	220
		TOTAL:	689

### *Star Wars Pop-up*

Due to the success of the Veterans Day Card Making pop-up table in November, Heather Forster Jensen designed a similar pop-up activity station for the release of the new Star Wars movie on December 19th. The table featured a design a droid craft as well as themed activity pages. Over the course of a week, 80 patrons participated in the activities at the pop-up.

*Sleigh Read*

On December 14th, Lexy Twidell coordinated the Sleigh Read program with assistance from Natalie Williams and Heather Forster Jensen. Patrons enjoyed a storytime, snacks, crafts, custom balloon artist creations, and a visit from mini-therapy horses. Approximately 125 patrons participated in the Sleigh Read program.

*Noon Year's Eve*

Our Noon Year's Eve program drew in 220 people and turned the Meeting Room into a fun and festive dance party. In addition to dancing, guests made party hats, took pictures, ate snacks and had a New Year's toast with regular and sparkling apple juice. The party's peak was the video countdown followed by a balloon and confetti drop. One mother with an infant was very appreciative of the event and complimented the library on its great programs, especially one like this one. This program was a collaboration of Megan Lawrence, Lexy Twidell, Natalie Williams, Heather Forster-Jensen and three teen volunteers.

*Ugly Sweater Murder Mystery Lock-In*

Jimmy Doane and Natalie Williams presented a Murder Mystery Lock-In for teens. Using the instructions provided in the online kit, Jimmy assigned characters to registrants. Teens came in character and followed the prompts for their role in order to determine who the "victim" and "murderer" would be. Twelve teens attended the program, which provided them an opportunity to socialize with one another and to flex their creativity in acting out their assigned roles.

*Finals Stressbusters*

Jimmy Doane worked with Kids & Teens staff to provide teens with a variety of activities, snacks, and opportunities to study during Hinsdale South High School's finals week. Jimmy put out different "stressbusters" each day in the teen lounge, including jigsaw puzzles, coloring book pages, and origami materials, as a way for students to take a break for short periods of time. Jimmy also collaborated with Natalie Williams and Jack Schultz to provide teen patrons with snacks and water bottles during their visit. Nineteen teens participated in the stressbuster activities. Staff interacted with/provided snacks and water to over 120 patrons. At the end of the week, Jimmy ran a Teen Gaming event to celebrate the beginning of Winter Break, which had 24 attendees.

*Cifry I Litery*

Kristina Guchenia presented the first class of Cifry I Litery (Polish "Numbers and Letters") a bilingual class that introduces basic words in Polish to children. The first class focused on introducing colors and numbers. They read the books "Numbers in Polish" and "Colors in Polish" and practiced songs such as "Five Little Monkeys" but substituting the numbers in the song to be in Polish. They also played a game using colors where Kristina named a color in Polish and they had to find something in the room that was the same color.

*Gingerbread House Building*

On December 18th, Lexy Twidell hosted a family Gingerbread House building night with the help of Kristina Guchenia. This event provided an opportunity for over 20 different families to work together on a creative and festive project during the holiday season. The demand for this program was high so it is certainly something to consider expanding upon in the future.

**Community**

Date	Description	K&T Staff	Attendance
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4-Dec	Harry Potter Potions at Starbucks with Emily Anderson	Natalie	2
4-Dec	Meeting with Rebecca Laratta and D62 staff about Accessibility Event	Natalie, Megan	
5-Dec	Lakeview Jr. High school library visit with vinyl cutter	Jack	26
5-Dec	Whole Foods-Willowbrook Storytime	Heather	32
11-Dec	Meeting with Christine from Berwyn Public Library to share about starting a community garden	Natalie	
11-Dec	Meeting with Cynthia from Good Worx to plan for the Prairie Patch	Natalie	
11-Dec	Visited Concord Elementary to deliver Winter Read	Natalie	
11-Dec	Visited Eisenhower Jr High to deliver Winter Read	Natalie	
13-Dec	Anne M. Jeans Ozobot visit	Jack	36
26-Dec	Delivered 389 Giving Tree items to WBC	Natalie	
13-Dec	Barbara's Bookstore Storytime	Lexy	5
		TOTAL:	97

*Giving Tree*

Jimmy Doane and Natalie Williams coordinated the 12th Annual Giving Tree donation drive. They worked with TASC (Teen Advisory and Service Committee) members to set up the tree, create ornaments for donors to sign and place on the tree, and then inventory the donations at the end of the drive. Library patrons ended up donating 389 total cold-weather articles of clothing from December 3rd through December 21st. These items were delivered to Willowbrook Corner to be handed out to community members in need.

**LittleShop**

In the LittleShop, Heather Forster Jensen began the winter session of activities with shape penguins, followed by two versions of an arctic animal matching game. Shape penguins was a project in which shape identification was combined with design and imagination, as children and their caregivers could assemble a penguin using a variety of shapes and colors. Matching games like the arctic animal themed ones for the LittleShop, benefit concentration, train visual memory, and improve the ability to find similarities and differences in objects.

**LittleTown**

Lexy Twidell rotated the toys in the Little Town play space to include a Construction Zone that uses imaginative construction play to enhance spatial reasoning, encourage divergent thinking, and build teamwork. Lexy also put new Early Literacy tips in the space to guide parents in creating intentional interactions that help their children develop in a variety of ways.

*Holiday Gift Display*

Lexy Twidell organized a holiday book display in Kids & Teens in which all the books displayed were gift wrapped and included a tag indicating a recommended reading level and a clue about the book. Many patrons, kids and caregivers, made comments about how delighted they were to “unwrap a story surprise.”

**Meetings & Planning**

Date	Description	K&T Staff
2-Dec	Spring Bike Event planning	Monica, Natalie

5-Dec	Meeting with Joe Eskew to plan Tool themed Dadurday	Natalie, Lexy
9-Dec	Makerspace meeting with Ann	Jack
11-Dec	Makerspace meeting with Ann	Jack
19-Dec	Meeting with Lissa Blake and Ellen Lawrence in regards to the Future of Education Technology Conference (FETC)	Jack

## Staff

We received 14 applications for the Youth Associate position. In December, Jack Schultz and I interviewed four candidates, including Tricia Thompson, who was hired and started work at IPPL on December 26.

*Submitted by Natalie Williams, Head of Youth Services 1/5/2020*

STATISTICS FOR	Nov. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	27,455	27,639	147,232	146,809	0.29%
Teen	1,485	1,850	10,395	11,372	-8.59%
Kids	15,188	15,379	81,942	77,650	5.53%
ILLs Sent	2,735	3,056	16,089	16,684	-3.57%
TOTAL	46,863	47,924	255,658	252,515	1.24%
Electronic Circulation	6,650	5,978	35,078	28,517	23.01%
GRAND TOTAL CIRC.	53,513	53,902	290,736	281,032	3.45%
% Reciprocal Borrowing	16%	13%	14%	14%	
Patron Visits	23,309	30,822	128,424	169,821	-24.38%
<b><u>Current Cards</u></b>					
Resident	100	142	23,095	22,954	0.61%
Non-Resident	52	71	1,034	1,079	-4.17%
TOTAL	152	213	24,129	24,033	0.40%
Non-Resident Households	23	37	456	531	-14.12%
<b><u>Patron Assistance</u></b>					
Adult - Reference	2,469	2,612	13,136	14,310	-8.20%
Kids - Reference	1,542	1,768	9,695	6,348	52.73%
Technology - Reference	1,396	1,031	6,720	5,574	20.56%
TOTAL REFERENCE	5,407	5,411	29,551	26,232	12.65%
Adult - Other	537	672	2,524	3,403	-25.83%
Kids - Other	92	91	615	4,877	-87.39%
Technology - Other	34	67	275	394	-30.20%
TOTAL OTHER	663	830	3,414	8,674	-60.64%
GRAND TOTAL ASST.	6,070	6,241	32,965	34,906	-5.56%
<b><u>ILL/Reserves</u></b>					
Holds	6,813	7,031	38,360	37,620	1.97%
ILLs Sent	2,735	3,056	16,089	16,684	-3.57%
ILLs Checked Out	3,726	3,571	21,283	19,193	10.89%
ILLs Received	4,141	3,987	23,656	21,645	9.29%
<b><u>Programs - Adult</u></b>					
# Programs	15	9	71	56	26.79%
Attendance	326	181	1,747	1,047	66.86%
<b><u>Technology Classes</u></b>					
# Programs	10	6	42	33	27.27%
Attendance	88	57	427	311	37.30%
<b><u>Individual Technology Training</u></b>					
# of Patrons	144		1,547		
<b><u>Groups</u></b>					
# Programs	14	15	70	71	-1.41%
Attendance	139	166	689	703	-1.99%
<b><u>Others</u></b>					
#Programs	0	0	0	1	-100.00%
Attendance	0	0	0	11	-100.00%
<b><u>Programs - Teen</u></b>					
# Programs	11	13	30	53	-43.40%
Attendance	821	86	1,068	771	38.52%
<b><u>Programs - Kids</u></b>					
# Programs	69	37	378	193	95.85%
Attendance	1,419	2,035	8,250	6,326	30.41%
GRAND TOTAL ATT.	2,937		13,728		

STATISTICS FOR	Nov. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,793	2,839	14,652	15,571	-5.90%
Kids Computers	622	604	3,677	3,802	-3.29%
Teen Laptop	61	61	339	413	-17.92%
Adult Laptop	115	93	487	501	-2.79%
<b>TOTAL PATRON USE</b>	<b>3,591</b>	<b>3,597</b>	<b>19,155</b>	<b>20,287</b>	<b>-5.58%</b>
<b>Hours Used</b>					
Adult Computers	2,238	2,106	11,844	11,899	-0.46%
Kids Computers	437	426	2,609	2,401	8.66%
Teen Laptop	74	66	335	450	-25.56%
Adult Laptop	185.50	159	795.50	888	-10.37%
<b>TOTAL HOURS USED</b>	<b>2,934.50</b>	<b>2,757</b>	<b>15,583.50</b>	<b>15,638</b>	<b>-0.35%</b>
<b>Wireless Total Connections</b>	<b>9,854</b>	<b>8,529</b>	<b>49,097</b>	<b>43,536</b>	<b>12.77%</b>
<b>IPPL Total Web Site Access</b>	<b>47,364</b>		<b>192,841</b>		
<b>IPPL Total Page Views</b>	<b>51,040</b>		<b>245,464</b>		
<b>Subscription Database Logins</b>	<b>2,210</b>	<b>2,612</b>	<b>13,482</b>	<b>13,907</b>	<b>-3.06%</b>
<b>Outreach-Homebound</b>					
Items Delivered	134	131	706	645	9.46%
<b>Volunteers</b>					
Number Active	50	47			
Hours Worked	377.75	299.25	2,109.75	1,888.00	11.75%
<b>Staff Training Hours</b>	<b>60</b>	<b>46</b>	<b>601</b>	<b>455.25</b>	<b>32.07%</b>
<b>Room Use</b>					
Youth Room					
Library	39	17	163	76	114.47%
Non-Library	12	19	38	55	-30.91%
Meeting Room					
Library	42	36	202	160	26.25%
Non-Library	18	16	66	51	29.41%
Conference Rooms	457	440	2,346	2,088	12.36%
Lobby Programs	1	5	10	33	-69.70%
Board Room					
Library	31	25	136	124	9.68%
Non-Library	21	26	104	102	1.96%
<b>Clavinova</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>-100.00%</b>

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -NOV 2019

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	491	1	0	492	7	2	8	2
Non-Fiction	41496	333	218	41611	1120	1437	1453	1655
Fiction	34835	498	1085	34248	1912	3474	2410	4559
<b>ADULT TOTALS</b>	<b>76822</b>	<b>832</b>	<b>1303</b>	<b>76351</b>	<b>3039</b>	<b>4913</b>	<b>3871</b>	<b>6216</b>
<b>KIDS</b>								
Non-Fiction	11295	13	173	11135	319	48	332	221
Fiction	21843	184	31	21996	553	622	737	653
<b>KIDS TOTALS</b>	<b>33138</b>	<b>197</b>	<b>204</b>	<b>33131</b>	<b>872</b>	<b>670</b>	<b>1069</b>	<b>874</b>
<b>TEEN</b>								
Non-Fiction	547	1	149	399	20	20	21	169
Fiction	3875	43	301	3617	154	68	197	369
<b>TEEN TOTALS</b>	<b>4422</b>	<b>44</b>	<b>450</b>	<b>4016</b>	<b>174</b>	<b>88</b>	<b>218</b>	<b>538</b>
<b>BOOK TOTALS</b>	<b>114382</b>	<b>1073</b>	<b>1957</b>	<b>113498</b>	<b>4085</b>	<b>5671</b>	<b>5158</b>	<b>7628</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	6502	55	537	6020	197	217	252	754
Music CDs	6510	45	455	6100	99	1585	144	2040
Playaway	370	0	0	370	4	8	4	8
DVDs (DVD & Blu-ray)	20746	98	259	20585	501	227	599	486
<b>ADULT TOTALS</b>	<b>34128</b>	<b>198</b>	<b>1251</b>	<b>33075</b>	<b>801</b>	<b>2037</b>	<b>999</b>	<b>3288</b>
<b>KIDS</b>								
Audiobooks on CD	508	0	2	506	2	111	2	113
Music CDs	265	0	1	264	34	577	34	578
Playaway	91	0	1	90	0	9	0	10
DVDs (DVD & Blu-ray)	4299	37	6	4330	131	102	168	108
<b>KIDS TOTALS</b>	<b>5163</b>	<b>37</b>	<b>10</b>	<b>5190</b>	<b>167</b>	<b>799</b>	<b>204</b>	<b>809</b>
<b>TEEN</b>								
Audiobooks on CD	177	0	0	177	9	39	9	39
Playaway	17	0	0	17	1	14	1	14
DVDs (DVD & Blu-ray)	442	1	8	435	14	124	15	132
<b>TEEN TOTALS</b>	<b>636</b>	<b>1</b>	<b>8</b>	<b>629</b>	<b>24</b>	<b>177</b>	<b>25</b>	<b>185</b>
<b>AUDIOVISUAL TOTALS</b>	<b>39927</b>	<b>236</b>	<b>1269</b>	<b>38894</b>	<b>992</b>	<b>3013</b>	<b>1228</b>	<b>4282</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	133	14	5	142	8	3	22	8
Tech Takeout (except digital content devices)	108	0	1	107	10	0	10	1
CD-ROMs	43	0	2	41	0	1	0	3
<b>ADULT TOTALS</b>	<b>284</b>	<b>14</b>	<b>8</b>	<b>290</b>	<b>18</b>	<b>4</b>	<b>32</b>	<b>12</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	157	0	2	155	14	1	14	3
Puzzles (New Aug. 2018)	16	4	0	16				
Playaway Launch Pads	23	0	1	22	0	1	0	2
<b>KIDS TOTALS</b>	<b>196</b>	<b>4</b>	<b>3</b>	<b>193</b>	<b>14</b>	<b>2</b>	<b>14</b>	<b>5</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	690	3	0	693	14	13	17	13
Board Games	94	0	0	94	8	0	8	0
<b>TEEN TOTALS</b>	<b>790</b>	<b>3</b>	<b>0</b>	<b>793</b>	<b>22</b>	<b>13</b>	<b>25</b>	<b>13</b>
<b>OTHER TOTALS</b>	<b>1270</b>	<b>21</b>	<b>11</b>	<b>1276</b>	<b>54</b>	<b>19</b>	<b>71</b>	<b>30</b>
<b>COLLECTION TOTALS</b>	<b>155579</b>	<b>21</b>	<b>11</b>	<b>155589</b>			<b>6457</b>	<b>11940</b>

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- November 2019

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BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	269,125	54,553		323,678				
Reference- Year	542	7	0	549				
<b>TOTALS FOR ALL AGES</b>	269,667	54,560	0	324,227	0	0	0	0
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	3,350	9	0	3,359	85	0	94	0
eMedia (Overdrive Advantage)	1,037	8	0	1,045	42	0	50	0
Fiction								
eMedia (Overdrive Consortium)	14,043	84	0	14,127	292	0	376	0
eMedia (Overdrive Advantage)	4,846	50	0	4,896	257	0	307	0
Preloaded eReaders	88	0	0	88	7		7	
<b>ADULT TOTALS</b>	23,276	151	0	23,427	676	0	827	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	126	1	0	127	1	0	2	
eMedia (Overdrive Advantage)	35	0	0	35	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,748	21	0	2,769	50	0	71	0
eMedia (Overdrive Advantage)	348	18	0	366	20	0	38	
<b>KIDS TOTALS</b>	3,257	40		3,297	70	0	115	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	96	1	0	97	1		2	
eMedia (Overdrive Advantage)	17	0	0	17	0		0	
Fiction								
eMedia (Overdrive Consortium)	3,402	12	0	3,414	53	0	65	0
eMedia (Overdrive Advantage)	521	4	0	525	0	0	4	
<b>TEEN TOTALS</b>	4,036	17		4,053	54	0	71	0
<b>BOOK TOTALS</b>	300,236	54,768		355,004	800	0	1,013	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	58,306	10966		69,272				
Music	265,515		23811	241,704				
Movies/TV Episodes	13,476	1561	0	15,037				
<b>Yearly Total for All Ages</b>	<b>337,297</b>	<b>12527</b>	<b>23811</b>	<b>326,013</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	5,270	15	0	5,285	90		105	0
eMedia Advantage (Overdrive)	1,020	6		1,026	65		71	0
Preloaded Audiobook iPods	48	4	0	52	3	0	3	0
Movies								
Preloaded Roku Titles	1,123	8		1,131	25		33	
<b>ADULT TOTALS</b>	<b>7,461</b>	<b>33</b>		<b>7,494</b>	<b>183</b>	<b>0</b>	<b>212</b>	<b>0</b>
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	357	3		360	6		9	
eMedia Advantage (Overdrive)	40	0	0	40	0		0	
Movies								
Preloaded Roku Titles	171	3		174	9		12	
<b>KIDS TOTALS</b>	<b>568</b>	<b>6</b>		<b>574</b>	<b>15</b>	<b>0</b>	<b>21</b>	<b>0</b>
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	631	3		634	6		9	0
eMedia Advantage (Overdrive)	57	0		57	0		0	0
<b>TEEN TOTALS</b>	<b>688</b>	<b>3</b>		<b>691</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>346,014</b>	<b>42</b>		<b>334,772</b>	<b>204</b>	<b>0</b>	<b>242</b>	<b>0</b>
<b>COLLECTION TOTALS</b>	<b>646,250</b>	<b>54,810</b>		<b>689,776</b>	<b>1004</b>	<b>0</b>	<b>1,255</b>	<b>0</b>

STATISTICS FOR	Dec. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	26,574	27,735	173,806	174,544	-0.42%
Teen	1,542	1,902	11,937	13,274	-10.07%
Kids	13,374	13,188	95,316	90,838	4.93%
ILLs Sent	2,635	2,914	18,724	19,598	-4.46%
TOTAL	44,125	45,739	299,783	298,254	0.51%
Electronic Circulation	6,379	5,888	41,457	34,405	20.50%
GRAND TOTAL CIRC.	50,504	51,627	341,240	332,659	2.58%
% Reciprocal Borrowing	13%	13%	14%	13%	
Patron Visits	20,962	26,779	149,386	196,600	-24.02%
<b>Current Cards</b>					
Resident	99	99	23,095	22,954	0.61%
Non-Resident	65	54	1,020	1,085	-5.99%
TOTAL	164	153	24,115	24,039	0.32%
Non-Resident Households	37	35	458	531	-13.75%
<b>Patron Assistance</b>					
Adult - Reference	2,065	2,557	15,201	16,867	-9.88%
Kids - Reference	1,496	1,518	11,191	7,866	42.27%
Technology - Reference	1,526	1,067	8,246	6,641	24.17%
TOTAL REFERENCE	5,087	5,142	34,638	31,374	10.40%
Adult - Other	410	557	2,934	3,960	-25.91%
Kids - Other	65	105	680	4,982	-86.35%
Technology - Other	41	81	316	475	-33.47%
TOTAL OTHER	516	743	3,930	9,417	-58.27%
GRAND TOTAL ASST.	5,603	5,885	38,568	40,791	-5.45%
<b>ILL/Reserves</b>					
Holds	6,761	6,782	45,121	44,402	1.62%
ILLs Sent	2,635	2,914	18,724	19,598	-4.46%
ILLs Checked Out	3,187	3,431	24,470	22,624	8.16%
ILLs Received	3,615	3,838	27,271	25,483	7.02%
<b>Programs - Adult</b>					
# Programs	7	6	78	62	25.81%
Attendance	65	106	1,812	1,153	57.16%
<b>Technology Classes</b>					
# Programs	3	4	45	37	21.62%
Attendance	14	27	441	338	30.47%
<b>Individual Technology Training</b>					
# of Patrons	198		1,745		
<b>Groups</b>					
# Programs	11	10	81	81	0.00%
Attendance	100	101	789	804	-1.87%
<b>Others</b>					
#Programs	0	0	0	1	-100.00%
Attendance	0	0	0	11	-100.00%
<b>Programs - Teen</b>					
# Programs	8	8	38	61	-37.70%
Attendance	55	86	1,123	857	31.04%
<b>Programs - Kids</b>					
# Programs	24	18	402	211	90.52%
Attendance	738	571	8,988	6,897	30.32%
GRAND TOTAL ATT.	1,170		14,898		



STATISTICS FOR	Dec. 2019	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,480	2,692	17,132	18,263	-6.19%
Kids Computers	558	498	4,235	4,300	-1.51%
Teen Laptop	64	50	403	463	-12.96%
Adult Laptop	43	75	530	576	-7.99%
<b>TOTAL PATRON USE</b>	<b>3,145</b>	<b>3,315</b>	<b>22,300</b>	<b>23,602</b>	<b>-5.52%</b>
<b>Hours Used</b>					
Adult Computers	3,769	2,035	15,613	13,934	12.05%
Kids Computers	437	336	3,046	2,737	11.29%
Teen Laptop	68	60	403	510	-20.98%
Adult Laptop	68	124	864	1,012	-14.67%
<b>TOTAL HOURS USED</b>	<b>4,342</b>	<b>2,555</b>	<b>19,925.50</b>	<b>18,193</b>	<b>9.52%</b>
<b>Wireless Total Connections</b>	<b>9,186</b>	<b>8,302</b>	<b>58,283</b>	<b>51,838</b>	<b>12.43%</b>
<b>IPPL Total Web Site Access</b>	<b>49,275</b>		<b>242,116</b>		
<b>IPPL Total Page Views</b>	<b>52,023</b>		<b>297,487</b>		
<b>Subscription Database Logins</b>	<b>1,506</b>	<b>2,854</b>	<b>14,988</b>	<b>16,761</b>	<b>-10.58%</b>
<b>Outreach-Homebound</b>					
Items Delivered	158	122	864	767	12.65%
<b>Volunteers</b>					
Number Active	41	15			
Hours Worked	294.25	292	2,404	2,180	10.28%
<b>Staff Training Hours</b>	<b>48</b>	<b>38</b>	<b>649</b>	<b>493.25</b>	<b>31.58%</b>
<b>Room Use</b>					
Youth Room					
Library	11	16	174	92	89.13%
Non-Library	13	13	51	68	-25.00%
Meeting Room					
Library	26	22	228	182	25.27%
Non-Library	9	13	75	64	17.19%
Conference Rooms	407	442	2,753	2,530	8.81%
Lobby Programs	1	4	11	37	-70.27%
Board Room					
Library	16	23	152	147	3.40%
Non-Library	18	20	122	122	0.00%
<b>Clavinova</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>-100.00%</b>

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -DEC 2019**

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	492	4	12	484	8	2	12	14
Non-Fiction	41611	301	1181	40731	1453	1655	1754	2836
Fiction	34248	245	369	34124	2410	4559	2655	4928
<b>ADULT TOTALS</b>	<b>76351</b>	<b>550</b>	<b>1562</b>	<b>75339</b>	<b>3871</b>	<b>6216</b>	<b>4421</b>	<b>7778</b>
<b>KIDS</b>								
Non-Fiction	11135	51	23	11163	332	221	383	244
Fiction	21996	264	72	22188	737	653	1001	725
<b>KIDS TOTALS</b>	<b>33131</b>	<b>315</b>	<b>95</b>	<b>33351</b>	<b>1069</b>	<b>874</b>	<b>1384</b>	<b>969</b>
<b>TEEN</b>								
Non-Fiction	399	3	3	399	21	169	24	172
Fiction	3617	20	16	3621	197	369	217	385
<b>TEEN TOTALS</b>	<b>4016</b>	<b>23</b>	<b>19</b>	<b>4020</b>	<b>218</b>	<b>538</b>	<b>241</b>	<b>557</b>
<b>BOOK TOTALS</b>	<b>113498</b>	<b>888</b>	<b>1676</b>	<b>112710</b>	<b>5158</b>	<b>7628</b>	<b>6046</b>	<b>9304</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	6020	16	3	6033	252	754	268	757
Music CDs	6100	19	300	5819	144	2040	163	2340
Playaway	370	0	0	370	4	8	4	8
DVDs (DVD & Blu-ray)	20585	202	194	20593	599	486	801	680
<b>ADULT TOTALS</b>	<b>33075</b>	<b>237</b>	<b>497</b>	<b>32815</b>	<b>999</b>	<b>3288</b>	<b>1236</b>	<b>3785</b>
<b>KIDS</b>								
Audiobooks on CD	506	2	0	508	2	113	4	113
Music CDs	264	0	1	263	34	578	34	579
Playaway	90	0	1	89	0	10	0	11
DVDs (DVD & Blu-ray)	4330	12	6	4336	168	108	180	114
<b>KIDS TOTALS</b>	<b>5190</b>	<b>14</b>	<b>8</b>	<b>5196</b>	<b>204</b>	<b>809</b>	<b>218</b>	<b>817</b>
<b>TEEN</b>								
Audiobooks on CD	177	5	0	182	9	39	14	39
Playaway	17	0	0	17	1	14	1	14
DVDs (DVD & Blu-ray)	435	6	2	439	15	132	21	134
<b>TEEN TOTALS</b>	<b>629</b>	<b>11</b>	<b>2</b>	<b>638</b>	<b>25</b>	<b>185</b>	<b>36</b>	<b>187</b>
<b>AUDIOVISUAL TOTALS</b>	<b>38894</b>	<b>262</b>	<b>507</b>	<b>38649</b>	<b>1228</b>	<b>4282</b>	<b>1490</b>	<b>4789</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	142	13	0	155	22	8	35	8
Tech Takeout (except digital content devices)	107	2	0	109	10	1	12	1
CD-ROMs	41	0	0	41	0	3	0	3
<b>ADULT TOTALS</b>	<b>290</b>	<b>15</b>	<b>0</b>	<b>305</b>	<b>32</b>	<b>12</b>	<b>47</b>	<b>12</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	155	6	0	161	14	3	20	3
Puzzles (New Aug. 2018)	16	0	0	16	4	0	4	
Playaway Launch Pads	22	0	0	22	0	2	0	2
<b>KIDS TOTALS</b>	<b>193</b>	<b>6</b>	<b>0</b>	<b>199</b>	<b>18</b>	<b>5</b>	<b>24</b>	<b>5</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	693	11	0	704	17	13	28	13
Board Games	94	5	0	99	8	0	13	0
<b>TEEN TOTALS</b>	<b>793</b>	<b>16</b>	<b>0</b>	<b>809</b>	<b>25</b>	<b>13</b>	<b>41</b>	<b>13</b>
<b>OTHER TOTALS</b>	<b>1276</b>	<b>37</b>	<b>0</b>	<b>1313</b>	<b>75</b>	<b>30</b>	<b>112</b>	<b>30</b>
<b>COLLECTION TOTALS</b>	<b>153668</b>	<b>37</b>	<b>0</b>	<b>153705</b>			<b>7648</b>	<b>14123</b>

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- December 2019

67

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	269,125	54,553		323,678				
Reference- Year	542	7	0	549				
<b>TOTALS FOR ALL AGES</b>	269,667	54,560	0	324,227	0	0	0	0
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	3,359	24	0	3,383	94	0	118	0
eMedia (Overdrive Advantage)	1,045	7	0	1,052	50	0	57	0
Fiction								
eMedia (Overdrive Consortium)	14,127	77	0	14,204	376	0	453	0
eMedia (Overdrive Advantage)	4,896	30	0	4,926	307	0	337	0
Preloaded eReaders	88	0	0	88	7		7	
<b>ADULT TOTALS</b>	23,427	138	0	23,565	827	0	965	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	127	0	0	127	2	0	2	
eMedia (Overdrive Advantage)	35	0	0	35	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,769	8	0	2,777	71	0	79	0
eMedia (Overdrive Advantage)	366	2	0	368	38	0	40	
<b>KIDS TOTALS</b>	3,297	10		3,307	109	0	125	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	97	0	0	97	2		2	
eMedia (Overdrive Advantage)	17	0	0	17	0		0	
Fiction								
eMedia (Overdrive Consortium)	3,414	16	0	3,430	65	0	81	0
eMedia (Overdrive Advantage)	525	5	0	530	4	0	9	
<b>TEEN TOTALS</b>	4,053	21		4,074	71	0	92	0
<b>BOOK TOTALS</b>	300,444	54,729		355,173	1007	0	1,182	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	58,306	10966		69,272				
Music	265,515		23811	241,704				
Movies/TV Episodes	13,476	1561	0	15,037				
<b>Yearly Total for All Ages</b>	<b>337,297</b>	<b>12527</b>	<b>23811</b>	<b>326,013</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	5,285	17	0	5,302	105		122	0
eMedia Advantage (Overdrive)	1,026	16		1,042	71		87	0
Preloaded Audiobook iPods	52	0	0	52	7	0	7	0
Movies								
Preloaded Roku Titles	1,131	20		1,151	33		53	
<b>ADULT TOTALS</b>	<b>7,494</b>	<b>53</b>		<b>7,547</b>	<b>216</b>	<b>0</b>	<b>269</b>	<b>0</b>
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	360	0		360	9		9	
eMedia Advantage (Overdrive)	40	0	0	40	0		0	
Movies								
Preloaded Roku Titles	174	2		176	12		14	
<b>KIDS TOTALS</b>	<b>574</b>	<b>2</b>		<b>576</b>	<b>21</b>	<b>0</b>	<b>23</b>	<b>0</b>
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	634	2		636	9		11	0
eMedia Advantage (Overdrive)	57	1		58	0		1	0
<b>TEEN TOTALS</b>	<b>691</b>	<b>3</b>		<b>694</b>	<b>9</b>	<b>0</b>	<b>12</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>346,056</b>	<b>58</b>		<b>334,830</b>	<b>246</b>	<b>0</b>	<b>304</b>	<b>0</b>
<b>COLLECTION TOTALS</b>	<b>646,500</b>	<b>54,787</b>		<b>690,003</b>	<b>1253</b>	<b>0</b>	<b>1,486</b>	<b>0</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2019

Balance on hand as of October 31, 2019.....	3,255,785.17
Cash Receipts for November.....	65,255.98
Cash Disbursements for November.....	317,121.86
Cash on hand as November 30, 2019.....	3,003,919.29

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.763%	
General.....	1,527,142.41
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,837.04
Children's Endowment.....	3,040.25
Endowment.....	11,768.38
MPI Investment (Corporate Fund).....	1,984,765.54

Fifth Third - Checking	
General.....	12,582.51
Hinsdale Bank & Trust - Checking.....	6,270.61
Fifth Third - Savings - Rate 1.35%	
General.....	124,364.22
Petty Cash/Circulation.....	404.00
Balances as of November 30, 2019.....	3,695,141.70

FUND BALANCES AS OF 11/30/2019

Corporate Fund.....	3,566,164.30
Building & Maintenance Fund.....	35,567.68
I.M.R.F. Fund.....	(9,752.25)
Liability Fund.....	(592.83)
Social Security Fund.....	3,089.23
Special Reserve Fund.....	5,837.04
Current Liabilites.....	94,828.53
Grand Total All Funds.....	3,695,141.70

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

Percent of Year: 41.67

	RECEIVED NOVEMBER 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	43,823.46	3,566,415.13	97.46%	3,659,490.00	93,074.87
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	10.75	0.00%	0.00	-10.75
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>43,823.46</b>	<b>3,566,425.88</b>	<b>97.46%</b>	<b>3,659,490.00</b>	<b>93,064.12</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<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	2,574.02	14,145.93	94.31%	15,000.00	854.07
<b>TOTAL INTEREST</b>	<b>2,574.02</b>	<b>14,145.93</b>	<b>94.31%</b>	<b>15,000.00</b>	<b>854.07</b>
<b>DESK MONIES</b>					
45100 · Copier	251.35	1,639.36	35.64%	4,600.00	2,960.64
45120 · Computer Copies	1,091.65	6,435.07	42.90%	15,000.00	8,564.93
45130 · Fax	154.47	664.03	66.40%	1,000.00	335.97
45200 · Fines/Fees	3,620.48	19,103.63	38.21%	50,000.00	30,896.37
45250 · Gifts/Donations	180.00	704.79	140.96%	500.00	-204.79
45300 · Lost Materials	710.74	5,317.08	66.46%	8,000.00	2,682.92
45350 · Non-Resident Fees	4,632.00	40,573.15	44.10%	92,000.00	51,426.85
45400 · DVD Fines	55.75	565.20	47.10%	1,200.00	634.80
45450 · Top Picks	29.00	117.00	29.25%	400.00	283.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	50.60	183.40	18.34%	1,000.00	816.60
45650 · 3D Printing	22.00	223.90	89.56%	250.00	26.10
45660 · Carvey	5.00	29.00	58.00%	50.00	21.00
45700 · Passport Fees	2,415.00	10,850.00	43.40%	25,000.00	14,150.00
45750 · Notary Fees	92.30	690.30	49.31%	1,400.00	709.70
<b>TOTAL DESK MONIES</b>	<b>13,310.34</b>	<b>87,383.41</b>	<b>43.52%</b>	<b>200,800.00</b>	<b>113,416.59</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	306.04	15.30%	2,000.00	1,693.96
46800 · Collection Agency Fee	20.00	80.00	40.00%	200.00	120.00
* 49000 · Operating Transfer In	0.00	11,417.76	0.00%	0.00	-11,417.76
<b>TOTAL OTHER INCOME</b>	<b>20.00</b>	<b>13,028.55</b>	<b>449.26%</b>	<b>2,900.00</b>	<b>-10,128.55</b>
<b>GRAND TOTAL</b>	<b>59,727.82</b>	<b>3,734,145.02</b>	<b>94.98%</b>	<b>3,931,351.00</b>	<b>197,205.98</b>

\* Operating Transfer In reflects \$10,829.76 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00

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## Indian Prairie Public Library District Consolidated Expenditures Report for November 2019

Percent of Year: 41.67

	November 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	170,525.57	882,555.92	38.47%	2,294,105.00	1,411,549.08	2,317,046.00	38.09%
61310 · Benefits - Medical / Life Ins.	10,012.32	60,124.71	34.41%	174,732.00	114,607.29	184,000.00	32.68%
61330 · Benefits - IMRF	34,594.03	70,909.80	35.22%	201,318.00	130,408.20	212,000.00	33.45%
61340 · Benefits - FICA	12,879.25	67,142.41	39.38%	170,513.00	103,370.59	183,000.00	36.69%
61400 · Staff Development	1,144.48	7,679.63	38.40%	20,000.00	12,320.37	24,000.00	32.00%
61600 · Board Development	0.00	181.72	18.17%	1,000.00	818.28	2,000.00	9.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	131.17	824.59	28.96%	2,847.00	2,022.41	3,800.00	21.70%
<b>TOTAL PERSONNEL</b>	<b>229,285.82</b>	<b>1,095,264.78</b>	<b>38.15%</b>	<b>2,870,778.00</b>	<b>1,775,513.22</b>	<b>2,935,846.00</b>	<b>37.31%</b>
<b>MATERIALS</b>							
62100 · Books	9,561.96	59,883.99	33.76%	177,400.00	117,516.01	180,500.00	33.18%
62200 · Periodicals	1,131.27	9,598.04	36.19%	26,525.00	16,926.96	28,000.00	34.28%
62300 · Audio	2,663.42	12,636.74	33.83%	37,350.00	24,713.26	40,000.00	31.59%
62400 · Video	3,373.86	14,456.88	32.16%	44,950.00	30,493.12	48,000.00	30.12%
62500 · Multi-Media	159.65	2,536.80	22.55%	11,250.00	8,713.20	12,000.00	21.14%
62600 · eMaterials	7,154.17	93,582.81	55.99%	167,140.00	73,557.19	180,000.00	51.99%
62700 · Console Games	321.62	1,543.76	22.05%	7,000.00	5,456.24	7,500.00	20.58%
62800 · ESL	72.37	110.37	11.04%	1,000.00	889.63	1,300.00	8.49%
62900 · Materials Supplies	710.18	8,719.30	41.52%	21,000.00	12,280.70	27,000.00	32.29%
<b>TOTAL MATERIALS</b>	<b>25,148.50</b>	<b>203,068.69</b>	<b>41.14%</b>	<b>493,615.00</b>	<b>290,546.31</b>	<b>524,300.00</b>	<b>38.73%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,922.29	28,248.87	39.51%	71,500.00	43,253.13	88,000.00	32.10%
63300 · Utilities (1-8-11 · Gas)	573.11	1,894.42	15.79%	12,000.00	10,105.58	26,000.00	7.29%
63300 · Utilities (1-8-12 · Electric)	4,285.99	27,326.58	43.38%	63,000.00	35,673.42	78,000.00	35.03%
63300 · Utilities (1-8-13 · Telephone)	408.49	1,996.27	45.37%	4,400.00	2,403.73	15,000.00	13.31%
63300 · Utilities (1-8-14 · Water/Sewer)	4,744.72	8,288.78	110.52%	7,500.00	-788.78	20,000.00	41.44%
63300 · Utilities (1-8-15 · Garbage Disposal)	371.90	1,964.44	49.11%	4,000.00	2,035.56	17,000.00	11.56%
63350 · Building Supplies	520.98	2,848.45	47.47%	6,000.00	3,151.55	10,000.00	0.00%
63400 · Maintenance Supplies	820.46	4,062.91	36.94%	11,000.00	6,937.09	32,000.00	12.70%
63500 · Security System Monitoring	0.00	112.50	14.06%	800.00	687.50	11,000.00	1.02%
63600 · Property Maintenance	805.00	10,060.90	25.15%	40,000.00	29,939.10	55,000.00	18.29%
63800 · Building Maintenance/Repair	30.31	7,188.60	23.96%	30,000.00	22,811.40	50,000.00	14.38%
<b>TOTAL BUILDING</b>	<b>18,483.25</b>	<b>93,990.72</b>	<b>37.57%</b>	<b>250,200.00</b>	<b>156,209.28</b>	<b>402,000.00</b>	<b>23.38%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	708.45	4,424.36	34.03%	13,000.00	8,575.64	16,000.00	4.43%
64300 · Photocopy Supplies	350.15	1,218.39	24.37%	5,000.00	3,781.61	6,000.00	20.31%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	368.15	757.70	32.94%	2,300.00	1,542.30	4,000.00	0.00%
64500 · Postage	633.65	4,612.21	104.82%	4,400.00	-212.21	5,000.00	92.24%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	209.00	749.39	99.92%	750.00	0.61	1,100.00	68.13%
64800 · Organizational Memberships	210.00	397.50	11.36%	3,500.00	3,102.50	4,000.00	9.94%
64900 · Bank Fees	216.51	1,184.10	39.47%	3,000.00	1,815.90	4,000.00	29.60%
<b>TOTAL OPERATIONS</b>	<b>2,695.91</b>	<b>13,949.99</b>	<b>40.38%</b>	<b>34,550.00</b>	<b>20,600.01</b>	<b>44,100.00</b>	<b>31.63%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	1,484.43	4,729.50	52.55%	9,000.00	4,270.50	10,000.00	47.30%
65150 · Supplies-Staff Toner	684.63	2,235.13	31.93%	7,000.00	4,764.87	8,500.00	26.30%
65160 · Supplies-Maker	0.00	136.18	19.45%	700.00	563.82	1,200.00	11.35%
65200 · Technology-Prof Services	1,425.00	2,850.00	57.00%	5,000.00	2,150.00	8,000.00	35.63%
65300 · Purchase of Equipment	149.94	1,585.44	9.26%	17,122.00	15,536.56	25,000.00	6.34%
65400 · Technology Equip Mnt/Repair	0.00	6,284.02	63.68%	9,868.00	3,583.98	11,000.00	57.13%
65500 · Software	29.00	4,869.58	52.36%	9,300.00	4,430.42	20,000.00	24.35%

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

Percent of Year: 41.67

	November 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65600 · SWAN</b>	0.00	23,583.00	50.00%	47,166.00	23,583.00	48,000.00	49.13%
<b>65700 · Telecommunications</b>	463.25	2,225.65	16.46%	13,524.00	11,298.35	15,000.00	14.84%
<b>TOTAL TECHNOLOGY</b>	<b>4,236.25</b>	<b>48,498.50</b>	<b>40.87%</b>	<b>118,680.00</b>	<b>70,181.50</b>	<b>146,700.00</b>	<b>33.06%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	4,110.00	4,245.00	53.06%	8,000.00	3,755.00	26,000.00	16.33%
<b>66200 · Credit Bureau</b>	44.75	250.60	27.84%	900.00	649.40	1,200.00	20.88%
<b>66300 · Copier</b>	0.00	701.04	23.37%	3,000.00	2,298.96	3,000.00	23.37%
<b>66400 · Copier Maintenance Contract</b>	221.00	1,329.13	53.17%	2,500.00	1,170.87	3,000.00	44.30%
<b>66900 · Fees - Bond Registrar</b>	10.00	50.00	22.73%	220.00	170.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>4,385.75</b>	<b>6,575.77</b>	<b>44.98%</b>	<b>14,620.00</b>	<b>8,044.23</b>	<b>33,200.00</b>	<b>19.81%</b>
<b>INSURANCE</b>							
<b>67100 · Multl Peril-Physical Assets</b>	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
<b>67200 · Bonding</b>	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
<b>67400 · Umbrella Liability</b>	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>17,308.00</b>	<b>98.80%</b>	<b>17,518.00</b>	<b>210.00</b>	<b>21,700.00</b>	<b>79.76%</b>
<b>MARKETING</b>							
<b>68110 · Marketing Newsletter</b>	2,100.00	10,775.00	29.93%	36,000.00	25,225.00	40,000.00	26.94%
<b>68111 · eNewsletter</b>	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
<b>68210 · Marketing Advertising</b>	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
<b>68310 · Marketing Supplies</b>	0.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
<b>68410 · Marketing-Information Printing</b>	0.00	277.30	12.81%	2,200.00	1,922.70	5,000.00	5.55%
<b>68500 · Legal Notices</b>	0.00	738.64	49.24%	1,500.00	761.36	2,000.00	36.93%
<b>68600 · Programming</b>	1,905.07	9,651.91	33.05%	29,200.00	19,548.09	35,000.00	27.58%
<b>TOTAL PUBLIC INFORMATION</b>	<b>4,005.07</b>	<b>23,427.81</b>	<b>32.43%</b>	<b>72,240.00</b>	<b>48,812.19</b>	<b>87,200.00</b>	<b>26.87%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
<b>69125 · Masonry Project</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>69150 · Parking Lot Rehab</b>	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
<b>69200 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
<b>69800 · Operating Transfer Out</b>	0.00	11,417.76	0.00%	0.00	-11,417.76	0.00	0.00%
<b>69900 · Contingency</b>	1,937.00	8,862.40	77.74%	11,400.00	2,537.60	15,000.00	59.08%
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>70000 · Operating Transfer Purchases</b>	3,913.05	19,501.34	0.00%	0.00	-19,501.34	0.00	0.00%
<b>GRAND TOTAL</b>	<b>294,090.60</b>	<b>1,544,139.76</b>	<b>39.28%</b>	<b>3,931,351.00</b>	<b>2,387,211.24</b>	<b>5,210,046.00</b>	<b>29.64%</b>

\* Operating Transfer Out reflects \$10,829.76 from Corporate Reserves  
 69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76  
 70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00



INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2019

Balance on hand as of November 30, 2019.....	3,003,919.29
Cash Receipts for December.....	52,715.55
Cash Disbursements for December.....	273,545.05
Cash on hand as December 31, 2019.....	2,783,089.79

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.720%	
General.....	1,360,916.40
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,845.58
Children's Endowment.....	3,044.64
Endowment.....	11,785.60
MPI Investment (Corporate Fund).....	1,984,765.54

Fifth Third - Checking

General.....	(20,510.59)
Hinsdale Bank & Trust - Checking.....	9,179.07
Fifth Third - Savings - Rate 1.35%	
General.....	100,361.28
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2019.....	3,474,758.26

FUND BALANCES AS OF 12/31/2019

Corporate Fund.....	3,342,418.36
Building & Maintenance Fund.....	35,188.87
I.M.R.F. Fund.....	(9,333.61)
Liability Fund.....	(484.29)
Social Security Fund.....	3,445.84
Special Reserve Fund.....	5,845.58
Current Liabilites.....	97,677.51
Grand Total All Funds.....	3,474,758.26

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

Percent of Year: 50.00

	RECEIVED DECEMBER 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	27,301.96	3,593,717.09	98.20%	3,659,490.00	65,772.91
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.57	11.32	0.00%	0.00	-11.32
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>27,302.53</b>	<b>3,593,728.41</b>	<b>98.20%</b>	<b>3,659,490.00</b>	<b>65,761.59</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRiCC	0.00	0.00	0.00%	0.00	0.00
<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	2,292.37	16,438.30	109.59%	15,000.00	-1,438.30
<b>TOTAL INTEREST</b>	<b>2,292.37</b>	<b>16,438.30</b>	<b>109.59%</b>	<b>15,000.00</b>	<b>-1,438.30</b>
<b>DESK MONIES</b>					
45100 · Copier	276.00	1,915.36	41.64%	4,600.00	2,684.64
45120 · Computer Copies	1,156.06	7,591.13	50.61%	15,000.00	7,408.87
45130 · Fax	250.61	914.64	91.46%	1,000.00	85.36
45200 · Fines/Fees	3,528.99	22,632.62	45.27%	50,000.00	27,367.38
45250 · Gifts/Donations	150.00	854.79	170.96%	500.00	-354.79
45300 · Lost Materials	629.91	5,946.99	74.34%	8,000.00	2,053.01
45350 · Non-Resident Fees	8,701.57	49,274.72	53.56%	92,000.00	42,725.28
45400 · DVD Fines	53.10	618.30	51.53%	1,200.00	581.70
45450 · Top Picks	15.00	132.00	33.00%	400.00	268.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	119.99	303.39	30.34%	1,000.00	696.61
45650 · 3D Printing	91.90	315.80	126.32%	250.00	-65.80
45660 · Carvey	12.50	41.50	83.00%	50.00	8.50
45700 · Passport Fees	2,625.00	13,475.00	53.90%	25,000.00	11,525.00
45750 · Notary Fees	108.00	798.30	57.02%	1,400.00	601.70
<b>TOTAL DESK MONIES</b>	<b>17,718.63</b>	<b>105,102.04</b>	<b>52.34%</b>	<b>200,800.00</b>	<b>95,697.96</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	306.04	15.30%	2,000.00	1,693.96
46800 · Collection Agency Fee	10.00	90.00	45.00%	200.00	110.00
* 49000 · Operating Transfer In	0.00	11,417.76	0.00%	0.00	-11,417.76
<b>TOTAL OTHER INCOME</b>	<b>10.00</b>	<b>13,038.55</b>	<b>449.61%</b>	<b>2,900.00</b>	<b>-10,138.55</b>
<b>GRAND TOTAL</b>	<b>47,323.53</b>	<b>3,781,468.55</b>	<b>96.19%</b>	<b>3,931,351.00</b>	<b>149,882.45</b>

Operating Transfer In reflects \$10,829.76 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00+\$588.00

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

Percent of Year: 50.00

	December 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	162,797.40	1,045,353.32	45.57%	2,294,105.00	1,248,751.68	2,317,046.00	45.12%
61310 · Benefits - Medical / Life Ins.	11,597.03	71,721.74	41.05%	174,732.00	103,010.26	184,000.00	38.98%
61330 · Benefits - IMRF	13,766.56	84,676.36	42.06%	201,318.00	116,641.64	212,000.00	39.94%
61340 · Benefits - FICA	12,294.00	79,436.41	46.59%	170,513.00	91,076.59	183,000.00	43.41%
61400 · Staff Development	754.79	8,434.42	42.17%	20,000.00	11,565.58	24,000.00	35.14%
61600 · Board Development	0.00	181.72	18.17%	1,000.00	818.28	2,000.00	9.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	96.24	920.83	32.34%	2,847.00	1,926.17	3,800.00	24.23%
<b>TOTAL PERSONNEL</b>	<b>201,306.02</b>	<b>1,296,570.80</b>	<b>45.16%</b>	<b>2,870,778.00</b>	<b>1,574,207.20</b>	<b>2,935,846.00</b>	<b>44.16%</b>
<b>MATERIALS</b>							
62100 · Books	17,501.29	77,385.28	43.62%	177,400.00	100,014.72	180,500.00	42.87%
62200 · Periodicals	364.00	9,962.04	37.56%	26,525.00	16,562.96	28,000.00	35.58%
62300 · Audio	1,538.67	14,175.41	37.95%	37,350.00	23,174.59	40,000.00	35.44%
62400 · Video	4,468.11	18,924.99	42.10%	44,950.00	26,025.01	48,000.00	39.43%
62500 · Multi-Media	281.77	2,818.57	25.05%	11,250.00	8,431.43	12,000.00	23.49%
62600 · eMaterials	8,155.16	101,737.97	60.87%	167,140.00	65,402.03	180,000.00	56.52%
62700 · Console Games	1,722.98	3,266.74	46.67%	7,000.00	3,733.26	7,500.00	43.56%
62800 · ESL	0.00	110.37	11.04%	1,000.00	889.63	1,300.00	8.49%
62900 · Materials Supplies	1,691.34	10,410.64	49.57%	21,000.00	10,589.36	27,000.00	38.56%
<b>TOTAL MATERIALS</b>	<b>35,723.32</b>	<b>238,792.01</b>	<b>48.38%</b>	<b>493,615.00</b>	<b>254,822.99</b>	<b>524,300.00</b>	<b>45.54%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,001.86	34,248.73	47.90%	71,500.00	37,251.27	88,000.00	38.92%
63300 · Utilities (1-8-11 · Gas)	621.21	2,515.63	20.96%	12,000.00	9,484.37	26,000.00	9.68%
63300 · Utilities (1-8-12 · Electric)	0.00	27,326.58	43.38%	63,000.00	35,673.42	78,000.00	35.03%
63300 · Utilities (1-8-13 · Telephone)	199.62	2,195.89	49.91%	4,400.00	2,204.11	15,000.00	14.64%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	8,288.78	110.52%	7,500.00	-788.78	20,000.00	41.44%
63300 · Utilities (1-8-15 · Garbage Disposal)	372.06	2,336.50	58.41%	4,000.00	1,663.50	17,000.00	13.74%
63350 · Building Supplies	386.06	3,234.51	53.91%	6,000.00	2,765.49	10,000.00	0.00%
63400 · Maintenance Supplies	590.62	4,653.53	42.31%	11,000.00	6,346.47	32,000.00	14.54%
63500 · Security System Monitoring	189.00	301.50	37.69%	800.00	498.50	11,000.00	2.74%
63600 · Property Maintenance	1,765.86	11,826.76	29.57%	40,000.00	28,173.24	55,000.00	21.50%
63800 · Building Maintenance/Repair	2,199.93	9,388.53	31.30%	30,000.00	20,611.47	50,000.00	18.78%
<b>TOTAL BUILDING</b>	<b>12,326.22</b>	<b>106,316.94</b>	<b>42.49%</b>	<b>250,200.00</b>	<b>143,883.06</b>	<b>402,000.00</b>	<b>26.45%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	899.63	5,323.99	40.95%	13,000.00	7,676.01	16,000.00	5.62%
64300 · Photocopy Supplies	283.11	1,501.50	30.03%	5,000.00	3,498.50	6,000.00	25.03%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	220.50	978.20	42.53%	2,300.00	1,321.80	4,000.00	0.00%
64500 · Postage	-53.70	4,558.51	103.60%	4,400.00	-158.51	5,000.00	91.17%
64600 · Non-Payment Reimbursement	0.00	606.34	30.32%	2,000.00	1,393.66	3,000.00	20.21%
64700 · Travel	109.09	858.48	114.46%	750.00	-108.48	1,100.00	78.04%
64800 · Organizational Memberships	387.5	785.00	22.43%	3,500.00	2,715.00	4,000.00	19.63%
64900 · Bank Fees	175.98	1,360.08	45.34%	3,000.00	1,639.92	4,000.00	34.00%
<b>TOTAL OPERATIONS</b>	<b>2,022.11</b>	<b>15,972.10</b>	<b>46.23%</b>	<b>34,550.00</b>	<b>18,577.90</b>	<b>44,100.00</b>	<b>36.22%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	738.24	5,467.74	60.75%	9,000.00	3,532.26	10,000.00	54.68%
65150 · Supplies-Staff Toner	1,000.65	3,235.78	46.23%	7,000.00	3,764.22	8,500.00	38.07%
65160 · Supplies-Maker	172.48	308.66	44.09%	700.00	391.34	1,200.00	25.72%
65200 · Technology-Prof Services	0.00	2,850.00	57.00%	5,000.00	2,150.00	8,000.00	35.63%
65300 · Purchase of Equipment	1,164.66	2,750.10	16.08%	17,122.00	14,371.90	25,000.00	11.00%
65400 · Technology Equip Mnt/Repair	25.65	6,309.67	63.94%	9,868.00	3,558.33	11,000.00	57.36%
65500 · Software	29.00	4,898.58	52.67%	9,300.00	4,401.42	20,000.00	24.49%

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

Percent of Year: 50.00

	December 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65600 · SWAN</b>	0.00	23,583.00	50.00%	47,166.00	23,583.00	48,000.00	49.13%
<b>65700 · Telecommunications</b>	1,398.00	3,623.65	26.79%	13,524.00	9,900.35	15,000.00	24.16%
<b>TOTAL TECHNOLOGY</b>	<b>4,528.68</b>	<b>53,027.18</b>	<b>44.68%</b>	<b>118,680.00</b>	<b>65,652.82</b>	<b>146,700.00</b>	<b>36.15%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	0.00	4,245.00	53.06%	8,000.00	3,755.00	26,000.00	16.33%
<b>66200 · Credit Bureau</b>	26.85	277.45	30.83%	900.00	622.55	1,200.00	23.12%
<b>66300 · Copier</b>	221.00	922.04	30.74%	3,000.00	2,077.96	3,000.00	30.73%
<b>66400 · Copier Maintenance Contract</b>	0.00	1,329.13	53.17%	2,500.00	1,170.87	3,000.00	44.30%
<b>66900 · Fees - Bond Registrar</b>	10.00	60.00	27.27%	220.00	160.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>257.85</b>	<b>6,833.62</b>	<b>46.74%</b>	<b>14,620.00</b>	<b>7,786.38</b>	<b>33,200.00</b>	<b>20.58%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
<b>67200 · Bonding</b>	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
<b>67400 · Umbrella Liability</b>	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>17,308.00</b>	<b>98.80%</b>	<b>17,518.00</b>	<b>210.00</b>	<b>21,700.00</b>	<b>79.76%</b>
<b>MARKETING</b>							
<b>68110 · Marketing Newsletter</b>	6702.02	17,477.02	48.55%	36,000.00	18,522.98	40,000.00	43.69%
<b>68111 · eNewsletter</b>	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
<b>68210 · Marketing Advertising</b>	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
<b>68310 · Marketing Supplies</b>	0.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
<b>68410 · Marketing-Information Printing</b>	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
<b>68500 · Legal Notices</b>	155.49	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
<b>68600 · Programming</b>	1,700.46	11,352.37	38.88%	29,200.00	17,847.63	35,000.00	32.44%
<b>TOTAL PUBLIC INFORMATION</b>	<b>8,557.97</b>	<b>31,985.78</b>	<b>44.28%</b>	<b>72,240.00</b>	<b>40,254.22</b>	<b>87,200.00</b>	<b>36.68%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
<b>69125 · Masonry Project</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>69150 · Parking Lot Rehab</b>	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
<b>69200 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
<b>69800 · Operating Transfer Out</b>	0.00	11,417.76	0.00%	0.00	-11,417.76	0.00	0.00%
<b>69900 · Contingency</b>	3,280.42	12,927.61	113.40%	11,400.00	-1,527.61	15,000.00	86.18%
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>70000 · Operating Transfer Purchases</b>	2,553.36	21,269.91	0.00%	0.00	-21,269.91	0.00	0.00%
<b>GRAND TOTAL</b>	<b>270,555.95</b>	<b>1,814,695.71</b>	<b>46.16%</b>	<b>3,931,351.00</b>	<b>2,116,655.29</b>	<b>5,210,046.00</b>	<b>34.83%</b>

Operating Transfer Out reflects \$10,829.76 from Corporate Reserves

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

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00+\$588.00

Chamber Report  
November 2019

Darien:

The November board meeting went over our usual time as discussion took place on ways of promoting the chamber to businesses. We currently have about 165 members and would like 200.

The topic of programs that would interest the membership came up and I described the one here in January on Search Engine Optimization, among others. April already publicizes information but the message doesn't always get through. Later, I passed along some research I did for WBBR leadership on developing successful chambers and may refresh that for Darien.

Mayor Marchese joined the meeting and gave us an update on some partnerships (for example, working with Carriage Greens) and renewed involvement with the DuPage Mayors and Managers group. He updated some ways we're getting out publicity.

Willowbrook:

Women in Business met Nov. 12 and focused on holiday events and activities. I promoted coworking there.

Shirley Pride Jensen  
12/6/19

Chamber Report  
December 2019

Darien:

I attended a holiday after-hours networking event at First American Bank as well as Darien's 50<sup>th</sup> birthday celebration. The regular meeting was bundled into a holiday luncheon on a Thursday before work; I had a conflict and could not attend. We received notice that in the future, regular board meetings will take place the fourth Monday afternoon at 3:30. I don't know yet how this will affect scheduling or my participation. We completed some additional board business via email and received notice that we will welcome two new members, Dave Larsen from Republic Bank, and Kelly Jean of Synder Insurance.

Willowbrook/Burr Ridge

Seven women met for Women in Business on Dec. 10 and planned the wrap up of the Giving Tree program as well as two networking/learning programs for early next year. This group forms a core, active component of the chamber. I met the newest office staffer, Amanda Wagner, who now works with Cheryl Freburg.

Shirley Pride Jensen  
1/6/2020



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

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## Current RAILS News

**Time Running Out to Register for January 16 RAILS Member Update**

All RAILS library staff are invited to join us for the next member update on [Thursday, January 16, from 10 a.m.–noon](#). [View agenda](#). You can attend at an available videoconference location or via Zoom. (Choose Zoom as your location when you register in L2, and you will receive an email with instructions for joining the update.)

You'll meet Monica Harris, RAILS' new Associate Executive Director, and hear the latest news about efforts to help the unserved, statewide database access, 2020 Census activities, RAILS' [My Library Is...](#) campaign, our grant project to recreate L2 ([librarylearning.info](#)), new RAILS discounts and group purchase offers, the [Explore More Illinois](#) cultural pass program, and more. Come prepared to share the latest news from your library as well. Don't miss out; [register today](#).

**RAILS Website Downtime January 9**

The RAILS website will be offline for maintenance beginning at 8 a.m. on Thursday, January 9. We expect the site to be back online within an hour. No other websites or email services will be affected.

**Annual Online Library System Certification**

The Annual Online Certification process began on January 2. Certification is required of all library system members in order to qualify for continuing system services and grant programs from the State Library. The window for certification will close March 31. Libraries are also required to complete the [ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey](#) before completing certification.

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

**Sparks Podcast**

In the [latest episode](#) of *Sparks*, RAILS Executive Director Deirdre Brennan talks with RAILS' own Leila Heath and Anna Behm about e-resources, including RAILS' e-content and self-publishing resource, [inkie.org](#), the robust amount of material (or rabbit-hole if you prefer!) in the BiblioBoard Library, current publisher restrictions on library e-content, and more.



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**Subscription Issues with RAILS Email Lists**

Email lists hosted by RAILS, which were affected by our network outage on December 18, have been restored, though it's possible that some list subscriptions have fallen through the cracks. You can check on your subscriptions to many of our email lists by logging into the RAILS website and visiting your [My Email Lists](#) page, also available through your user menu.

If you're not getting messages from a specific list that you are accustomed to seeing in your inbox, and want to check whether you're subscribed, please contact us at [communications@railslibraries.info](mailto:communications@railslibraries.info).



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

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## Continuing Education (CE)

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

RAILS Continuing Education



### "Video for Libraries - Why Video is a Tool You Need for Telling Your Library's Stories" Webinar, January 15

Video is a powerful storytelling medium and no one knows stories better than libraries! Get the facts on video marketing, basic tech tools and tips, and how to get your story shared in this webinar on Wednesday, January 15, 1:30-3:00 p.m. [Register via L2.](#)



### "Marketing and Community Partnerships" Webinar, January 16

This webinar will focus on the importance of community partnerships and their connection to comprehensive marketing efforts for libraries. The presentation will include tips for identifying key partnerships and marketing them effectively, as well as examples from San Antonio Public Library. The webinar, presented via Zoom, is on January 16, from 1:30-3:00 p.m. [Register on L2.](#)

### "Top Employment Law Issues" Webinar, February 6

Jim Griffin, Employment Counsel at HR Source, discusses the current legal issues impacting public employers and employees in this webinar on Thursday, February 6, 10:00-11:30 a.m. [Register via L2.](#)



### Library Use of Social Media – Navigating the Legal Landscape Workshop, February 13

Don't think that your library cannot possibly create, edit, and promote social media video. On social media, high gloss, heavily filtered and fancy videos are out, and authenticity is in. Even nonprofits with a small budget can accomplish great things with social media video. Social media and digital marketing expert Julia Campbell will show you how to create compelling social media video that stands out on a shoestring budget in this webinar on Tuesday, February 11, 2:00-3:30 p.m. [Register via L2.](#)

### Director Essentials Series – Finances

Kate Hall and Kathy Parker, authors of *The Public Library Directors Toolkit*, will delve into the finances of a public library and discuss how to put together an operating budget and use it in day-to-day operations. They will discuss big-picture issues and ask participants to bring their own budget questions for the group to discuss.

This program is aimed at public library directors with less than 3 years of experience and assistant directors. This event will be held on **Monday, February 10, 9:30 a.m.–12:30 p.m.**, at the RAILS Burr Ridge service center, as well as via videoconferencing from the RAILS Coal Valley and East Peoria service centers, La Salle Public Library, and Cherry Valley Public Library District. [Register via L2.](#)

This program is the first in the four-part *Director Essentials* series that will be offered during 2020 and delivered by Kate Hall and Kathy Parker. Each program will explore a different topic of relevance for directors, and different videoconference locations will be offered for the subsequent series sessions. More details on those sessions will be forthcoming.

### Cataloging Training Dates

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

#### Burr Ridge

##### "Cataloging Basics"

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

##### "Classification and Subject Analysis Basics"

- February 6, 9:30 a.m.–3:30 p.m.
- February 20, 9:30 a.m.–3:30 p.m.



**This event** is Friday, January 17, noon–1:30 p.m., at Harold Washington Library Center, Multipurpose Room. Questions and answers will follow the panel. Seating is first-come, first-served.

**CHICAGO  
PUBLIC  
LIBRARY**

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## Deals, Discounts, Grants

### **Applications Now Open for RAILS CE Event Grants, Next Deadline January 10**

RAILS is pleased to again offer CE Event Grants to networking groups, consortia, and individual libraries across RAILS. Three application periods are available through June. CE Event Grants during this timeframe will be awarded to CE events that focus on components of the [My Library Is...](#) campaign. Topics may include marketing, social media, public relations, program evaluation, or other continuing education that helps libraries tell their stories to their communities. See more information on the RAILS website [CE Event Grants page](#).

### **RBdigital Unlimited Audiobooks Discount**

RBdigital responded to our request for more aggressive pricing and provided much deeper discounts for our member libraries. The RBdigital Unlimited Audiobook collection includes more than 32,000 fiction, nonfiction, and juvenile titles available for simultaneous use on the RBdigital platform. For pricing and more information, visit the [Deals & Discounts](#) page and log in using your L2 email and password.

### **Public Web Browser Available to All RAILS Libraries**

As a benefit of your RAILS membership, all RAILS libraries have access to TeamSoftware Solutions' [Public Web Browser](#) (PWB) free of charge for in-library use only. PWB allows you to lock down the web browser on computers and customize workstations for specific uses (e.g., a dedicated catalog computer). The RAILS annual subscription has been renewed through December 28, 2020. For further information, including installation instructions and registration key, log into the [RAILS Deals and Discounts](#) web page.

### **OpenGov Discount**

[The OpenGov Citizen Engagement suite of resources](#) (Transparency, Story Builder, and Open Town Hall) helps libraries communicate the services and value they provide to their communities. Fox River Valley Public Library District was the first library in the nation to adopt this resource in early 2019. Check out their [Transparency Dashboard](#) and their "[Long Overdue](#)" Survey, created with the OpenGov tools. For pricing and more information, visit the [Deals & Discounts](#) page and log in using your L2 email and password.

### **American Library Association Community Engagement Grant**

ALA invites library workers to apply for a new annual grant to support innovative and meaningful community engagement efforts in libraries. The [Libraries Transform Communities Engagement Grant](#) will provide \$2,000 for a school, public, academic, tribal, or special library to expand its community engagement efforts. Libraries are invited to apply by designing and outlining activities for a library-led community engagement project.

Project activities to be covered by the grant may include developing community engagement programs and services; partnering with a community agency that builds the capacity of the community to address an important concern/issue, or creating a program or event that connects the library to a community-identified aspiration or concern.

Applications will be accepted through February 3. View the [full award guidelines and apply online](#).

## Illinois State Library News

### **FY 2020 Per Capita and Equalization Aid Grant Applications Due January 15**

The FY 2020 Public Library Per Capita and Equalization Aid Grant application and FY 2018 Expenditure Report [forms are now available](#). The application and the FY 2017 expenditure report(s) are due January 15, and must be sent at the same time!

nominate is March 31.

- The [Oberman and Rich Reaching Forward Conference Grant](#) recognizes the contributions of a support staff member to the library community and the role of support staff in libraries.
- The [Robert Doyle ILA Conference Grant](#) for support staff encourages ILA membership and support staff attendance at the Illinois Library Association Annual Conference.

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## 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. If you'd like to supply the years of service for a retiring director, please do so.

Susan Ryan is the new director of Filger Public Library in Minonk.

### 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.

- [Bartlett Library Recovers from Ransomware Virus](#)

### Fast Facts Surveys

- [Staff Appreciation/Holiday Parties](#)
- [4th of July Closings 2020](#)

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### More Links

#### Open Positions at RAILS

- There are no positions currently open at RAILS.

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

[RAILS Website](#)[Facebook](#)[Twitter](#)[Instagram](#)

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## ***Building Renovation***

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Tiffany and Dan will be presenting a floor plan for the trustees to consider based off the priorities below. These priorities were developed prior to selecting the architect from patron surveys and discussions with staff and the trustees. Tiffany and Dan did create an overall plan that meets all these priorities but the cost is more than \$950,000. They will provide budget information showing what can be accomplished with the base budget of \$950,000.00 and the costs of various add-ons that would meet all priorities. I am preparing various financial forecast scenarios. Approval of the plan and the budget does not need to occur at the January board meeting.

### ***Services***

Drive-through pick-up

Addition of small study rooms (1-2 persons)

Keep 3 rooms that seat 6 – 8 people; make one a high tech conference room/media room

Development of a maker/creative space for ages 8 – adult; also used for computer classes, technology classes, maker and crafts classes (up to 12 adults or 16 kids) plus similar group meetings. Develop in conjunction with public computers and Technology Services Desk

Expand the new materials section and provide more display shelving to ease browsing

Develop quiet zones and activity zones

Replace furniture for adults

Lounge seating, study/work seating, collaborative seating

Display for equipment and kits that can be checked out – Tech Takeout, STEM kits, maker kits, future tool collection, future cooking/baking collection

A room that acts as a wellness space for nursing mothers, a sensory break room, a room for praying, and any other private needs

Provide a space that is used for gaming for kids at certain times and develop usage for the space when kids are not using it

Evaluation of power sources and data connections for the public

Evaluate the location and design of the vending café

Create adjacency for LittleTown, LittleShop, and picture books – Early Learners Commons

Provide opportunity to display some artwork from the gallery on the first floor

## ***The Building***

Replace flooring on the stairway

Replace multi-colored purple carpeting

Evaluate current color palette

Paint interior

Determine any replacement of flooring from 2010

Create flexible spaces

## ***Staff***

One main service desk on first floor

Technology Services Desk

Service kiosks scattered around building

Consider one large staff workroom for all staff, or one staff workroom for all staff except administration. Or combine Public Services Department and Resource Services Department in one workroom and Programming and Outreach Department and Technology Services Department in one workroom

## ***Highlights of the Building Plan***

Overall, the plan opens up our space more so people can enjoy our beautiful windows and natural lighting.

There is a drive-up pick-up window.

As people walk in they will see the "Marketplace", an abundance of lower shelving that will allow us to greatly expand our new materials collections, Hot Picks collections, and highlight trending topics in a bookstore style manner. In addition, equipment and kits for checkout will be on display in this area.

There are two desks on the plan – the Public Services Desk and the Technology Services Desk – as part of our new service model.

The bottom of the stairway is redirected straight ahead instead of turning as it does now. This creates a more seamless transition into the collections and services of the first floor rather than placing people in the lobby. This also cuts down on congestion in that area. Doing this will also provide a wall to the right of the entrance that allows us to have a floor directory, provide the daily schedule and do promotions.

The current Circulation workroom has been expanded east and would house the Public Services Department and the Resource Services Department (currently Circulation, Technical Services, and part of Adult Services.). Doing this provides a synergy between the staff in these two departments and the ability to better manage the workflow. This also opens up the space on the second floor which allows expansion of the Youth Room (see below).

The north end of the first floor is considered the talking area. The café has been moved to the north end of the first floor providing more seating and to take advantage of the windows there. There would be much more seating there.

A wall would be built several feet out from the public restrooms to provide a divider between the restrooms and the public area.

A makerspace for all ages is located on the first floor and is adjacent to the Technology Services Desk and the public computers.

At the south end of the first floor the two group meeting rooms have been removed which will reduce the noise in that area. The seating space is enlarged and with the service desk further away will create a more quiet area.

On the second floor LittleTown and LittleShop are adjacent in an overall larger space at the south end of the Youth Department.

The Youth Room has been combined with the current LittleTown space to create a much larger program space for all ages.

Lounge space for mid-kids has been enlarged and includes a gaming area.

The new teen space also has a gaming area.

A wellness room can be installed on the second floor.

Both the makerspace and the larger Youth Room provide the library with more space for programming.

The Youth Room provides additional opportunity for community meeting space.

Currently we offer four conference rooms plus the Board Room. This plan provides four two-person study rooms on the first floor and four conference rooms plus the Board Room on the second floor.

DISTRIBUTED @ mtg.

Indian Prairie Public Library : Preliminary cost estimate			product architecture + design		
			Base Project	Additional scope	
<b>LOBBY/WORKROOM</b>					
	new circulation desk		\$ -		modify existing
	Flooring				
	remove tile and replace with carpet	1,270	\$ 16,510		
	remove tile in new workroom area and replace with VCT	1,500	\$ 12,000		
	replace carpet in technology services, corridor	575	\$ 4,600		
	Stair (change last run, replace all tread and landing material)		\$ 30,000.00		
	change last run		\$ 5,000.00		
	Drive-up window		\$ -	\$ 15,000.00	
	Public Services Workroom/holds/ passport				
	new configuration, new office, new holds nook, passport nook, demo, electrical, ceiling work		\$ 60,000		
<b>ADULT AREA CONSTRUCTION</b>					
	Paint entire floor (including lobby, ceiling, office areas)		\$ 28,000		
	New restroom wall-partial height, include water line to vending		\$ -		library to complete outside of project
	Demo existing study rooms, patch		\$ -		library to complete outside of project
	4 new study rooms		\$ 80,000		
	General electrical (24 new floor boxes, 15 new wall outlets)		\$ 40,500		
<b>MAKER SPACE/ TS office</b>					
	new floor, millwork, sink, elec		\$ 180,000		
	new ceiling and lighting			\$ 20,000	
	TS demolish office and create new, move wall, add door, MEP changes as result, electrical modifications, etc		\$ -		library to complete outside of project
<b>2ND FLOOR FLOORING</b>					
	Admin area, Technical Services, corridor, staff lounge	3,940		\$ 31,520	
	public corridor area	1,060	\$ 8,480		
<b>2ND FLOOR CONSTRUCTION</b>					
	Paint public spaces		\$ 18,000		
	Paint offices				library to complete outside of project
	2 Study rooms/ demolish existing entry/displays			\$ 50,000	
	Wellness Room/administration modifications		\$ -		library to complete outside of project
	Demolish youth office and patch, revise lighting circuitry		\$ 10,000		
	Extend Story room (leave carpet in place, patch, new doors, demolish wall)			\$ 35,000	
	General electrical (5 new floor boxes, 5 new wall outlets)		\$ 5,000		
		<b>Construction Total</b>	<b>\$ 498,090</b>	<b>\$ 151,520</b>	
	General Conditions/ OH&P	15%	\$ 74,714	\$ 22,728	
	construction Contingency	8%	\$ 39,847	\$ 12,122	
	design contingency	8%	\$ 39,847	\$ 12,122	
	<b>Sub-Total Construction - Cost of the Work</b>		<b>\$ 652,498</b>	<b>\$ 198,491</b>	
	move collection		\$ 25,000	\$ 25,000	
	New furnishings		\$ 200,000	\$ 132,192	
	<b>Sub Total Designed and Specified by Architect</b>		<b>\$ 877,498</b>	<b>\$ 355,683</b>	
	A/E Fees		\$ 70,200	\$ 28,455	
		<b>Estimated Total</b>	<b>\$ 947,698</b>	<b>\$ 384,138</b>	

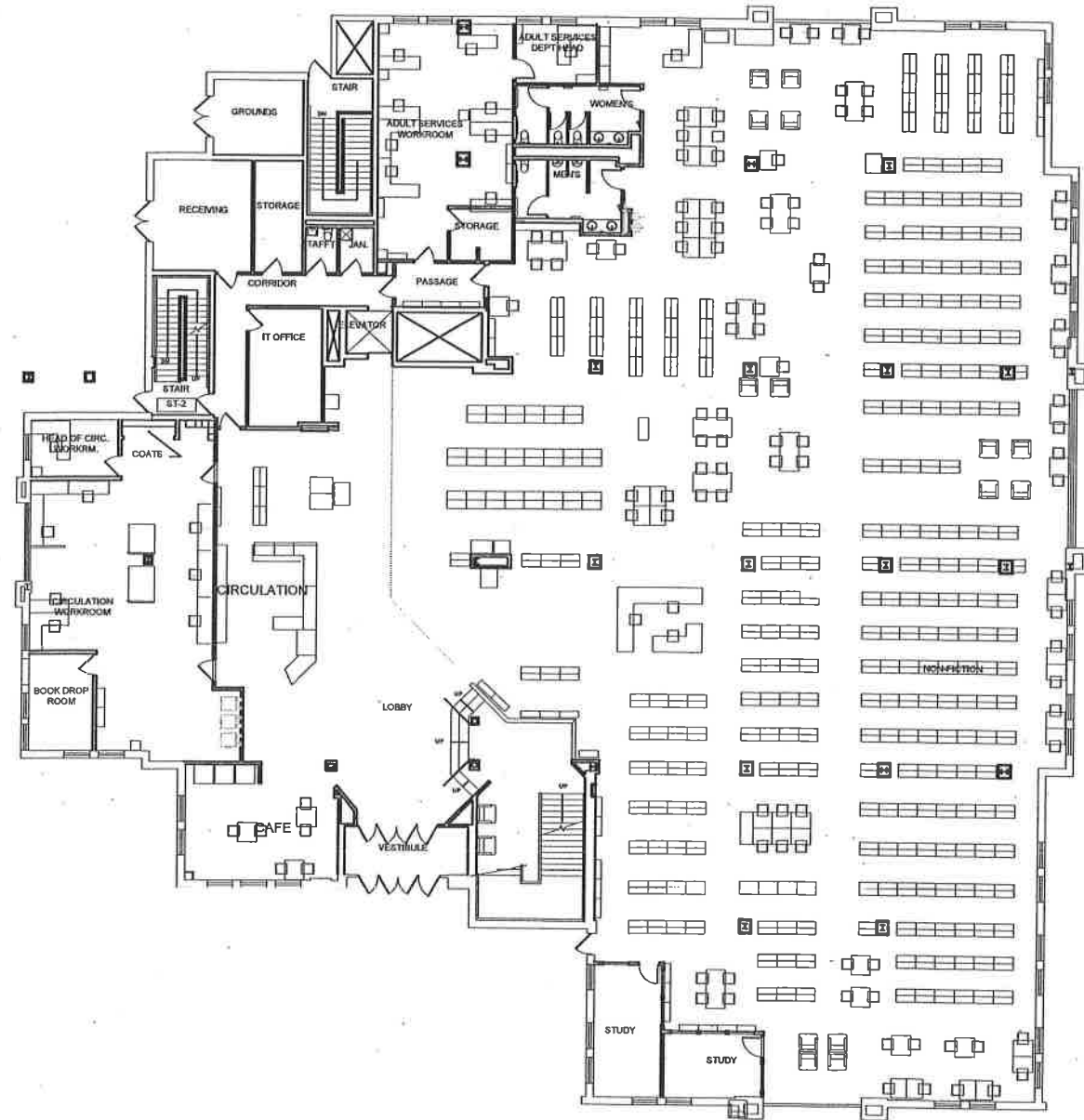
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LOBBY FURNITURE					
<b>Shelving</b>					
	Pinwheel (3)	2	\$4,500.00	\$9,000.00	
	Pinwheel (6)	2	\$6,000.00	\$12,000.00	
	Pinwheel (9)	1	\$8,800.00	\$8,800.00	
	zig zag lobby shelving of 6 DF+ 3 corner displays	1	\$8,200.00	\$8,200.00	
	Single faced display shelving	7	\$600.00	\$0.00	
	Holds	10	\$0.00	\$0.00	
	Column sf shelving allowance	1	\$8,000.00	\$8,000.00	use existing 66" high DF shelving to make sf around columns, provide 12 new end panels (or fillers)
	Passport desk	1	\$600.00	\$600.00	use existing reference or circulation desk to create, allow for repair or 1 new end piece, use existing staff chair
	Passport desk guest chairs	2	\$300.00	\$600.00	
	Lounge chairs on stair landing	2	\$1,600.00	\$3,200.00	
	Accent table on stair landing	2	\$500.00	\$1,000.00	
	Floor lamp on stair landing	1	\$750.00	\$750.00	
	Self check stations	3	\$0.00	\$0.00	
	Benches	2	\$1,400.00	\$2,800.00	
	poufs	8	\$500.00	\$4,000.00	
	Staff chairs at Public Service, reference, and passport	6	\$400.00	\$0.00	use existing
<b>Maker Furniture</b>					
	4 person tables	1	\$1,500.00	\$1,500.00	reuse (1) tall table and (2) lower tables, need 1 more taller table because we reused the 3rd table that is up there now in the middle school space. Adding 1 taller table might match better
	chairs	6	\$350.00	\$2,100.00	reuse chairs from Would Shop, need 6 more
<b>Adult Furniture</b>					
	Service desk (mobile, reference)	1			purchase outside of project
	staff chair	1			use existing
	2 person tables w/power	12	\$1,200.00	\$14,400.00	
	4 person tables w/ power	2	\$1,400.00	\$2,800.00	
	Hightop table for 6	1	\$3,000.00	\$3,000.00	
	stools	6	\$700.00	\$4,200.00	
	2 person Study Carrel	13	\$2,000.00	\$26,000.00	
	table chairs	58	\$375.00	\$21,750.00	
	lounge chairs	21	\$1,600.00	\$33,600.00	
	accent tables	11	\$700.00	\$7,700.00	
	booth (per person)	6	\$1,000.00	\$6,000.00	
	tables at booth	4	\$700.00	\$2,800.00	
	computer table (per person)	12	\$1,000.00	\$12,000.00	
	computer chair	12	\$350.00	\$0.00	use existing
	service desk for computers	1	\$4,000.00	\$0.00	use existing
	staff chair	1	\$400.00	\$0.00	use existing
	computer area millwork	2	\$4,000.00	\$8,000.00	
	vending cabinet for coffee	1			provided by vendor
	opac stations	4	\$1,200.00	\$0.00	use existing
	single faced shelving in various locations	7			
	end panels for sf	7	\$500.00	\$3,500.00	
	Community bulletin boards	2			use existing
<b>1st floor staff furniture</b>					
	workstations for Resource/PS				
	L shaped workstations	14	\$2,800.00	\$0.00	use existing
	straight desks	4	\$1,800.00	\$0.00	use existing
	Private offices (2)	0	\$0.00	\$0.00	reuse existing
	millwork/counter for Resource/PS	3	\$3,000.00	\$9,000.00	

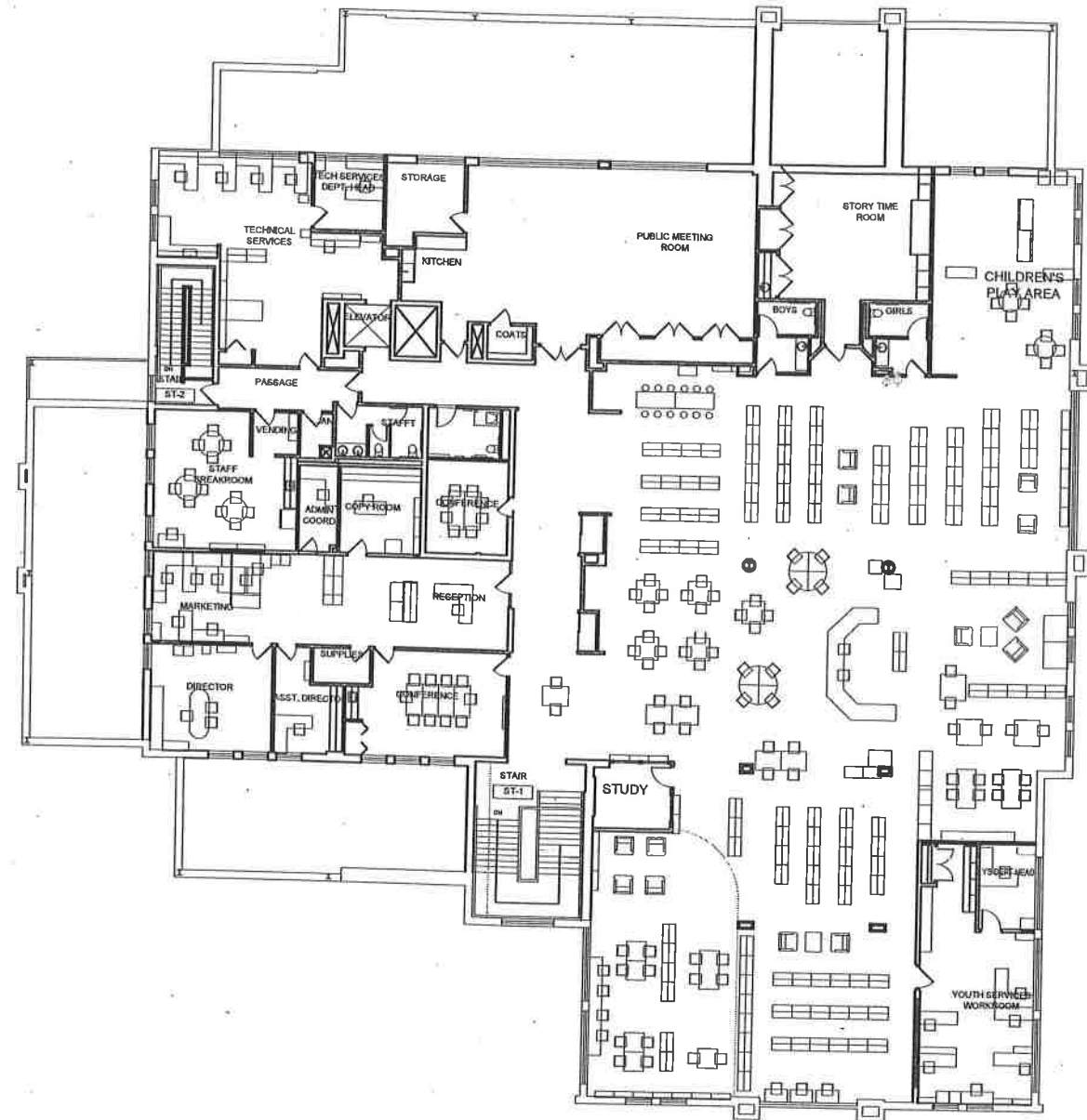


DISTRIBUTED @ MTG.

lockers	2	\$800.00	\$0.00	use existing				
files cabinets other than at workstations	0			use existing				
single faced shelving	0			use existing				
donation table	0			use existing				
task chairs	0		\$0.00	use existing				
Workstations for TS	3	\$3,000.00	\$0.00	use existing				
Millwork for TS	2	\$3,500.00	\$7,000.00					
<b>1st Floor Study Room furniture</b>								
2 person tables	4	\$1,000.00	\$4,000.00					
chairs	8	\$300.00	\$2,400.00					
whiteboards	4	\$500.00	\$0.00	library will purchase				
<b>2st Floor Study Room furniture</b>								
4 person tables	1	\$1,000.00	\$1,000.00					
6 person table	1	\$1,800.00	\$1,800.00					
wellness room allowance	1	\$2,400.00	\$0.00	library will purchase				
chairs	10	\$300.00	\$3,000.00					
whiteboards	2	\$500.00	\$0.00	library will purchase				
<b>Teen Furniture</b>								
keep existing tables/chairs			\$0.00					
gaming sofa for 5	1	\$5,000.00	\$5,000.00					
gaming console	1	\$2,500.00	\$2,500.00					
shelving corner fillers/end panels	2	\$800.00	\$1,600.00					
<b>Youth Furniture</b>								
service desk, staff chair	1	\$0.00	\$0.00	purchase outside of project				
pinwheels for AV	0			use frames and end panels from 66" nonfiction on 1st floor, use shelves from youth AV,				
picturebook shelving	0			reuse all DF and SF shelving, no new				
early reader shelving	0			reuse current shelving and modify DF to SF, no canopy				
DF shelving				use existing				
story room allowance	1	\$10,000.00	\$10,000.00					
<b>Little Shop/Little town</b>								
small 4 person tables and chairs	5	\$1,800.00	\$9,000.00					
ottomans	10	\$400.00	\$4,000.00					
sectional for 3	3	\$1,000.00	\$3,000.00					
accent table	1	\$500.00	\$500.00					
Middle school sectional for 5	5	\$1,500.00	\$7,500.00					
table for sectional	1	\$700.00	\$700.00					
Middle school counter for 4 for computers	1	\$3,000.00	\$3,000.00					
stools	4	\$700.00	\$2,800.00					
Middle School gaming cabinet	1	\$2,500.00	\$2,500.00					
<b>2nd floor staff furniture</b>								
Outreach/Programming desks	6	\$2,500.00	\$0.00	use existing				
O/P millwork	2	\$4,000.00	\$8,000.00					
		TOTAL WITH INSTALL	\$332,192.00					

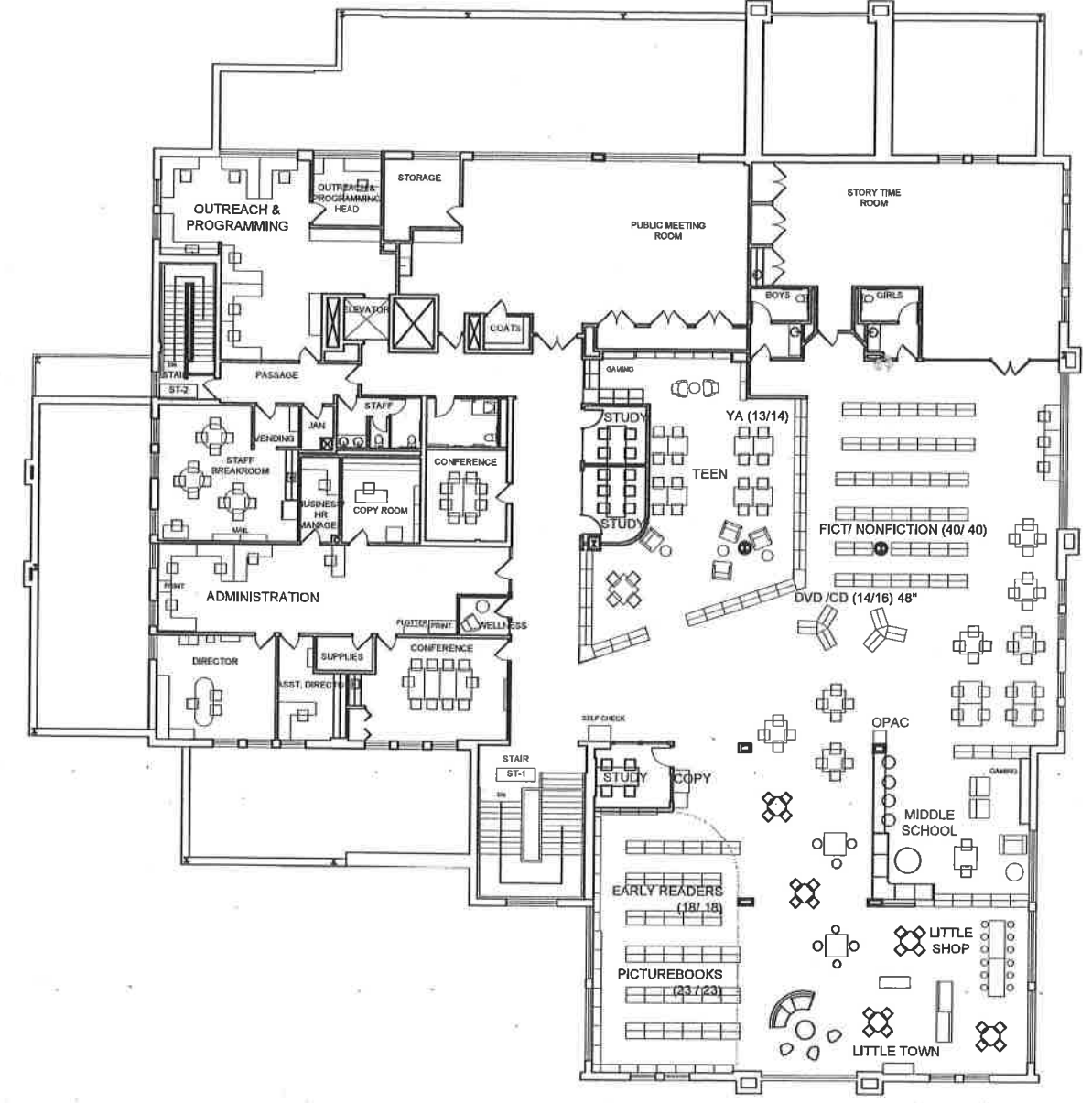
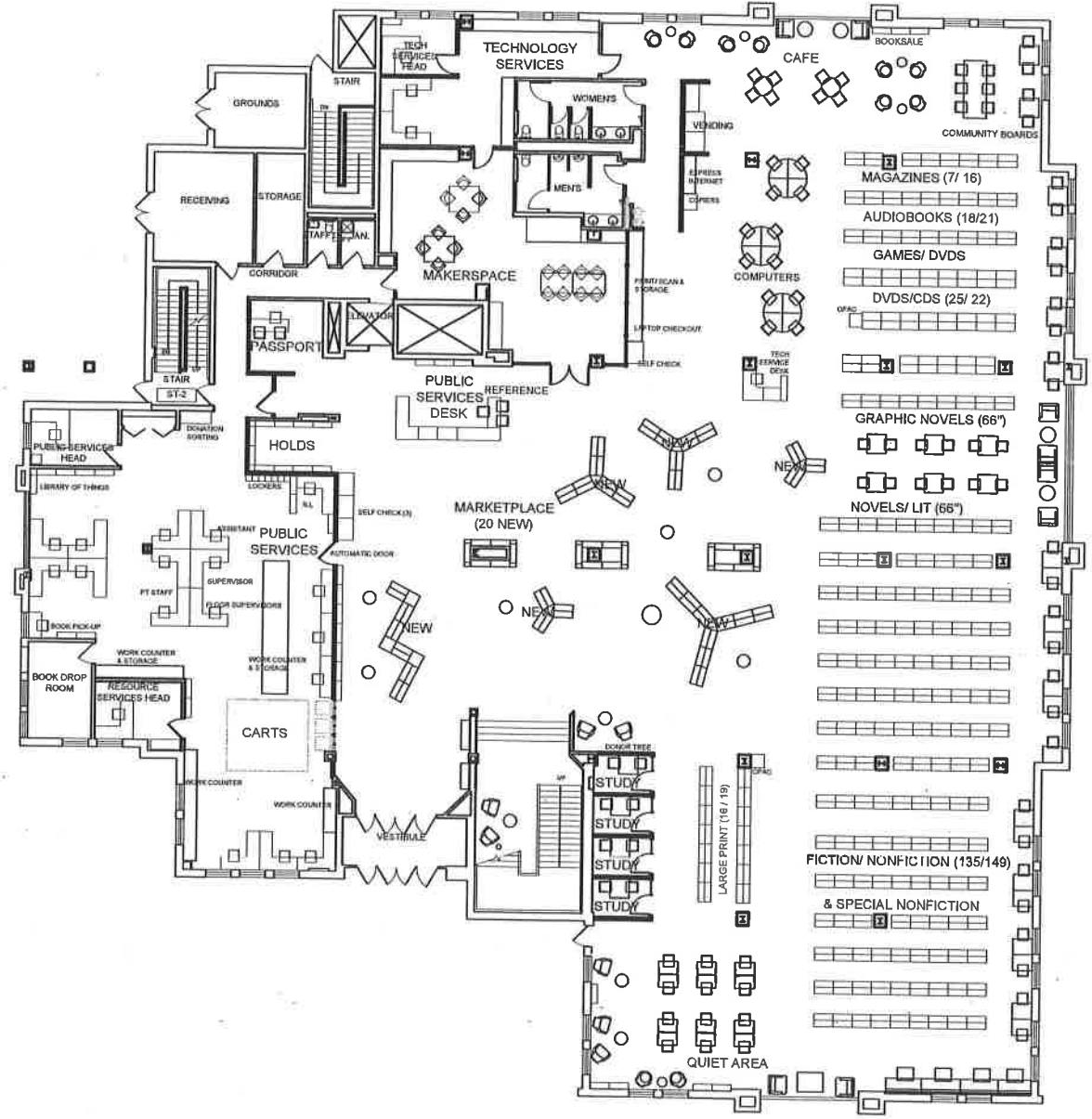


LEVEL 1



LEVEL 2

**EXISTING**  
INDIAN PRAIRIE PUBLIC LIBRARY



**PROPOSED PLANS**  
INDIAN PRAIRIE PUBLIC LIBRARY

# Indian Prairie Public Library Activity Plan

2019-2020

## 1. EMPOWERING: We empower people to learn, grow, and enrich their lives.

### Key Initiative 1.1 We care about people and cultivate relationships to connect around individual interests & their information, education, and entertainment needs.

#### Activities

Develop a training program that continually educates and updates staff about library collections and services.

#### Area of Focus

Staffing

#### Accomplishments

Train staff on effective roaming practices that provide a non-intrusive service but also spark conversations with patrons.

Staffing

Develop relationships with residents in Willowbrook Corner to identify ways the library can enhance services to the community.

Community

Adult Services: Tony established a presence at Anne M. Jeans Community Library. An Adult Services Librarian has been going there on Thursday evenings from 5:30-7:30 p.m. since September. We decided to take a hiatus from this after Thanksgiving due to the dark and cold months. It will be picked back up after the time changes back in early March. The building is not highly trafficked on Thursdays and the suggestion was made to move to Wednesday night, since the Food Pantry and Health Clinic are open on that evening and

### Key Initiative 1.2: We offer interest-driven programs that spark enjoyment, participation, learning, and creation.

#### Activities

Create a matrix to understand how are programs relate to the various demographics in our community and use for planning.

#### Area of Focus

Programming

Offer more programs at night and on weekends to accommodate families and adults working during the day.

Programming

Adult: Technology staff offered several hands-on technology classes on Saturdays in addition to weekday afternoon classes and evening classes. Additional general adult programs were offered on weekends (Superhero Next Door, poetry workshop).

K&T: We have offered more family events, storytimes, and hands-on programs in the evening and on weekends each quarter, including things like Daurdays, Sleigh Read, Trivia Night, Gingerbread building, Puzzle Swap, Cat's Pajama's, Pokemon Party, Family Reading Night, Stuffed Animal Storytime, Parenting classes, and more.

Offer at least four adult programs out in the community per quarter (Willowbrook Corner, senior residences, community centers, businesses, etc.)

Programming

Harry Potter Potion Ornaments was offered at the Starbuck's in Willowbrook In December.

Offer at least two information literacy programs per quarter.

Programming

In Fall, we offered "Choose Your Medicare Supplement" workshop.

Each quarter develop a creative programming series that teaches skills.

Programming

In the Fall, we offered a 5-part "Custom Collage" and "Animal Art". This winter, we are offering a Beginner's Poetry Writing workshop.

Offer at least 4 life skills topics each year.	Programming	In the Fall, we offered "Instapot 101", "Cut the Cable Cord", "Cooking for One or Two", "Buy Your First Home", "Mock Interviews and "Phone and Skype Interviews". In winter, we offered "Take Care of Your First Home", "Navigating Application Tracking Systems" and "Resume Workshop".
Identify how we can use public spaces in the library to provide more opportunities for programs and classes.	Programming	Adult Services: A co-working Initiative was developed utilizing the unused during the school day teen space on the 2nd floor. K&T: We continue to use the K&T department each quarter for pop-up activities such as the Veteran's Card making station and Star Wars crafts, as well as for events, such as Cat's Pajama's and Kids Health Carnival.
Have flexible space and furniture in order to provide responsive programming.	Programming and building	

**Key Initiative 1.3: We curate dynamic collections that are exciting, responsive, and inclusive.**

**Activities**

Increase the budget for popular materials and trending collections, both physical and digital, in order to be responsive to current trends and demand for titles.

**Area of focus**  
Collections

Revise the collection development plan and processes to ensure efficiencies and development of a community responsive physical and digital collections.

Collections

Do an in-depth survey of needs and interests relative to our physical and digital collections.

Collections

Implement merchandising best practices and increase displays to enhance discovery.

Collections

Study the arrangement of the collections and curation of collections based on trends to enhance discovery for patrons.

Collections

Music CDs- Ann studied the both the adult and children's music CD. To enhance discovery of the children's music they were relocated into the adult collection using the genre "kids". Parents can easily see them as they exit the elevator.

Technology Services- To enhance the discovery of our Tech Takeout collection and to surprise and delight our users a collection of some of the most popular devices were curated into a new Hot Picks collection.

Aid browsability by using shelf talkers to feature read-alikes and staff reviews.

Collections

**Key Initiative 1.4 : We provide opportunities for our residents to discover, learn about, and use technology.**

**Activities**

Examine the personal computing services we provide to create the best possible experience.

**Areas of focus**  
Technology

Technology Services- Ann is in the process of studying usage of Adult Public area.

Develop a maker space to use for teaching purposes as well as for providing opportunities for patrons to use the equipment themselves.

Technology,  
making and  
building

Technology/Kids & Teens- Jack and Ann are in the process of researching other makerspaces including services, equipment and storage.

Enhance our fax, print and copy services.

Technology

Technology Services- In Sept. 2019 we enhanced faxing by removing the Fax24 service and adding faxing capabilities to our adult scan station. The new faxing service is easier to use and costs less for our patrons to use than Fax24. To enhance printing and copy services options to scan and translate in multilingual translation and automatic image enhancing features were added to the adult scan station.

**Key Initiative 1.5: We use innovative ways to reach and inform our community about all we have to offer and to share stories of impact.**

**Activities**

**Areas of focus**

Develop a plan to collect and share impact stories in the community.

Promotion

Expand communications with community stakeholders and legislators.

Promotion

Create a targeted communications plan for businesses.

Promotion

**2. Welcoming: IPPL is a preferred destination and welcoming place for all.**

**Key Initiative 2.1: Our commitment to exceptional experiences for everyone guides the development of services and ensures hospitality for all.**

**Activities**

Examine our current staffing model and other staffing models with the goal of developing a model that will support new services and ensure outstanding service to our public.

**Areas of focus**

Staffing and customer service

Jamie and the department heads have done the research on this and have developed a new service plan with a new department structure that will allow library staff to do more programming and outreach.

Develop a hospitality training plan that is consistent across the library and ensures outstanding interactions with patrons.

Staffing and customer service

Continue staff training around inclusivity and understanding differences in our community. Include this training as part of staff orientation.

Staffing and customer service

**Key Initiative 2.2: We continually learn about our community's needs and interests to ensure we are inclusive.**

**Activities**

Create sensory friendly space

**Area of focus**

Building

Ensure our physical space is accessible.

Building

Investigate providing more materials in other languages.

Collections

Adult Services: Since instituting a foreign language fiction collection, members of the public have come forward wanting to donate materials in other languages. We have added Chinese and will evaluate others as they come in.

**Key Initiative 2.3: Our physical and virtual spaces are welcoming, engaging, useful, and easy to use.**

**Activities**

Examine the building and determine priorities for use of the space.

**Area of focus**

Building

We have been doing this as part of the renovation plan.

Have flexible spaces and furniture for programming, meeting, and study spaces.

Building

Provide new furniture on the first floor.

Building

Expand outdoor space for reading and programs.

Building

Joe added an additional patio in the fall to be used for outdoor programming next spring and summer.

Create a maker space with all equipment in one place for patrons to use and explore.

Building

Staff are currently discussing and planning how best to accomplish this in the renovation.

Hire an architect to plan best use of library space.

Building

This was completed.

Examine replacing the entrance doors with sliding doors.

Building

This was discussed with architects and the current building design does not work for sliding doors and it is cost-prohibitive.

Provide more collaborative and quiet spaces.

Building

This is being developed in the renovation plan.



Examine if the meeting room can be divided.	Building	The cost does not warrant this.
Consider expanding/redesigning the café.	Building	This is being done in the renovation plan.
Explore an all-ages collections adjacency for certain collections.	Building	
Evaluate the signage in the building and improve it. Develop a signage hierarchy.	Building	
Explore providing a co-working space in the library	Building	Adult Services: We are utilizing the teen space to provide this service now.

**3. CONNECTING: We are a vital partner in a strong community and a catalyst for bringing people together.**

**Key Initiative 3.1: We increase opportunities for people to connect and engage with each other.**

Activities	Area of focus	
Offer programming to encompass global and national issues.	Community	"Great Decisions" which discusses popular global and national issues will run from February through May 2020.
Study spaces to see if there is a way to host regular community meetings.	Community	

**Key Initiative 3.2: We develop and nurture partnerships that benefit our community.**

Activities	Area of focus	
Develop a staffing model that allows staff to focus on community outreach	Staffing and community	Dept Heads: We are working on this. The new model that we have created and shared with staff provides for a focus on outreach.
Explore creating a community outreach committee or department.	Staffing and community	Dept Heads: We are working on this. The new model includes an outreach department.

**Key Initiative 3.3: We grow our reputation as a valued community resource and partner.**

Activities	Area of focus	
Collect and share stories about our partnerships	Promotion and community	Marketing: A story in the Oct./Nov./Dec. newsletter featured a tribute about Rob Villaume, of the Gift of Carl Foundation, one of our community partners. A culmination video was created about Write-On.
Use Next Door and other local apps and community message boards to further engagement with the community.	Promotion and community	Marketing activated a Next Door account In early fall, and responded to a few people via private message where appropriate. Will continue to engage more with the community.
Develop a communications plan for small businesses and entrepreneurs	Promotion and community	
Develop communications plan for stakeholders and legislators	Promotion and community	

Circulation

Patron stopped at desk to say we are "Wonderful!" She has made 2 suggestions of books and she said they both have been acquired very quickly.

Patrons do not like the taping of the books and CD's shut. Do not like to have to tear it off to check out.

"I don't like the way the wrappers are put on books and movies now - it makes it harder to check out." Per patron on Saturday

This bulletin board with the veterans is really awesome! I read them all when I walked in and saw it.

A patron came to the desk and asked "Why are these wrappers on the book this way? This book is so thin I had to cut the book open to check it out!"

"The tags on the front of the books are awkward - it's hard to check out a book that has the barcode inside."

Patron has not had any security problems and liked our wrappers the old way.

Patron remarked about the hold wrappers, "I don't see what's so private about it!! Don't like it!!"

Patron complained how annoying the wrappers are on the hold books!

Patron does not like wrapper change. "This is insane," she said.

Patron does not like the wrappers on the hold books this way. Had to tear it off to check out the book.

One of our Viet Nam veterans was very touched by our display!

A patron said that they love the Veteran's display but would like it up longer because the weather has been so bad that more people should have a chance to display their relatives now that the weather is better.

Patron said--You guys did a great job clearing the parking lot! This is the 1st place I've been that hasn't been icy.

Patron called to let us know how "touched" she and her husband were for the Veteran's Program!

Patron said that everyone at the computer desk is so kind and patient. They are always helpful to anyone that needs help with the computers.

Patron called - She said that she turned in the book bundle a week ago and it is still on her card. What's the holdup?

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Patron wants us to know it takes the K&T Department so long to check in the puzzles she drops off.

At check-out, as I was removing the patron's hold sticker, he happily said, "I'm so glad they're back on the regular way."

"Yay!!" patrons are super happy to have the stickers back to the old way!!

Patron said that the passports applications is a wonderful service we provide.

### Adult

A patron wanted to let us all know that the Veteran's display was really well done and much appreciated. She thought it was lovely and looked impressive.

A patron complained that the 3 minute shutdown warning on the computers was not enough time for her to save all her files.

This is the loudest library I've ever been in. (comment by a patron on a fairly quiet morning!)

### Administration

I was helping someone at the self-check and they said they do not like where we are now putting the hold labels. Patron said they are in a very inconvenient location and it takes longer to check out because sometimes the barcode is on the inside of the book and they have to take time to remove the sticker in order to checkout on the self-check. She like the old way with the stickers on the spine and it was much easier.

This is a beautiful touch! (Patron commenting on Veteran display)

From The Legends of sun Records concert:

The library has such up to date programs and materials. It allows us to be contemporary. Love the Darien Garden Club joint meeting each year.

A mom was trying to leave the library with her young child. The child was crying and saying over & over again "I want the library"

### Kids & Teen

An adult looking for several titles in Kids & Teens stopped by the desk after using the department self-check, saying, "This is such a nice library, Thank You."

### Technology

**Kids & Teens**

An adult patron who has been coming to use the Wouldshop space for several weeks shared that Jack S. has been so incredibly patient and kind when teaching her to use the Silhouette & Cricket machines. She feels more confident in creating gifts for friends and family.

Patron was looking for specific books to help his kids understand how to manage behavior related to executive functioning and ADHD. I bought some books to add to our collection for this and he called after checking them out to say that they have helped his family so much. He was just glowing with appreciation for the service he received and the benefits his family has reaped from using the library.

**Circulation**

A LaGrange patron visiting our library remarked that we have a wonderful movie collection.

Patron said she is forever grateful for the hold labels back on the spine. YAY!

Patron said that she was happy so to see the labels on the holds shelf items put on the old way. It makes checking out DVDs so much easier.

Dave Evans told me ..."I love this library. Everyone is so helpful and nice."

A patron came up to the Circ. desk and asked about checking out a digital camera. I told him to inquire at the Tech Desk for further questions about materials he could check out. And he said that this library is GREAT!

Patron said - "I wish you could all go to Washington. This library is so well run and the people that work here are the best!"

**Adult**

It might be nice to have the donor tree in a more prominent area after the redesign. People might be more willing to donate if the tree was more noticeable.

A patron mentioned that you can make a list of books (My List) in your IPPL account online, but you can't see it in the App, which is disappointing.

Sylvia O'Malley said that we should definitely get key chain sized library cards.

After working with Shirley, a patron called back to say how much she appreciated her help, her patience, and her kind manner. She had Shirley running all over to answer her questions.

**Technology**

A patron commented: Since we condensed the magazines, there is not enough space for people to browse both sides. Can you move the shelves to make the aisle a little wider?

**Administration**

"Best party ever!" – Young kids talking about the Noon Year's Eve party



### 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.