

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
July 19, 2017 – 7 p.m. – Board Room**

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

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

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

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Duckworth to Bukovac re: LSTA and IMLS Funding Page 3
 - 2. VFW to Popowitch re: Certificate of Appreciation Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, June 21, 2017 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bill/Additional Bills Page 12
 - 4. Ordinance #2017-5 Amending the Budget and Page 18
Appropriations Ordinance for the Fiscal Year 2016-2017

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 19 Information

- H. Department Reports Information
 - 1. Assistant Director Page 23
 - 2. Marketing Page 29
 - 3. Adult Page 31
 - 4. Circulation Page 41
 - 5. Technology and Technical Services Page 43
 - 6. Youth Page 46

- I. Staff Report
None

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- J. Reports
 - 1. Chamber Reports (Jensen) Page 63 Information
 - 2. RAILS Page 64 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business
 - None

- L. New Business
 - 1. Debt Certificate Presentation, John Piemonte, Ehlers Page 76 Information
 - 2. Capital Projects Page 79 Discussion
 - 3. Request to Charge HVAC Expenses to Special Reserve Fund Page 80 Action
 - 4. Request to Charge Landscaping Expenses to Special Reserve Fund Page 81 Action
 - 5. Adopt Tentative Budget & Appropriations Page 82 Action
 - 6. Ordinance 2017-6 Determining to Levy an Additional Tax of .02% Page 88 Action
 - 7. FY17/18 Strategic Plan Review Page 91 Information
 - 8. Audit of Secretary's Minutes & Review of Closed Session Minutes Action

- M. Scheduled Meetings

- N. Community Events

- O. Library Events

- P. Adjournment

Jamie Bukovac

From: Senator Tammy Duckworth <correspondence@duckworth.senate.gov>
Sent: Monday, July 10, 2017 5:40 PM
To: Jamie Bukovac
Subject: Responding to your message

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Neighbor,


Thank you for contacting me to share your views on supporting public libraries. I appreciate you taking the time to make me aware of your thoughts on this important matter.

Public libraries provide communities throughout Illinois with 21st Century learning environments and serve as centers for education and community development. I am committed to supporting our Nation’s public libraries and joined my colleagues in writing to the Senate Appropriations Committee in support of robust funding for the Library Services and Technology Act (LSTA) program and the Institute for Museums and Library Services (IMLS).

Our Nation’s public libraries are more than a collection of books. For many communities, the local library is the only place that provides free access to the internet, while serving as a centralized resource for important community services, such as job training and skills development programs. As a Member of Congress, my office connects with constituents at local Illinois libraries during Satellite Office Hours. Rest assured, as your Senator I will continue supporting public libraries and oppose efforts to cut LSTA and IMLS funding.

Thank you again for contacting me on this important issue. If you would like more information on my work in the Senate, please visit my website at www.duckworth.senate.gov. You can access my voting record and see what I am doing to address today’s most important issues. I hope that you will continue to share your views and opinions with me and let me know whenever I may be of assistance to you.

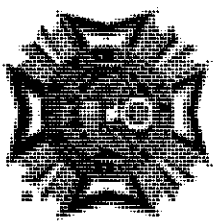
Sincerely,



The Honorable Tammy Duckworth
United States Senator

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Certificate of Appreciation is presented to

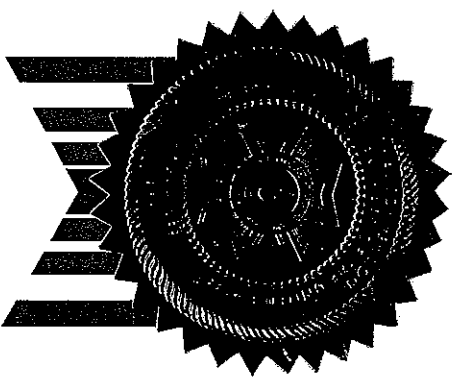
Joe Popowitch
Indian Prairie Public Library

In sincere appreciation for all of his efforts with the Library of Congress Veterans History Project and service to Davien Memorial Post 2838 Veterans of Foreign Wars of the United States.

In Witness Whereof we have set our hands and the official seal of the Veterans of Foreign Wars of the United States of America this 8th day of June 2017


Martin L. Schaefer
Post Commander


Matthew A. Goodwin
Post Adjutant



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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 21, 2017

**Board of Trustees Regular Meeting
June 21, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:01 p.m. Secretary Deshmukh called the roll.
Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis,
Diane Ruscitti, Victoria Suriano

Absent:

Staff Present: Jamie Bukovac, Maria Wlosinski, Laura Birmingham, Shirley Jensen

Others:

President Suriano asked for additions and/or corrections to the agenda.

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

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

C. Public Comment

At this point Shirley Jensen gave her staff report (Item I). She left at 7:20 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. Brennan to Works: re RAILS Grant
2. Durbin to Bukovac re: IMLS Funding

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 17, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2017-2 Ascertaining the Prevailing Wage
5. Ordinance #2017-3 Establishing Regular Meeting Dates
6. Ordinance #2017-4 Amending the Budget and Appropriation Ordinance for the Fiscal Year 2016-2017
7. Building and Grounds Committee Meeting Minutes, 5/30/17
8. Finance Committee Meeting Minutes, 6/14/17
9. Proposed Change to Policy 465 Computers and Internet Services
10. Proposed Changes to Policy 900 Financial
11. Proposed Changes to Policy 430 Circulation of Materials

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Birmingham updated the Board on the HVAC system. The fan motor will be installed on Friday. The actuator is on order. Because of the age of our system, they could not find an actuator that would work with our valve assembly so that will also be replaced. They also discovered that the glycol level was too high and that has been decreased.

I. Staff Report – Shirley Jensen, Assistant Adult Services Department Head, spoke to the Board about business services offered by the library. Jensen has been the library's business liaison since last May. Bukovac noted that this is a new position that Jensen developed for the library. The library always offered services to businesses but never had a staff person acting as a dedicated contact for businesses. Jensen said her goals are to communicate our services and resources to the business community, help the library become known as part of the business community, and find additional ways we can support small businesses. We have branded the service, Biz Connection, and are working on a logo. Jensen spoke of the library's continued partnership with SCORE which includes programming, roundtable discussions, mentoring sessions, and lobby drop-in programs. She attends Darien and Willowbrook/Burr Ridge Chamber meetings as well as Women in Business meetings. She has found the Darien Chamber Coffee Connection to be a great opportunity for personalized networking. Jensen published our first Biz Connection e-newsletter earlier this month and a print newsletter is in the works for July. In the future Jensen would like to: connect with local community business leaders and ask them what they want from the library, connect with minority and women business development agencies for programming opportunities, get specific business information into the village offices, set up networking sessions in the library for entrepreneurs, and start a business librarians networking group. The Board thanked Jensen for the great job she has done with this new position as the library's business liaison.

J. Reports

- 1. Chamber Reports – backup in packet.
- 2. RAILS – backup in packet.
- 3. Building and Grounds Committee- minutes from the May 30 meeting were approved in the omnibus this evening.
- 4. Finance Committee – minutes from the June 14 meeting were approved in the omnibus this evening.
- 5. Planning/Outreach Committee – no report.
- 6. Policy Committee – no report

K. Unfinished Business

L. New Business

- 1. Financial Forecast - Bukovac reviewed the financial forecast information contained in the Board packet which maintains \$500,000 for capital and projects a 2% tax increase. She would like to use the July Board meeting to further discuss the capital projects and the best strategy for handling the projects. Ehlers Financial Services is analyzing our financial data.

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- Krupicka asked about bundling some of the capital projects together. Bukovac said that Ehlers talked about a debt certificate. He did not recommend a bond issuance based on the amount of money needed and the fees that would be associated with it. At the Board's request, Bukovac has been studying the use of the building and a survey is coming out next month. She will prepare a report based on the survey results. Bukovac asked if the Board would like Ehlers to meet with the Finance Committee first or attend a Board Meeting. The Board agreed that they would like Ehlers to come to the July Board meeting. Bukovac noted that Ehlers specialty is working with libraries and debt.
2. Operating Budget 2017/2018 – Bukovac reviewed the revenue and expenditure information contained in the board packet. Damon moved, Krupicka seconded to approve the operating budget for 2017/2018. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nayas: none. Absent: none. Motion carried unanimously.
 3. Proposed 2017/2018 Salary Range - The packet contains information comparing IPPL starting salaries with other libraries. The proposed 2017-2018 salary range reflects a 1% increase in the ranges. Megaridis moved, Deshmukh seconded to approve the proposed 2017-2018 salary range. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nayas: none. Absent: none. Motion carried unanimously.
 4. Proposal to Replace Sconce Lighting and Remove Globe Lights – Birmingham reviewed the proposal contained in the packet. Deshmukh moved, Damon seconded to approve the proposal to replace sconce lighting and remove globe lights. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nayas: none. Absent: none. Motion carried unanimously.
 5. Landscaping Proposal – Birmingham reviewed the proposal contained in the packet. The Board discussed the plantings. With respect to item 2 in the proposal, the Board decided to have the declining Austrian Pine trees near Plainfield Road removed but not replaced with anything at this time. With respect to item 3 in the proposal, they chose to have the declining Japanese Maple near the front entrance replaced with a new Japanese Maple. Damon moved, Megaridis seconded to approve the landscaping proposal without the Dense Yews in item 2 and with a Japanese Maple in item 3. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nayas: none. Absent: none. Motion carried unanimously.
 6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Megaridis and Krupicka will be on the committee.

M. Scheduled Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:26 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2017

Balance on hand as of May, 2017.....	2,053,294.41
Cash Receipts for June.....	1,718,308.05
Cash Disbursements for June.....	450,826.96
Cash on hand as June 30, 2017.....	3,320,775.50

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.872%	
General.....	720,107.63
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,109.40
Children's Endowment.....	2,907.61
Endowment.....	11,255.77
MPI Investment (Corporate Fund).....	2,457,611.46
JP Morgan Chase - Checking	
General.....	6,097.11
Hinsdale Bank & Trust - Checking.....	1,070.05
JP Morgan Chase - Savings - Rate .18%	
General.....	90,212.47
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2017.....	3,320,775.50

FUND BALANCES AS OF 06/30/2017

Corporate Fund.....	1,365,417.47
Building & Maintenance Fund.....	4,497.84
I.M.R.F. Fund.....	7.81
Liability Fund.....	3.59
Social Security Fund.....	6.57
Special Reserve Fund.....	22,233.30
Deferred Property Taxes.....	1,805,952.21
Current Liabilites.....	122,656.71
Grand Total All Funds.....	3,320,775.50

**Indian Prairie Public Library District
Consolidated Revenue Report for June 2017**

Percent of Year: 100.00

	RECEIVED June 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 - Property Taxes	0.00	3,397,237.06	98.86%	3,436,415.00	39,177.94
41150 - Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 - Interest-Tax Levy	0.00	2.02	0.00%	0.00	-2.02
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,397,576.07	98.87%	3,436,415.00	38,838.93
INTERGOVERNMENTAL					
42150 - YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 - Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 - LIMRICC	0.00	2,291.59	0.00%	0.00	-2,291.59
TOTAL INTERGOVERNMENTAL	0.00	2,881.59	9.01%	32,000.00	29,118.41
INTEREST					
43500 - Interest - Investment	321.97	2,382.94	238.29%	1,000.00	-1,382.94
TOTAL INTEREST	321.97	2,382.94	238.29%	1,000.00	-1,382.94
DESK MONIES					
45100 - Copier	428.10	4,818.04	100.38%	4,800.00	-18.04
45120 - Computer Copies	1,196.80	15,102.01	125.85%	12,000.00	-3,102.01
45200 - Fines/Fees	6,288.91	51,612.41	107.53%	48,000.00	-3,612.41
45250 - Gifts/Donations	0.00	10,514.25	700.95%	1,500.00	-9,014.25
45300 - Lost Materials	896.19	12,156.32	101.30%	12,000.00	-156.32
45350 - Non-Resident Fees	7,358.14	84,261.22	102.76%	82,000.00	-2,261.22
45400 - DVD Fines	75.00	3,518.65	50.27%	7,000.00	3,481.35
45450 - Book Rental	68.00	632.90	63.29%	1,000.00	367.10
45550 - Meeting Room Rental	50.00	325.00	162.50%	200.00	-125.00
45600 - ILL Fees	132.32	880.36	125.77%	700.00	-180.36
45650 - 3D Printing	25.30	520.30	104.06%	500.00	-20.30
45700 - Passport Fees	1,775.00	6,300.00	0.00%	0.00	-6,300.00
TOTAL DESK MONIES	18,293.76	190,641.46	112.34%	169,700.00	-20,941.46
OTHER INCOME					
46500 - OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 - Miscellaneous	0.00	2,885.99	577.20%	500.00	-2,385.99
46800 - Collection Agency Fee	40.00	313.80	104.60%	300.00	-13.80
* 49000 - Operating Transfer In	0.00	7,061.00	0.00%	4,000.00	-3,061.00
TOTAL OTHER INCOME	40.00	11,023.79	198.16%	5,563.00	-2,399.79
GRAND TOTAL	18,655.73	3,604,505.85	98.90%	3,644,678.00	43,233.15

* Operating Transfer In reflects \$4,000.00 from Liability Reserve Fund:
 \$1,030.00 for 61710 - Workmans Compensation and \$2,498.60 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety
 and \$3,061.00 from Building Reserve Fund:
 63800 - Suburban Door Check & Lock System

Indian Prairie Public Library District Consolidated Expenditures Report for June 2017

Percent of Year: 100.00

	June 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	274,958.75	2,097,573.73	98.16%	2,137,000.00	39,426.27	2,139,740.00	98.03%
61310 · Benefits - Medical / Life Ins.	9,718.11	131,145.08	98.98%	132,500.00	1,354.92	142,000.00	92.36%
61330 · Benefits - IMRF	43,038.75	205,824.77	99.43%	207,000.00	1,175.23	225,000.00	91.48%
61340 · Benefits - FICA	20,507.39	155,641.83	95.19%	163,500.00	7,858.17	175,000.00	88.94%
61400 · Staff Development	1,146.45	15,052.63	92.35%	16,300.00	1,247.37	20,000.00	75.26%
61600 · Board Development	-25.00	956.81	95.68%	1,000.00	43.19	3,000.00	31.89%
* 61710 · Workers Compensation	0.00	9,787.00	108.74%	9,000.00	-787.00	12,000.00	81.56%
61720 · Unemployment Insurance	285.50	2,980.59	88.18%	3,380.00	399.41	6,000.00	49.68%
TOTAL PERSONNEL	349,629.95	2,618,962.44	98.10%	2,669,680.00	50,717.56	2,722,740.00	96.19%
MATERIALS							
62100 · Books	37,817.16	233,233.63	98.34%	237,175.00	3,941.37	245,000.00	95.20%
62200 · Periodicals	497.17	29,276.12	92.35%	31,700.00	2,423.88	35,000.00	83.65%
62300 · Audio	6,871.80	45,037.92	92.39%	48,750.00	3,712.08	50,000.00	90.08%
62400 · Video	7,944.11	65,660.79	113.20%	58,200.00	-7,680.79	60,000.00	109.80%
62500 · Multi-Media	799.98	8,781.50	109.77%	8,000.00	-781.50	10,000.00	87.82%
62600 · Electronic Reference Resources	496.48	64,310.51	100.02%	64,300.00	-10.51	67,000.00	95.99%
62700 · Software	646.30	6,271.83	89.60%	7,000.00	728.17	8,000.00	78.40%
62800 · ESL	807.56	1,404.01	70.20%	2,000.00	595.99	3,000.00	46.80%
62900 · Materials Supplies	5,455.77	22,661.98	105.41%	21,500.00	-1,161.98	25,000.00	90.65%
TOTAL MATERIALS	61,338.33	476,856.29	99.63%	478,625.00	1,766.71	503,000.00	94.80%
BUILDING							
63200 · Cleaning Service	9,212.15	69,765.54	97.57%	71,500.00	1,734.46	73,000.00	95.57%
63300 · Utilities (1-8-11 · Gas)	723.00	10,186.11	78.36%	13,000.00	2,813.89	70,000.00	14.55%
63300 · Utilities (1-8-12 · Electric)	4,556.89	55,965.16	86.10%	65,000.00	9,034.84	100,000.00	55.97%
63300 · Utilities (1-8-13 · Telephone)	738.03	8,814.44	125.92%	7,000.00	-1,814.44	9,000.00	97.94%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	7,508.07	107.26%	7,000.00	-508.07	15,000.00	50.05%
63300 · Utilities (1-8-15 · Garbage Disposal)	231.35	3,038.11	101.27%	3,000.00	-38.11	15,000.00	20.25%
63400 · Maintenance Supplies	2,499.64	18,960.96	111.54%	17,000.00	-1,960.98	20,000.00	94.80%
63500 · Security System Monitoring	72.00	708.00	59.00%	1,200.00	492.00	3,000.00	23.60%
63600 · Property Maintenance	2,727.00	20,690.32	82.76%	25,000.00	4,309.68	30,000.00	68.97%
* 63800 · Building Maintenance/Repair	10,410.27	96,496.62	192.99%	50,000.00	-46,496.62	110,000.00	87.72%
TOTAL BUILDING	31,170.33	292,133.35	112.49%	259,700.00	-32,433.35	445,000.00	65.65%
OPERATIONS							
64200 · Supplies - Office	2,462.87	13,757.99	98.27%	14,000.00	11,537.13	17,000.00	14.49%
64300 · Photocopy Supplies	116.77	4,515.79	90.32%	5,000.00	484.21	6,000.00	75.26%
64400 · Patron Card Supplies	0.00	376.18	62.70%	600.00	223.82	3,800.00	9.90%
64450 · Passport Postage	192.85	715.12	0.00%	0.00	-715.12	0.00	0.00%
64500 · Postage	-23.85	4,192.26	104.81%	4,000.00	-192.26	5,000.00	63.85%
64600 · Non-Payment Reimbursement	397.14	1,677.92	55.93%	3,000.00	1,322.08	5,000.00	33.56%
64700 · Travel	24.08	357.32	71.46%	500.00	142.68	1,000.00	35.73%
64800 · Organizational Memberships	0.00	2,186.00	121.44%	1,800.00	-386.00	2,200.00	99.36%
64900 · Bank Fees	262.28	2,895.04	115.80%	2,500.00	-395.04	3,000.00	96.50%
TOTAL OPERATION	3,432.14	30,673.62	97.89%	31,400.00	12,021.50	43,000.00	71.33%
AUTOMATION							
65100 · Supplies-Public Toner	921.71	7,330.98	104.73%	7,000.00	-330.98	8,000.00	91.64%
65150 · Supplies-Staff Toner	1,090.14	7,011.91	116.87%	6,000.00	-1,011.91	8,000.00	87.65%
65160 · Supplies-3D Printer	317.00	655.97	93.71%	700.00	44.03	1,100.00	59.63%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	8,866.71	21,553.80	172.43%	12,500.00	-9,053.80	16,000.00	134.71%
65400 · Automation Equip Mnt/Repair	41.62	2,722.28	74.58%	3,650.00	927.72	5,000.00	54.45%
65500 · Software	971.65	16,862.14	91.26%	18,500.00	1,617.86	27,000.00	62.53%
65600 · SWAN	0.00	45,620.00	100.00%	45,620.00	0.00	47,000.00	97.06%

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**Indian Prairie Public Library District
Consolidated Expenditures Report for June 2017**

Percent of Year: 100.00

	June 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	189.85	2,288.20	95.34%	2,400.00	111.80	4,000.00	57.21%
TOTAL AUTOMATION	12,398.68	104,065.28	102.66%	101,370.00	-2,695.28	124,100.00	83.86%
CONTRACTUAL SERVICES							
66100 · General Professional Services	60.00	9,526.00	146.55%	6,500.00	-3,026.00	17,000.00	56.04%
66200 · Credit Bureau	214.80	860.25	58.68%	1,500.00	619.75	2,000.00	44.01%
66300 · Equipment-Maintenance Repair	2,000.00	6,225.44	103.76%	6,000.00	-225.44	8,000.00	77.82%
66900 · Fees - Bond Registrar	0.00	210.00	210.00%	100.00	-110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	2,274.80	16,841.69	119.45%	14,100.00	-2,741.69	27,000.00	62.38%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	11,000.00	95.26%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	3,500.00	81.20%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,500.00	61.43%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 · Marketing Newsletter	7,501.79	32,560.89	94.06%	34,619.00	2,058.11	37,000.00	88.00%
68111 · eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 · Marketing Advertising	212.50	496.25	99.25%	500.00	3.75	2,000.00	24.81%
68310 · Marketing Supplies	0.00	480.52	96.10%	500.00	19.48	2,000.00	24.03%
68410 · Marketing-Information Printing	155.79	2,303.88	92.16%	2,500.00	196.12	8,000.00	28.80%
68500 · Legal Notices	20.29	860.78	61.48%	1,400.00	539.22	2,000.00	43.04%
68600 · Special Events	8,411.48	25,054.75	101.85%	24,600.00	-454.75	28,000.00	89.48%
TOTAL PUBLIC INFORMATION	16,301.85	63,395.07	96.32%	65,819.00	2,423.93	81,000.00	78.27%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	7,061.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	1,405.60	6,435.13	91.21%	7,055.00	619.87	50,000.00	12.87%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	477,951.68	3,633,232.87	99.69%	3,644,678.00	29,801.25	4,115,340.00	88.29%

* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:
 \$1,030.00 for 61710 - Workmans Compensation and \$2,498.60 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety
 and \$3,061.00 from Building Reserve Fund:
 63800 - Suburban Door Check & Lock System

ACTION ON BILLS June 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49866 thru 50055	\$ 145,714.77
Chase Bank-Salaries for June	36946 thru 36978	\$ 9,724.70
Hinsdale Bank-Direct Deposits	& 24075 thru 24318	\$ 169,366.26

MONTH'S TOTAL: \$ 324,805.73

Indian Prairie Public Library District
Account QuickReport
As of June 30, 2017

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Liability Check	06/01/2017	49866	Nationwide Retirement	610.00
Liability Check	06/01/2017	49867	Vantagepoint	928.65
Bill Pmt Check	06/01/2017	49868	Medicom Reimbursement Spec., Ltd.	20.00
Bill Pmt Check	06/01/2017	49869	VISOgraphic	6,430.29
Bill Pmt Check	06/01/2017	49870	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Liability Check	06/07/2017	49871	Nationwide Retirement	50.00
Liability Check	06/07/2017	49872	Vantagepoint	50.00
Bill Pmt Check	06/08/2017	49511	VOID - Harris, Lori	-50.00
Bill Pmt Check	06/08/2017	49873	Alibris, Inc.	12.94
Bill Pmt Check	06/08/2017	49874	Alphagraphics	79.13
Bill Pmt Check	06/08/2017	49875	Art Excursions, Inc.	600.00
Bill Pmt Check	06/08/2017	49876	Aurico	25.00
Bill Pmt Check	06/08/2017	49877	Baker & Taylor	9,353.56
Bill Pmt Check	06/08/2017	49878	Baker & Taylor (video)	1,440.63
Bill Pmt Check	06/08/2017	49879	Better Business Planning, Inc.	149.38
Bill Pmt Check	06/08/2017	49880	Blackstone Audio, Inc.	315.43
Bill Pmt Check	06/08/2017	49881	Center Point Large Print	197.33
Bill Pmt Check	06/08/2017	49882	Chicago SunTimes	218.40
Bill Pmt Check	06/08/2017	49883	DEMCO	106.20
Bill Pmt Check	06/08/2017	49884	Easy English NEWS	42.00
Bill Pmt Check	06/08/2017	49885	ELM USA, Inc.	262.75
Bill Pmt Check	06/08/2017	49886	Gale/CENGAGE Learning	730.15
Bill Pmt Check	06/08/2017	49887	Ingram Library Services	742.53
Bill Pmt Check	06/08/2017	49888	McCully, Nancy	200.00
Bill Pmt Check	06/08/2017	49889	Midwest Tape	5,407.21
Bill Pmt Check	06/08/2017	49890	Muscle & Fitness	24.97
Bill Pmt Check	06/08/2017	49891	OverDrive	2,540.98
Bill Pmt Check	06/08/2017	49892	Penguin Random House LLC	751.50
Bill Pmt Check	06/08/2017	49893	Quill	671.63
Bill Pmt Check	06/08/2017	49894	Reaves, Patricia	150.00
Bill Pmt Check	06/08/2017	49895	Recorded Books, LLC	612.75
Bill Pmt Check	06/08/2017	49896	Runco	192.13
Bill Pmt Check	06/08/2017	49897	Team One Repair, Inc.	319.20
Bill Pmt Check	06/08/2017	49898	University of Illinois Extension	75.00
Bill Pmt Check	06/08/2017	49899	Wenstrup, Gary	150.00
Bill Pmt Check	06/14/2017	49900	Baker & Taylor	6,380.41
Bill Pmt Check	06/14/2017	49901	Baker & Taylor (video)	139.59
Bill Pmt Check	06/14/2017	49902	Bal Industries	1,980.00
Bill Pmt Check	06/14/2017	49903	Baylor University	120.00
Bill Pmt Check	06/14/2017	49904	Case Lots Inc.	104.30
Bill Pmt Check	06/14/2017	49905	CCI Solutions	80.65
Bill Pmt Check	06/14/2017	49906	Center Point Large Print	142.82
Bill Pmt Check	06/14/2017	49907	Children's Plus Inc.	6,618.37
Bill Pmt Check	06/14/2017	49908	DEMCO	112.80

Indian Prairie Public Library District
Account QuickReport
 As of June 30, 2017

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Type	Date	Num	Name	Amount
Bill Pmt Check	06/14/2017	49909	Dynegy Energy Services	4,556.89
Bill Pmt Check	06/14/2017	49910	Estrada, Heidi	24.97
Bill Pmt Check	06/14/2017	49911	Fox Valley Fire & Safety	141.00
Bill Pmt Check	06/14/2017	49912	Gale/CENGAGE Learning	856.16
Bill Pmt Check	06/14/2017	49913	Ingram Library Services	385.59
Bill Pmt Check	06/14/2017	49914	Kapco	94.44
Bill Pmt Check	06/14/2017	49915	Kiplinger's Investing for Income	109.00
Bill Pmt Check	06/14/2017	49916	Kroeschell Service	304.00
Bill Pmt Check	06/14/2017	49917	Layman, Jez	26.55
Bill Pmt Check	06/14/2017	49918	Midwest Tape	369.54
Bill Pmt Check	06/14/2017	49919	Neviol Inc.	4,490.00
Bill Pmt Check	06/14/2017	49920	OverDrive	853.44
Bill Pmt Check	06/14/2017	49921	Penguin Random House LLC	151.50
Bill Pmt Check	06/14/2017	49922	Quill	331.97
Bill Pmt Check	06/14/2017	49923	Rivistas Subscription Services	102.80
Bill Pmt Check	06/14/2017	49924	Salo, Kathryn	47.35
Bill Pmt Check	06/14/2017	49925	Sebert Landscaping	767.00
Bill Pmt Check	06/14/2017	49926	Speciality Mat Service	151.29
Bill Pmt Check	06/14/2017	49927	Thomson Reuters West	67.48
Bill Pmt Check	06/14/2017	49928	Trapp, Sandra	75.00
Bill Pmt Check	06/14/2017	49929	Uline	32.46
Bill Pmt Check	06/14/2017	49930	Unique Management	152.15
Bill Pmt Check	06/14/2017	49931	University of Chicago Library	150.00
Liability Check	06/15/2017	49932	Nationwide Retirement	660.00
Liability Check	06/15/2017	49933	Vantagepoint	978.65
Bill Pmt Check	06/14/2017	49934	Grasso Graphics	183.70
Bill Pmt Check	06/21/2017	49935	Alarm Financial	72.00
Bill Pmt Check	06/21/2017	49936	Asimakopoulos, Jennifer	99.00
Bill Pmt Check	06/21/2017	49937	Baker & Taylor	1,612.81
Bill Pmt Check	06/21/2017	49938	Baker & Taylor (video)	204.29
Bill Pmt Check	06/21/2017	49939	Bank of America	13,689.92
Bill Pmt Check	06/21/2017	49940	Bengal Electric Inc.	140.00
Bill Pmt Check	06/21/2017	49941	Call One	738.03
Bill Pmt Check	06/21/2017	49942	Case Lots Inc.	361.85
Bill Pmt Check	06/21/2017	49943	Center Point Large Print	93.67
Bill Pmt Check	06/21/2017	49944	Comcast	189.85
Bill Pmt Check	06/21/2017	49945	Current Technologies	2,050.39
Bill Pmt Check	06/21/2017	49946	Estrada, Heidi	341.02
Bill Pmt Check	06/21/2017	49947	Findaway World, LLC	57.89
Bill Pmt Check	06/21/2017	49948	Gale/CENGAGE Learning	670.00
Bill Pmt Check	06/21/2017	49949	Grass Roots Press	251.75
Bill Pmt Check	06/21/2017	49950	Groot Industries, Inc.	231.35
Bill Pmt Check	06/21/2017	49951	ID Label	127.10
Bill Pmt Check	06/21/2017	49952	Ingram Library Services	44.33
Bill Pmt Check	06/21/2017	49953	Kroeschell Service	380.00

Indian Prairie Public Library District
Account QuickReport
As of June 30, 2017

Type	Date	Num	Name	Amount
Bill Pmt Check	06/21/2017	49954	Midwest Tape	493.27
Bill Pmt Check	06/21/2017	49955	Neviol Inc.	2,100.00
Bill Pmt Check	06/21/2017	49956	OverDrive	492.00
Bill Pmt Check	06/21/2017	49957	PCM	157.33
Bill Pmt Check	06/21/2017	49958	Penguin Random House LLC	195.00
Bill Pmt Check	06/21/2017	49959	Roy, Nancy	47.24
Bill Pmt Check	06/21/2017	49960	Runco	558.23
Bill Pmt Check	06/21/2017	49961	Thomson Reuters West	67.48
Bill Pmt Check	06/21/2017	49962	United States Treasury	45.20
Bill Pmt Check	06/21/2017	49963	VSP Vision	122.55
Bill Pmt Check	06/21/2017	49964	Wlosinski, Maria	10.70
Bill Pmt Check	06/21/2017	49965	Zenith City Business Systems, Inc.	175.00
Bill Pmt Check	06/26/2017	49668	VOID - ALPHAGRAPHS	-65.27
Bill Pmt Check	06/27/2017	49966	Alphagraphics	786.77
Bill Pmt Check	06/27/2017	49967	Baker & Taylor	1,044.19
Bill Pmt Check	06/27/2017	49968	Baker & Taylor (video)	15.77
Bill Pmt Check	06/27/2017	49969	BCBS	11,008.18
Bill Pmt Check	06/27/2017	49970	Bengal Electric Inc.	75.00
Bill Pmt Check	06/27/2017	49971	Blackstone Audio, Inc.	290.20
Bill Pmt Check	06/27/2017	49972	Case Lots Inc.	243.20
Bill Pmt Check	06/27/2017	49973	Children's Plus Inc.	276.41
Bill Pmt Check	06/27/2017	49974	Gale/CENGAGE Learning	22.39
Bill Pmt Check	06/27/2017	49975	Ingram Library Services	180.29
Bill Pmt Check	06/27/2017	49976	McCracken, John	9.00
Bill Pmt Check	06/27/2017	49977	Midwest Tape	784.34
Bill Pmt Check	06/27/2017	49978	On Time Label	40.00
Bill Pmt Check	06/27/2017	49979	Palmisano, Stacy.	13.38
Bill Pmt Check	06/27/2017	49980	Principal Life Insurance Company	657.59
Bill Pmt Check	06/27/2017	49981	Recorded Books, LLC	212.43
Bill Pmt Check	06/27/2017	49982	Sebert Landscaping	240.00
Bill Pmt Check	06/27/2017	49983	Thornton, Christine	300.00
Bill Pmt Check	06/27/2017	49984	Waterlogic East LLC	129.05
Liability Check	06/29/2017	49985	Nationwide Retirement	660.00
Liability Check	06/29/2017	49986	Vantagepoint	978.65
Bill Pmt Check	06/29/2017	49987	Asimakopoulos, Jennifer	50.44
Bill Pmt Check	06/29/2017	49988	Baker & Taylor	792.35
Bill Pmt Check	06/29/2017	49989	Baker & Taylor (video)	113.51
Bill Pmt Check	06/29/2017	49990	CCI Solutions	65.22
Bill Pmt Check	06/29/2017	49991	Children's Plus Inc.	57.85
Bill Pmt Check	06/29/2017	49992	DEMCO	429.91
Bill Pmt Check	06/29/2017	49993	Jensen, Shirley P	26.26
Bill Pmt Check	06/29/2017	49994	Midwest Tape	42.98
Bill Pmt Check	06/29/2017	49995	Penguin Random House LLC	26.25
Bill Pmt Check	06/29/2017	49996	PitneyBowes	165.00
Bill Pmt Check	06/29/2017	49997	Polyline	2,234.63

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Indian Prairie Public Library District
Account QuickReport
 As of June 30, 2017

Type	Date	Num	Name	Amount
Bill Pmt Check	06/30/2017	49998	Aurico	35.00
Bill Pmt Check	06/30/2017	49999	Baker & Taylor	1,075.61
Bill Pmt Check	06/30/2017	50000	Baker & Taylor (video)	495.95
Bill Pmt Check	06/30/2017	50001	Bal Industries	390.00
Bill Pmt Check	06/30/2017	50002	Bank of America	3,784.41
Bill Pmt Check	06/30/2017	50003	Blackstone Audio, Inc.	45.00
Bill Pmt Check	06/30/2017	50004	Case Lots Inc.	267.31
Bill Pmt Check	06/30/2017	50005	Colley Elevator Co.	189.00
Bill Pmt Check	06/30/2017	50006	Home Depot	1,649.88
Bill Pmt Check	06/30/2017	50007	Imaging Office Systems, Inc.	7,440.00
Bill Pmt Check	06/30/2017	50008	Ingram Library Services	159.92
Bill Pmt Check	06/30/2017	50009	Kroeschell Service	1,648.00
Bill Pmt Check	06/30/2017	50010	Midwest Tape	476.85
Bill Pmt Check	06/30/2017	50011	OverDrive	1,323.16
Bill Pmt Check	06/30/2017	50012	Penguin Random House LLC	63.75
Bill Pmt Check	06/30/2017	50013	Quill	685.47
Bill Pmt Check	06/30/2017	50014	Raincoat Roof Maintenance, Inc.	1,720.00
Bill Pmt Check	06/30/2017	50015	Recorded Books, LLC	51.37
Bill Pmt Check	06/30/2017	50016	Runco	128.63
Bill Pmt Check	06/30/2017	50017	Salo, Kathryn	72.09
Bill Pmt Check	06/30/2017	50018	Speciality Mat Service	100.86
Bill Pmt Check	06/30/2017	50019	Stovall, Ann	110.20
Bill Pmt Check	06/30/2017	50020	Szafranski, T.J.	241.80
Bill Pmt Check	06/30/2017	50021	Titan Image Group, Inc.	1,006.63
Bill Pmt Check	06/30/2017	50022	Wendling, April	350.00
Bill Pmt Check	06/30/2017	50023	Kroeschell Service	7,585.77
Bill Pmt Check	06/30/2017	50024	Medicom Reimbursement Spec., Ltd.	17.50
Bill Pmt Check	06/30/2017	50025	Unique Management	62.65
Bill Pmt Check	06/30/2017	50026	Midwest Tape	1,560.70
Bill Pmt Check	06/30/2017	50051	Chicago Tribune	20.29
Bill Pmt Check	06/30/2017	50052	Doane, Jimmy	12.47
Bill Pmt Check	06/30/2017	50053	Hartney, Jane	53.82
Bill Pmt Check	06/30/2017	50054	Jensen, Heather Forster	3.75
Bill Pmt Check	06/30/2017	50055	Scharping, Ronald A.	100.00
Total 10121 - Checking JP Morgan Chase				145,714.77
TOTAL				145,714.77

Bills for approval – Electronic Payments & Automatic Withdrawals

June 2017

Vendor	Purpose	Date Paid	Amount Paid
IMRF	Payroll Pension	06/01/2017	20,670.42
EFTPS-Federal	Payroll taxes	06/02/2017	20,555.32
ILDOR-State	Payroll taxes	06/02/2017	2,744.54
EFTPS-Federal	Payroll taxes	06/16/2017	19,712.68
ILDOR-State	Payroll taxes	06/16/2017	2,614.41
EFTPS-Federal	Payroll taxes	06/30/2017	21,821.56
ILDOR-State	Payroll taxes	06/30/2017	2,886.01
IMRF	Payroll Pension	06/30/2017	31,774.07
Nicor	Gas	06/20/2017	723.00
DAC	Deposit to HRA	06/02/2017	500.00
DAC (FY17/18)	Deposit to HRA	06/30/2017	1,756.94
Chase/US Bank	Credit Card Fee	06/02/2017	242.28
Hinsdale Bank	Fee-Direct Deposit	06/02/2017	20.00

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2016-2017

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2016-5, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2016 and ending June 30, 2017; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Ordinance 2016-5, the Budget and Appropriation Ordinance for the fiscal year 2016-2017, be and is amended in the following respects:

- A. The appropriation for "Books" is decreased to \$239,000.00 from \$245,000.00.
- B. The appropriation for "Video" is increased to \$66,000.00 from \$60,000.00.
- C. The appropriation for "Purchase of Equipment" is increased to \$22,000.00 from \$16,000.00.
- D. The appropriation for "Software" is decreased to \$21,000.00 from \$27,000.00.

SECTION 2: The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 19th day of July, 2017, pursuant to a roll call vote as follows:

- AYES:
- NAYS:
- ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Beena Deshmukh, Secretary, Board of Library Trustees

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**Director's Report
July 2017**

Agenda

Omnibus Consent Agenda:

In the omnibus is an ordinance to adjust appropriation figures. This is due to increased use of our Hoopla streaming service which put the video budget line over the appropriation amount. Also we underspent a few of the automation lines so I gave Ann permission to overspend the equipment line. To accommodate this we're reducing the appropriation for two budget lines, keeping the total appropriation dollars the same as was originally approved by the board.

New Business:

Ehlers will present to the board about issuing a debt certificate. I've included our financial forecast in the packet for background information.

I also put together a capital projects list to help with the discussion.

There is a request to take some capital expenses out of the Special Reserve Fund. This fund was established by the library board to expend funds for maintaining, repairing, or renovating the existing library building. We currently have \$22,233.00 in that fund.

A memo has been prepared explaining the Tentative Budget & Appropriations.

A memo from our attorney has been included to explain the .02% tax.

I've provided an overview of the FY17/18 strategic plan. This is the last year of the 2015 -2018 strategic plan approved by the board in May 2015. The department heads and I develop the action steps that will support these strategies. Next month you'll receive a final report for the FY16/17 strategic plan.

Marian and Crystal will report on the Audit of the Secretary's minutes and have a recommendation relative to the closed session minutes.

At the back of the packet I've included a Pew Research Center report about how millennials use libraries.

Budget

While the per capita grant has been approved we have not yet received the funds. With the passing of a state budget I am confident we'll receive the FY16/17 per capita grant as well as a FY17/18 grant amount.

Donations

You may recall that the Sadowski family made contributions in memory of Mrs. Sadowski earlier this year to fund the Baby Bundles and to provide Minecraft for programming for Kids & Teens. Her son

Joe Sadowski has been very pleased with how we've managed the donations made in honor of his mother. His father passed away just a few weeks ago and Joe has asked that all donations made in honor of his father go to the library. Joe and I discussed how best to use the donations and Joe talked about how his father loved to tinker and build things. After talking with Natalie, we determined that we could create a true maker space in the Kids & Teens department. This space would go beyond what the WouldShop provides and would be geared toward older children. Joe initially said \$2,500.00 would be donated. I told him that I am roughly estimating \$6,000.00 to develop the space and that I'm sure I can find other sponsorships. Joe asked that once we have the final figures that I let him know what that amount is.

This is a terrific opportunity to re-develop some space in the Kids & Teens department. Tyler, Natalie, and I have had some initial discussion but with the Summer Challenge in full swing we won't be able to do much more until August. Once our ideas are put together we'll bring it to the Building and Grounds Committee and then to the full board.

You may recall that last fall we received \$10,000 from the estate of Marion Weston. This week we received a final payout from the estate in the amount of \$8,966.74.

Patron Self-Service Stations for Checkout and Check-in

I had planned to ask the board at this meeting to approve dollars to purchase the software and equipment for these new stations. However, at the American Library Association Conference that just occurred Ann talked with a vendor about a new app that is just being introduced that allows patrons to checkout items, check their account, and make payments on their account on their own devices. The vendor said the app could also be used at self checkout stations. Debbie, Ann, and I are intrigued by this new technology and would like to find out more about it before committing to a new software product. In the meantime, we're going to go ahead with the plan to set up a third self checkout station at the checkout desk in August using our current software. Debbie likes this plan because it will give our patrons and staff the opportunity to explore this concept of a self checkout station at the circulation desk without also having to explore new software.

In the meantime, I am gathering RFQs from vendors for traditional self checkout software and will be scheduling time to meet with the app vendor to explore this option.

Equipment

Using points from the library credit card I asked staff to purchase and install flat screens in the three conference rooms that don't have flat screens. As part of this project we're going to install a larger flat screen in the board room that is more appropriate for the size of the room and move that flat screen to one of the conference rooms.

30th Anniversary

These are the activities we're developing for 2018 in honor of the library's 30th anniversary:

- Golden Ticket – place 30 tickets in 30 items and they are each worth a prize;

- 30 special programs based on what has been popular in the past
- Behind the scenes tours
- TAB record themselves and others on the impact on the library has had on them
- Create a library photo timeline
- Lamppost banners hanging around the library June/July
- Resolutions from the three towns
- Have an artist in residence
- Hold an art contest
- Hold a "grand event/birthday party" June 24
- Honorary librarian for a day
- Hold a family event in the fall celebrating our multi-cultural community
- Be in the 4th of July parade

Library Banking

We've been using Chase for quite a while and I wanted to compare what they offer with other banks. I asked Nancy to obtain proposals from community banks regarding their services and fees. After reviewing the information I made the decision to move our banking to MB Financial which is offering the same services as Chase with no fees except that MB requires that we keep a monthly balance of \$50,000.00 combined checking and savings while Chase requires we keep \$100,000.00 monthly balance. Also MB will provide .8% interest while Chase is providing .13%.

Staff

Laura Reitsma was hired as a Circulation Page June 27 at a salary of \$9.13. Former Technical Services employee Diane Nickolaou was hired as a Technical Services Associate I July 3 at a salary of \$11.57/hour. Diane also works full-time for SWAN which is the job she took when she resigned her previous position at the library.

Continuing Education

Since the last board meeting I participated in two of the four online courses for "Designing a People-Focused Library".

I attended a webinar title "Public Library Innovations: A story of community engagement". This webinar is based on work done at the Aspen Institute Dialogue on Public Libraries which was created by the Aspen Institute Communications and Society Program in partnership with the Bill & Melinda Gates Foundation. The forum brought together library professionals, policymakers, technology

experts, philanthropists, educators, and civic leaders to explore, develop, and champion new ways of thinking about public libraries. The group examined the evolving societal role of the public library, and developed a perspective that re-envisioned U.S. public libraries for the future, particularly in this digital age. A report titled *Rising to the Challenge: Re-Envisioning Public Libraries* has been issued along with an action guide and facilitators guide. The webinar reviewed key points from the report and two libraries shared how they have used the action guide. I will be studying this further and share more at a later date.

I attended the SWAN Board retreat which was very interesting. It was facilitated by Kathryn Deiss who some of the trustees will remember as Kathryn facilitated the strategic planning the library did during my first year as director. At the retreat we discussed norms for the board as well as for our members, we coalesced our thoughts as to the type of organization SWAN needs to be and how decisions for SWAN and the member libraries should be made. We discussed change leadership, ways to engage the member libraries, and create a SWAN culture. We created a next steps list and assigned tasks to various board members so as to continue this development process.

Nancy attended a Management Association Roundtable discussion

Meetings

I attended the June SWAN Board meeting

One one-on-one with Debbie S.

Four one-on-ones with Natalie

Two one-on-ones with Ann

Four one-on-ones with Laura

One one-on-one with Tony

Met with Ann and Tony to discuss services for patrons with disabilities

One Department Heads meeting

Two telephone meetings with Ehlers

Nancy and I met to discuss the bank proposals

Nancy and Ann had a conference call with PayPal and Communico for ecommerce purposes

Nancy, Stacy and Maria held their monthly meeting to review office procedures and projects

Jamie Bukovac, Director

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Assistant Director's Report
June 2017

Building:

As I reported last month, the library was without air conditioning for several days due to two parts of the air handler not working. The actuator, which is the piece that regulates the amount of cool water from the chiller sent through the HVAC system, had broken and the fan motor in the air handler was failing. Both parts have since been replaced and the HVAC system is up and running normally again. Kroeschell installed the last of the parts on Monday, July 3rd. Staff and patrons were extremely patient during our temperature extremes.

Loose and missing roof shingles were replaced in late June. We had some strong winds earlier this season and had some minor damage to the roof. Fortunately, the shingles are covered under warranty.

Friends of the Library:

The Book Nook made \$1,171.45 in June.

The Friends are sponsoring the Summer Challenge prizes for both departments. They purchased paperback books for the Kids & Teens Summer Challenge (\$1,000) and gift cards and materials for the prize baskets for the Adult Summer Challenge (\$300).

The Friends purchased "My First Library Card" bags for the Circulation Department (\$789).

The Friends continue to sponsor *Thursday Afternoon Movies* in July:

July 6th: *Passengers*

July 20th: *Fantastic Beasts and Where to Find Them*

Don't forget that the Friends have an outdoor concert on Sunday, July 23rd at 6:30pm featuring *K. Michaels Band*. Enjoy horn-based classic rock featuring the music of *Chicago, the Beatles, the Doobie Brothers* and more. The concert will be held in front of the library in "Ravinia" fashion, so bring your chairs snacks and drinks. In the event of rain, concert will be held in the meeting room.

Staff Development:

A copy of the Staff Development Plan for 2017-2018 is attached to my report.

Community:

We have the first two chairs on display from the Darien Chamber of Commerce "Battle of the Adirondack Chairs" fundraiser. The schools on display are Mark Delay and Elizabeth Ide. The chairs will be changed out every couple of weeks.

Kids & Teen staff will be participating in Darien Fest on Saturday, September 9th. Staff will host an all-ages story time at 2pm and Heidi will host a craft table from 2:00-4:00pm.

We have a new volunteer working in our Marketing Department this summer. Cassidy Stattler of Burr Ridge is an English Literature and Professional Writing double major at Miami University. She is home for the summer and wanted to get some professional experience during her time off. Among other projects, Cassidy has been publishing the e-News and posting on our social media accounts. Here is what Cassidy wrote on her volunteer application: *"I've attended Indian Prairie events since my Mom and I did "Baby and Me" classes. To the library that taught me how to read and sparked a love of books that is yet to be extinguished, thank you for this volunteer opportunity that provides me with the chance to give back to this institution while furthering my professional growth. It is so fitting that the place that introduced me to literature and started my journey will help me with the next step."*

I am working with George Dufresne of Scout Troop 101 on his Eagle Scout project. George lives in Darien and has been coming to Indian Prairie as long as he can remember. He will be building a mobile puppet theatre and doing some painting for the library.

Marketing:

Marianne's report for June is attached.

Meetings:

- 6/22 Meeting with Jamie and Marianne about fall newsletter
- 6/29 One-on-one with Marianne
- 6/30 Meeting with George Dufresne about his Eagle Scout project
- 7/7 One-on-one with Jamie
- 7/11 Department Head Meeting
- 7/12 One-on-one with Marianne

Desk Time:

- 7/7 Adult Ask Us Desk (4 hours)

Submitted by: Laura Birmingham

Indian Prairie Public Library FY 2017-2018 Staff Development Plan

The Staff Development Plan outlines the key components to help staff to achieve our service promise.

Indian Prairie's Service Promise:

- Exceptional service is our passion
- We are caring and friendly.
- We listen to the needs and interest of each individual.
- We develop our services with deliberate and thoughtful care.
- We welcome everyone and are committed to making each person's library experience enjoyable.

The service promise articulates what we stand for – both in how we serve the public and how we relate to each other.

- At IPPL patrons will find friendly, knowledgeable and responsive staff.
- Our staff are empowered and enthusiastic. We are here to help, guide, or just give you a smile. Whatever you need in the moment.
- We provide the finest personalized service and respect each individual and their needs.
- It's important to us to be responsive to our community. We provide easy access to a wide variety of information, materials and programs that match our patrons' interests.
- Our goal is to provide a comfortable, inviting environment where patrons can pursue their interests. We hope you feel your library is a second home.

Our Service Promise provides a tool for development of services and recognizes the power inherent in each individual customer service encounter and in the ways we work with each other.

Key #1: User Focus

Staff will incorporate the philosophy of User Experience (UX) into their work and keep the user in mind in all transactions, decisions, and planning.

- Include UX principles in New Employee Orientation.
- Use *Catch the Wave* as a vehicle to share user experience concepts with staff.(SP 1.1.2.1) (Ongoing)
- Department Heads will include discussion of User Experience in department meetings. (SP 1.1.2.3) (Ongoing)
- Each department has a system developed to share ideas and track progress on UX.
- Each department will write an annual UX report.

Key #2: Customer Service/Hospitality

Quality Customer Service is the foundation to delivering the IPPL brand.

- In order to provide friendly, responsive, and knowledgeable service that exceeds patrons' expectations, staff must always put the patrons first.
- All staff is expected to be hosts and hostesses and greet our guests and help them find what they are looking for during their visit.
- We believe in empowerment. All staff is given the authority to make the best decision, given the current circumstances without concern for future repercussions. Staff should have confidence to "say yes" and creatively solve problems.
- Staff will use efficient procedures and effective technologies to help patrons quickly and accurately.
- In order to provide excellent customer service, staff must be skilled in use of technology related to their job and patron services including software, equipment, mobile devices and apps.
- All staff are expected to have an awareness of the services that the library has to offer so that they are able to answer questions and direct patrons.
- In order to keep staff informed of new services, policies, and procedures, there are a variety of communication methods for staff to utilize: *Catch the Wave* employee newsletter, Department blogs, the all-staff Announcement Blog, memos, and demonstrations.
- The annual staff institute day will always have a customer service training component.
- *Catch the Wave* will provide articles to motivate and educate.
- Staff will use FISH! cards to recognize each other.
- Staff will recognize each other's success adds to individual success. Staff is encouraged to recognize each other through the "Living the Brand" recognition in *Catch the Wave*.
- Supervisors will lead discussions with staff about customer service at department and staff meetings.
- All staff should be inclusive and supportive to all. The library strives to have a culture of sensitivity.
 - Use *Catch the Wave* for sharing articles and tips.
 - Develop diversity training plan for all staff.
 - Create a plan to educate and train staff on assistive devices.

Key #3: Staff Continuing Education

1. Individual Continuing Education: Staff is encouraged to attend in-person and online continuing-education opportunities, participate in work-related committees, as well as be active in professional organizations.

On the job training may be provided by coworkers, supervisor, online courses or webinars or via a staff trainer.

Library Administration prioritizes funding for staff development. Each department has a staff development budget. Staff may attend in-state and out-of-state conferences as budget allows.

a. Annual Library Conferences:

- Reaching Forward: **May 4, 2018**
- ILA (Illinois Library Association): **Tinley Park Convention Center, October 10-12, 2017**
- PLA (Public Library Association) **Philadelphia, PA: March 20-24, 2018**
- ALA (American Library Association) **New Orleans, LA: June 21-26, 2018**

b. Courses, Webinars and Workshops:

- Coachinghabit.com
- L2 (www.librarylearning.info) is a state-wide list of meetings, workshops and webinars. Local *RAILS* workshops are listed on this calendar.
- Library Juice Academy (libraryjuiceacademy.com) offers online courses for library staff. (Approve registration fee with your supervisor.)
- Lynda.com is a library-owned database of a wide range of courses and tutorials. (Available on ippl.info on the Databases page: <http://ippl.info/learning-research/research/databases-all-topics>)
- WebJunction (www.webjunction.org/find-training.html) is a great website to find articles about libraries, training classes and webinars.
- TechSoup (www.techsoup.org) has a great "Resources" section filled with articles, how-to's and webinars.
- InfoPeople (<https://www.infopeople.org/>) has training, resources and courses on a variety of topics.
- LACONI (laconi.net) is a network that provides workshops relative to public libraries. Check their website for events.
- ALA (American Library Association) offers online learning at www.ala.org/onlinelearning/
- PLA (Public Library Association) offers online learning can be found at www.ala.org/pla/onlinelearning
- ALSC (Association of Library Services to Children) offers online learning at www.ala.org/alsc/onlineeducation

c. Professional Organizations: The library reimburses 50% of professional membership fees to ALA and ILA for the Director, Assistant Director, Department Heads, Assistant Department Heads and full-time librarians.

2. Staff Institute Day: (Date TBD)

Staff Institute day promotes and encourages professional development and personal growth for all employees. This annual day is a true benefit for staff because it is one day a year that staff can get out of the routine of regular work and be given (paid for) time to switch gears and reconnect with the mission, vision, and values of Indian Prairie and to think about *why* we do what we do (and learn about the many ways we do what we do.)

As a board-approved all-day session, the activities offered are directly connected to our work. Staff Institute Day will develop skills, expand knowledge of the library and services, incubate ideas, encourage self-awareness, and improve teamwork.

Another important piece of the day is longevity awards, where staff is celebrated for their years of service to IPPL.

3. Leadership Team:

The library offers periodic training for all supervisors. Topics may include supervisory issues, coaching, performance evaluations, interviewing and management.

Key #4: Accountability

In order to provide responsive and knowledgeable service, staff must self-manage their work-related training. All library workers are responsible for active participation in their training, education, and development. Staff is expected to be skilled in their job responsibilities in order to do their job well and exceed patron expectations.

- All employees should identify their individual learning goals. At the employee's review time, the employee's self-evaluation is an opportunity to express what they need to learn to do their job or what they would like to learn.
- Employee and supervisor should discuss each goal and create a learning plan and timeframe to achieve the goal.
- All training hours should be reported to the Department Head who reports the total training hours for their department to Administration monthly.

Marketing Department Report – June 2017

Newsletter

Production of the fall newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Aug. 19.

Biz Connection Mailing

Production of a one-time publication promoting the services and resources available to small businesses at the library is almost complete and will be mailed to approximately 1,400 local businesses this summer.

eNews

There are currently 17,970 (+149) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews on June 2 to promote the 2017 Summer Challenges. The link generating the most clicks in June was the link to the Online Courses/Lynda.com webpage in the June 20 eNews (74).

Summer Volunteer/Intern

A summer volunteer/intern has been hired to assist with writing the weekly eNews, scheduling daily Facebook posts, promoting Harry Potter Fest and Fiber Fest, and taking photos and videos at Summer Challenge camps and programs. She will also help to edit the fall newsletter, and may write a feature story to promote a library program or service before going back to college in August.

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Marianne's post about the library's air conditioner not working, which reached 998 people with 9 reactions, 3 comments, and 3 shares. In addition, the total number of page likes has grown to 1,444 (+8).

Darien Park District

Per Action 5.2.2.7, Marianne submitted items to the Darien Park District for their fall/winter brochure, which will be mailed to residents at the end of July. Items included Fiber Fest and Passports. A copy of the final page will be included in next month's packet.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block items for the July/August issue. Items for the September/October issue are due Aug. 1.

Reading Resolution

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

Marianne's MeetingsMeetings

Meetings w/Laura on June 1 and 29
 Meetings w/Theresa on June 9 and 22
 Rentals/Hot Picks meeting w/Jen & Theresa on June 5
 Attended Department Heads Meeting on June 13
 Summer volunteer interview on June 14
 Harry Potter Fest marketing meeting w/Monica & Theresa on June 14
 Website Committee Meeting on June 15
 Fall newsletter planning meeting w/Jamie & Laura on June 22
 Program promo meeting w/Jez on June 22
 Rocket Camp pics/video on June 27
 Business Newsletter meeting w/Shirley & Theresa on June 28

Theresa's MeetingsMeetings

Meetings w/Marianne on June 9 and 22
 Tech Hub meeting w/TJ on June 7
 Harry Potter Fest marketing meeting w/Monica & Marianne on June 14
 Website Committee Meeting on June 15
 Biz Connection brochure meeting w/Shirley & Marianne on June 28

Continuing Education

Lynda.com tutorial on chain link design in Illustrator (<https://www.lynda.com/Illustrator-tutorials/Creating-linking-chains-Pattern-brush/124093/134139-4.html>)

Lynda.com "Logo Trend Report 2017-2018 by Bill Gardner"

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed a logo for the Biz Connection (below).



Biz Connection
 RESOURCES - SUPPORT - SERVICES

Marianne Ryan, Marketing Coordinator
 July 11, 2017

Adult Services Monthly Report

June 2017

We had funds available at the end of the year to purchase a digital microfilm/fiche reader. This is to replace our old microfilm/fiche reader. It is a digital scanner that is hooked up to a computer with a large, portrait style LCD monitor to facilitate viewing long pages as commonly found on newspapers that have been microfilmed.

A few of the benefits of the new unit:

- We will no longer have to swap out film carriers and lenses depending on the type of film. The new unit can handle 16mm, 35mm and fiche cards.
- More compact – we have moved the unit from where it was located next to the staff hallway on the 1st Floor out to the post near the public computers. This will allow AskUs Desk staff as well as Technology Center staff to more easily assist patrons. This also makes it more visible to the public. In order to do this, the low-vision assistive device was moved to where the microfilm reader was originally kept.
- It will allow us to look at digitizing what we currently own on microfilm/fiche. For example, we have a large series of binders at the AskUs desk called *Great Events* that are the front pages of various national newspapers from significant events in history. It has been a while since it has been used, but is a valuable resource. Possibly digitizing this resource will allow us to make it more accessible to our patrons.
- Since it is digital technology, scans are sharper, clearer and of better quality than the old reader was able to reproduce.
- It scans and saves files to USB flash drives thereby eliminating the need for a dedicated printer.
- It has the capability of using optical character recognition software to make scans machine readable.

I have already had one patron express that he was happy we got this unit as he had tried to use our old machine to get prints off microfiche he owned but was unhappy with the quality and could not wait to come in and try it.

Our annual Ravinia Words and Music ticket drawing had 57 entries. We were able to disburse all the tickets on the first go-around without having to reopen the drawing again as we had to do last year. All tickets have been picked up.

Our newest online resources went live on July 1. Pronunciator is replacing Mango Languages as our online language learning resource. The system has the capability of allowing patrons to learn a new language while going through lessons in their native language. There are over 4,000 language combinations available and it has a more extensive ESL learning suite. Another added feature is that many languages include live conversation classes offered on a weekly basis where students can interact with other students and a facilitator that speaks the language being learned.

A bonus component of the subscription is access to their ProCitizen resource. This resource was designed to help students successfully pass the test for U.S. citizenship.

The rental collection changed this month to Hot Picks. Checkout period increased to a week versus the two days we had with the rental collection. Fines also increased to \$1.00 per day versus \$0.25. Holds on the items are still not allowed.

I think the user experience for this collection is significantly better. I was on vacation when the Hot Picks were instituted, but when I returned it looked like the books had flown off the shelves. Preliminary statistics bear this out.

- From June 27 (when the Hot Picks began) to July 12, there were 252 circulations from the new collection.
- For the comparable time period last year, June 27, 2016 to July 12, 2016, there were 150 circulations from the old collection.
 - This represents an increase of 40.5% by switching to the new way.
- For the sixteen days previous to the start of the Hot Picks collection (6/10-6/26) there were 187 circulations from the old collection.
 - A 25.8% increase by switching.
- For the month of May 2017, before our patrons knew the change was coming, there were 255 circulations of the old collection, equaling what Hot Picks has done in just over two weeks.

Monthly Highlights

- Shirley sent out the first business e-newsletter to 48 subscribers culled primarily from her contacts she made at chamber events. There was a 31.25% open rate and the link most clicked on was a resource she included that had good, free business tools. She continued to work with Marketing on the print newsletter that is slated to go out to our first group of businesses at the end of July.
- Jennifer was busy getting our rental collection ready to convert to Hot Picks. She also finished preparations for the Adult Reading Challenge by purchasing the items for the prize baskets and assembling them with the help of Mary Paxson's daughter.
- Mary K. has been preparing new classes for the fall. She lined up all four speakers for her new series Civics 101 (scheduled for 9/11, 10/23, 11/13 and 12/4) and a class on identifying "fake news" scheduled for 10/2.
- Joe spoke at the Darien VFW meeting on June 8 regarding the Veteran's History Project and was awarded a plaque to commemorate the library's efforts in recording and transcribing over 110 veteran interviews since 2002.
- Jez presented an LGBTQIA movie night and discussion on June 2. She showed the movie *Moonlight* to 17 registrants and had 10 stay for a lively discussion around LGBTQIA issues. She received many positive comments about the program, some of which can be found in the select comments section of this report immediately following the monthly programming statistics.

Community

- Shirley attended the WBBR Chamber Luncheon on June 7 and Darien Chamber Coffee Connection on June 27. She also arranged the Goodwill Workforce Lobby Drop-in. They had 15 people stop by and are interested in doing another lobby drop-in.

- Jennifer provided information to seven book clubs (six via e-mail, one via print pickup) covering four new titles and three duplicates.
- Mary K. arranged for Kids & Teens to provide a storytime at the Darien Historical Society Ice Cream Social on June 21. She completed her three-year term on the Historical Society board but plans to stay active with the group.
- As previously mentioned, Joe spoke at the Darien VFW on June 8.

Contributing to the Profession

- Tony attended the Electronic Services Manager meeting on June 6 at the Indian Trails Public Library and provided our experience with the Communico transition as well as other electronic resources.
- Jennifer trained new eMediaLibrary (Overdrive) consortium team members on ordering procedures and answered questions from a University of Illinois library school student about adult services.
- Jez responded to an inquiry from Kerry Barnett from the Westmont Public Library regarding Indian Prairie's How-To Expo.

Continuing Education

- Department staff participated in a training on how to use the new Pronunciator resource at the June 21 Adult Services Department meeting.
- Jennifer attended an ARRT Genre Study and an ARRT workshop on Dealing in Diversity. She also attended the Book Buzz at the Chicago Public Library's Harold Washington building on June 22.
- Mary K. participated in a webinar on Digital Literacy & Fake News.
- Joe attended a workshop on Supporting Diversity and Inclusivity in Libraries on June 21.
- Tony attended the American Library Association Annual Conference on June 26 and spoke with a variety of vendors of library resources, paying particular attention to ways the library can further accommodate those with disabilities.

User Experience

- As previously discussed, the new Hot Picks collection is being well received and has enhanced the user experience for those making use of that collection.
- After numerous comments regarding how foreign language films are organized, Ann, Joe and Tony have begun the process of putting the collection into order by language. Right now, the collection is shelved using the call number:

DVD
 Foreign
 First Word of Title

Then a sticker is placed on the item indicating what language is spoken in the movie. This makes it difficult for those looking for movies in a particular language especially since the collection has grown fairly significantly over the years. The new call number will be:

DVD
Foreign
Language Name
First Word of Title

This will also eliminate the need to put a sticker on the item indicating what language is spoken in the film, which will help to increase processing time.

Meetings

Date	Meeting	Staff
5-Jun	One-on-One with Jamie	Tony
5-Jun	One-on-One	Tony & Jennifer
5-Jun	One-on-One	Tony & Shirley
5-Jun	Meeting with Marianne & Theresa re: Hot Picks	Jennifer
6-Jun	ELSUM Meeting	Tony
6-Jun	One-on-One with Natalie	Tony
7-Jun	WBBR Chamber Luncheon	Shirley
7-Jun	Meeting to discuss ESL and Community web site pages	Jennifer & Joe
8-Jun	Darien VFW	Joe
13-Jun	Department Head Meeting	Tony
14-Jun	Department Leadership Meeting	Tony, Shirley & Jennifer
15-Jun	One-on-One	Tony & Jennifer
15-Jun	Meeting with Debbie re: pulling new items	Jennifer
15-Jun	Harry Pottery Committee	Jennifer & Jez
15-Jun	Website Committee Meeting	Jennifer
19-Jun	One-on-One with Jamie	Tony
21-Jun	Adult Services Monthly Meeting	All Librarians & Associates
21-Jun	Board Meeting to present business services initiatives	Shirley
22-Jun	One-on-One with Marianne	Jez
23-Jun	Meeting with Ann & Jamie re: accommodating disabilities	Tony
27-Jun	Darien Chamber Coffee Connection	Shirley
27-Jun	Meeting with Jamie re: business brochure	Shirley
27-Jun	One-on-One	Jennifer & Jez
28-Jun	Hoopla Representative re: searching challenges & trends	Jennifer
28-Jun	Meeting with Midwest Tape representative	Jez
29-Jun	Meeting with Shirley re: pages pulling duplicates in fiction	Jennifer
30-Jun	Meeting with Jason in Technology Services re: gaming programs	Jez

Programs

Date	Time	Program	Staff	Attendance
1-Jun	2:00 p.m.	Thursday Afternoon Movies: <i>The Magnificent Seven</i>	Joe	28
2-Jun	7:00 p.m.	#LibSocial: LGBTQIA Movie Night: <i>Moonlight</i>	Jez	17
3-Jun	10:00 a.m.	ESL Conversation Group	Joe	8
5-Jun	6:00 p.m.	Chess Club	Denise	13
5-Jun	7:00 p.m.	Gardening with Wildflowers	Cindy	65
5-Jun	6:00 p.m.	Drop In: Ask the Master Gardener	Mary K.	10
7-Jun	2:00 p.m.	Drama Reading Group		6
12-Jun	6:00 p.m.	Chess Club	Denise	13
12-Jun	7:00 p.m.	Current Events	Mary K.	4
14-Jun	1:00 p.m.	The Art of Paul Gauguin*	Cindy	Rescheduled
14-Jun	7:00 p.m.	SCORE Roundtable Drop In*	Shirley	Cancelled
14-Jun	10:00 a.m.	Job Club	Jez	3
14-Jun	7:00 p.m.	Resume Workshop*	Jez	Rescheduled
16-Jun	7:00 p.m.	#LibSocial: Plug In & Play	Jez	13
17-Jun	10:00 a.m.	ESL Conversation Group	Joe	8
19-Jun	6:00 p.m.	Chess Club	Denise	13
21-Jun	7:00 p.m.	Sgt. Pepper's Lonely Hearts Club Band	Cindy	31
22-Jun	1:00 p.m.	Genealogy Group	Mary K.	30
26-Jun	7:00 p.m.	Current Events	Mary K.	6
26-Jun	10:00 a.m.	Drop In: Job Seekers/Goodwill Workforce Connection Center	Jez	15
28-Jun	6:30 p.m.	GenLit Book Club	Jennifer	12
28-Jun	1:00 p.m.	4th Wednesday: Magical Mackinac Island	Cindy	24
29-Jun	2:00 p.m.	Thursday Afternoon Movies: <i>Allied</i>	Joe	26
29-Jun	5:00 p.m.	Drop In: College of DuPage	Mary K.	9
			Total:	354

*Rescheduled or Cancelled due to building HVAC issues.

Select comments:

#LibSocial: LGBTQIA Movie Night

Thank you for offering LGBT programming! The opportunity to attend & see an LGBT movie & discuss it afterwards in a receptive & open environment was a great experience and I hope to see more programming like this.

I couldn't stay for the whole movie, but I was just so happy to see something for LGBT—and in Darien! I just had to come check it out.

Sgt. Pepper's Lonely Hearts Club Band

Excellent program – very knowledgeable presenter!

Time well spent!

4th Wednesdays: Magical Mackinac Island

Great speaker! Enthusiastic and well prepared!

She spoke very clearly and covered many areas of interest. I enjoyed the history.

Volunteers

- Thirteen volunteers completed 106.75 hours of service.
 - Court Ordered/Community Service: nine volunteers performed 92.75 hours of service.
 - Regular volunteers: two volunteers completed 5.75 hours of service.
 - Veteran's History: two volunteers did 8.25 hours of service

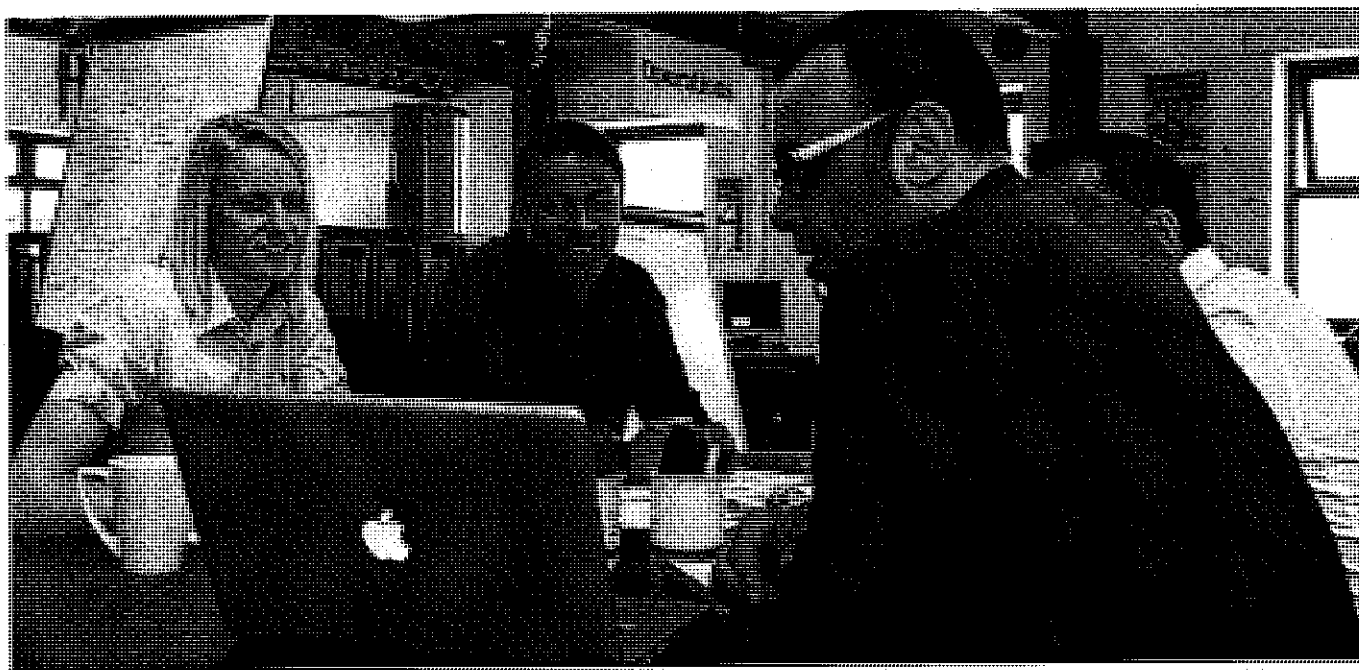
Proctoring

- Shirley proctored two exams and Jennifer proctored one exam.



Biz Connection

RESOURCES - SUPPORT - SERVICES



What's Biz Connection, you ask?

Biz Connection is a new business outreach effort by the Indian Prairie Public Library to make small businesses aware of the services and resources available to them at the library. Read on to learn more!

We're Here to Help

Get personalized research assistance from professional librarians, including:

- Business prospects
- Market information
- Business plans

Just contact bizconnection@ippl.info or 630/887-8760 ext. 240.

Dear Local Business Owner:

Do you want greater success for your business? Let me introduce myself and tell you how I can help. My name is Shirley Jensen and I'm the Business Liaison Librarian at the Indian Prairie Public Library. I can connect you with services and resources at the library that will help you become more successful right now. This mailing highlights just some of what we offer. You only need a library card to get started.



Let's discuss how we can help your business now!

Best regards,

Shirley Pride Jensen
Business Liaison Librarian
bizconnection@ippl.info

Did you know?

We have a 3D printer and a Carvey (a computerized carving machine). These are great tools for creating prototypes and models!

Learn more at 3dprinter.ippl.info and carvey.ippl.info.

Our Library Card Gives You Access

A business library card gets you access to all of our materials and services, including use of our print and digital resources, databases, and digital media equipment, plus you can reserve private meeting and work spaces in the library.

Getting a business library card is easy if you own a business in our library district. Simply provide proof of the business location. The senior administrator, president, or business owner must sign the application.

Find more information online at getacard.ippl.info. For questions, call 630/887-8760.

Computers . . . and So Much More!

Use our PCs and Macs with business-related software and our digital media equipment. We have a high-quality Canon Rebel camera to take photos and videos for your website, Photoshop for designing flyers, and a Yeti microphone for crisp audio recording.

We also have a scanner and color printer, and our remote printing lets you print to the library from anywhere with any device. And if you're making a presentation, we have LCD projectors, screens, a Chramecast to mirror your device, and Wi-Fi hotspots.

Looking to work outside your office? You'll find a variety of seating and workspaces, highspeed Wi-Fi, plus small conference rooms and larger meeting rooms with flat screens and whiteboards.



Our Partnership with SCORE for Small Businesses

Indian Prairie has a partnership with SCORE, a nonprofit association that provides free assistance to small businesses. Their experienced business owners and management executives provide mentoring, workshops, and resource tools.

As part of providing free assistance to small businesses, SCORE hosts regular mentoring sessions at the library. Book your free session with a mentor at foxvalley.score.org.

SCORE Small Business Roundtable Discussions

Second Wednesday of the month, 7-8:30 p.m.

Resuming in the fall! SCORE mentors and other business owners will discuss a variety of small business topics. Share your strategies, experiences, and challenges with other entrepreneurs at these informal roundtable sessions.

Learn more about SCORE services by visiting foxvalley.score.org.

Essential Business Magazines

IPPL subscribes to more than 85 eMagazines through RBDigital. Read the latest issues of *The Economist*, *Entrepreneur*, *Fast Company*, *Forbes, Inc.*, *Kiplinger's Personal Finance*, and more on your smartphone, tablet, or desktop. Learn more at emagazines.ippl.info.

And don't forget that you can keep up with authoritative business coverage with our print magazines and newspapers, including: *Business Ledger*, *Crain's Chicago Business*, *Financial Times*, *Investor's Business Daily*, and *The Wall Street Journal*.

A Resource You Should Know: Lynda.com

Do you wonder about using Instagram or other social media for your business? Do you need help with developing a WordPress



lynda.com

webpage, navigating the newest version of Windows, or learning pivot tables in Excel?

Lynda.com is a popular online learning resource that offers almost 6,000 video tutorial courses taught by industry experts for business, software, technology, and creative skills at beginner to advanced levels. You can use this resource for free at ippl.info > LEARNING AND RESEARCH > ONLINE COURSES. All you need is a library card! As a bonus, when you complete a course, you can have that information automatically transferred to your LinkedIn profile.




Programs for Business Success

Throughout the year, Indian Prairie Public Library offers programs for small businesses and entrepreneurs. Past program topics have included social media, QuickBooks, and eCommerce. We also regularly schedule classes for computer skills such as Excel, PowerPoint, Windows, etc. To see what we have scheduled, check our online calendar at calendar.ippl.info.



Online Resources at Your Fingertips

IPPL has great online resources to help you with your research. They are free—just sign in with your library card.

<p>DemographicsNow: Business & People</p> 	<p>Contains census data plus demographics information. Analyze population and marketing trends. Find data by town or create a custom region.</p>
<p>Public Records</p>	<p>Searches public records for new homeowners and businesses, foreclosures, and bankruptcies for Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.</p>
<p>referenceUSA from infogroup</p>	<p>Directory of more than 25 million US and Canadian businesses and 89 million residential phone numbers. Explore consumer and lifestyle data. Create marketing lists.</p>

Visit ippl.info > LEARNING & RESEARCH > BUSINESS for a listing of business research resources as well as links to helpful websites.



Indian Prairie
Public Library

Indian Prairie Public Library
401 Marshall Rd
Darien, IL 60015



330.468.2200 or online
bizconnection@ippl.info

Library Hours

Monday - Friday 9am - 5pm
Saturday 9am - 5pm
Sunday 11am - 5pm



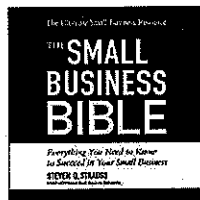
Biz Connection
HELPING YOU START, GROW, & SUCCEED

NEW! Biz Connection eNewsletter

Sign up for our new eNewsletter specifically geared toward businesses! You'll get information on upcoming programs, new books, business resources, and other updates delivered to your inbox 6-8 times a year.

Sign up online at ippl.info > ENEWSLETTERS or send an email to bizconnection@ippl.info.

Popular Business Titles:



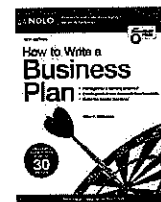
AUDIOBOOK:
The Small Business Bible
by Steven Strauss



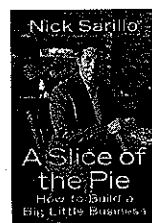
eBOOK:
The Personal MBA
by Josh Kaufman



BOOK:
The Small Business Start-Up Kit
by Peri Pakroo



BOOK:
How to Write a Business Plan
by Mike McKeever



BOOK:
A Slice of the Pie
by Nick Sarillo



BOOK:
Business for Beginners
by Frances McGuckin

Circulation Services

June 2017

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Total checkouts and renewals for June were down from last year by 10,701 or 15%. We had 60,867 items circulated this month as compared to 71,568 last year. Electronic circulation was down slightly 4.5% this year – 4,803 circulations this year while we had 5,037 circulations last year.

ILL's processed dipped slightly this year. We processed 8,517 this year and 8,534 last year.

Patron visits were almost even. (41,473 this year compared to 41,947 last year).

A total of 7,923 holds were placed in June. Patrons placed 6,053 (76%) holds while staff placed 1,870 (or 24%) holds.

21,533 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 29,228 items were checked out or renewed by patrons at one of our self-check machines, 5,303 items were renewed by patrons through Enterprise or BookMyne and 4,803 items were electronically checked out by patrons – for a total of 39,334 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

Community

Passports:

Circulation staff executed 69 passports in June.

Notary Public:

Circulation Supervisors notarized 119 documents in June. Because many currency exchanges and banks no longer offer this service, this is an important service that we offer to the community.

Continuing Education

I attended the bi-monthly Circulation Users Group at the Downers Grove Library. These meetings are where SWAN staff share new processes and procedures with Circulation Managers.

User Experience

Ann Stovall and I are designing a web page that businesses in the community will be able to use to apply for a library card online. This will give the options of applying in-person at the library or online.

Personnel

Laura Reitsma was hired as our new Circulation Page.

I was gone for 2 weeks in June due to illness and vacation. The Circulation Staff did a wonderful job in my absence.

Workshops and Meetings Attended:

June 5	One on One with Jamie
June 13	Department Heads
June 16	Ann Stovall – web page for business cards
June 19	One on One with Jamie

Debbie Sheehan
Head of Circulation Services

					Circ Stats								
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963	
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,345	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	
Renewals through the webpact not included				1,284									
				Electronic Circulation	3,852								
Yearly													
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	691,237	
*Missing data--used an average number to get a total													
Indicates highest number for that month													
Indicates library was closed partial months for construction													

Technology & Technical Services Board Report June 2017

Improvements for Public & Strategic Goals

- eReaders – Added six new titles to our three adult Kindles. This is a great way for members to try out an e-reader and to be able to checkout a device with multiple bestsellers preloaded on it.
- Tech Takeout – A second Wolverine SNAP is now available in the Tech Takeout collection. The Wolverine SNAP is a digital conversion device that takes slides and photos and converts them to digital images. The SNAP, highlighted at the converting lab program on June 10, garnered high interest and, as a result, our holds list grew high enough to purchase a second device.
- iPads - To improve programming, Tyler wrote a proposal to the Library Foundation to purchase six new iPads. Technology Services purchased and processed these iPads so they would be available to use for summer programming. Thanks to the Library Foundation for funding this proposal.

User Experience (UX)

- Technology Center – A cleaning schedule has been created to keep the public equipment in the Technology Center neat and clean. Staff have become more attentive to tidying up areas after people leave. The goal is to keep the area welcoming and inviting.
- Hot Picks – The rental collection was re-processed by Technical Services to create the new hot picks collection. The books in this collection will circulate for one week, then cost \$1 day overdue fine to encourage prompt returns.

Technical Services

- Locked Cases – We have phased out using locked cases for music CDs and DVDs. Staff have removed all locks from the cases. Removing the lock provides a faster, easier checkout experience. We will use inventory scans to keep track of items that are missing.
- Summer Reading – Hinsdale South borrowed to us 139 books, which we entered into SWAN so students can check them out over the summer.

Technology Services

- Video Productions – BookBytes- Jez featured in June on Instagram.
- Website- Created new pages for 1,000 Books Hall of Fame and Harry Potter Fest. Created a new web address, librarycard.ippl.info, to easily promote getting a library card.
- SWAN Upgrade – Upgraded all staff computers to the latest SWAN Workflows application.
- Digital Microfilm Machine – A new computer was configured and installed for the new microfilm reader.
- Staff Computers – A new computer was installed for the Head of Adult Services.
- LAN Upgrade – A new 48-port switch was installed on our network and it has been configured to support future PCI compliance with credit card readers. Brett worked with Current Technologies to improve performance on our existing switches.

3D Printing- 6 print requests were processed.

Public Technology Programs & Classes

- Program Attendance Totals: 80
- One-on-one Training Sessions: 13

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
6/10	Carvey Open Maker Lab	Brett/Ann	5
Tuesday 6/6 (6 P.M.)	Excel Features : Formulas	Ron	13
Tuesday 6/6 (7:30 P.M.)	Excel Features : Pivot Tables	Ron	13
Thursday 6/8 (10 A.M.)	Intro to Windows 10	Sandi	11
6/9	Digital Media Open Lab	T.J.	0
6/10	Image Converting Lab	T.J.	7
Tuesday 6/13 (6:30 P.M.)	ID Theft, Scams & Fraud		14
Saturday 6/24 (11 A.M.)	iPad/iPhone 101	Dave	14
Tuesday 6/28 (6 P.M.)	Excel Features : Functions	Ron	8
Tuesday 6/28 (7:30 P.M.)	Excel Features : Charts	Ron	7

Contributing to the Profession

- T.J. attended the ALA Annual Conference in Chicago. As a member of executive board of the New Members Round Table (NMRT), T.J. was part of annual conference orientation, NMRT 101, board meeting and social event.

Sharing

- T.J. shared information on our lending of virtual reality gear headset with Rebecca Bartlett at LaGrange Library.
- T.J. shared his Tech Takeout presentation with Prospect Heights Library.
- Anna and I shared our discarding statistics report process and procedures with Matteson Library.

Training & Continuing Education

- T.J. trained two volunteers on using the Easel software for the Carvey machine.
- T.J. and I had training on the new digital microfilm machine.
- T.J. attended the Makerspace Networking Group at Fountaindale Library.
- 6/24 & 25 – I attended ALA exhibits to speak with our vendors and to see new technology products and services.

- Anna received training on Google Sheets features to maintain magazine subscription renewals.

Personnel/Staff Meetings

- 6/2- Technology Center Desk meeting
- 6/5 -1-On-1 meeting with Anna
- 6/6 & 6/20 - 1-On-1 meetings with Jamie
- 6/7 & 6/14 - 1-On-1 meetings with T.J.
- 6/7 – T.J. met with Theresa about Tech Hub display redesign
- 6/8- Technology Committee meetings
- 6/9- 1-On-1 meetings with April
- 6/13 - Department Head Meeting
- 6/15 – Website Committee Meeting
- 6/16- Meeting with Debbie S. to go over business card application from for website
- 6/21 – Technical Services Department meeting
- 6/23 – Meeting with Jamie and Tony to discuss services to the disabled

Ann M. Stovall, Head of Technical & Computer Services, July 13, 2017

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**Youth Services
Monthly Report to the Board
June 2017**

Programs

In June, Youth Services presented 52 programs at IPPL with 1,655 people in attendance. We also presented 27 events out in the community reaching over 747 people.

Date	Description	Staff	Attendance
3-Jun	Gaming Lock-In	Heidi, Tyler, Jimmy, Ben	64
5-Jun	VolunTEEN Orientation	Monica, Heidi, Natalie	26
5-Jun	All Ages Storytime	Heather	41
5-Jun	VolunTEEN Orientation	Heidi, Monica, Natalie, Tyler	25
6-Jun	Shake, Shimmy, & Dance	Katie	91
6-Jun	Book Buddies	Monica	24
7-Jun	Baby Brilliance (18 children + 20 adults)	Jane	38
8-Jun	Tie Dye on the Lawn	Jane, Sue	160
8-Jun	Book Buddies	Monica	23
9-Jun	Teen Movie Night	Heidi	9
11-Jun	Rainbow Families Storytime	Katie	0
12-Jun	Design Camp	Tyler	13
12-Jun	All Ages Storytime	Heather	45
12-Jun	Crafternoon	Heidi	12
12-Jun	Garden Lab	Natalie	20
13-Jun	Design Camp	Tyler	12
13-Jun	Coding Lab	Tyler	18
13-Jun	Shake, Shimmy, & Dance	Katie	96
13-Jun	Book Buddies	Monica	29
14-Jun	Design Camp	Tyler	13
14-Jun	Teen Fab Lab	Tyler	11
14-Jun	Baby Brilliance (19 children + 22 adults)	Jane	41
15-Jun	Garden Lab	Natalie	14
16-Jun	Minecraft Building Competition	Tyler	17
19-Jun	Math Camp	Monica, April W.	31
19-Jun	Chess Camp	Monica, April W.	41
19-Jun	All Ages Storytime	Heather	55
19-Jun	Anime Addicts	Heidi	9
19-Jun	Garden Lab	Natalie	18
20-Jun	Coding Lab	Tyler	19
20-Jun	Shake, Shimmy, & Dance	Katie	103
20-Jun	Math Camp	Monica, April W.	25
20-Jun	Chess Camp	Monica, April W.	35
21-Jun	Teen Fab Lab	Tyler	10

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21-Jun	Baby Brilliance (11 children + 12 adults)	Jane	23
21-Jun	Math Camp	Monica, April W.	23
21-Jun	Chess Camp	Monica, April W.	29
21-Jun	Garden Lab	Natalie	12
22-Jun	Solstice, Stories, & S'Mores	Katie, Sue	58
26-Jun	Rocket Camp	Tyler	21
26-Jun	All Ages Storytime	Heather	58
26-Jun	Crafternoon	Heidi	11
26-Jun	Garden Lab	Natalie	18
27-Jun	Rocket Camp	Tyler	21
27-Jun	Coding Lab	Tyler	18
27-Jun	Shake, Shimmy, & Dance	Katie	89
27-Jun	#TeensRead	Heidi	5
28-Jun	Teen Fab Lab	Tyler	13
28-Jun	Baby Brilliance (15 children + 18 adults)	Jane	33
29-Jun	Book Buddies	Monica	25
29-Jun	Garden Lab	Natalie	13
30-Jun	Shake, Shimmy, & Dance: Goes POP	Katie	20
TOTAL:			1655

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

Math Camp

Monica Dzierzbicki worked with guest presenter, April Wendling, and an outstanding team of four VolunTeens to present activities at Math Camp. Math Camp was graciously sponsored by the Countryside Bank. A representative of the bank shared pencils and bookmarks with the kids on their first day of camp. Over the three days, the kids explored numbers, money, measurements, geometry, and simple equations.

Shake, Shimmy, Dance

Katie hosted Shake, Shimmy, & Dance Goes POP!, which is a Shake, Shimmy, & Dance class using popular mainstream music like Whitney Houston and the Beach Boys, etc. This program had a smaller number of attendance than normal Shake, Shimmy classes. While several regulars attended, it is worth noting that each of those families brought a caregiver that does not come during the morning classes. Also, because of the smaller class size, Katie was able to talk more to the purpose of activities chosen and to provide more early literacy information for caregivers.

#TeensRead

Heidi Estrada held the first #TeensRead event. This is a less formal book club format. Teens bring in books they've recently read and share them with the other participants. Afterwards they were able to pick from a cart of advanced reader copies of upcoming titles donated by Barbara's Bookstore. This is also in partnership with our Hinsdale South Book Club so some of the attendees were members of that group. Overall, we had a great discussion, and teens were excited to have some new pre-publication books to take home for themselves.

Community

Date	Description	Staff	Attendance
1-Jun	Robots – Girl Scout Troop	Tyler	7
1-Jun	Whole Foods Storytime	Katie	25

3-Jun	Adult Garden Volunteer Training with Good Worx	Natalie	8
5-Jun	Barbara's Bookstore Storytime	Katie	4
5-Jun	Meeting with transition student, aides, and transition staff prior to summer work start 6/7/2017	Jane	4
12-Jun	Outreach Storytime: Kiddie Academy	Katie	41
12-Jun	Fall Planning with Christina, Holly, Lisa from Burr Ridge Village Center	Natalie	4
13-Jun	Healthy Kids Program with Gower	Natalie	16
15-Jun	Willowbrook Corner	Jimmy, Quiana	99
15-Jun	Girl Scout Troop Community Service Project -planting okra	Natalie	11
15-Jun	Pamela Johnson Orthodontist Dental Drop-in - Postponed	Natalie	0
19-Jun	Outreach Storytime: Goddard School	Katie	31
19-Jun	Outreach Storytime: Goddard School	Katie	34
19-Jun	Outreach Storytime: Goddard School	Katie	34
19-Jun	Storytime at Panera, Willowbrook Center	Jane	12
19-Jun	Darien Park District Day Camp Storytime (3-5 year olds)	Heather	23
19-Jun	Darien Park District Day Camp Visit/Activity (6-8 year olds)	Heather	27
20-Jun	Raising Healthy Teens in a Digital Age: Sex Ed (Presented by Robert Crown Center)	Heidi	12
21-Jun	Darien Historical Society Ice Cream Social Storytime	Heather	28
22-Jun	Willowbrook Corner	Jimmy, Quiana	99
29-Jun	Outreach Storytime: Kindercare (Willowbrook)	Katie	25
29-Jun	Outreach Storytime: Kindercare (Willowbrook)	Katie	15
29-Jun	Outreach Storytime: Kindercare (Willowbrook)	Katie	28
29-Jun	Willowbrook Corner	Jimmy, Quiana	99
29-Jun	Garden donation meeting with Kendra and Cynthia	Natalie	3
29-Jun	Wind Power Program with Gower	Natalie	15
29-Jun	Dairy Program with DuPage Agricultural Dept.	Natalie, Sue	43
TOTAL:			747

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

WouldShop

Heather Forster Jensen redesigned the WouldShop bulletin board to fit the Summer Challenge theme and include the same graphics. Similar to the Mid-Kid book displays, the WouldShop projects are all connected to the Summer Art Challenge list and are switching on a weekly basis. Activities this month included making a sculpture with sensory doughs (kinetic sand, play foam), origami dinosaurs, creating recipes for new ice cream flavors, and making friendship bracelets.

Displays

Heather Forster Jensen was charged with creating a display case to feature all facets of IPPL's Summer Challenges, including Early Literacy, Mid-Kid, Teen, and Adult. She utilized content and graphics from the newsletter, as well as Marketing's official Summer Challenge graphics. The display highlights several events, prize books, brochures, and punch cards. Heather made some adjustments in placement and content at the end of June to prevent the display from seeming to static. She will continue this throughout July.

Heather also created two book displays for Early Literacy this month, Father's Day and "Happy Birthday, Eric Carle," with books that he either wrote or illustrated. The four Mid-Kid book displays connected

with activities that are part of the Summer Reading Challenge list, including author biographies or memoirs, one-word titles, short stories, and stories set during a war. Heather provided a list and signage for the Mid-Kid book display to Monica for set-up while she is out of town the first week of July. To further assist staff in recommending books to kids working on their reading challenges, Heather assembled a folder of book lists and locations for many of the Reading Challenge activities for reference, even if not on the featured display. So far, this folder includes 13 of 25 the activities.

STEM KITS

Tyler Works continues to work on the STEM Kits. He added the Turning Fork kit to the STEM Kit collection. The STEM Kit assessment has not been going well. The majority of users do not fill out the short assessment when returning their kit. Tyler has only received three assessments. These three assessments have also largely been negative often due to issues outside of our control, such as changing font size on fabricated parts.

Seed Library

Number of Checkouts: 45

Number of Seed Packets Checked Out: 90

Number of Donations: 18

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

Continuing Education

Date	Description	Staff
1-Jun	LittleBits Coding Webinar	Tyler
20-Jun	Webinar: Creating a Friendly Environment for English Language Learners	Katie
21-Jun	Inclusivity Training @ Hinsdale Public Library	Katie, Heidi, Joe
23-Jun	Storytime Saves the World (Un-Conference)	Katie

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

Inclusivity Training

Heidi Estrada and Katie Salo attended the Supporting Diversity and Inclusivity in Libraries workshop held by RAILS at Hinsdale Public Library. There were three presentations: EDI (Equity, Diversity, and Inclusion) presented by staff from Skokie Public Library, a presentation by K.C. Boyd on supporting diversity and inclusivity in her school libraries, and staff from St. Paul Public Library in St. Paul, MN about the citywide racial equity initiative.

Contributing to the Profession

Date	Description	Staff
8-Jun	ILA Young Adult Librarian of the Year Committee Meeting	Tyler
13-Jun	ELL Webinar	Monica
24-Jun	American Library Association's Annual Conference -- Caldecott 2018 Meeting I	Katie
25-Jun	American Library Association's Annual Conference -- Caldecott 2018 Meeting II	Katie

TAB Rebranding

Beginning this fall, the Teen Advisory Board (TAB) will make a rebranding shift to become the Teen Advisory and Service Committee (TASC).

During a meeting this past spring Teen Librarian, Heidi Estrada, proposed the idea of adding "service" to the title as a means to attract more participants that may be looking for service opportunities. The board members led a discussion over multiple meetings and agreed on two points: adding "service" helps clarify the role of board members, and that the change might attract a wider range of participants. With these points in mind the board discussed how the group title could incorporate "service," and they arrived at the new name "Teen Advisory and Service Committee" or TASC.

Over the remainder of the summer Heidi and TASC members will work on finalizing this shift for the next session of TASC in September. Heidi will be in contact with marketing to create a logo for the new group and update the application. TASC members will help spread the word and recruit new members.

Pages

The K&T pages are doing a good job of keeping up with the increased summer shelving. They are shelving all materials within day brought to the K&T rough sort.

Tyler and Sam completed labeling and sorting project for the board books in the family center. Every bin is organized by a letter or groups of letters. The new system has helped, but they bins need to be organized on a regular basis, which was expected due to the space they are in. We hope the amount of maintenance will decrease as patrons become used to it.

Meetings & Planning

Date	Description	Staff
1-Jun	Summer Program Planning training and discussion	Natalie
5-Jun	Training and Scheduling with April Wendling - presenter	Natalie, Monica
5-Jun	One-on-One with Jamie	Natalie
6-Jun	Meeting with potential adult volunteer Seema	Natalie
6-Jun	Meeting with Tony RE ALA Pledge and statistics	Natalie
7-Jun	Meeting with Tony RE staff and library wide programming, World Book Night Ideas	Natalie
8-Jun	WBC Planning	Jimmy, Quiana, Natalie
12-Jun	One-on-One with Jamie	Natalie
12-Jun	Math Camp planning	Monica, April W.
13-Jun	Dept. Heads	Natalie
14-Jun	Harry Potter Fest Marketing meeting	Monica, Marianne, Theresa
15-Jun	Website Committee	Tyler
19-Jun	Maker Programming	Tyler
19-Jun	One-on-One with Jamie	Natalie
22-Jun	Harry Potter 20th Celebration meeting	Jane, Monica
22-Jun	Meeting with Laura RE room setups and heat issues	Natalie
26-Jun	One-on-One with Jamie	Natalie
29-Jun	VR Grant Meeting	Tyler
29-Jun	Harry Potter 20th Celebration meeting	Jane, Monica
29-Jun	One-on-One with Katie	Natalie



Reaching Across Illinois Library System

Fax: 630.734.5050 | railslibraries.info

125 Tower Drive | Burr Ridge IL 60527 | 630.734.5000 |



May 26, 2017

Tyler Works
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561

Dear Tyler:

Thank you for submitting an application for a RAILS Multitype Collaborative Grant. We are happy to announce that we will be funding your application for the fully requested amount. You will be forwarded an official agreement in the near future, and we will be contacting you to discuss the grant details.

We received a large number of quality applications. Your project stood out as being an exceptional opportunity for multitype collaboration and to benefit the patrons in your community.

Thank you so much and congratulations!

Sincerely,

Dee Brennan
RAILS Executive Director

RAILS Multitype Collaborative Grant Application

We offer grants to encourage libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries.

Participating libraries can choose to try new projects with existing partners or to create new partnerships that benefit their communities. We encourage applicants to think outside the box, and to propose projects that will leverage the strengths of each institution to address a particular need.

We will award a limited number of grants (\$2500 maximum per grant) and make award determinations based on the availability of funding, the strength of individual applications, and the following priorities:

- **Innovative projects**
- **New projects and new partnerships**
- **Projects that can be replicated**
- **Demonstrated impact to a shared community**
- **Sustainability beyond the specific grant program or activity**

In addition to these funding priorities, we'll make every effort to award grants to applicants that reflect our diverse membership – supporting projects throughout our entire service area and libraries with differing budgets and diverse communities.

Application Deadlines

For Fiscal Year 2017, there will be two award periods. The application deadline dates are:

- **Award Period 1: January 31, 2017**
- **Award Period 2: April 28, 2017**

Grant Conditions

Please review the following requirements to determine the eligibility of your grant request. All conditions must be met to be considered for a multitype collaborative grant:

- All project partners must be RAILS members and at least two different types of libraries (academic, public, school, and special) must be involved in each project.
- The amount requested cannot exceed \$2500.
- Grant recipients must submit a formal grant report within 30 days of the completion of grant activities. (RAILS will send a grant report template to the primary contact after your grant has been accepted)
- A copy of relevant invoices must be sent with the completed grant report.
- Any unused funds must be returned to RAILS upon completion of the grant.
- RAILS will not assist in funding costs associated with items deemed nonessential to the project, including but not limited to food, incentives, gifts, and prizes.
- RAILS is authorized to promote the projects of all grant recipients through the RAILS website, Facebook, e-news and other sources. Libraries are responsible for providing RAILS with information for publicity purposes.
- Grant recipients are required to acknowledge RAILS financial support of their grant in any promotional activities.

Grant Amount Requested *\$ Cannot exceed \$2500.00.

Project Budget *Include all projected costs, including but not limited to: equipment, materials, training, consulting, etc.

Project Description *Please provide a description of the project and include the benefits to the affected community or communities, as well as the expected outcomes. Include information on how budgeted items will be used.

Timeline *Provide a timeline specifying when key actions/activities will take place.

Possible uses: PD, field trip experiences, virtual college visits
Limited by number

Intro

Benefits of VR and need for experimentation/documentation for peer institutions

Benefits of school and public libraries partnering

Descriptions of uses in school and public libraries

<http://www.fieldtrip-vr.com/vrdevices>

OVERVIEW

The Hinsdale South High School Library Media Center and the Indian Prairie Public Library will develop virtual reality learning experiences to support formal and informal education in our shared community. Virtual reality (VR) has the potential to forever change how people engage with information, each other, and the world around them. VR expands the scope of images and videos to create wholly new interactive and immersive experiences. Students can investigate the surface of Mars, explore the ruins of Macchu Picchu, or visit college campuses across the country all in ways that would not have been possible until now. These new learning experiences have the potential to foster a deeper understanding and greater retention of relevant subjects. Our respective libraries are in a unique position to facilitate virtual reality learning in our community.

HSHS Implementation

Hinsdale South High School will integrate VR learning into library activities and classroom lessons. The HSHS library will facilitate VR activities during the school year to engage students in learning experiences related to their own individual interests. Students will be able to choose the VR experience they want to explore such as “traveling” to foreign lands or “walking” through college campuses. Classroom teachers at HSHS will incorporate VR activities into their lessons in order to extend student learning objectives by providing experiences otherwise out of reach.

Additionally, HSHS will provide opportunities for students to create their own VR experiences and share those with other students. Using the Google Cardboard app, students can go beyond being only consumers of information to become creators of content.

HSHS will assess student and staff usage and perceptions of VR after activities and/or lessons. This information will be used in planning future activities and expansion of the VR kits.

IPPL Implementation

The Indian Prairie Public Library will integrate VR learning into our program library programming schedule. IPPL works toward creating high quality learning experiences throughout the year to reinforce and help prevent losses in reading, math, and other subjects. VR will fit well into existing

programs and lead to the creation of engaging new programs aimed at closing the achievement gap. Sharing resources and knowledge between the public library and local schools will help both institutions achieve their missions.

Students who attend library programs with either be familiar with the VR from school allowing them take advantage the opportunities more fully in an informal learning environment or they will be unfamiliar giving them a low stress introduction preparing them to take better advantage of opportunities during the school year. IPPL will also plan programs and events using VR for younger students with the intention of supporting participants' comprehension and preparing them to better utilize high school learning resources. Additionally, we will host VR events for parents and adults as well. The better parents understand learning resources and methods the better they will be able to support their child's learning at home.

IPPL will also assess participants after each program and class. Staff will measure the effectiveness of programs using outcomes established before each class and participants' responses to using VR.

Project Outcomes

The benefits of using of media to support multimodal learning is well documented, especially when teaching high order skills. Students experience gains when educators present information in using different media that reinforce each other, such as the combining of text/verbal content with images. As such, the use of images and videos to support learning is commonplace in both formal and informal learning environments. It is our intention to explore how different media in conjunction with virtual reality will impact learning. Virtual reality presents educators with advantages that we anticipate will increase benefits of multimodal learning. The advantages of VR include:

- **Immersive** - VR controls and expands the user's point of view allowing educators to create lessons traditional media can't provide. VR's immersive nature also limits distractions further increasing its effectiveness.
- **Active** - VR turns users into active participants. Users are able to control where they look within a 360° environment and often able to complete actions within the program leading to a more engaged and active experience.
- **Multimodal** - VR combines text, audio, images, and video into a single experience. Research shows that the closer different modes are combined together the more effective they are at reinforcing learning outcomes.

We expect these advantages will lead to measurable learning comprehension outcomes through creating new learning opportunities and enhancing existing ones.

Sustainability & Replication

On the completion of our project, we will create resources for other peer institutions describing our experiences and best practices using virtual reality to support informal and formal learning.

While the cost of virtual reality is a barrier, these resources will allow other schools and public libraries replicate our project. We believe these resources will be highly useful due to the shortage of information concerning VR education currently available. Additionally, the basic model for resource sharing between a public and school library will have wider applications beyond sharing VR equipment specifically. We will also explore sharing the VR equipment with other local schools and institutions allowing them to explore how VR could support their curriculum and learning outcomes, specifically at the elementary and middle school level.

We also foresee our partnership will be fully sustainable for the lifetime of the kit materials. We have good working relationship between our institutions and a history of sharing costs for an annual author visit event. We have a cost sharing agreement in place in the event any of the materials are damaged and need replacing.

TIMELINE

May 2017

- Purchase VR Headset Bundle
- Complete necessary physical processing

June 2017

- Begin training for teachers and library staff

June 2017

- Develop plans for integrating VR into class and programs
- Develop tools and resources for assessing VR classes and programs

July 2017

- Plan programs and events at IPPL for the fall session
- Potentially integrate VR into appropriate IPPL summer reading programs and events

August 2017

- Begin using VR in classrooms

October 2017

- Beginning of IPPL fall programming session

December 2017

- Review assessment completed during IPPL fall programming session
- Review assessment completed during HSHS fall semester
- Develop resources and best practices to share with peer institutions

BUDGET

Description:	Cost:
Best Buy - 10 Student Google Expedition Kit*	\$3,999.00
Indian Prairie Public Library Contribution	-\$750.00
Hinsdale South High School Contribution	-\$750.00
Total:	\$2,499.00

*Google Expedition Kit Materials
Student Devices x 10
Virtual Reality Viewers x 10
Rapid Charger
Teacher Device
Router
Case
Geek Squad® White Glove Service

STATISTICS FOR	Jun-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	33,055	38,273	401,668	433,864	-7.42%
Teen	3,409	4,400	32,926	36,113	-8.83%
Kids	19,600	23,858	205,673	235,063	-12.50%
TOTAL	56,064	66,531	640,267	705,040	-9.19%
Electronic Circulation	4,803	5,037	54,007	53,201	1.52%
GRAND TOTAL CIRC.	60,867	71,568	694,274	758,241	-8.44%
% Reciprocal Borrowing	14%	13%	14%	13%	
Patron Visits	41,473	41,947	436,356	434,221	0.49%
<u>Current Cards</u>					
Resident	199	246	20,544	21,083	-2.56%
Non-Resident	125	75	1,032	959	7.61%
TOTAL	324	321	21,576	22,042	-2.11%
Non-Resident Households	58	38	475	502	-5.38%
<u>Patron Assistance</u>					
Adult - Reference	3,146		36,336		
Kids - Reference	1,753	1,870	14,592	16,825	-13.27%
Technology - Reference	1,099		11,881		
TOTAL REFERENCE	5,998	6,182	62,809	57,095	10.01%
Adult - Other	854		10,407		
Kids - Other	3,840	4,574	30,250	25,518	18.54%
Technology - Other	117		1,392		
TOTAL OTHER	4,811	5,569	42,049	47,607	-11.67%
GRAND TOTAL ASST.	10,809	11,751	104,858	104,702	0.15%
<u>ILL/Reserves</u>					
Holds	7,923	8,088	95,501	94,597	0.96%
ILLs Sent	4,142	3,732	43,867	42,200	3.95%
ILLs Checked Out	3,690	4,327	50,251	51,505	-2.43%
ILLs Received	4,315	4,802	56,006	55,379	1.13%
<u>Programs - Adult</u>					
# Programs	11	12	139	107	29.91%
Attendance	241	265	3,224	2,829	13.96%
<u>Technology Classes</u>					
# Programs	11	6	101	84	20.24%
Attendance	104	57	1,033	847	21.96%
<u>Individual Technology Training</u>					
# of Patrons	96	104	1,019	1,078	-5.47%
<u>Groups</u>					
# Programs	10	9	144	153	-5.88%
Attendance	113	106	1,723	1,598	7.82%
<u>Others</u>					
#Programs	0	3	26	36	-27.78%
Attendance	0	65	599	1,592	-62.37%
<u>Programs - Teen</u>					
# Programs	12	14	112	94	19.15%
Attendance	197	193	2,329	2,045	13.89%
<u>Programs - Kids</u>					
# Programs	59	62	488	403	21.09%
Attendance	2,139	1,763	19,061	15,688	21.50%
GRAND TOTAL ATT.	2,890	2,553	28,988	25,677	12.89%

STATISTICS FOR	Jun-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,432	3,683	41,126	44,273	-7.11%
Kids Computers	1,735	2,060	17,351	18,181	-4.57%
Teen Laptop	149	232	2,454	2,456	-0.08%
Adult Laptop	151	166	1,960	2,390	-17.99%
TOTAL PATRON USE	5,467	6,141	62,891	67,300	-6.55%
Hours Used					
Adult Computers	2,626	2,399	30,227	30,610	-1.25%
Kids Computers	1,062	1,224	10,808	11,772	-8.19%
Teen Laptop	122	297	2,938	3,204	-8.30%
Adult Laptop	178	291	3,432.50	3,956	-13.23%
TOTAL HOURS USED	3,988	4,211	47,405.50	49,542	-4.31%
Wireless Total Connections	8,796		105,791		
IPPL Total Web Site Access	30,176	22,445	317,389	325,757	-2.57%
IPPL Total Page Views	46,175	51,404	488,025	667,578	-26.90%
Subscription Database Logins	2,666	2,181	27,059	29,798	-9.19%
Outreach-Homebound					
Items Delivered	173	125	1,796	1,736	3.46%
Volunteers					
Number Active	80	83	241	265	-9.06%
Hours Worked	560	566	4,504.75	5,469.75	-17.64%
Staff Training Hours	56.50	110.50	1,624.25	1,676	-3.09%
Room Use					
Youth Room	9	27	239	321	-25.55%
Meeting Room					
Library	54	60	487	457	6.56%
Non-Library	1	6	82	98	-16.33%
Conference Rooms	392	380	4,527	3,476	30.24%
Lobby Programs	6	8	53	55	-3.64%
Board Room					
Library	18	20	197	220	-10.45%
Non-Library	17	19	230	254	-9.45%
Clavinova	0	0	0	7	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - June 2017

60

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1003	10	14	999	47	147	57	161
Non-Fiction	50221	333	270	50284	3790	5890	4123	6160
Fiction	38925	579	509	38995	4191	4531	4770	5040
ADULT TOTALS	90149	922	793	90278	8028	10568	8950	11361
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16905	134	732	16307	939	1036	1073	1768
Fiction	28015	316	42	28289	1962	4333	2278	4375
KIDS TOTALS	44941	450	774	44617	2901	5369	3351	6143
TEEN								
Non-Fiction	740	25	0	765	71	115	96	115
Fiction	3644	74	29	3689	643	548	717	577
TEEN TOTALS	4384	99	29	4454	714	663	813	692
BOOK TOTALS	139474	1471	1596	139349	11643	16600	13114	18196

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6661	82	76	6667	527	79	609	155
Music CD	9832	47	648	9231	443	1106	490	1754
Playaway	336	2	0	338	4	39	6	39
DVDs (DVD & Blu-ray)	19386	263	262	19387	1752	1987	2015	2249
CD-ROMs	85	0	2	83	0	5	0	7
Console Games (Feb 2016)	47	0	0	47	56	4	56	4
ADULT TOTALS	36347	394	988	35753	2782	3220	3176	4208
KIDS								
Audio Books	709	20	4	725	11	16	31	20
Music CDs	834	21	0	855	52	123	73	123
Playaway	98	8	0	106	14	4	22	4
DVDs (DVD & Blu-ray)	4907	14	5	4916	459	173	473	178
Playaway Launch Pads (New)	19	0	0	19	5	1	5	1
KIDS TOTALS	6567	63	9	6621	541	317	604	326
TEEN								
Audio Books on CD	239	8	57	190	16	4	24	61
Playaway	45	6	9	42	9	0	15	9
DVDs (DVD & Blu-ray)	652	16	29	639	86	17	102	46
CONSOLE GAMES	576	6	6	576	90	39	96	45
PC-GAMES	57	0	0	57	0	1	0	1
TEEN TOTALS	1569	36	101	1504	201	61	237	162
AUDIOVISUAL TOTALS	44483	493	1098	43878	3524	3598	4017	4696
COLLECTION TOTALS	183957	1964	2694	183227	15167	20198	17131	22892

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- June 2017

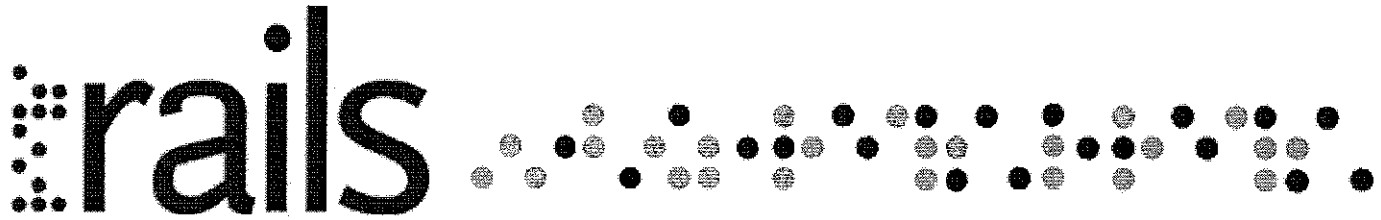
BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	84,020		199,198				
Reference (Yearly for all ages)	553	20		573				
eRead Illinois (Monthly for all ages)	27036	213	118	27131	2662	1784	2875	1902
TOTALS FOR ALL AGES	142,767	84,253	118	226,902	2662	0	2875	1902
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,514	17		2,531	205	0	222	0
eMedia (Overdrive Advantage)	762	4		766	83	0	87	0
Fiction								
eMedia (Overdrive Consortium)	10,418	69		10,487	906	0	975	0
eMedia (Overdrive Advantage)	3,123	38		3,161	561	0	599	0
ADULT TOTALS	16,817	128		16,945	1755	0	1883	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	10		10	
eMedia (Overdrive Advantage)	12	1		13	6		7	
Fiction								
eMedia (Overdrive Consortium)	1,498	14		1,512	171	0	185	0
eMedia (Overdrive Advantage)	196	9		205	39	0	48	
KIDS TOTALS	1,797	24		1,821	210	0	250	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	2		2	
eMedia (Overdrive Advantage)	11	0		11	1		1	
Fiction								
eMedia (Overdrive Consortium)	2,430	8		2,438	274	0	282	0
eMedia (Overdrive Advantage)	440	9		449	65	0	74	
TEEN TOTALS	3,002	17		3,019	342	0	359	0
BOOK TOTALS	164,383	84,422		248,687	4969	0	5,367	1902

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952	8000		43,952				
Music	283,104		2100	281,004				
Movies/TV Episodes	12,709	19032		31,741				
eRead Illinois Audio Books	6,394	162	0	6,556	1937	0	2099	0
Yearly Total for All Ages	338,159	27194	2100	363,253	1937	0	2099	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,748	19		3,767	176		195	0
eMedia Advantage (Overdrive)	524	15		539	130		145	0
Movies								
Preloaded Roku Titles	738	19		757	172		191	
ADULT TOTALS	5,010	53		5,063	478	0	531	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	256	0		256	20		20	
eMedia Advantage (Overdrive)	5	3		8	4		4	
Movies								
Preloaded Roku Titles	118	1		119	31		32	
KIDS TOTALS	379	4		383	55	0	56	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	208	2		210	51		53	0
eMedia Advantage (Overdrive)	25	7		32	7		14	0
TEEN TOTALS	233	9		242	58	0	67	0
AUDIOVISUAL TOTAL	343,781	228		368,941	2528	0	2753	0
COLLECTION TOTALS	508,164	84,650		617,628	7497	0	8,120	1902

Chamber Report

This month I attended the Darien Coffee Connection meeting on June 27 at BMO Harris Bank. I discussed our services, programs, and the new enewsletter, and networked with Clare from the Chamber, Marsha Eldridge from First American Bank, BMO Harris, Lori Wrzesinski from Downers Grove Township, Kristina Kent from Costco, and Walter Manzig from Hudson Energy. We heard updates on Chamber activities, including the Battle of the Adirondack chair "paint the town pink" and school fundraiser. The library will serve as a location for display of the 10 chairs, two at a time, prior to the voting that will take place at DarienFest. Laura is handling those logistics. After hearing about our digital media equipment, Clare inquired about possibly using our services for some type of video presentation on the chairs. I checked with Ann and let Clare know that this may be possible.

Shirley P. Jensen
Assistant Head of Adult Services and
Business Liaison



e-news

RAILS Offices Closed for In-Service Day July 20

RAILS offices will be closed on Thursday, July 20, for a staff in-service meeting. Talking book services will not be provided. (View a list of all RAILS [holidays & closings](#).)

RAILS delivery service, and ILDS (Illinois Library Delivery Service) to CARLI (Consortium of Academic and Research Libraries in Illinois) locations will not operate on July 20. CTS (Continental Transportation Solutions) delivery service to Burr Ridge and Wheeling area libraries will operate on the normal schedule.

MAGIC, PrairieCat, and RSA will be available for use, but support may be limited. Members should watch for more information from these RAILS shared catalogs prior to July 20. SWAN will not be affected.

RAILS Closed for Independence Day

RAILS will be closed on Tuesday, July 4, for Independence Day. Delivery and talking book services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

Lost and Found

RAILS has created a [lost and found page](#) on our website for items that were sent through RAILS delivery with no delivery labels or markings to identify an owning library. Check the list if your library is missing items. The list will be updated periodically. RAILS is not able to deliver items without identifying information (barcodes, library stamps, delivery slips, etc.). This includes books donated to libraries by the general public.

Thank You for Visiting RAILS at ALA

Thank you to everyone who visited us at the RAILS booth during the American Library Association (ALA) Conference. It was so nice to connect with so many of our members! We hope you had a great time and gained knowledge that you will use and bring back to your jobs and co-workers. If you didn't get a chance to stop by the RAILS booth, you can find a link to [What's New at RAILS? Summer 2017](#) on our website.

New! Library Website Toolkit

To support libraries in the development and improvement of their websites, RAILS created an online toolkit that contains best practices, website reporting requirements, and links to relevant archived webinars. RAILS contracted with [Influx|Library User Experience](#) to develop the toolkit. [Library Websites Are for Use: A Guide to Evaluating and Improving Your Library's Website](#)

June 28, 2017**RAILS Links**[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)**Member Resources**[RAILS Community Email Lists](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale/Wanted](#)**Upcoming RAILS CE**[Webinar on School Library](#)[Design July 18](#)[Webinar on Ransomware](#)[Protection August 3](#)[Four-part Webinar on IT](#)[Security begins August 10](#)[Webinar on Library Privacy July](#)[25](#)[Webinar on I-9 Form Updates](#)[July 19](#)

Library of Congress Subject

Headings Workshops

[July 11, East Peoria](#)[July 13, Des Plaines](#)**Archives**[RAILS E-News](#)[Archives](#)

Webinar on School Library Design July 18

Carolyn Foote, technolibrarian from Austin, Texas, will present an overview of school library design principles in this webinar on Tuesday, July 18, 2:00–3:30 p.m. Learn how to plan a more effective space for your students and staff. Log into L2 for more [information/registration](#).

Webinar on Ransomware Protection August 3

Blake Carver, LYRASIS, will discuss how to identify, prevent and defend against ransomware attacks at your library in this webinar on Thursday, August 3, 1–2 p.m. Limited to 50 participants. Group viewing encouraged. Log into L2 for more [information/registration](#).

Four-part Webinar Series on IT Security Begins August 10

Blake Carver, LYRASIS, will discuss ways to keep data safe inside the library and out in this four-part webinar series that will be held weekly on Thursdays, 1–2 p.m., beginning August 10. Learn how to secure your network, website, and PCs, and discover tools you can teach to patrons. Limited to 50 participants. Group viewing encouraged. Log into L2 for more [information/registration](#).

Webinar on Library Privacy July 25

Deborah Caldwell-Stone, ALA Office for Intellectual Freedom, and Mike Robinson, chair of the ALA Intellectual Freedom Committee Privacy Subcommittee, will discuss privacy issues facing libraries today in this webinar on Tuesday, July 25, 1:00–2:30 p.m. Learn about practical actions your library can take to improve patron privacy protections. Log into L2 for more [information/registration](#).

Other RAILS CE Opportunities

Library of Congress Subject Headings Workshops

- [Tuesday, July 11, 9:30 a.m.–4:30 p.m.](#), RAILS East Peoria Service Center
- [Thursday, July 13, 9:30 a.m.–4:30 p.m.](#), Des Plaines Public Library

[Webinar on I-9 Form Updates July 19](#)**New Live and Archived Webinars through PCI Webinars**

RAILS offers members access to live and archived webinars through People-Connect Institute (PCI) webinars. Topics include library services, leadership and management, skills development, and technology. New topics are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. [More information/request access to a webinar](#).

All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30

RAILS is required to maintain a list of public library nonresident program information on the [L2 website](#) and to indicate whether or not a library participates. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating). There are three options for the calculation of nonresident card fees in the [Illinois Library Laws and Rules](#). See [more information and complete the form](#) by Friday, June 30. If you have questions, contact [Amanda Musacchio](#), 630.734.5118.

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director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community.

Lisa Pappas is the new director at Plainfield Public Library District effective July 1.

Dana Wishnick is the new director at Chicago Ridge Public Library effective immediately.

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.

[Addison Public Library Is the First Library in IL to Receive BIA Accreditation](#)

[A Yarn Bombing at Crete Public Library District](#)

[RPL's Read & Reward Program Gives Kids a 'Do-over' on Fines](#)

[Fox River Grove Library Hours Changing Effective September 5, 2017](#)

[New York Times Bestselling Author Heather Gudenkauf to Visit Moline Public Library](#)

[Chef Gale Gand Shares Tasty Stories on Deerfield Public Library Podcast](#)

[New Resources Summarize IMLS Support for Museums and Libraries in Each State](#)

[Public Library Innovations: A Story of Community Engagement](#)

[Park Ridge Library Board Forms Search Committee for New Director, Names Interim Administrators](#)

[Millennials Are the Most Likely Generation of Americans to Use Public Libraries](#)

Fast Facts Survey

[Holiday Pay for Part-Time Staff](#)

[Faxing Charges Update/3 Easy Parts](#)

[Library Rewards Program](#)

[Appropriation & Budget Ordinance Posting](#)

[DVD Hot Picks Collection](#)

[Amnesty Day or Food for Fines](#)

[Shelving Juvenile Series](#)



e-news

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System Membership Standards Update

On June 16, the RAILS Board approved an amended version of our proposed system membership standards. We removed the collection expenditure, hours open, and online catalog requirements while we further examine the implications of these requirements for our members. RAILS will spend the next year testing the standards with our members and revising them as needed. The RAILS Board will review the results of the testing and any resulting revisions in July 2018.

The amended version of the standards and other information is available at railslibraries.info/membership/standards. We are in the process of developing a checklist for all Illinois libraries interested in helping us test the standards during FY2018. Stay tuned to this E-News for more information.

RAILS at ALA

Check out [opportunities to interact](#) with RAILS staff at the American Library Association (ALA) Conference, June 22–27. Visit us at booth #4636 in the exhibit hall with your [free exhibit pass](#) courtesy of RAILS. Be aware that the pass application looks as though you are registering for the full conference and that you will need to pay, but that is not the case. At the end of the registration process, you will receive an email and can then print out your free pass. PLEASE

June 21, 2017

RAILS Links

[RAILS Website](#)

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Nuts & Bolts for Friends, Trustees, and Foundations

Join United for Libraries' [Nuts & Bolts workshop](#) on Friday, June 23, 9:30 a.m.–4:00 p.m., at the Hilton Chicago. Library trustees, Friends groups, foundations, and staff are invited to attend this free day of information and resource sharing, roundtable discussions, and learning opportunities. This year's theme will be board development. RAILS Executive Director Dee Brennan is just one of the speakers at this workshop. [Please register.](#)

Visit RAILS Group Purchase Partner BiblioBoard at ALA Conference

Going to ALA? Visit BiblioBoard at booth #4444 or at [their reception](#). Learn more about how your library can support self-publishing and community engagement.

RAILS is offering a group purchase for three [BiblioBoard](#) products. Currently, all Illinois residents have access to BiblioBoard's [Popup Picks](#) and the [Recovering the Classics](#) e-book collections courtesy of RAILS.

To find out more about these products and the group discount, as well as how to support self-published authors and connect your community to quality self-published content, log into the RAILS website and visit the RAILS [Deals and Discounts page](#). Questions? Contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist, 630.734.5118.

Webinar on Library Privacy July 25

Deborah Caldwell-Stone, ALA Office for Intellectual Freedom, and Mike Robinson, chair of the ALA Intellectual Freedom Committee Privacy subcommittee, will discuss privacy issues facing libraries today in this webinar on Tuesday, July 25, 1:00-2:30 p.m. Learn about practical actions your library can take to improve patron privacy protections. Log into L2 for more [information/registration](#).

Webinar on I-9 Form Updates July 19

Jim Griffin from Management Association will take an in-depth look at I-9 forms in this webinar on Wednesday, July 19, 9:30–11:00 a.m. Learn about the new online form, storage requirements, and correcting errors. Log into L2 for more [information/registration](#).

Other RAILS CE Opportunities

Library of Congress Subject Headings Workshops

- [Tuesday, July 11, 9:30 a.m.–4:30 p.m.](#), RAILS East Peoria Service Center
- [Thursday, July 13, 9:30 a.m.–4:30 p.m.](#), Des Plaines Public Library

New Live and Archived Webinars through PCI Webinars

RAILS offers members access to live and archived webinars through People-Connect Institute (PCI) webinars. Topics include library services, leadership and management, skills development, and technology. New topics are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. [More information/request access to a webinar.](#)

All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30

RAILS is required to maintain a list of public library nonresident program information on the [L2 website](#) and to indicate whether or not a library participates. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating).

questions, contact [Amanda Musacchio](#), 630.734.5118.

RAILS Discount for Management Association Membership

RAILS is once again offering a discount for membership in the [Management Association](#). Qualifying RAILS public libraries (with annual operating budgets of up to \$1,000,000) may join the association at a greatly reduced fee. Membership includes the HR Hotline (staffed by HR professionals and employment law attorneys), a free HR Checkup, access to members-only resources on the association's website, and more.

Membership runs through June 30, 2018. Join now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Rally for School Libraries During ALA Conference

The Illinois School Library Media Association (ISLMA) is having a rally in downtown Chicago during the ALA Conference to support school libraries and every student in Illinois having access to a licensed school librarian. ISLMA has partnered with EveryLibrary and other organizations to organize this event. Join librarians, parents, and students in Chicago on Friday June 23, at noon, at the James R. Thompson Center (State of Illinois Building). [More information about the rally](#). [Suggest signage slogans](#).

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.

RAILS Website: Elements, Items, and Features

Each month, *RAILS E-News* will highlight a feature or benefit of the RAILS website. If you have something you would like us to highlight, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

RAILS Fast Facts Surveys

Fast Facts is a quick survey-creation tool that RAILS makes available to members for the purpose of polling other libraries about a narrow topic. Examples of topics (each covered by its own Fast Facts survey) might be: staff training hours, study room policies, or website content management systems.

Questions on a Fast Facts survey may ask for a short answer, provide multiple-choice options, or request a file upload (e.g., library policy documents).

You can find [Fast Facts](#) under the Member tab on the top of the RAILS homepage. You can participate in an existing survey, or log in to create a survey.

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.

[Algonquin Library Renovation. Expansion to Begin This Summer](#)


 Translate
 e-news

Friday, June 16: RAILS Networking Event and Board Meeting in Galesburg

Join RAILS staff and board members on Friday, June 16, 11:30 a.m.–12:45 p.m., at a networking lunch at Galesburg Public Library, then stay for the June [RAILS Board meeting](#) at 1 p.m. All library staff from all types of libraries are invited to attend. Lunch will be provided. [Please register](#) and note any dietary restrictions.

The RAILS Board will meet in person at Galesburg Public Library and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the RAILS website for an [agenda/supporting documents](#).

Last Call for Member Update June 15

Executive Director Dee Brennan will be at Aurora Public Library ([Santori Library](#)) on Thursday, June 15, 10 a.m.–noon, for the Member Update. Topics include OCLC pricing issues, innovative member library projects, and much more.

If you can't make it to Aurora, you can attend at a variety of RAILS videoconference locations or via one-way streaming (RAILS Live). View [more information/register](#) and check out [the agenda](#).

RAILS at ALA

Check out [opportunities to interact](#) with RAILS staff at the American Library Association (ALA) Conference, June 22–27. Visit us at our booth #4636 in the exhibit hall with your [free exhibit pass](#) courtesy of RAILS. Be aware that the pass application looks as though you are registering for the full conference and that you will need to pay, but that is not the case. At the end of the registration process, you will receive an email and can then print out your free pass. PLEASE NOTE: The free exhibit passes are not valid on Friday, June 23.

Delivery Count Data Available for Participating Libraries

All RAILS members are required to count outgoing delivery items four times each year. These [manual counts](#) provide the most accurate information on delivery volume and help RAILS monitor delivery trends. Statistics from past count periods are now available to download in Excel format on the [RAILS website](#).

Libraries are grouped by RAILS delivery hub (see tabs at the bottom of the spreadsheets). You can view the total number of items and containers by library and totals for each hub. If you have any questions, please contact the [Delivery Help Desk](#). Thanks to RAILS members for participating in the delivery counts! Stay tuned for information about count periods for FY2018.

June 14, 2017

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Upcoming Meetings

[Member Update, Aurora, June 15](#)

[RAILS Board Meeting June 16](#)

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[Networking Lunch at Galesburg Public Library June 16](#)

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[Podcasting Basics Online Course June 19](#)

[Webinar on Welcoming English Language Learners June 13](#)

[Panel Presentation on](#)

of grant applicants. [Award recipients](#) for June 2017 are listed on the website with other past winners. The grants were designed to encourage member libraries of different types (academic, public, school, and special) to work together on collaborative projects.

Just 10 More Needed!

We need your help with [this brief survey](#) regarding the use of 1:1 devices in school districts across the state. RAILS would like to gather information on devices in use, strategies, and prevalence. Results will be shared at the Illinois School Library Media Association (ISLMA) conference this fall.

Please hurry, the deadline is Friday, June 16. Contact [Veronda J. Pitchford](#), RAILS Director of Membership Development & Resource Sharing, 630.734.5119.

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Jim Griffin from Management Association will take an in-depth look at I-9 forms in this webinar on Wednesday, July 19, 9:30–11:00 a.m. Learn about the new online form, storage requirements, and correcting errors. Log into L2 for more [information/registration](#).

Introduction to Library of Congress Subject Headings Workshops

Karen Snow, School of Information Studies at Dominican University, will offer two identical day-long Library of Congress Subject Headings (LCSH) workshops in July. These hands-on workshops will provide participants with a solid understanding of how LCSH headings and subheadings are constructed and used in order to better serve users performing subject searches. See L2/register at your location of choice using the links below.

- [Tuesday, July 11, 9:30 a.m.–4:30 p.m.](#), RAILS East Peoria Service Center
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Other RAILS CE Opportunities

[Podcasting Basics Online Course Begins June 19](#)

[Panel Presentation on Supporting Diversity and Inclusivity in Libraries June 21](#)

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Membership runs through June 30, 2018. Join now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

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[RAILS E-News](#)

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ALA is now accepting nominations for the 2017 I Love My Librarian Award, which recognizes the public service contributions that librarians make in transforming lives and communities through education and lifelong learning. The national award invites the public to nominate their favorite librarians working in public, school, college, community college or university libraries.

[Nominations](#) can be made through September 18.

ALA6: Illinois Literacy Foundation Luncheon

For just \$35 you can get a great meal with great company and support a worthy cause. On Monday, June 26, 11:30 a.m.–2:30 p.m., meet Secretary of State and State Librarian Jesse White at the Illinois Literacy Foundation Luncheon. Hear Leslie Parry read from her spellbinding novel, *Church of Marvels*, and enjoy a family-style luncheon at Maggiano's at 516 N. Clark Street in Chicago. [Register!](#)

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.

Joel Shoemaker is the new director at Illinois Prairie District Public Library effective July 17.

Natalie Bazan is the new director at River Valley District Library effective immediately.

Elizabeth Swatos is the new Director at Henry C. Adams Memorial Library effective immediately.

RAILS Member Question of the Month

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

I'm new to my position as a reference librarian at a public library. I'm also new to Illinois. Can you recommend some ways that I can network with colleagues in a similar position, as well as just meet new people in Illinois libraries?

There are lots of ways to connect with other RAILS members through the [networking section](#) of the RAILS website. In particular, if you are looking for face-to-face networking groups, be sure to check out the [networking group directory](#). There are also many [e-mail lists](#) that you can join to connect without leaving the library. We also recommend [attending a networking event](#) when one comes to your area. The best way to keep up-to-date with events and things of interest is to sign up for this [weekly e-newsletter](#).

If you want more information or need help finding people to connect with, contact [Debbie Baaske](#), Member Engagement Manager.

Library News

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 e-news

Time Running Out to Register for June 15 RAILS Member Update

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Overlay Demonstrations—Feedback and Recordings

Thanks to everyone who watched one or more of the overlay software demonstrations in May. If you have not already done so, [please complete the online survey](#) by June 12, 2017. Complete the survey for each demo that you attended. Your feedback is important to us and will help the Overlay Software Search Working Group make its recommendation.

Recordings of the SHAREit, Relais D2D, and Innovative Resource Sharing demos are now available. Links were emailed to everyone who registered for one or more demos. If you didn't receive the links but would like to, please email [Jane Plass](#).

Last Call for 1:1 Survey

School librarians and media specialists, we need your help with [this brief survey](#) regarding the use of 1:1 devices in school districts across the state. RAILS would like to gather information on devices in use, strategies, and prevalence. Results will be shared at the Illinois School Library Media Association (ISLMA) conference this fall.

Please hurry, the deadline is Friday, June 16. Contact [Veronda J. Pitchford](#), RAILS Director of Membership Development & Resource Sharing, 630.734.5119.

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June 7, 2017

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Group Purchase for i-Pathways

RAILS is offering a group purchase for [i-Pathways](#)—a resource that delivers online learning and test preparation that can be used for the [GED®](#), [HiSET™](#), and [TASC Test™](#) for high school equivalency.

Attend one of two identical webinars on [Tuesday, June 13, 2 p.m.](#), or [Wednesday, June 14, 10 a.m.](#)

For more information, visit the [Deals and Discounts](#) section of the RAILS website. If you have additional questions, please contact [Amanda Musacchio](#), Resource Sharing Specialist, 630.734.5118.

Dealing in Diversity: Proactively Serving Communities through Authentic Representation

How does your collection, materials and programming reflect your community and your reader's advisory practice? The fact is that [80% of librarians are white women](#). Join the Adult Reading Round Table (ARRT) as they grapple with solutions to this sensitive subject. The panel of experts will share straight talk, real world experiences, and practical strategies for diversifying your library in meaningful, authentic ways. Log into L2 for [more information/to register.](#)

Illinois Libraries Can Participate in Studs Terkel Archives Initiative

authors such as Maya Angelou, Roddy Doyle, Nora Ephron, Mike Royko, and Oliver Sacks. Libraries can win \$250 microgrants to cover the expenses of hosting a conversation. The next deadline is July 15 (though this program is hopefully going to be around a long time!). Check out the [community grants page of Illinois Humanities](#) for more information or [apply here](#).

Help Map Physical Activity in Libraries

The second stage of the "Let's Move in Libraries" project is taking place during Summer 2017. Individuals who submit additions or corrections to [a list of ongoing movement-based programs](#) in Illinois public libraries in June or July 2017 will be entered into a drawing for one of five \$50 Amazon gift cards. The Let's Move in Libraries project is focused on understanding how public libraries create opportunities for individuals of all ages and abilities to move and be active.

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.

Dixie DeBord is the interim director at Yorkville Public Library effective immediately.

Library News

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[Glen Ellyn Public Library to Host Regional Senior Spelling Bee Contest](#)

[Galesburg Public Library Director Harriett Zipfel to Retire](#)

[Great Lakes Science Boot Camp 2017](#)

[Fox River Valley Public Library District Serves Free Summer Lunches to Children](#)

Fast Facts Survey

[DVD Hot Picks Collection](#)

[New Item Length](#)

[Amnesty Day or Food for Fines](#)

[Lost/Damaged Materials](#)

[Shelving Juvenile Series](#)

[Library Card Online Registration](#)

[Children's Large Print](#)

FINANCIAL FORECAST

Taxes 2% increase

nb

FISCAL YEAR ENDING JUNE 30 AS INDICATED

personnel line 2.3 percent increase, materials .5, building 2 automation 1, operations 0, contractual .5 insurance 2, pub

Updated July 2017

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>projected 2017</u>	<u>proposed 2018</u>	<u>2019</u>
Revenues							
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,472,004	3,541,444
taxes for bonds	#	244,535					
Intergovernmental	#	54,161	90,577	58,908	2,882	64,000	30,000
Fees, Fines, Rentals	#	185,300	177,100	170,028	180,127	182,500	186,150
Interest	#	30,928	25,993	29,619	34,000	35,594	36,923
Miscellaneous	#	583	3,054	2,785	3,649	2,000	1,000
Collection Agency Fee		430	280	420	300	300	300
Donations and gifts	#	2,150	1,659	2,773	10,514	500	2,000
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,898	3,797,817
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,734,355	2,797,245
Materials	#	474,667	473,567	463,236	476,858	476,375	478,757
Building	#	225,516	226,611	256,313	292,133	246,000	250,920
Automation	#	112,570	125,096	120,229	104,065	100,485	101,490
Operations	#	39,040	34,857	33,357	30,673	33,200	33,200
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,784
Insurance	#	16,458	15,104	16,398	16,807	16,755	17,090
Public Information/Programs	#	63,125	58,767	74,797	63,395	66,600	66,933
Contingency	#	34,789	18,287	5,911	6,435	5,000	
Debt Service	#	461,598					
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,691,490	3,758,419
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	65,408	39,398
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,411,501	1,222,082
District Fund Balance June 30*	#	1,398,680	1,512,534	1,446,017	1,423,774	1,476,909	1,261,480
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	1,012,534	946,017	923,774	976,909	761,480
Capital Projects			88,555	8,509	6,498	45,000	20,000
			chiller	study room	HVAC repair	tuckpointing	servers
		10,000	YS furniture	sump pumps	5,775	15,000	90,000
					HVAC repair	self checkout	HVAC replacemer
				2,638		110,000	100,000
				fabric/chairs		parking lot building renovation	
				3,960		4,863	
				replay vinyl in exterior signs		landscape projects	
				5,800		45,000	
				Technical Serv furniture		HVAC replacement	
						5,570	
						sconce and globe lights	
						29,394	
						LED lights	

Public information .5

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,612,273	3,684,518	3,758,209	3,833,373	3,910,040	3,988,241	4,068,006	4,149,366
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
189,873	193,670	197,544	201,495	205,525	209,635	213,828	218,104
31,537	27,164	23,454	23,922	24,668	8,695	9,084	9,487
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,866,983	3,938,652	4,012,507	4,092,089	4,173,533	4,239,872	4,324,217	4,410,258
2,861,582	2,927,398	2,994,728	3,063,607	3,134,070	3,206,154	3,279,895	3,355,333
481,151	483,556	485,974	488,404	490,846	493,300	495,767	498,246
255,938	261,057	266,278	271,604	277,036	282,577	288,228	293,993
102,505	103,530	104,565	105,611	106,667	107,734	108,811	109,899
33,200	33,200	33,200	33,200	33,200	33,200	33,200	33,200
12,848	12,912	12,976	13,041	13,106	13,172	13,238	13,304
17,432	17,781	18,136	18,499	18,869	19,246	19,631	20,024
67,268	67,604	67,942	68,282	68,623	68,966	69,311	69,658
3,831,923	3,907,038	3,983,800	4,062,248	4,142,417	4,224,349	4,308,081	4,393,656
35,060	31,615	28,706	29,842	31,115	15,523	16,136	16,602
1,051,480	906,541	928,155	956,861	316,703	347,818	363,341	364,478
1,086,541	938,155	956,861	986,703	347,818	363,341	379,478	381,080
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
586,541	438,155	456,861	486,703	-152,182	-136,659	-120,522	-118,920
180,000	10,000		670,000			15,000	
IVAC replacement circulating pumps			building refurbishment boiler, generator			HVAC bearings	

it

1

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,232,354	4,317,001	4,403,341	
30,000	30,000	30,000	
222,466	226,916	231,454	
9,527	9,940	10,357	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,497,647	<hr/> 4,587,157	<hr/> 4,678,452	
3,432,505	3,511,453	3,592,216	2.3
500,737	503,241	505,757	0.5
299,873	305,870	311,987	2
110,998	112,108	113,229	1
33,200	33,200	33,200	0
13,371	13,437	13,505	0.5
20,424	20,833	21,249	2
70,006	70,356	70,708	0.5
<hr/> 4,481,114	<hr/> 4,570,498	<hr/> 4,661,851	
16,533	16,659	16,600	
381,080	397,613	414,272	
<hr/> 397,613	<hr/> 414,272	<hr/> 430,872	
500,000	500,000	500,000	
<hr/> -102,387	<hr/> -85,728	<hr/> -69,128	
		12,000	
		humidifier	

Capital Projects

Building tuck point	\$45,000.00
Self-checkout	\$15,000.00
Parking lot renovation	\$110,000.00
HVAC VAV replacement	\$315,000.00
LED lights	\$29,394.00
Generator	\$40,000.00
HVAC boiler	\$128,000.00
HVAC bearings	\$15,000.00
Circulating pumps	\$10,000.00
Building renovation	\$100,000.00
Servers	\$20,000.00
Total	\$827,394.00

Request to Charge HVAC Expenses to the Special Reserve Fund

Major repairs to the HVAC system were required in June and July:

Installation of a new motor	\$6,498.00
Installation of a new chilled water valve and actuator	\$5,775.25
Total	\$12,273.25

Request to Charge Landscaping Expenses to the Special Reserve Fund

The following costs were approved by the Board at the June 2017 meeting:

Butterfly Garden	\$1,598.00
Remove three Austrian Pine trees	\$1,800.00
Remove and replace Japanese Maple	\$815.00
Remove and replace seven Viburnum	\$650.00
Total	\$4,863.00

APPROPRIATION ORDINANCE REQUIREMENTS

There is no legal requirement for non-home rule municipalities (since the library is a district we are non-home rule) to prepare a budget. The passage of an annual appropriation ordinance sometime within the first quarter of each fiscal year is the only requirement necessary to expend public monies. All expenses of the municipality must be appropriated for within the ordinance. The amount set in each budget line is the maximum that may be spent in each line. Because of the legal restrictions on revising the appropriation ordinance, items are usually inflated beyond the amounts that would be actually necessary for expenditure purposes. The information contained in the appropriation is determined by law. The appropriation is referred to as the Budget and Appropriation Ordinance or B and A Ordinance.

Surprisingly, adoption of the appropriation ordinance occurs during the first quarter of the current fiscal year rather than before the beginning of the fiscal year.

At least ten days prior to the adoption of the appropriation ordinance, the corporate authorities of municipalities over 2,000 population are required to make available, for public inspection, a copy of the tentative appropriation ordinance. In order to do that, the library board approves a *Tentative Budget and Appropriation* in July, posts it on the legal bulletin board and on the website until the September board meeting. The municipality must hold at least one public hearing, notice of which must be published in one or more newspapers published in the municipality. The notice must be published at least thirty days prior to the time of the hearing and must state the time, place and date of the hearing. The notice must also advise where copies of the proposed appropriation ordinance or budget will be available for public examination. The library holds the hearing prior to the start of the September board meeting then the *Final Budget and Appropriation* ordinance is adopted during the board meeting.

After adoption of the Budget and Appropriation ordinance, it must be printed in book or pamphlet form or be published in one or more newspapers published in the municipality. We publish it in the Doings. The information is also sent to the counties. It is also on our website.

TENTATIVE ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, has caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to the final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 20th day of September, 2017, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW THEREFORE, Be it Ordained by the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2017 and end on June 30, 2018.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be, and the same hereby is, adopted as the Budget and Appropriations for this Public Library District for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and the sum of Four Million, Two Hundred Seventy Three Thousand, One Hundred Sixty and No/100 Dollars or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, as hereinafter specified for the said fiscal year.

PART I - ESTIMATED REVENUE AVAILABLE

1. Corporate Fund Balance on hand July 1, 2017	\$1,365,417
2. Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, interest, rentals, donations, impact fees	219,500
3. Anticipated Tax Collection	3,472,004
4. Special Reserve Fund Balance on hand July 1, 2017	22,233
5. Balance Special Tax Funds on hand July 1, 2017	4,516
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
TOTAL ESTIMATED AMOUNT AVAILABLE	\$5,083,670

PART II - CORPORATE FUND

Appropriation

A. PERSONNEL

Salaries	2,207,860
Medical/Life Insurance	155,000
Staff Development	19,000
Board Development	3,000
Workers Compensation	12,000

Unemployment Insurance	4,000
IMRF	155,000
FICA	120,000
B. MATERIALS	
Books	245,000
Periodicals	35,000
Audio	50,000
Video	70,000
Electronic Reference Resources	65,000
Processing Supplies	25,000
Software-Games	8,000
Life Skills/ESL	3,000
Multi-Media	10,000
C. BUILDING	
Cleaning Service	80,000
Water/Sewer	0
Maintenance Supplies	22,000
Telephone	9,000
Gas	0
Electric	0
Security System Monitoring	2,000
Garbage Disposal	4,000
Building Maintenance Repairs	60,000
Property Maintenance	30,000
D. AUTOMATION	
Supplies - Public Toner	8,500
Supplies - Staff Toner	8,500
Supplies - Maker	1,100
Automation-Professional Services	8,000
Purchase of Equipment	22,000
Automation-Equipment Repairs	5,000
Software	20,000
System Wide Automated Network (SWAN)	47,000
Telecommunications	4,000
E. OPERATIONS	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,000
Non-Payment Reciprocal Reimbursement	3,000
Postage	5,000
Postage - Passports	4,000
Travel	700
Organizational Memberships	2,400
Bank Fees	3,200
F. CONTRACTUAL SERVICES	
Professional Services	5,000
Legal Services	8,000
Audit	4,200

Credit Bureau	1,500
Photocopier Maintenance Contracts	7,000
G. INSURANCE	
Insurance	2,200
Bond	0
H. PUBLIC INFORMATION	
Marketing Supplies	1,000
Legal Notices	2,000
Marketing Newsletter	37,000
Enewsletter	2,200
Advertising	1,800
Informational Printing	5,000
Special Events	30,000
I. CAPITAL OUTLAY	
Equipment/Furnishings	50,000
Building Improvements	200,000
J. CONTINGENCY	20,000
TOTAL CORPORATE FUND EXPENDITURES	3,936,160

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

AUDIT FUND 0
 Appropriated for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes appropriated by the District.

PART IV

BUILDING/MAINTENANCE FUND 100,000
 Appropriated for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART V

ILLINOIS MUNICIPAL RETIREMENT FUND 65,000
 Appropriated for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VI

LIABILITY INSURANCE FUND 17,000
 Appropriated for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VII

SOCIAL SECURITY FUND 55,000

Appropriated for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VIII

SPECIAL RESERVE FUND 100,000

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART IX

BOND RETIREMENT FUND 0

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART X

WORKING CASH FUND 0

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2017-2018 fiscal year, of \$0. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

PART XI

ESTIMATED CASH EXPECTED TO BE ON HAND AT THE END OF SUCH FISCAL YEAR.....\$810,510

SUMMARY

CORPORATE FUND	\$3,936,160
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	100,000
ILLNIOIS MUNICIPAL RETIREMENT FUND	65,000
LIABILITY INSURANCE FUND	17,000
SOCIAL SECURITY FUND	55,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$4,273,160

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by a 2/3 vote of all the trustees present and voting. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: That, the Board of Trustees of the Indian Prairie Public Library District having established by ordinance a Special Reserve Fund and having resolved to adopt a plan or plans as provided by law to provide for the purchase of a library site, construction of a library building, purchase of a library building, purchase and furnishing of equipment for a library building or for other purposes included in the plan. Any unexpended balance of any item of any general appropriation of the corporate fund in this Ordinance may be transferred to said special reserve fund and accumulated by the Library District as provided by law.

Section 5: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or any part thereof.

Section 6: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 7: The Indian Prairie Public Library District Secretary shall publicly post or keep available this ordinance for inspection by any interested party in the main office of the Indian Prairie Public Library District.

ADOPTED this 19th day of July, 2017, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

The period from July 1 to December 5 is the timeframe to adopt the special .02% tax for "Building & Maintenance" (should be adopted prior to adoption of the Levy Ordinance - see discussion below).

A. Recommendation

We recommend adopting the .02% Ordinance in August or September, 2016 - see discussion below.

B. Preliminary Comments

The Ordinance and a Notice must be published. The tax is subject to a backdoor referendum. The Notice must specify the number of votes required to petition for a referendum (10% of registered voters in the District) (75 ILCS 16/35-5).

County officials should be contacted each year for the most recent number of registered voters.

The Statute contemplates adoption of the .02% Ordinance after July 1 (the start of the fiscal year). The Statute provides:

"The board may also levy an additional tax of 0.02% of the value of all the taxable property in the district, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax. The ordinance may be vacated by the board before its publication.

Within 15 days after the adoption of the ordinance, it shall be published in accordance with Section 1-30. The publication or posting of the resolution shall include a notice of (i) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the district, (ii) the time in which the petition must be filed, and (iii) the date of the prospective referendum." 75 ILCS 16/35- 5 (emphasis supplied).

Do the words "In any year" mean that the .02% Ordinance must be passed after July 1, 2016 for the tax to be included in the 2016-2017 levy? Did the Legislature mean "For any year"? If the Legislature meant "For any year," for example, the Ordinance could be passed prior to July 1, 2016 "for" the 2016 - 2017 fiscal year.

To avoid a determination that a .02% tax levy was determined to be invalid based on adoption of the Ordinance prior to July 1, we recommend adopting the Ordinance after July 1, 2016.

We also recommend adopting the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax. County Clerks may not levy the .02% tax if it is not specifically mentioned/included in the Levy Ordinance.

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2017-2018 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2017-2018 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2017-2018:

FURTHER, a copy of this Ordinance shall be published in The Doings newspaper within 15 days after the date of adoption.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 19th day of July, 2017, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 19th day of July, 2017, the Board of Trustees of the Indian Prairie Public Library District ordained to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2017 and ending June 30, 2018. The text of said Ordinance is set forth below.

The question of the adoption of said Ordinance shall be submitted to the electors of the District if a petition is filed with the District signed by 3,087 voters asking that the question of levying such .02% tax be submitted to the electors of the District. Said petition must be filed within 30 days after publication of this notice. The date of the prospective referendum is March 20, 2018.

Beena Deshmukh, Secretary
Indian Prairie Public Library District

Strategic Plan FY17/18

1. Deliver an exceptional library user experience

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

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

- 1.1.1 Hold a staff Work Like a Patron Day and gather insights and suggestions from staff.
- 1.1.2 Complete the review of staff suggestions from library visits and Work Like a Patron Day and implement changes.
- 1.1.3 Apply user experience practices to library collections improving the borrowers' experiences and increasing circulation.

1.2 Input from our community drives our services.

- 1.2.1 Conduct a survey of library card holders.
- 1.2.2 Survey mid-kids regarding library services.
- 1.2.3 Survey teens regarding library services.
- 1.2.4 Conduct a focus group with parents of pre-school children.
- 1.2.5 Converse with community organizations to aid in identifying community strengths and needs.

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

- 1.3.1 Evaluate the community's interest in dedicated spaces for digital media and hands-on learning/making.
- 1.3.2 Develop the Sadowski Kids & Teens maker space.

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

- 1.4.1 Investigate providing online real-time reference and readers' advisory services.

2. Inspire learning, discovery and creativity.

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

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

- 2.1.1 User experience practices will be applied to the library's collections to enhance the patrons' discovery of titles they will enjoy.
- 2.1.2 Promotional plans will be created to promote reading to kids, teens and adults.

2.2 Provide residents opportunities for learning, exploration, and creativity.

- 2.2.1 Create a brand and promotional plan, for all ages, for the library's digital media technology services and programs.

2.2.2 Create videos that assist in teaching residents about new technology.

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

2.3.1 Partner with middle schools to provide student and teacher training on library research databases.

2.3.2 Expand individual and group instruction on database resources.

2.3.3 Create e-tutor videos to instruct residents on how to use the databases

2.4. The library supports the cultural diversity of our community through services, programming and resources.

2.4.1 The library will provide magazines in foreign languages.

2.4.2 The library will hold a multi-cultural festival. (fall 2018)

2.4.3 Create ELL kits to benefit families (adults and children).

2.4.4 Create language specific marketing materials.

2.4.5 Effectively promote our services, including immigration services, to various ethnic groups in the community.

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

3. Enhance community engagement

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

3.1 The library is more visible in the community.

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

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

4. Practice exceptional organizational stewardship.

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

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

4.1.1 Staff are knowledgeable about the services offered by the library.

4.1.2 The library will conduct a staff engagement survey.

4.2 The building is designed to meet a wide variety of needs and is attractive and well-maintained.

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

4.2.2 Determine how best to serve patrons from the Technology Services Desk.

4.2.3 Examine the layout of the building for improvement of services.

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

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

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

4.4.1 Refine and expand the library's giving program and promotion of that program.

4.4.2 Develop a sponsorship plan.

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

5.1 Create video tours and promotions.

5.2 Residents understand how the library can enhance their lives.

5.2.1 Establish an effective approach of disseminating information about services and programs to seniors.

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

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

5.3.1 The library director will meet with at least four directors of municipal bodies.

5.3.2 Invite elected officials for a tour.

5.3.3 Develop a process to regularly share library successes and stories with key community stakeholders.

Kids & Teens

A patron had three separate, but related questions and I was able to walk them to the shelf quickly, because I knew where the material was. She asked me, "How long have you worked here?" I answered, "Three years, why?" "Because you always know where to find things! You do such a good job."

After the Shake Shimmy class yesterday when members were exiting I asked the children if they had fun dancing with Miss Katie? They replied, "Yes" but the adult with them added, "Really we are Shake, Shimmy groupies, we love this program!"

During the Wee Read this morning one of the attendees stated, "Do you know Miss Katie?" "She is the best, she is a wonderful children's librarian!"

A parent was looking at the program handouts at our desk. She saw the Rainbow Family Storytime handbill and said, "The library is doing such awesome things!"

We noticed an adult sitting with a baby in the Parent Corner. They were fanning the child while they slept. A fan was taken over to them and we explained that we were working on the air conditioning and offered to let them use the fan. They were appreciative of the offer.

Circulation

"I love the idea of the "Hot Picks".

A DGS patron came up to me and raved about our library, how nice everyone is and how she never thought she was too much trouble to be helped. She wanted me to tell the Director. I suggested she fill out a comment card.

Patron was upset about people talking on their cell phones in the library.

"This is a wonderful service! I always seem to get you. Thank you I really appreciate it. This is a wonderful library." A patron said to me when I notarized her paper.

A patron at the checkout desk said, "I could use a self-checkout machine but I believe in supporting jobs for real people. I hate these robots."

A patron came to me to say thank you for doing their passports. She received them in a timely manner and they are excited about travelling next week.

Patron said that she feels that more often then not she gets the recorded message when she calls the library. She misses speaking with a real person.

Darien resident was disappointed that their address did not fall in our taxing district. "I aint payin' for no card. Forget it!"

June 2017 Listening Posts

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"I could go to the automated checkout but I like and prefer the personal touch." A patron said to me at checkout.

"I love your library. 99.9 percent of the time, I can find everything I need"

An elderly patron on the phone thinks it is terrible that our late fee is now twenty-five cents. All other libraries are still ten cents, fifteen cents, and some with a grace period. The jump from ten to twenty-five was just too much.

"This library is amazing! Everything you people do here is tremendous. What you do for the community, all the resources... I was thinking of moving but the library is a big factor in my decision to not move. I don't want to leave!" A patron said to me after I notarized something for him.

Adult

"Your technology people are so wonderful. They help me so much."

I was so excited to see something like this--and in Darien! I hope to see more LGBT programs! I was not able to stay for the whole movie, but I knew I just had to come.

I cannot believe you have not done [LGBT] programs before. It seems like a really great thing to do for the community.

Member told Ashe that she was a "wonderful teacher," and that she successfully downloaded an eBook from home.

Two patrons stopped by the desk to say how much they learned at the Identity Theft & Scam program. One said the presenter was "four stars!" and hopes she can come back to do more in the future.

A patron told me she was very upset about how we raised the fines from 10 cents to 25 cents. She called around, and Woodridge has a grace period and nobody else seems as high as our fees. She has not been checking out as many items because of the fines.

This patron and her daughter still do not like how the DVDs are face out. They prefer the spines out. They say that they don't even look past the top movie. They can't find anything.

Patron commenting on Adult Summer Challenge. "I love it. I even found a new author."

This is the most complete library. You just get better and better and you always have something great. It's nice that you've become a center for the community. I love it, especially since I've become a senior.

The speaker for the Sgt. Pepper's Lonely Hearts Club Band program commented on the Sgt. Pepper display in the lobby and said that "Indian Prairie sure knows how to do things right!" He also complimented us on our music CD collection.

Technology

Administration

"When I grow up, when I am 8, I am going to take all of these classes". Said by a little girl with her arms open wide.

On my way out this evening while walking down the front stairs I heard a teen say to another teen "I love this library, it's beautiful."



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Pew Research Center

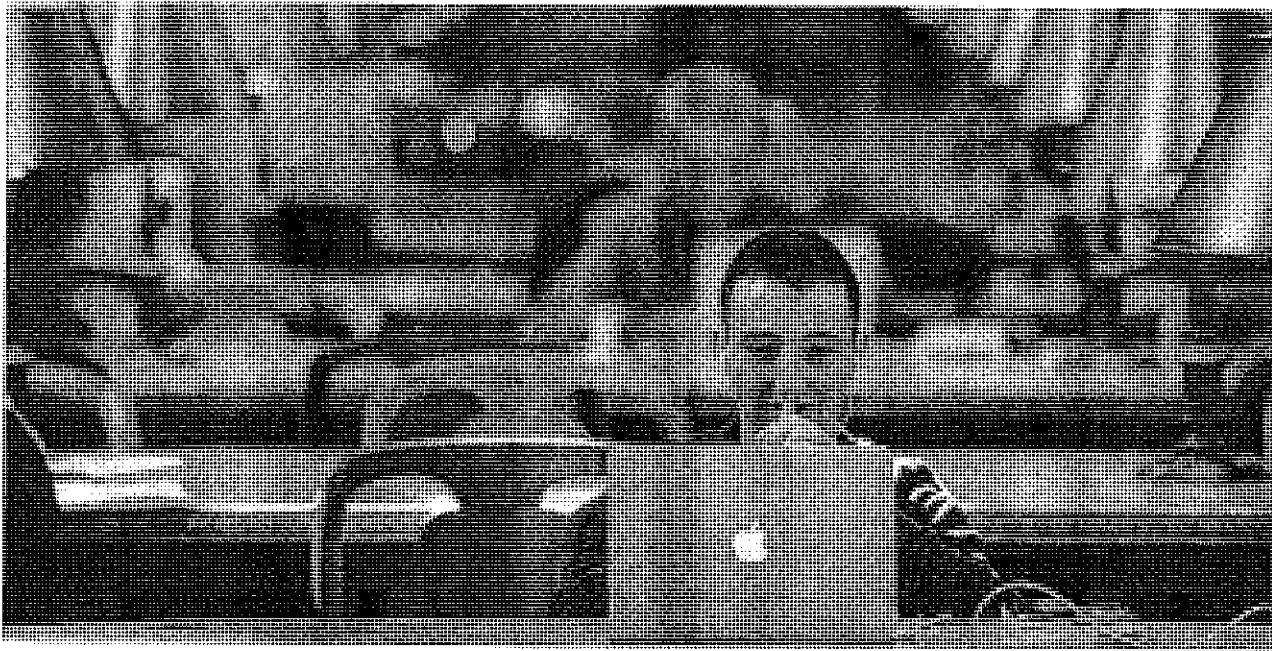
NEWS

RESEARCH AREAS

JUNE 21, 2017

Millennials are the most likely generation of Americans to use public libraries

BY ABIGAIL GEIGER ([HTTP://WWW.PEWRESEARCH.ORG/AUTHOR/AGEIGER/](http://www.pewresearch.org/author/ageiger/))

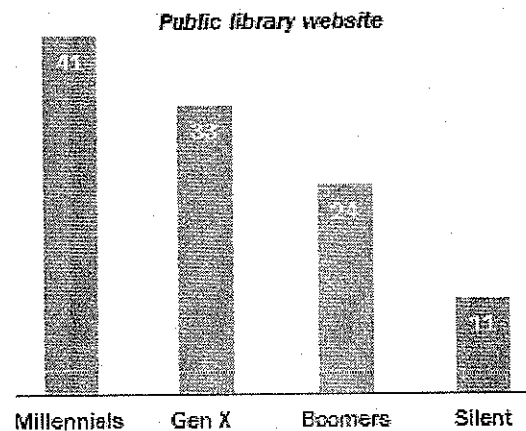
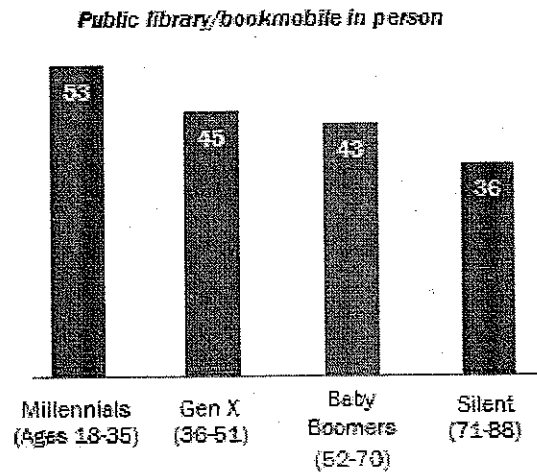


(Drew Angerer/Getty Images)

Millennials in America are more likely to have visited a public library in the past year than any other adult generation.

About half of U.S. Millennials have visited a public library or bookmobile in the past year

% in each generation who visited a _____ in the past 12 months (2016)



Source: Survey conducted Sept. 29-Nov. 6, 2016.

PEW RESEARCH CENTER

(http://www.pewresearch.org/fact-tank/2017/06/21/millennials-are-the-most-likely-generation-of-americans-to-use-public-libraries/ft_17-06-21_librariesabouthalf/) A new analysis of Pew Research Center survey data from fall 2016 finds that 53% of Millennials (those ages 18 to 35 at the time) say they used a library or bookmobile in the previous 12 months. That compares with 45% of Gen Xers, 43% of Baby Boomers and 36% of those in the Silent Generation. (It is worth noting that the question wording specifically focused on use of *public* libraries, not on-campus academic libraries.)

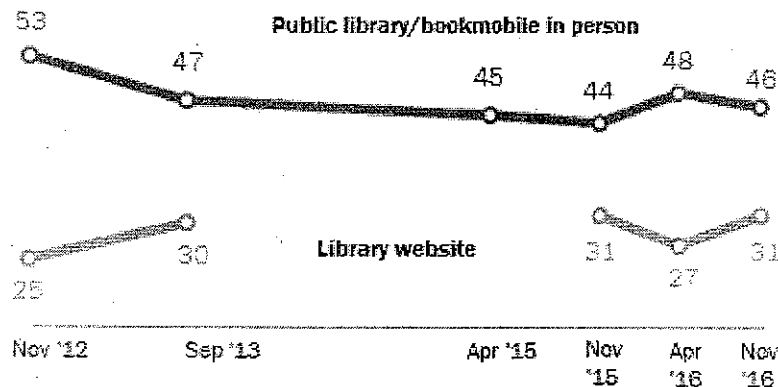
All told, 46% of adults ages 18 and older say they used a public library or bookmobile in the previous 12 months – a share that is broadly consistent with Pew Research Center findings in recent years.

Members of the youngest adult generation are also more likely than their elders to have used library websites. About four-in-ten Millennials (41%) used a library website in the past 12 months, compared with 24% of Boomers. In all, 31% of adults used a library website in the past 12 months, which is similar to the percentage that reported using library websites in late 2015.

Relatively high library use by Millennials might be related to changes (<http://www.pewinternet.org/2014/03/13/library-engagement-typology/>) that many public libraries have undergone in the past 20 years. Previous Pew Research Center surveys have documented how extensively people use computers and internet connections (<http://www.pewinternet.org/2016/09/09/library-usage-and-engagement/>) at libraries, as well as how interested they are in extra services (<http://www.pewinternet.org/2015/09/15/libraries-at-the-crossroads/>) such as literacy programs for young children, meeting spaces for community groups, and technology “petting zoos” (<http://www.pewinternet.org/2013/01/22/library-services-in-the-digital-age/>) that provide opportunities to explore 3-D printers and other tech gadgetry.

In-person library use in the U.S. remains fairly stable

% of U.S. adults ages 18 and older who visited a _____ in the past 12 months



Note: No data specifically on website usage were gathered in April 2015.
Source: Survey conducted Sept. 29-Nov. 6, 2016.

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Across all generations, use of public library mobile apps is less common than use of libraries and their websites. The survey found that just 8% of Millennials used a library app in the past 12 months, as did 9% of Gen Xers and 9% of Boomers.

Beyond demonstrating generational differences in library use, the survey showed other demographic differences in library use. For instance:

- Women are more likely than men to say they visited a public library or bookmobile in the past 12 months (54% vs. 39%). And women are similarly more likely to use library websites (37% vs. 24%).
- College graduates are more likely than those whose education ended with a high school diploma to use libraries or bookmobiles in the past 12 months (56% vs. 40%). And a similar gap applies to use of library websites.
- Parents of minor children are more likely than non-parents to have used a library in the past 12 months (54% vs. 43%).

Read more about Americans' specific engagement with libraries and library resources in a 2016 Pew Research Center report (<http://www.pewinternet.org/2016/09/09/library-usage-and-engagement/>).

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17 Comments



Anonymous • 1 day ago (#comment-676424)

It goes to show, public libraries continue to be integral to our communities. Thanks, Pew!

Reply



Anonymous • 2 days ago (#comment-676410)

thats because everyone else is at work

Reply



Anonymous • 1 day ago (#comment-676422)

Joke's on you; I'm 24 and work in a library.

Reply



Trey Mahaffey • 5 days ago (#comment-676378)

it is almost like the younger generation doesn't have the resources necessary to stay at home with books they have purchased, it's almost like they are... poor.

hmmmm, perhaps there is a correlation to the age of this demographic and the wealth they have not been able to obtain in their short time here on this earth.

thank goodness we have "journalists" that make sure we have this type of information.

Reply



Anonymous • 5 days ago (#comment-676380)

Came here to say this. There's a correlation between income level and using the library, buying houses, having kids, eating out, etc.

Millennials take a lot of flak for these things. Perhaps they are simply responsible choices given the low incomes and high prices of the times.

Reply

Anonymous • 2 days ago (#comment-676411)