

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
July 18, 2018 – 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. SWAN to IPPL re: Annual Membership Fee Page 3
 - 2. Voss to Nancy re: Money Market Rate Change Page 5

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, June 20, 2018 Page 6
 - 2. Treasurer's Report Page 9
 - 3. Action on Bill/Additional Bills Page 13
 - 4. Ordinance #2018-7 Amending Budget and Appropriation
Ordinance for the Fiscal Year 2017-2018 Page 19
 - 5. Proposed Change to Policy 809.2 Photocopying, Printing,
Faxing, Notary Stamp Page 20
 - 6. Proposed Change to Policy 811.6 Volunteer Privileges Page 21

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 22 Information

- H. Department Reports Information
 - 1. Assistant Director Page 24
 - 2. Marketing Page 27
 - 3. Adult Page 29
 - 4. Circulation Page 35
 - 5. Technology and Technical Services Page 38
 - 6. Youth Page 40

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- I. Staff Report
None

- J. Reports
 - 1. Chamber Reports (Jensen) Page 54 Information
 - 2. RAILS Page 55 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business
 - 1. Exterior Masonry Work Update
 - 2. Parking Lot Update Page 59 Information

- L. New Business
 - 1. Self-Checkout Software Page 71 Action
 - 2. Adopt Tentative Budget & Appropriations Page 72 Action
 - 3. Ordinance 2018-6 Determining to Levy an Additional Tax of .02% Page 78 Action
 - 4. Audit of Secretary's Minutes & Review of Closed Session Minutes Action
 - 5. Trustee Responsibilities Discussion

- M. Scheduled Meetings
Special Board Meeting Tuesday, 7/31 at 6:30 p.m.
August Board Meeting will be Wednesday, 8/22 at 6:00 p.m.

- N. Community Events

- O. Library Events
Pet-Palooza, Saturday, July 21, 12:00 – 3:00
Andrew Salgado Concert, July 21, 3:30 – 5:00
LittleTown Ribbon Cutting, Saturday, July 28, 10:30

- P. Adjournment

SWAN
LIBRARY SERVICES
EST. 1974



SWAN Library Services
800 Quail Ridge Drive
Westmont, IL 60559

July 1, 2018

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

Dear Indian Prairie Public Library District,

I am writing on behalf of the SWAN consortium of libraries to provide your library's annual membership fee for participation. SWAN will invoice for membership on a quarterly basis, with the first invoice included with this July 2018 letter.

SWAN revised our fee calculation in March of this year. Currently, public libraries in SWAN receive an award grant through a program supported by the Illinois Secretary of State Office via the Illinois State Library and Reaching Across Illinois Library System (RAILS). Your membership fees and discount are listed below.

FY19 SWAN Membership Fee	\$48,920
FY19 State Award Discount	(\$6,582)
Total FY19 SWAN Membership Fee	\$42,338

SWAN provides a software platform for your library to share its collection with its library users. You can locate, request, and borrow items instantly. In addition, we have taken steps over the past years to expand our platform to integrate your library's e-books, audio, streaming, and online databases into your individual catalog with the same single search capabilities.

Membership in SWAN provides you access to the following resources:

- Integrated library system (Symphony) with unlimited staff licensing
- Library Catalog (Enterprise)
- Article Search (EBSCO Discovery Service)
- Proxy System for accessing remote online resources (OpenAthens subscription)
- E-Book Integration (eResource Central)

- Tablet based tools for staff (MobileCirc)
- Automated phone notification service (licensing & equipment)
- Text notification (requires licensing & ongoing support)
- Email & print notification (equipment, paper, labor)
- Statistical reporting for library usage (BLUEcloud Analytics)
- Firewall maintenance licenses through group purchase arrangement
- ILS equipment in a software-as-a-service/hosting arrangement
- Enhanced catalog services (cover art from Syndetic Solutions)
- Additional enhanced catalog content (dynamic reading suggestions through Novelist Select)
- Unique Management Debt Collect Services
- OCLC annual costs (made possible through the Illinois State Library contract for Group Services)
- User database of 1.2 million cardholders, which provides your library staff direct access to users visiting from nearby libraries
- Catalog of 1.5 million unique titles, with 97 participating libraries sharing 10 million copies of books, movies, and music with instant access for your library users

For a library serving a population of less than 25,000 residents, this would cost an estimated \$110,000 to support annually. For a library serving a population between 25,000-50,000 residents this would cost an estimated \$206,000 annually. For a library serving a population over 50,000 residents this would cost an estimated \$324,000 annually.

Through the joint library cooperation that creates SWAN, your library makes it possible to provide your community access to 10 million items. Participation in SWAN reduces the cost of services to all 97 participating libraries.

Sincerely,

Aaron Skog

Executive Director

SWAN Library Services
 aaron@swanlibraries.net
 (630) 326-7022

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On Jun 28, 2018, at 11:03 AM, Pam Voss <PVoss@mbfinancial.com> wrote:

Hi Nancy,

I just wanted to give you some great news. Robert and I just completed a rate change to your money market. We have moved your rate to 1.6% from .80%. Please convey to Jamie and the Board of Director's how much we value your relationship. As you know 5/3 Bank is in the process of merging with MB Financial, the completion date for the merger is currently 1st quarter of 2019. Please remember that I will look out for your accounts going forward so there is no need for concern. If you or Jamie have any questions you can call me directly or contact Robert Baitler at 630-203-1054. Thank you for your continued business.

Sincerely,
Pam

<image001.jpg>

NOTICE:

This email message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, proprietary and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any retention, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error please notify me immediately by replying to the message and deleting it from your computer. While all reasonable efforts have been taken to ensure that this email and its attachments are virus free no liability can be accepted and it is recommended that the recipient scan all messages and attachments for viruses and other malicious data.

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 20, 2018

**Board of Trustees Regular Meeting
June 20, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Diane Ruscitti, Victoria Suriano
Absent: Asma Akhras, Crystal Megaridis
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others:

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

B. Mission Statement: Secretary 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

D. Communications and Announcements

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 16, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2018-3 Ascertain the Prevailing Wage
5. Ordinance #2018-4 Establishing Regular Meeting Dates
6. Ordinance #2018-5 Amending the Budget and Appropriation Ordinance for the Fiscal year 2017-2018
7. Finance Committee Minutes, June 12, 2018
Damon moved, Krupicka seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

With respect to the parking lot project, Bukovac said the Darien City Planner suggested that we plan on 9' spaces and monitor the usage for the following year to see if we need more spaces

and then if needed we could apply for a variance. We need another handicap space along the front which will bring the total to 6. Bukovac reported that the group filing a lawsuit against District 86 held a meeting at the library last month. She received about 24 voice mail messages that the library should not have allowed the group to hold the meeting at the library. She responded to the ones she had contact information for.

H. Department Reports

Birmingham highlighted the many activities taking place at the library's 30th anniversary party (Pet-Palooza) on July 21. The day will include a Pet Parade and a concert by Darien native, Andrew Salgado. The event is covered by sponsorships from local businesses and the Sadowski Family.

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report.
4. Finance Committee – Krupicka reported that the committee met on June 12. Minutes from the meeting were approved tonight under the Omnibus Consent Agenda.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business - none

L. New Business

1. Financial Forecast – The Board reviewed the three financial forecasts that were provided in the packet. The first scenario assumes no property tax increase for three years, the second assumes a 1% increase and the third assumes a 2% increase. The forecasts also include the capital projects. With respect to the LED lighting, the Finance Committee decided to hold off making a decision about the project until the parking lot is finished. Tonight Ruscitti suggested that depending on the financial return and payback time we may find that we want to move forward with the project regardless of the parking lot.
2. Operating Budget 2018/2019 – The Board reviewed the revenue and expenditure information contained in the packet. Ruscitti moved, Krupicka seconded to approve the operating budget 2018/2019. Ayes: Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.
3. FY18/19 Salary Schedule - The packet contains information comparing IPPL starting salaries with other libraries. Bukovac noted that we try to keep the salaries in the middle range compared to other libraries particularly with the professional positions so we remain competitive. Damon moved, Deshmukh seconded to approve the FY18/19 salary schedule. Ayes: Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.
4. Proposal to Charge \$1.00 per Notary Stamp – We surveyed other entities that perform notary service and they charge \$1.00 per notary stamp. Bukovac noted that the State allows a charge of up to \$1.00. She included revenue of \$1000.00 in the operating budget for this service. Krupicka moved, Ruscitti seconded to charge \$1.00 per notary stamp. Ayes: Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.

5. Proposal to Replace Kids & Teens Study Tables and Chairs – Bukovac said the tables would be the same as the ones in the WouldShop but with a different finish. We are looking at a more traditional chair that is built for schools. The money would come out of the surplus we have in the operating budget. Deshmukh moved, Damon seconded to replace the Kids & Teens study tables and chairs at a cost not to exceed \$10,000.00. Ayes: Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.
6. Landscaping Proposal – Ruscitti moved, Deshmukh seconded to approve the landscape projects at a cost of \$6,086.00. Ayes: Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: none. Absent: Akhras, Megaridis. Motion carried unanimously.
7. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Suriano and Krupicka will be on the committee.

M. Committee Meetings

N. Community Events

O. Library Event

P. Adjournment

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

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2018

Balance on hand as of May 31, 2018.....	2,240,848.00
Cash Receipts for June.....	1,618,495.48
Cash Disbursements for June.....	365,192.88
Cash on hand as June 30, 2018.....	3,494,150.60

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.851%	
General.....	1,267,991.23
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,656.59
Children's Endowment.....	2,946.01
Endowment.....	11,404.33
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking

General.....	22,776.12
Hinsdale Bank & Trust - Checking.....	4,655.77
MB - Savings - Rate .80%	
General.....	100,482.89
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2018.....	3,494,150.60

FUND BALANCES AS OF 06/30/2018

Corporate Fund.....	1,470,862.62
Building & Maintenance Fund.....	7,923.09
I.M.R.F. Fund.....	137.15
Liability Fund.....	(48.62)
Social Security Fund.....	119.72
Special Reserve Fund.....	5,656.59
Deferred Property Taxes.....	1,895,389.32
Current Liabilites.....	114,110.73
Grand Total All Funds.....	3,494,150.60

Indian Prairie Public Library District Consolidated Revenue Report for June 2018

Percent of Year: 100.00

	RECEIVED June 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,474,942.48	100.09%	3,472,004.00	-2,938.48
41150 · Non-current Property Taxes	0.00	97.83	0.00%	0.00	-97.83
43100 · Interest-Tax Levy	0.00	12.09	0.00%	0.00	-12.09
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,475,052.40	100.09%	3,472,004.00	-3,048.40
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	33,021.22	103.19%	32,000.00	-1,021.22
42300 · LIMRICC	0.00	218.68	0.00%	0.00	-218.68
TOTAL INTERGOVERNMENTAL	0.00	33,239.90	103.88%	32,000.00	-1,239.90
INTEREST					
43500 · Interest - Investment	1,760.66	8,628.76	575.25%	1,500.00	-7,128.76
TOTAL INTEREST	1,760.66	8,628.76	575.25%	1,500.00	-7,128.76
DESK MONIES					
45100 · Copier	274.11	4,522.15	94.21%	4,800.00	277.85
45120 · Computer Copies	1,265.18	14,379.25	95.86%	15,000.00	620.75
45200 · Fines/Fees	5,384.92	55,910.44	114.10%	49,000.00	-6,910.44
45250 · Gifts/Donations	0.00	9,121.74	1824.35%	500.00	-8,621.74
45300 · Lost Materials	535.92	7,775.72	64.80%	12,000.00	4,224.28
45350 · Non-Resident Fees	9,764.12	91,716.68	109.19%	84,000.00	-7,716.68
45400 · DVD Fines	88.75	1,519.50	151.95%	1,000.00	-519.50
45450 · Top Picks	10.00	191.00	0.00%	0.00	-191.00
45550 · Meeting Room Rental	25.00	425.00	212.50%	200.00	-225.00
45600 · ILL Fees	191.50	1,404.73	200.68%	700.00	-704.73
45650 · 3D Printing	27.90	320.40	64.08%	500.00	179.60
45660 · Carvey	3.00	101.60	33.87%	300.00	198.40
45700 · Passport Fees	2,835.00	20,105.00	134.03%	15,000.00	-5,105.00
TOTAL DESK MONIES	20,405.40	207,493.21	113.38%	183,000.00	-24,493.21
OTHER INCOME					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	141.30	2,519.26	125.96%	2,000.00	-519.26
46800 · Collection Agency Fee	20.00	190.00	63.33%	300.00	110.00
* 49000 · Operating Transfer In	1,540.44	16,467.24	0.00%	0.00	-16,467.24
TOTAL OTHER INCOME	1,701.74	20,166.25	672.21%	3,000.00	-699.01
GRAND TOTAL	23,867.80	3,744,580.52	101.44%	3,691,504.00	-36,609.28

Operating Transfer In reflects \$1,620.00 from Building Reserve Fund, \$10,527.24 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00

69100 · Building Improvements - Kroeshell Service - \$5,641.80

69100 · Building Improvements - Bengal Electric - \$1,725.00

69100 · Building Improvements - Chicago Management Project - \$1,540.44

70000 · Operating Transfer Purchases - Library Furniture International - \$2,110.00

70000 · Operating Transfer Purchases - Dell Marketing LP - \$2,210.00

Indian Prairie Public Library District Consolidated Expenditures Report for June 2018

Percent of Year: 100.00

	June 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	210,307.81	2,151,817.20	98.44%	2,186,000.00	34,182.80	2,207,860.00	97.46%
61310 · Benefits - Medical / Life Ins.	14,102.21	131,794.94	90.89%	145,000.00	13,205.06	155,000.00	85.03%
61330 · Benefits - IMRF	46,269.52	217,290.55	105.09%	206,771.00	-10,519.55	220,000.00	98.77%
61340 · Benefits - FICA	15,865.17	162,369.11	97.10%	167,214.00	4,844.89	175,000.00	92.78%
61400 · Staff Development	437.20	17,243.55	105.79%	16,300.00	-943.55	19,000.00	90.76%
61600 · Board Development	0.00	435.00	43.50%	1,000.00	565.00	3,000.00	14.50%
61710 · Workers Compensation	0.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 · Unemployment Insurance	162.95	3,266.27	106.39%	3,070.00	-196.27	4,000.00	81.66%
TOTAL PERSONNEL	287,144.86	2,691,933.62	98.45%	2,734,355.00	42,421.38	2,795,860.00	96.28%
MATERIALS							
62100 · Books	27,682.72	221,155.23	95.74%	231,000.00	9,844.77	245,000.00	90.27%
62200 · Periodicals	154.26	29,936.75	89.56%	33,425.00	3,488.25	35,000.00	85.53%
62300 · Audio	6,190.82	45,456.34	98.50%	46,150.00	693.66	47,000.00	96.72%
62400 · Video	8,230.93	72,268.67	110.84%	65,200.00	-7,068.67	73,000.00	99.00%
62500 · Multi-Media	183.92	7,522.41	94.03%	8,000.00	477.59	10,000.00	75.22%
62600 · Electronic Reference Resources	523.56	59,026.05	94.59%	62,400.00	3,373.95	63,500.00	92.95%
62700 · Software	3,262.52	9,262.17	132.32%	7,000.00	-2,262.17	9,500.00	97.50%
62800 · ESL	64.15	2,509.50	125.48%	2,000.00	-509.50	3,000.00	83.65%
62900 · Materials Supplies	3,496.19	22,034.53	103.94%	21,200.00	-834.53	25,000.00	88.14%
TOTAL MATERIALS	49,789.07	469,171.65	98.49%	476,375.00	7,203.35	511,000.00	91.81%
BUILDING							
63200 · Cleaning Service	8,037.15	67,916.18	94.99%	71,500.00	3,583.82	80,000.00	84.90%
63300 · Utilities (1-8-11 · Gas)	735.14	11,806.08	102.66%	11,500.00	-306.08	17,500.00	67.46%
63300 · Utilities (1-8-12 · Electric)	6,342.49	61,018.78	96.86%	63,000.00	1,981.22	70,000.00	87.17%
63300 · Utilities (1-8-13 · Telephone)	196.34	10,115.82	144.51%	7,000.00	-3,115.82	11,000.00	91.96%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	5,254.97	64.09%	8,200.00	2,945.03	12,500.00	42.04%
63300 · Utilities (1-8-15 · Garbage Disposal)	308.86	3,064.68	102.16%	3,000.00	-64.68	4,000.00	76.62%
63400 · Maintenance Supplies	689.13	14,559.24	85.64%	17,000.00	2,440.76	21,000.00	69.33%
63500 · Security System Monitoring	72.00	723.00	90.38%	800.00	77.00	2,000.00	36.15%
63600 · Property Maintenance	1,297.70	30,325.86	159.61%	19,000.00	-11,325.86	31,000.00	97.83%
63800 · Building Maintenance/Repair	500.00	43,090.65	95.76%	45,000.00	1,909.35	58,000.00	74.29%
TOTAL BUILDING	18,178.81	247,875.26	100.76%	246,000.00	-1,875.26	307,000.00	80.74%
OPERATIONS							
64200 · Supplies - Office	2,248.50	12,341.60	91.42%	13,500.00	11,251.50	15,800.00	14.23%
64300 · Photocopy Supplies	530.49	4,498.42	89.97%	5,000.00	501.58	6,000.00	74.97%
64400 · Patron Card Supplies	0.00	450.84	75.14%	600.00	149.16	1,000.00	45.08%
64450 · Passport Postage	227.80	1,970.51	70.38%	2,800.00	829.49	4,000.00	0.00%
64500 · Postage	437.20	4,310.81	97.97%	4,400.00	89.19	5,000.00	86.22%
64600 · Non-Payment Reimbursement	15.38	944.89	47.25%	2,000.00	1,055.11	3,000.00	31.50%
64700 · Travel	94.84	698.82	139.76%	500.00	-198.82	700.00	99.83%
64800 · Organizational Memberships	373.75	2,547.75	134.09%	1,900.00	-647.75	2,600.00	97.99%
64900 · Bank Fees	255.46	3,173.55	126.94%	2,500.00	-673.55	3,200.00	99.17%
TOTAL OPERATION	4,183.42	30,937.19	93.18%	33,200.00	12,355.91	41,300.00	74.91%
AUTOMATION							
65100 · Supplies-Public Toner	283.00	6,619.09	94.56%	7,000.00	380.91	8,500.00	77.87%
65150 · Supplies-Staff Toner	501.29	6,831.83	113.86%	6,000.00	-831.83	8,500.00	80.37%
65160 · Supplies-Other	42.02	391.77	48.97%	800.00	408.23	1,100.00	35.62%
65200 · Automation-Prof Services	0.00	2,250.50	45.01%	5,000.00	2,749.50	8,000.00	28.13%
65300 · Purchase of Equipment	13,904.77	15,528.35	110.92%	14,000.00	-1,528.35	21,000.00	73.94%
65400 · Automation Equip Mnt/Repair	79.99	5,428.21	115.49%	4,700.00	-728.21	6,000.00	90.47%
65500 · Software	2,218.06	14,875.99	102.70%	14,485.00	-390.99	20,000.00	74.38%
65600 · SWAN	0.00	45,480.45	99.69%	45,620.00	139.55	47,000.00	96.77%

Indian Prairie Public Library District Consolidated Expenditures Report for June 2018

Percent of Year: 100.00

	June 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	472.00	3,320.20	115.29%	2,880.00	-440.20	4,000.00	83.01%
TOTAL AUTOMATION	17,501.13	100,726.39	100.24%	100,485.00	-241.39	124,100.00	81.17%
CONTRACTUAL SERVICES							
66100 · General Professional Services	125.00	6,208.00	91.29%	6,800.00	592.00	17,200.00	36.09%
66200 · Credit Bureau	80.55	581.75	48.48%	1,200.00	618.25	1,500.00	38.78%
66300 · Equipment-Maintenance Repair	0.00	4,527.25	100.61%	4,500.00	-27.25	7,000.00	64.68%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	205.55	11,317.00	88.97%	12,720.00	1,403.00	25,700.00	44.04%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 · Marketing Newsletter	383.40	32,526.33	92.93%	35,000.00	2,473.67	37,000.00	87.91%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	78.75	932.50	186.50%	500.00	-432.50	1,800.00	51.81%
68310 · Marketing Supplies	30.95	339.95	67.99%	500.00	160.05	1,000.00	34.00%
68410 · Marketing-Information Printing	0.00	1,881.85	85.54%	2,200.00	318.15	5,000.00	37.64%
68500 · Legal Notices	128.38	903.94	90.39%	1,000.00	96.06	2,000.00	45.20%
68600 · Special Events	1,990.50	22,636.37	89.12%	25,400.00	2,763.63	30,000.00	75.45%
TOTAL PUBLIC INFORMATION	2,611.98	61,110.94	91.76%	66,600.00	5,489.06	79,000.00	77.36%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	1,540.44	12,147.24	0.00%	0.00	-12,147.24	200,000.00	6.07%
69150 · Parking Lot Rehab	420.00	700.00	0.00%	0.00	-700.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
* 69800 · Operating Transfer Out	1,540.44	16,467.24	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	5,018.15	100.08%	5,014.00	-4.15	20,000.00	25.09%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	4,320.52	0.00%	0.00	-4,320.52	0.00	0.00%
GRAND TOTAL	363,115.70	3,685,029.45	99.83%	3,691,504.00	38,055.41	4,273,160.00	86.24%

* Operating Transfer Out reflects \$1,620.00 from Building Reserve Fund and \$10,527.24 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

- 69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00
- 69100 · Building Improvements - Kroeshell Service - \$5,641.80
- 69100 · Building Improvements - Bengal Electric - \$1,725.00
- 69100 · Building Improvements - Chicago Management Project - \$1,540.44
- 70000 · Operating Transfer Purchases - Library Furniture International - \$2,110.00
- 70000 · Operating Transfer Purchases - Dell Marketing LP - \$2,210.00

ACTION ON BILLS June 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1950 thru 2083	\$ 114,831.84
MB-Salaries for June	306 thru 329	\$ 8,973.23
Hinsdale Bank-Direct Deposits	& 26289 thru 26451	\$ 112,510.33
MONTH'S TOTAL:		\$ 236,315.40

Indian Prairie Public Library District Account QuickReport - Vendors

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As of June 30, 2018

Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	06/07/2018	1950	Asimakopoulos, Jennifer	23.85
Bill Pmt Check	06/07/2018	1951	Baker & Taylor	8,401.14
Bill Pmt Check	06/07/2018	1952	Baker & Taylor (video)	421.92
Bill Pmt Check	06/07/2018	1953	Basecamp Web Solutions	70.00
Bill Pmt Check	06/07/2018	1954	Better Business Planning, Inc.	165.43
Bill Pmt Check	06/07/2018	1955	Blackstone Audio, Inc.	356.25
Bill Pmt Check	06/07/2018	1956	CareerBuilder Employment Screening, LLC	75.00
Bill Pmt Check	06/07/2018	1957	CDW Government	420.28
Bill Pmt Check	06/07/2018	1958	Center Point Large Print	149.32
Bill Pmt Check	06/07/2018	1959	Children's Plus Inc.	5,410.37
Bill Pmt Check	06/07/2018	1960	Dell Marketing L.P.	6,297.41
Bill Pmt Check	06/07/2018	1961	Home Depot	25.94
Bill Pmt Check	06/07/2018	1962	Ingram Library Services	330.24
Bill Pmt Check	06/07/2018	1963	Layman, Jez	76.61
Bill Pmt Check	06/07/2018	1964	LM Information Delivery, Inc.	149.62
Bill Pmt Check	06/07/2018	1965	Medicom Reimbursement Spec., Ltd.	13.75
Bill Pmt Check	06/07/2018	1966	Midwest Tape	4,106.46
Bill Pmt Check	06/07/2018	1967	On Time Label	38.00
Bill Pmt Check	06/07/2018	1968	OverDrive	868.39
Bill Pmt Check	06/07/2018	1969	Palmisano, Stacy.	42.76
Bill Pmt Check	06/07/2018	1970	Penguin Random House LLC	251.50
Bill Pmt Check	06/07/2018	1971	PitneyBowes	165.00
Bill Pmt Check	06/07/2018	1972	Quill	280.72
Bill Pmt Check	06/07/2018	1973	Recorded Books, LLC	213.16
Bill Pmt Check	06/07/2018	1974	Runco	215.06
Bill Pmt Check	06/07/2018	1975	Streett, Cathy	242.70
Bill Pmt Check	06/07/2018	1976	Today's Business	7,510.00
Bill Pmt Check	06/07/2018	1977	U.S. Postal Service (PostageByPhone)	500.00
Bill Pmt Check	06/07/2018	1978	Uline	130.89
Bill Pmt Check	06/07/2018	1979	Williams., Natalie	47.97
Bill Pmt Check	06/07/2018	1980	Willowbrook/Burr Ridge Chamberof Commerce	50.00
Bill Pmt Check	06/07/2018	1981	Wlosinski, Maria	31.07
Bill Pmt Check	06/13/2018	1982	Baker & Taylor	1,369.12
Bill Pmt Check	06/13/2018	1983	Bal Industries	1,980.00
Bill Pmt Check	06/13/2018	1984	DEMCO	793.29
Bill Pmt Check	06/13/2018	1985	Drynan, Christina	15.38
Bill Pmt Check	06/13/2018	1986	Estrada, Heidi	165.04
Bill Pmt Check	06/13/2018	1987	Gale/CENGAGE Learning	372.68
Bill Pmt Check	06/13/2018	1988	Groot Industries, Inc.	308.86
Bill Pmt Check	06/13/2018	1989	Independent Construction Services	420.00
Bill Pmt Check	06/13/2018	1990	Midwest Exterminating Company	VOID
Bill Pmt Check	06/13/2018	1991	Neviol Inc.	4,590.00
Bill Pmt Check	06/13/2018	1992	OverDrive	1,280.73
Bill Pmt Check	06/13/2018	1993	Runco	119.14

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Indian Prairie Public Library District
Account QuickReport - Vendors
As of June 30, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	06/13/2018	1994	Sebert Landscaping	805.00
Bill Pmt Check	06/13/2018	1995	Speciality Mat Service	154.29
Bill Pmt Check	06/13/2018	1996	Thomson Reuters West	72.21
Bill Pmt Check	06/13/2018	1997	Uline	49.50
Bill Pmt Check	06/13/2018	1998	Williams., Natalie	38.95
Liability Check	06/14/2018	1999	Nationwide Retirement	660.00
Liability Check	06/14/2018	2000	Vantagepoint	1,193.16
Bill Pmt Check	06/18/2018	2001	City of Darien	VOID
Bill Pmt Check	06/18/2018	2002	City of Darien	VOID
Bill Pmt Check	06/20/2018	2003	Baker & Taylor	2,236.28
Bill Pmt Check	06/20/2018	2004	Baker & Taylor (video)	187.73
Bill Pmt Check	06/20/2018	2005	Birmingham, Laura	19.62
Bill Pmt Check	06/20/2018	2006	Blackstone Audio, Inc.	225.00
Bill Pmt Check	06/20/2018	2007	Case Lots Inc.	223.00
Bill Pmt Check	06/20/2018	2008	Center Point Large Print	197.36
Bill Pmt Check	06/20/2018	2009	DEMCO	133.56
Bill Pmt Check	06/20/2018	2010	Estrada, Heidi	25.00
Bill Pmt Check	06/20/2018	2011	Fox Valley Fire & Safety	175.00
Bill Pmt Check	06/20/2018	2012	Ingram Library Services	115.42
Bill Pmt Check	06/20/2018	2013	LM Information Delivery, Inc.	4.64
Bill Pmt Check	06/20/2018	2014	Midwest Tape	721.03
Bill Pmt Check	06/20/2018	2015	OverDrive	1,044.30
Bill Pmt Check	06/20/2018	2016	Penguin Random House LLC	82.50
Bill Pmt Check	06/20/2018	2017	Polyline	332.56
Bill Pmt Check	06/20/2018	2018	Recorded Books, LLC	34.99
Bill Pmt Check	06/20/2018	2019	Stephens Plumbing & Heating, Inc.	227.00
Bill Pmt Check	06/20/2018	2020	Very Smart People LLC	200.00
Bill Pmt Check	06/25/2018	2021	American Library Association	220.73
Bill Pmt Check	06/25/2018	2022	Baker & Taylor	1,461.12
Bill Pmt Check	06/25/2018	2023	Baker & Taylor (video)	28.13
Bill Pmt Check	06/25/2018	2024	Bank of America	8,356.80
Bill Pmt Check	06/25/2018	2025	BCBS	14,269.83
Bill Pmt Check	06/25/2018	2026	Blackstone Audio, Inc.	90.00
Bill Pmt Check	06/25/2018	2027	Chicago Management Project	1,540.44
Bill Pmt Check	06/25/2018	2028	DEMCO	319.88
Bill Pmt Check	06/25/2018	2029	Displays2go	115.24
Bill Pmt Check	06/25/2018	2030	Dynegy Energy Services	6,342.49
Bill Pmt Check	06/25/2018	2031	Gale/CENGAGE Learning	1,142.55
Bill Pmt Check	06/25/2018	2032	Ingram Library Services	34.96
Bill Pmt Check	06/25/2018	2033	Kapco	200.44
Bill Pmt Check	06/25/2018	2034	Management Association	100.00
Bill Pmt Check	06/25/2018	2035	Meticulous Martin Window Washing, Inc.	820.00
Bill Pmt Check	06/25/2018	2036	Midwest Tape	717.47
Bill Pmt Check	06/25/2018	2037	OverDrive	365.06
Bill Pmt Check	06/25/2018	2038	Palmisano, Stacy.	11.88

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Indian Prairie Public Library District
Account QuickReport - Vendors
As of June 30, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	06/25/2018	2039	Penguin Random House LLC	33.75
Bill Pmt Check	06/25/2018	2040	Principal Life Insurance Company	874.15
Bill Pmt Check	06/25/2018	2041	Quill	30.54
Bill Pmt Check	06/25/2018	2042	Runco	187.68
Bill Pmt Check	06/25/2018	2043	Stepuszek, Chris	58.50
Bill Pmt Check	06/25/2018	2044	Thomson Reuters West	72.21
Bill Pmt Check	06/25/2018	2045	Today's Business	500.00
Bill Pmt Check	06/25/2018	2046	Unique Management	80.55
Bill Pmt Check	06/25/2018	2047	United States Treasury	52.58
Bill Pmt Check	06/25/2018	2048	VSP Vision	172.06
Bill Pmt Check	06/25/2018	2049	Wlosinski, Maria	29.98
Bill Pmt Check	06/27/2018	2050	Alarm Financial	72.00
Bill Pmt Check	06/27/2018	2051	Fortress Data Management	472.00
Bill Pmt Check	06/27/2018	2052	Jensen, Heather Forster	6.54
Bill Pmt Check	06/27/2018	2053	Runco	724.97
Bill Pmt Check	06/27/2018	2054	Sebert Landscaping	250.00
Bill Pmt Check	06/27/2018	2055	Stephens Plumbing & Heating, Inc.	98.00
Liability Check	06/28/2018	2056	Nationwide Retirement	660.00
Liability Check	06/28/2018	2057	Vantagepoint	1,193.16
Bill Pmt Check	06/29/2018	2058	Baker & Taylor	2,787.31
Bill Pmt Check	06/29/2018	2059	Baker & Taylor (video)	17.43
Bill Pmt Check	06/29/2018	2060	Bank of America	1,984.48
Bill Pmt Check	06/29/2018	2061	Blackstone Audio, Inc.	266.47
Bill Pmt Check	06/29/2018	2062	CareerBuilder Employment Screening, LLC	50.00
Bill Pmt Check	06/29/2018	2063	Center Point Large Print	27.24
Bill Pmt Check	06/29/2018	2064	Children's Plus Inc.	38.89
Bill Pmt Check	06/29/2018	2065	Colonial Life	82.53
Bill Pmt Check	06/29/2018	2066	DEMCO	216.00
Bill Pmt Check	06/29/2018	2067	Findaway World, LLC	879.94
Bill Pmt Check	06/29/2018	2068	Gale/CENGAGE Learning	211.12
Bill Pmt Check	06/29/2018	2069	Hartney, Jane	159.41
Bill Pmt Check	06/29/2018	2070	Heritage House Florist	60.95
Bill Pmt Check	06/29/2018	2071	Ingram Library Services	472.38
Bill Pmt Check	06/29/2018	2072	Jensen, Shirley P	23.75
Bill Pmt Check	06/29/2018	2073	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	06/29/2018	2074	Midwest Tape	657.92
Bill Pmt Check	06/29/2018	2075	OverDrive	1,452.86
Bill Pmt Check	06/29/2018	2076	Penguin Random House LLC	71.25
Bill Pmt Check	06/29/2018	2077	Recorded Books, LLC	385.50
Bill Pmt Check	06/29/2018	2078	Runco	5.99
Bill Pmt Check	06/29/2018	2079	Trapp, Sandra	75.00
Bill Pmt Check	06/29/2018	2080	Bal Industries	390.00
Bill Pmt Check	06/29/2018	2081	Bank of America	1,555.68
Bill Pmt Check	06/29/2018	2082	Midwest Tape	2,488.04
Bill Pmt Check	06/29/2018	2083	Speciality Mat Service	102.86

10:00 AM
06/08/18
Accrual Basis

Indian Prairie Public Library District
Account QuickReport - Vendors
As of June 30, 2018

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
				<u>113,836.84</u>
Total 10122 - MB Checking				<u>113,836.84</u>
TOTAL				<u><u>113,836.84</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

June 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	06/01/2018	19,227.36
ILDOR-State	Payroll taxes	06/01/2018	3,633.60
EFTPS-Federal	Payroll taxes	06/15/2018	18,743.50
ILDOR-State	Payroll taxes	06/15/2018	3,549.55
EFTPS-Federal	Payroll taxes	06/29/2018	20,255.56
ILDOR-State	Payroll taxes	06/29/2018	3,839.06
IMRF	Payroll Pension	06/06/2018	32,026.50
IMRF	Payroll Pension	06/29/2018	22,236.75
DAC	Deposit to HRA	06/14/2018	4,375.00
Nicor	Gas	06/12/2018	735.14
INB Bank/MB	Credit Card Fee	06/02/2018	229.76
Hinsdale Bank	Fee-Direct Deposit	06/02/2018	25.00

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2017-2018

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2017-7, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2017 and ending June 30, 2018; 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 2017-7, the Budget and Appropriation Ordinance for the fiscal year 2017-2018, be and is amended in the following respects:

- A. The appropriation for "Video" is increased to \$73,000.00 from \$70,000.00.
- B. The appropriation for "Audio" is decreased to \$47,000.00 from \$50,000.00.
- C. The appropriation for "Software-Games" is increased to \$9,500.00 from \$8,000.00.
- D. The appropriation for "Electronic Reference Resources" is decreased to \$63,500.00 from \$65,000.00.
- E. The appropriation for "Property Maintenance" is increased to \$31,000.00 from \$30,000.00
- F. The appropriation for "Building Maintenance Supplies" is decreased to \$21,000.00 from \$22,000.00.
- G. The appropriation for "Organizational Memberships" is increased to \$2,600.00 from \$2,400.00.
- H. The appropriation for "Office Supplies" is decreased to \$15,800.00 from \$16,000.00.

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 18th day of July, 2018, 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

PERSONNEL CODE – Staff Privileges

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809 Staff Privileges

809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district.

Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card that have a daily overdue fine of \$.25. Staff must pay overdue fines for items that have a daily overdue fine of \$1.00. However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

809.2 Photocopying, Printing, Faxing, Notary Stamp

Employees are permitted a total of 10 free personal photocopies per month on the office black and white photocopy machine or staff computer printers or 10 free faxes. After 10 pages, copies are \$.05 per page. An employee may occasionally use the library's fax machine to send a limited number of personal pages. Long distance faxes should be **made on a personal cell phone or** billed to a personal calling card or home telephone number. **Staff are not subject to the \$1.00 fee charged per notary stamp.**

809.3 Staff Recognition

Service awards are presented at staff meetings to employees who have attained continuous employment increments of five year periods. A farewell, special event or retirement reception may be hosted by the employee's department.

PERSONNEL CODE – Volunteer Staff

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811.4 Involuntary Termination of Volunteer's Services

The Library District reserves the right to terminate the services of volunteers for the following: criminal acts, dishonesty, insubordinations, unsatisfactory performance, lack of need or failure to notify the library of absence.

811.5 Personnel Records of Volunteer Staff

Information about the volunteer's work records will be given out only with the volunteer's written permission. Volunteer records will be kept five years from the date of separation.

811.6 Volunteer Privileges

Current trustees plus those who volunteer in the library an average of two hours per week receive the following privileges:

Volunteers who live in an unserved area may receive a six-month card after the first month to be used only in the Indian Prairie Library.

Trustees and volunteers are permitted 10 free personal copies per month on the office photocopy machine.

Volunteers who work at least 8 hours per month will receive \$2.00 in IPPL coupons monthly that can be used for overdues or rentals.

Trustees are not subject to overdue fines at Indian Prairie Library for materials checked out on their Indian Prairie Public Library card.

Trustees are not subject to the \$1.00 fee for a notary stamp.

Teen summer volunteers, school service and court ordered community service volunteers are not entitled to privileges.

811.7 Trustee Library Cards

Trustees who have served at least two terms may receive a lifetime local Indian Prairie library card at no charge if they move out of the district into an unserved area.

Adopted 4/13/88, complete review & revision approved 4/18/07, Rev. 9/19/07, 1/21/09, 4/15/09, 4/20/11, complete review & revision approved 3/21/12, Rev. 1/16/13, 4/17/13, 8/21/13, complete review and revision approved 3/19/14, Rev. 3/18/15, complete review & revisions approved 5/18/16, revisions approved 6/15/16 & effective 7/1/16, revisions approved 8/17/16, revision approved 11/16/16, revision approved 11/16/16 & effective 1/1/17, revisions approved 3/15/17, complete review & revisions approved 3/21/18

**Director's Report
July 2018**

Agenda

Old Business:

Laura has covered any updates in her monthly report relative to the exterior masonry work.

The engineer has provided a probable cost for the parking lot project. I'd like to the board to take the time at this meeting to discuss their thoughts on moving forward with the project rather than wait until the bids are in.

New Business:

We're ready to recommend software for the self-checkout stations. There is a memo in your packet about this.

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

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

Marian and Vicki 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 an interesting article about life-time learning.

Staff

The department heads and I are working on a staff engagement survey which we'll ask staff to fill out in August. We're also planning a Leadership Team meeting/workshop titled "Continuing the Conversation" which will pick up where we left off at staff institute day relative to discussion about inclusivity. We've invited the staff Inclusivity Committee to join us to discuss next steps in developing further education and conversation about this with staff.

Community

I met with Representative David Olsen when he held his mobile office hours at the library. Nancy, Stacy, and Maria all walked on behalf of the library in the 4th of July parade!

Sharing

Nancy attended the HR Roundtable hosted by the Management Association.

Meetings

- I attended the June SWAN Board meeting
- One one-on-one with Debbie S.
- Three one-on-ones with Natalie

Two one-on-ones with Ann
One one-on-ones with Laura
Two one-on-one with Tony
One Department Heads meeting
SWAN Strategic Planning Committee meeting

Nancy was on the planning committee for the parade and had a planning meeting last month.

And, I took some vacation time!

Jamie Bukovac, Director

Assistant Director's Report July 2018

Masonry Project Update:

Chicago Project Management led a non-mandatory pre-bid walk-through on July 12th. Eight contractors came to the walk through. Other contractors came by on their own and did not attend the meeting. The bid opening is Monday, July 23rd at 9:30 am.

Building:

Meticulous Martin Window Cleaning washed the exterior windows on Saturday, July 7th. He is now progressing through the interior of the building and cleaning screens and windows.

Social Media:

As of June 1st, we have:

- 1,5893likes on Facebook (+11)
- 1,561 followers on Facebook (+12)
- 141 followers on Instagram (+19)
- 982 followers on Twitter (+4)

IPPL Foundation and Friends:

The Book Nook made \$571.12 and movie donations took in \$57.55 for a grand total of \$628.67 in June.

The IPPL Foundation and Friends are one of the sponsors for the upcoming Andrew Salgado performance on July 21st.

Community:

I met with Kristin Jachymiak of the West Suburban Community Pantry. They are a wonderful organization that offers food and resources to improve the quality of life to all residents in DuPage County. They have a mobile food pantry that serves Hinsdale Lake Terrace Apartments. In addition, they offer meal delivery to homebound residents in all the communities they serve. The Pantry will be sharing information about our programs and services to their clients who live in our library district. Kristin also mentioned that they offer snack programs to libraries and I will be working with Natalie to see if this is something we should try out in the new school year.

The library marched in the Darien Lions Club 4th of July parade earlier this month. Twelve employees represented the library in the parade. We distributed candy to countless children. It was fun to hear the "we love the library!" shouts throughout the parade.

Contributing to the Profession:

My work as the Vice-president of the LACONI Administrator's section has begun. We are currently planning the 2018-2019 program schedule, with the first program happening in the late September or early October.

30th Anniversary Celebration/"Pet-Palooza":

Staff is busy with last minute preparations for our 30th anniversary "paw-ty on Saturday July 21st. We hope to see you there! Here is a schedule of activities, which is also listed at petpalooza.ippl.info.

<i>Activity</i>	<i>Time</i>	<i>Location</i>
Clifford	Noon-3 p.m.	Inside (roaming)
3D Printer Craft: Personalized dog and cat collar tags	Noon-3 p.m.	Teen Lounge (Kids & Teens)
Carvey Craft: Personalized pet signs	Noon-3 p.m.	Teen Lounge (Kids & Teens)
WouldShop activities and crafts	Noon-3 p.m.	WouldShop (Kids & Teens)
LittleShop activities and crafts	Noon-3 p.m.	LittleShop (Kids & Teens)
Adult crafts	Noon-3 p.m.	Board Room Lawn
Balloon animals	Noon-3 p.m.	Reading Garden
Face painting	Noon-3 p.m.	Reading Garden
Selfie Station	Noon-3 p.m.	Lawn
Heavenly Hot Dog Cart	Noon-3 p.m.	Entrance
Pet supply drive	Noon-3 p.m.	Lobby
Ask a Vet with Finan Animal Hospital	Noon-3 p.m.	Lobby
Willowbrook Police Dog Artos	Noon-3 p.m.	Outside (roaming)
Vendors*	Noon-3 p.m.	Entrance
Dogs in Art presented by Jeff Mishur	Noon-1 p.m.	Meeting Room
Pet Parade	Lineup: 12:30 p.m. Parade start: 1 p.m.	Check-in/lineup: book drop lane Parade: outside (around building)
Noodles the Wonder Dog	1:30-2 p.m. 2:30-3 p.m.	Meeting Room
Animal Stories	2-2:30 p.m.	Kids & Teens

*Vendors include: Bentley's Pet Stuff, Countryside Bank, The Dog District, and Hinsdale Humane Society.

We are hoping for a perfect summer day, but in the event of rain, we will be moving everything inside the library.

Due to some of the activities at Pet-Palooza, the book drop drive will be closed for the day, but will reopen before closing.

Andrew Salgado will be performing from 3:30-5. Bring your chairs and cooler and enjoy the music! Andrew has listed the event on his website and he has been busy sharing the show on his social media. I hope to see a lot of local fans at the concert.

Marketing:

Marianne's report is attached.

Meetings:

- 6/28 Meeting with West Suburban Community Pantry
- 6/28 One-on-one with Marianne
- 6/28 Phone call with David Vinjamuri
- 7/5 One-on-one with Jamie
- 7/9 One on one with Mike
- 7/10 LACONI Administrator's Section Board meeting
- 7/10 Department Head Meeting
- 7/11 Meeting with Natalie to review K&T Support Services Candidates
- 7/12 Pre-Bid Walk-Through (Masonry Contractors)
- 7/12 One-on-one with Marianne
- 7/17 One on one with Jamie
- 7/18 Library Board Meeting

Submitted by: Laura Birmingham, Assistant Director

Marketing Department Report – June 2018

Newsletter

Production of the fall newsletter, which will be 16 pages, is underway. Marianne is working on a page layout plan, and Theresa is working on a redesign. Marianne has met with the new printer to coordinate deadlines, carrier routes, and other necessary information for the transition.

eNews

There are currently 17,006 email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews on June 7 to promote the Summer Challenges. Marianne will redesign the eNews to coordinate with the new newsletter design later this summer. Marianne also created a Foundation & Friends newsletter. The June issue was sent to 105 donors on June 4 and received a 55% open rate (64% desktop, 36% mobile). Marianne has also been updating the Foundation & Friends blog with articles from the eNewsletter every 2-3 weeks. This blog feeds to the new homepage at ipplfoundation.org.

Social Media

The total number of Facebook page likes has grown to 1,593 (+10). The post with the largest organic reach was Laura’s June 8 post on the death of Anthony Bourdain (from Instagram) which reached 621 people with 43 reactions, 1 comment, and 2 shares.

30th Anniversary

The Marketing Department is very involved in the planning and promotion of the library’s 30th anniversary activities and events. Theresa is on the Art Contest committee and chairs the Artists in Residence committee. Marianne is on the Pet-palooza committee and chairs the 4th of July Parade committee.

Darien 4th of July Parade

To promote the library’s 30th anniversary and Pet-palooza event, IPPL participated the Darien Lions Club’s 4th of July Parade, per Strategy 3.1.3. The parade entry was coordinated by a small committee: Marianne Ryan (Admin/chair), Nancy Roy (Admin), Carol Lazarski (Tech), and Nikki Kitley (Circ). A small group of 12 employees endured the heat and humidity to represent the library in the parade: Laura Birmingham, Monica Dzierzbicki, Jane Hartney, Carol Lazarski, Tony Lucarelli (and family), Stacy Palmisano, Nancy Roy (and grandsons), Marianne Ryan, Tina Smith, Ann Stovall, Corrine Stranski, and Maria Wlosinski.



Marianne’s Darien 4th of July Parade photo (from Instagram) reached 979 people with 126 reactions, 6 comments, and 3 shares.

Story Plan

As directed by Strategy 5.2.4, Marianne is developing stories that demonstrate how residents benefit from the library using outcomes. An online story bank, called The Chronicles, can be found at ippl.info > Community Resources > The Chronicles. Like the chapters that make up a book, these features will help to tell the library's story. Marianne has several stories in various stages of progress at this time.

Marianne's Meetings

Meetings

Meetings w/Laura on June 14 & 28

Volunteer Sue Tarr on June 1

Pet-palooza Committee meeting on June 13

Took photos of Rep. Olsen's mobile office hours on June 19

4th of July Parade Committee meeting on June 21

Continuing Education

University of Wisconsin-Madison Social Media Strategy and Analytics 4-week online course

Theresa's Meetings

Meetings

Met with Natalie to design Community Art Day mural on June 7

Recorded video of The Sound on June 9

Continuing Education

Tutorial: Ink Stamp Effect in Illustrator (<https://blog.spoongraphics.co.uk/freebies/4-free-ink-stamp-effect-styles-for-adobe-illustrator>)

Lynda.com course: Learning to be Assertive

Lynda.com course: Logo Trend Report 2018-2019

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed promotional materials for Pet-palooza (t-shirts, posters, booklets, bookmarks, and web page) and the summer bookmarks (below). She is also the liaison to 30th Anniversary Art Contest artists and judges.



Marianne Ryan, Marketing Coordinator
July 11, 2018

Adult Services Monthly Report

June 2018

The library again participated in the Ravinia *Words & Music* program. We received lawn tickets for seven Chicago Symphony Orchestra concerts (four tickets per concert) and 11 Martin Theater concerts (two tickets per concert). We received 61 entries over the entry period (May 31 through June 14). Patrons wrote down the three concerts they most wanted to see and I was able to draw entries and give tickets away on the first go around without having to reopen the drawing for unclaimed tickets.

Shirley and I did three interviews for the Adult Services Substitute Librarian positions and I have hired two. Debbie Somchay is currently a part-time librarian at the Woodridge Public Library and retired from the Lemont Public Library in 2015 as Head of Adult Services. Judi Rath is currently Director of Library Media Services at St. Francis High School in Wheaton. She plans to retire from St. Francis at the end of the coming school year.

I conducted orientation with Debbie on June 25 and with Judi on June 26. I plan to have them in the regular rotation in August and will have them in three to four more times in July for desk training.

I established our new databases on our website. As for our existing subscriptions, I have seen large growth in usage on a number of them over the last fiscal year, particularly those in our Gale package. I attribute this to Ebsco Discovery Service (EDS) in the Enterprise catalog. Comparing last fiscal year to this fiscal year, Literature Resource Center saw 66% growth; Biography in Context saw 83% growth; World History in Context saw 237% growth; and Opposing Viewpoints in Context saw 323% growth.

Around the middle of June, we briefly lost remote access to our Gale Resources due to a change that Gale made on their end. Working with SWAN, the issues were resolved within a couple of days and access was restored, but our overall numbers for June were down as compared to the same time last year.

I attended the SWAN Direct User Experience Committee (DUX) meeting where we discussed where we are going to focus our attention on improving the user experience in the Enterprise catalog in the near future. One of the things being worked on is separating e-materials from physical materials. This would appear as a tab in the Enterprise catalog just like EDS results appear in an "articles" tab.

At the Electronic Managers Network Group (ELSUM) I learned of an e-magazine resource called Press Reader. This service offers numerous publications (newspapers and magazines) in foreign languages. I plan to explore this in the coming year and possibly add it to support our diversity initiatives for foreign language materials for the next fiscal year.

Adult Services Associate Ashe Kolalis is stepping down into the role of Substitute Adult Services Associate on July 27. Our newly hired Substitute Adult Services Associate Emily Anderson will be promoted to regular Adult Services Associate on August 1.

Monthly Highlights

- Shirley conducted a shelving study for all the pages. She reports that the pages did very well in regards to speed and accuracy in shelving returned items. The music CD and DVD shifting

project is completed. Space was made for our collections by Ann's weeding of the music CD collection. We also decided to move new DVDs to the beginning of the DVD collection and new music CDs to the beginning of the CD collection. They used to reside on a spinning display in the lobby. Blu-ray DVDs were also moved to the beginning of the DVD collection (after the new DVDs but before the rest of the collection) to make this format more visible.

- Jennifer finished viewing the multi-part webinar *Doubling Your Circ on a Dime*. She has reported to me that a number of things they mention in course of the workshop we already do. With the library leaving eRead Illinois (Axis360) she trained Ashe in how to manually migrate holds from this system to eMediaLibrary (Overdrive) so our patrons would still get the books they want to read. Then a personalized message was sent to the patrons who were affected and we received just one response from a patron who wanted to know which app to use with eMediaLibrary materials. She has spent a large amount of time training our two new Associates getting them ready to handle desk and other duties. She has also begun weeding mysteries and has been guiding Joan Mommsen in the continual weeding of large print.
- Mary K. worked on backing up all the images on our local history page to a service called Bulkr Pro as well as an external hard drive. This insures us against an online cloud based service suddenly shutting down or the images being deleted through hacking or other nefarious means. She has been busy weeding the 600s and reports she has seven shelves remaining to go in this collection. She has begun windowing sections of the 600s as she can.
- Joe reports that 15 of our DVDs, all fairly new, had been "donated" to a library in New York. The library contacted us and shipped them back to us, however, their cases were missing. He will be re-adding them to the collection as demand warrants. He continues to work on weeding the 900s.
- Jez has been working on getting audiobook iPods into our collection. We are establishing this for audiobooks that we cannot acquire any other way other than Amazon's Audible audiobook service. She had an audiobook advisory drop-in program that was very well received and had two patrons place holds on the iPods as a result of the program. She also worked with Heidi on developing a series of events this summer to transition young adults who have completed high school into the #LibSocial programming and services for adults. The kickoff program was held this month. She has been heavily involved in the roll out of LibCal, the new software that will be replacing Communico in late July/early August. Under my direction, she also worked on creating a map of the adult subject areas for purposes of rearranging the collections when we reorient the shelves this fall.

Community

- Shirley attended the Darien Chamber of Commerce Board Meeting as a member of the board. She also attended the Darien Chamber Coffee Connection networking event.
- Jennifer and the associates provided information to 10 area book clubs (eight via e-mail, two by print pickup) on six new titles and four titles that other book clubs had previously requested. She responded to a patron who sent us an inquiry through the Books Just for You service.
- Mary K. updated the Darien Historical Society website with information about the society's coming ice cream social and added a blog entry that highlights an artifact from the museum's collection.

- Joe and his Veteran's History Project volunteer completed processing of all of the interviews that have been done with local veterans and have submitted them to the Library of Congress. The last interviewee, Nick Darien, is on the board of the local VFW and is trying to recruit more veterans to be interviewed.

Contributing to the Profession

- Tony attended the monthly SWAN DUX meeting to discuss goals for the coming year for the Enterprise catalog. He attended the bi-monthly ELSUM meeting to discuss online newspaper and magazine resources, online tutoring options, technology services staffing structures, and what databases participants were adding for this fiscal year.
- Jennifer answered a question from a Des Plaines librarian about the GenLit Book Club and meeting spaces. She led an ARRT genre study on contemporary romance for 28 area librarians. She also answered Overdrive reports questions from an eMediaLibrary member.
- Joe continues to plan the fall 2018 Libraries' English and Reading Network (LEARN) meeting.
- Jez responded to a request from Rachel Hoover at Thomas Ford Public Library regarding a past book challenge from a shared patron.

Continuing Education

- All librarians and associates took part in a Historical Fiction Genre Study at the monthly department meeting.
- Jennifer viewed the Library Journal webinar *Doubling Your Circ on a Dime*, which consisted of three parts: *Building a Culture of Reading*, *Making the Most of e-Content*, and *Creating Marketing & Merchandising*.
- Mary K. viewed a webinar on digitizing local newspaper collections. After viewing it, she feels that we can really do something about digitizing some of our earliest items, but is looking into copyright considerations.
- Joe attended a workshop at Orland Park Public Library called *The Librarian's Guide to Homelessness*.

User Experience

- Shifting of the DVD and music CD collections has been completed. Items that had been languishing on the recently returned shelves due to lack of space within the collections are being returned into the collections in a more timely manner due to space that was made through shifting.
- Windowing the collection is ongoing and looks to be taking hold with patrons. We have begun tracking when we need to refill shelves where items have been taken by patrons to gauge how successful this initiative is.

Meetings

Date	Meeting	Staff
1-Jun	Substitute Adult Services Librarian Interview	Tony & Shirley
4-Jun	One-on-One with Jamie	Tony
5-Jun	Substitute Adult Services Librarian Interview (2)	Tony & Shirley
5-Jun	Training	Jennifer & Kathy
6-Jun	Department Head Meeting	Tony
6-Jun	Training	Jennifer & Kathy
10-Jun	One-on-One with Ann re: magazines	Shirley
11-Jun	One-on-One	Tony & Jennifer
12-Jun	Training	Jennifer & Kathy
13-Jun	Department Leadership Meeting	Tony, Shirley & Jennifer
13-Jun	One-on-One with T.J. re: sports collection development	Jennifer
13-Jun	Training	Jennifer & Kathy
18-Jun	One-on-One with Jamie	Tony
18-Jun	One-on-One	Tony & Jennifer
19-Jun	Department Head Meeting	Tony
19-Jun	Training	Jez & Kathy
20-Jun	Adult Services Department Meeting	All Librarians & Associates
21-Jun	Darien Chamber of Commerce Board Meeting	Shirley
21-Jun	Training	Jennifer & Emily
22-Jun	Training	Jennifer & Emily
25-Jun	One-on-One	Tony & Mary K.
25-Jun	New Hire Orientation	Tony & Debbie Somchay
26-Jun	New Hire Orientation	Tony & Judi Rath
26-Jun	Darien Chamber Coffee Connection	Shirley
26-Jun	Training	Jennifer & Emily
27-Jun	DUX Meeting	Tony
27-Jun	Training	Jennifer & Emily
28-Jun	ELSUM Meeting	Tony
28-Jun	Department Head Meeting	Tony
28-Jun	One-on-One	Tony & Joe

Programs

Date	Time	Program	Staff	Attendance
2-Jun	10:00 a.m.	ESL Conversation Group	Joe	7
2-Jun	7:00 p.m.	On the Edge Kick Off Party	Jez	6
4-Jun	6:00 p.m.	Drop-in: Ask the Master Gardener	Cindy	8
4-Jun	6:00 p.m.	Chess Club	Denise	14
4-Jun	7:00 p.m.	Pollinator Friendly Plant Communities	Cindy	60

6-Jun	7:00 p.m.	The Airborne on D-Day	Cindy	55
7-Jun	2:00 p.m.	Thursday Afternoon Movies: <i>Darkest Hour</i>	Joe	43
9-Jun	10:00 a.m.	ESL Reading Group	Joe	3
11-Jun	6:00 p.m.	Chess Club	Denise	15
11-Jun	7:00 p.m.	Current Events	Denise	6
13-Jun	10:00 a.m.	Job Club	Jez	6
13-Jun	2:00 p.m.	Book Buzz	Jez & Cindy	32
13-Jun	7:00 p.m.	T-Factor: Making the Connection	Jez	Cancelled*
15-Jun	7:00 p.m.	#LibSocial - Rainbow Crafts	Jez	6
16-Jun	10:00 a.m.	ESL Conversation Group	Joe	9
18-Jun	6:00 p.m.	Chess Club	Denise	12
18-Jun	7:00 p.m.	On the Edge Cereal Taste-off	Jez	5
20-Jun	4:30 p.m.	Drop-in: Audiobook Advisory	Jez & Kathy	15
20-Jun	6:30 p.m.	GenLit Book Group	Jennifer	12
20-Jun	7:00 p.m.	Antique Appraisals with Rex Newell	Cindy	46
21-Jun	2:00 p.m.	Thursday Afternoon Movies: <i>Lady Bird</i>	Joe	45
25-Jun	7:00 p.m.	Current Events	Denise	8
25-Jun	7:00 p.m.	Board Game Group	Jez	8
26-Jun	7:00 p.m.	Louisa May Alcott	Cindy	62
27-Jun	1:00 p.m.	Violets: A Bicentennial Painting Workshop	Cindy	29
28-Jun	1:00 p.m.	Genealogy Group	Mary K.	32
			Total	544

* Due to low registration numbers (three). Jobs programs are hit or miss in the summer and this will be scheduled again for the fall/winter program sessions.

Select comments:

The Airborne on D-Day

These WWII programs have meant a lot to me and others. We all had parents and relatives involved in these battles.

Antique Appraisals with Rex Newell

Rex was down to earth and very knowledgeable. I have attended his presentations before. This is why I returned.

Louisa May Alcott

She was amazing.

A very informative presentation.

4th Wednesdays: Make It and Take It: A Violet Painting Workshop

A wonderful way to spend a summer afternoon.

I loved the opportunity to be creative.

I absolutely loved the art class!

Volunteers

- Fifteen volunteers completed 138 hours of service.
 - Court Ordered/Community Service: 13 volunteers performed 128.25 hours of service.
 - Regular volunteers: one volunteer completed 5 hours of service.
 - Veteran's History Project: one volunteer completed 4.75 hours of service.

Proctoring

- Shirley proctored one exam but received numerous inquiries for proctoring services. She expects that she will see quite a few more requests for proctoring before the end of the summer.

Circulation Services

June 2018

35

Total checkouts and renewals for June just about even with June 2017. We had 60,743 items circulated this month as compared to 60,867 last year – just a difference of 124 checkouts/renewals. Electronic circulation continues to be up from last year. We had 5,337 circulations this year while we had 4,803 circulations last year. (+11%)

ILL's processed were just about the same as last year with a difference of only 53 checkouts. We processed 8,404 this year and 8,457 last year.

Patron visits were lower than last year -7% (38,715 this year compared to 41,473 last year).

A total of 8,281 holds were placed in June. Patrons placed 6,523 (79%) holds while staff placed 1,758 (or 21%) holds.

16,892 items were checked out or renewed by staff at the desk. This is **28%** of total checkouts/renewals. 32,984 items were checked out or renewed by patrons at one of our self-check machines, 5,530 items were renewed by patrons through Enterprise or Book Myne and 5,337 items were electronically checked out by patrons – for a total of 60,743 items checked out through some sort of self-service. This is **72%** of total checkouts/renewals, which I believe is an all-time high for patron self-service.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
2689	75	137	374	43	92

Community

Passports:

Circulation staff accepted 79 passports in June. For fiscal year 2017 - 2018, we accepted 728 passports which comes to a gross total of \$20,140! I would like to recognize the Circulation Associates and Supervisors for taking on the challenge of Passport Acceptance and doing a tremendous job!

Notary Public:

Circulation Supervisors notarized 95 documents in June. . Beginning July 1 we will charge \$1.00 for each notary that we do.

User Ex

We purchased a table top copier for the Circulation workroom. We will use this to make copies that are needed for passports. This will free up the copier in the lobby for patron use as well as allow us to expedite the passport acceptance process. Patrons are appreciative that we can do this for them (we are charging .10 for each copy made).

Sharing

Discussed passport acceptance with the Head of Circulation at Thomas Ford Library

Workshops and Meetings Attended:

June 4	One on One with Jamie	
June 19	Department Heads	
June 20	Circulation Users Group	RAILS
June 28	Circulation Managers Discussion Group	IPPL
June 28	Conference call with David Vinjamuri and Dept. Heads	

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report June 2018

Improvements for Public, User Experience & Strategic Goals

- Internet Upgrade – We increased our bandwidth at a reduced rate through Comcast to continue to provide our members with state-of-the art services. Our connection rate increased from 75 MB down/10 MB up to 1 GB down/35 MB up. These bandwidth speeds will provide for current and future needs, as more applications and services require Internet access.
- eContent- Six new titles were added to the circulating Kindle eReaders.
- Game Controllers- Game controllers are now available at the Kids & Teen Ask Us Desk for patrons to use in the library.
- Teen Series – Teen fiction books have been relabeled to include series and reading order to make the collection easier to browse.
- Barcode projects Update- Barcodes are now on the front cover for the adult home and teen fiction collections making them easier to checkout.

Maker (DIY)

- 3D Printer- 4 print requests were processed.
- Carvey- 1 request processed.

Public Technology Programs & Classes

- Program attendance totals: 78
- One-on-one training sessions: 1

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 6/5 (6 P.M.)	Excel Features : V-Lookup	Ron	13
Tues. 6/5 (7:15 P.M.)	Excel Features : Charts	Ron	12
Tues. 6/12 (6 P.M.)	Intermediate iPad	Dave	6
Thur. 6/14 (12 P.M.)	Windows Basics : Files and Folders	Sandy	9
Sat. 6/16 (1:30 P.M.)	Facebook Privacy	Mike	11
Sun. 6/21 (1:30 P.M.)	Intermediate iPad	Dave	10
Sat. 6/30 (2 P.M.)	Google Photos	Dave	17

Video Productions

- The Sound 2018 Videos – Dave interviewed seven performers and Theresa recorded the live performances. These are available on YouTube. Dave is working on a final overall video of the winners.
- Wouldshop Promo Video – Dave finalized a promotional video, highlighting the various services the Wouldshop has to offer. This video will be published mid-July.
- Artist in Residence: Sally Monkus – Dave finalized a video highlighting Sally's 3-month residency at the library. This video will be published mid-July.

Sharing

- T.J. shared information on loaning Rokus with Plainfield Library.

Training & Continuing Education

- 6/13 – T.J. was trained by Jennifer on selecting sports books for the adult collection.

Contributing to the Profession

- T.J.'s term on the ALA New Members Round Table Board ended, which he served from June 2016.

Personnel/Staff Meetings

- 6/4 - 1-On-1 meetings with April
- 6/4 & 6/18- 1-On-1 meetings with Anna
- 6/5 & 6/28 - 1-On-1 meetings with Jamie
- 6/7 & 6/19 - 1-On-1 meetings with T.J.
- 6/19 & 6/28- Department Head Meeting
- 6/20 - 1-On-1 meetings with Brett
- 6/29- Attended R.A.I.L.S. West IT Users Group meeting at Helen Plum Library

Ann M. Stovall, Head of Technical & Computer Services, July 12, 2018

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

Programs

In June, Youth Services presented 55 programs at IPPL with 1,620 people in attendance. We also participated in 12 events out in the community serving 1,107 people.

Date	Description	Staff	Attendance
1-Jun	On the Edge: Kick-Off with Jez	Heidi	6
1-Jun	Dungeons and Dragons	Jimmy	12
2-Jun	Wishtree building/Kickoff event	Monica, Natalie	25
4-Jun	VolunTeen Chess Coach orientation	Monica	7
5-Jun	VolunTEEN Orientation: Math Challenge	Heidi	8
5-Jun	VolunTeen Book Buddies afternoon orientation	Monica	11
5-Jun	VolunTeen Book Buddies evening orientation	Monica	7
7-Jun	VolunTeen Chess Coach orientation	Monica	10
8-Jun	Friday Night Feature: Jumanji	Heidi	14
9-Jun	The Sound	Heidi	110
9-Jun	Community Art Mural Painting Project	Natalie	18
11-Jun	Garden Science	Jack	13
11-Jun	Crafternoon: Summer Adventure Journals	Heidi	15
11-Jun	All Ages Storytime	Heather	54
12-Jun	Garden Science	Jack	14
12-Jun	Shake, Shimmy, & Dance	Katie	107
12-Jun	Book Buddies	Monica	12
12-Jun	Sewing Class presented by Gower teachers	Monica	10
12-Jun	Chess	Monica	41
12-Jun	Stories in Action presented by Gower teachers	Natalie	13
13-Jun	Garden Science	Jack	13
13-Jun	Wee Read	Jane	41
14-Jun	Baby Art Creations	Katie	9
14-Jun	Tie-Dye on the Lawn	Katie, Jane	196
14-Jun	Book Buddies	Monica	12
15-Jun	Book Bites	Jane	7
15-Jun	Dungeons and Dragons	Jimmy	11
18-Jun	Summer Math morning	Jack	23
18-Jun	Summer Math evening	Jack	29
18-Jun	Sea, Sun & Sand	Jane, Katie, Heather	62
18-Jun	All Ages Storytime	Heather	47
19-Jun	Shake, Shimmy, & Dance	Katie	99
19-Jun	Book Buddies	Monica	15
19-Jun	Chess	Monica	47
20-Jun	Summer Math morning	Jack	23
20-Jun	Summer Math evening	Jack	31

20-Jun	Shadows & Light STEAM program	Monica	18
20-Jun	Wee Read	Jane	29
21-Jun	Book Buddies	Monica	20
22-Jun	Super Smash Bros	Jimmy	38
25-Jun	Crafternoon: Beaded Safety Pin Jewelry	Heidi	8
25-Jun	Board Game Group	Heidi	6
25-Jun	All Ages Storytime	Heather	55
25-Jun	BookArtMark presented by Gower teachers	Natalie, Monica	27
26-Jun	Shake, Shimmy, & Dance	Katie	118
26-Jun	Book Buddies	Monica	16
26-Jun	Chess	Monica	45
26-Jun	Garden Math Lab Orientation	Natalie	5
27-Jun	Makeup, Movies & More	Monica, Heather	32
27-Jun	Wee Read	Jane	26
27-Jun	Wouldshop Demo Days: Vinyl Cutter	Jimmy	5
28-Jun	Book Buddies	Monica	16
28-Jun	Family Night-Cosley Zoo; Animal Habitats	Monica	98
29-Jun	Friday Night Feature: Spider-Man Homecoming	Heidi	9
29-Jun	Book Bites	Monica	5
TOTAL:			1620

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

Volunteens

Monica managed the scheduling and orientation of the chess and book buddy VolunTeens.

Crafternoon

Heidi Estrada held two Crafternoons in June. The first was decorating journals with a variety of tools and materials like washi tape, marbled paper, markers, and vinyl stickers. Heidi was gave demos marbled paper and using the Silhouette Cameo to teens that were interested in those materials for their decorating. The second Crafternoon was making bracelets out of safety pins and seed beads.

The Sound

Heidi Estrada organized The Sound and all of the contestants that were accepted: two groups and five solo/duo acts. Because of the smaller number of groups that applied this year, Heidi and The Sound committee proposed a change to how prizes would be awarded this year. They recommended that prizes be awarded to the top three acts. The Gift of Carl agreed with this change. The Sound committee did a great job organizing this year's event. They took charge and ran the event from beginning to end. Dave Bunn has created videos again this year with interviews of the participants and footage that Theresa Papaurelis took at the event. Heidi has reviewed these and given her approval. They should be available on YouTube soon.

Sea, Sun, & Sand

Katie and Jane hosted a water/sand play day outside entitled "Sea, Sun, & Sand" for our littlest patrons. Jane developed the program with two activities: one was a moon sand creation station and the other was a boat creation station, which patrons could then float down a librarian-made (temporary) river on the lawn.

Community

Date	Description	Staff	Attendance
1-Jun	Summer Challenge School Visit	Heather	461
4-Jun	Summer Challenge	Jack	310
5-Jun	Parents Night at Gower West	Natalie	13
7-Jun	Whole Foods Kids Club Storytime	Jane	35
8-Jun	Barbara's Bookstore Storytime	Heather	8
11-Jun	Outreach Storytime: Goddard	Katie	35
11-Jun	Outreach Storytime: Goddard	Katie	41
11-Jun	Outreach Storytime: Goddard	Katie	40
13-Jun	WBC	Natalie, Jimmy	55
20-Jun	WBC	Jack, Jimmy	84
20-Jun	Darien Historical Society Ice Cream Social Story and Craft Time	Heather	22
27-Jun	Garden tour and training with Hines family	Natalie	3
TOTAL:			1107

(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.)

Willowbrook Corner (WBC)

Jimmy Doane is leading the weekly visits to Burr Ridge Middle School, where we meet with three groups of kids in kindergarten through eighth grade who are participating in the summer care program provided by the Hinsdale Community House/Willowbrook Corner. We provide activities related to the Summer Challenge and books for the kids to borrow each week.

WouldShop & LittleShop

Heather Forster Jensen prepared five LittleShop projects during the month of June. Projects rotated weekly and all feature activities that are part of one of the Summer Challenge lists: build a bridge out of LEGO, draw with sidewalk chalk, make a paper airplane that flies in a loop, and weave something. The fifth project, play with magnetic letters, will be rolled out the first week of July with assistance from Jimmy.

In the WouldShop, Jack Schultz has prepared similar activities related to the Summer Challenge. He has also coordinated the drop-in demos, which are being presented by various staff members this summer to teach patrons how to use the equipment offered in the space.

Seed Library

Number of Checkouts: 11

Number of Seed Packets Checked Out: 24

Number of Donations: 0

(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
------	-------------	-------

5-Jun	The Totally Responsible Organization: Working Better Together	Jack
8-Jun	Peace circle/Cargo circle training (for handling disciplinary issues in youth)	Natalie
13-Jun	Transforming Your Library Into a Learning Playground	Natalie
21-Jun	American Library Association's Annual Conference	Katie

Contributing to the Profession

Date	Description	Staff
19-Jun	Association of Library Services to Children (ALSC) Blog Post: State Reading Lists & the Early Literacy Librarian	Katie
24-Jun	Association of Library Services to Children (ALSC)'s Newbery-Caldecott-Legacy Banquet	Katie

Caldecott Committee

Katie Salo attended the Newbery-Caldecott-Legacy Banquet at the American Library Association's Annual Conference. This marks the official end of her Caldecott term. She has attached a copy of the program, which recognizes the library, to this report.

Displays & Collections

Heather Forster Jensen setup both display cases on the second floor to feature the Kids and Teens Summer Challenges, highlighting some of the programs and prizes. Heather completed a redesign of the Playaway Launchpad flyer.

Katie Salo updated the Beginning Readers displays to be "Things That Go" in the booklist display and "Star Wars" book in the highlight display. Katie updated the Centralized displays for the "Dads" display and the "Pride" display. Once the "Dads" display was picked over, she updated that to be about "Dogs".

Meetings & Planning

Date	Description	Staff
4-Jun	LEGO Family Night planning	Jack, Jane
5-Jun	One-on-one with Jamie	Natalie
6-Jun	K&T Librarian Meeting	Katie, Natalie, Jack, Monica, Heidi
6-Jun	One on One	Monica, Natalie
6-Jun	Support Associate meeting with Laura	Natalie
6-Jun	Dept Head space audit with David	Natalie
7-Jun	Family Center Meeting with Jamie	Katie, Natalie
11-Jun	One-on-one with Jamie	Natalie
13-Jun	Fall Technology Programming for Little Kids/Parents	Katie, Jack
13-Jun	Pet Palooza Committee for assignments and layout of event	Jane, Natalie
18-Jun	One-On-One with Natalie	Katie, Natalie
18-Jun	One-on-one with Jamie	Natalie
19-Jun	Dept Heads	Natalie
22-Jun	Met with Ann about templates and registration forms for LibCal	Jane
25-Jun	Meeting with Natalie	Jack, Natalie
25-Jun	K&T Pet Palooza meeting	Monica, Natalie, Jane

25-Jun	Met with Natalie about desk schedule in reference to LibCal entry requirements	Jane, Natalie,
25-Jun	Met with Natalie and Monica about craft sample and staff assignments for Pet Palooza	Jane, Natalie, Monica
27-Jun	K&T Department Meeting	Heidi, Natalie, Jack, Katie, Heather, Jimmy
28-Jun	One-On-One with Natalie and Laura	Katie, Natalie
28-Jun	One on One	Monica, Natalie
28-Jun	Met with Katie about Shake, Shimmy & Dance program for July 3	Katie, Jane
28-Jun	One-on-one with Jamie	Natalie
28-Jun	Dept Heads phone meeting with David	Natalie
30-Jun	WouldShop videos meeting with Dave	Jack

Submitted by Natalie Williams, Head of Youth Services 7/9/2018

2018 Randolph Caldecott Award
Selection Committee

Tish Wilson, Dayton, OH, chair

Naphtali Faris, *Mid-Continent Public Library, Lone Jack, MO*

Sarah Flathman, *West Linn Public Library, OR*

Claudia Haines, *Homer Public Library, AL*

Marika Jeffery, *San Diego Public Library, CA*

Annisha Jeffries, *Cleveland Public Library, OH*

Jeanne McDermott, *Queens Library, Flushing, NY*

Heather McNeil, *Deschutes Public Library, Bend, OR*

Emily M. Nanney, *Charlotte Mecklenburg Library, Charlotte, NC*

Hedra Packman, *Consultant, Philadelphia, PA*

Katie Salo, *Indian Prairie Public Library, Darien, IL*

Dean Schneider, *Ensworth School, Nashville, TN*

Aaron D. Stefanich, *Grand Forks Public Library, ND*

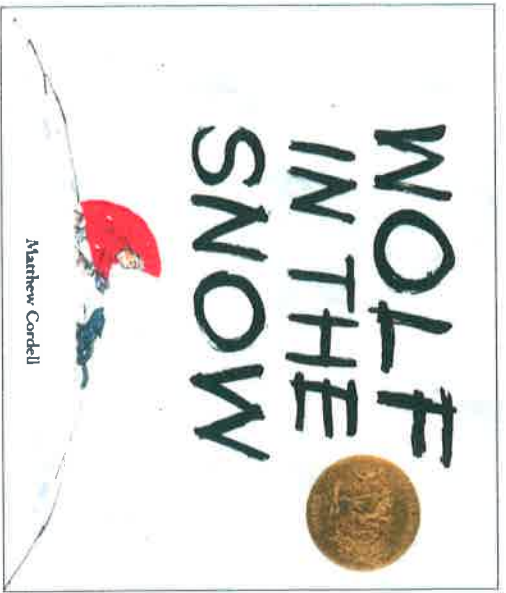
Sylvia Yardell, *Texas Woman's University, Denton, TX*

Michelle Young, *Hawaii State Public Library System, Waimaa, HI*



THE NEWBERRY CALDECOTT WILDER AWARDS BANQUET
HILTON NEW ORLEANS RIVERSIDE
NEW ORLEANS, LA • JUNE 24, 2018

• THE RANDOLPH CALDECOTT MEDAL •



MATTHEW CORDELL
WOLF IN THE SNOW

FEIWEL AND FRIENDS.
 AN IMPRINT OF MACMILLAN CHILDREN'S PUBLISHING GROUP

The 2018 Caldecott Honor Book Illustrators



Elisha Cooper
Big Cat, Little Cat
 Roaring Brook Press,
 an imprint of Macmillan Children's Publishing Group



Gordon C. James
Crown: An Ode to the Fresh Cut
 Denene Milner Books, a line of Agate Bolden



Thi Bui
A Different Pond
 Capstone Young Readers, a Capstone imprint



Jason Chin
Grand Canyon
 Neal Porter Books/Roaring Brook Press,
 an imprint of Macmillan Children's Publishing Group

[ALSC Blog](#)

Pursuing excellence for library service to children

State Reading Lists & the Early Literacy Librarian

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

One of my favorite tools in my librarian toolbox are our state reading lists. Before I get into the reasons that the state reading lists are awesome, I'll give you a quick overview.



[A picture of our state reading lists nominees for 2018.]

Photo courtesy of the author.]

A Quick Overview

In Illinois, a committee made up of teachers, librarians, and educators chooses a list of twenty nominees. From those twenty nominees, kids and teens can read and then vote in February/March for the reader's choice award. The book with the most votes then wins the Award for the year the voting took place.

Illinois has four lists:

- [Monarch Award](#) for K-3rd graders
- [Bluestem Award](#) for 3rd-5th graders
- [Rebecca Caudill Award](#) for 4th-8th graders
- [Abraham Lincoln Award](#) for 9th-12th graders

Many other states have their own lists. Some are by grade and some are by subject. ([Check out Texas Maverick Graphic Novel Lists!](#))

Why I Love State Reading Lists

First of all, most of our school districts use these as summer reading lists. Which is GREAT because we already buy additional copies of each of the books on the list and they're already here for summer reading. Service to schools? Check!

They're great to create programming around. Our library has hosted a caregiver/child reading club for all three younger lists, teachers from local schools have hosted STEM programs based on Monarch titles, and the Monarch books are some of my go-tos when I'm pulling books for school-age read-alouds.

State reading lists help me to provide a range of titles for readers. When a caregiver comes into the library and asks for a "third grade" book, I can direct them to the nominees shelf and talk through several different titles to gauge where their kiddo may be reading. In addition to recommending the nominees, I now have a better understanding of what other titles may work for this patron.

They force me to read outside of my comfort zones. I do my best to read many of the titles from each of the lists (although this year, me and a few of my co-workers are reading all EIGHTY books), and it's a great way to pick up a title that I wouldn't otherwise have. It also makes sure that I'm reading different age ranges and genres that I might not normally gravitate to. (Horror...eek!)

We label each of our nominees with a sticker, dated with the year, so that pages know where to shelve them. These stickers stay on for as long as we have the books, so patrons who are familiar with the state reading lists can use these identifiers while browsing the regular shelves to find books that are no longer nominees.

Of course, I'm a bit biased as I did serve on the Monarch Award committee for three years. But I do truly believe that the state reading lists are a great asset to librarians everywhere!

Does your state do any state reading lists? Feel free to link in the comments! And if your state *doesn't* do any state reading lists, why not think about starting one?

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

STATISTICS FOR	Jun-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	32,317	33,055	371,660	401,668	-7.47%
Teen	3,224	3,409	28,706	32,926	-12.82%
Kids	19,865	19,600	185,885	205,673	-9.62%
TOTAL	55,406	56,064	586,251	640,267	-8.44%
Electronic Circulation	5,337	4,803	58,226	54,007	7.81%
GRAND TOTAL CIRC.	60,743	60,867	644,477	694,274	-7.17%
% Reciprocal Borrowing	14%	14%	14%	14%	
Patron Visits	38,715	41,473	408,373	436,356	-6.41%
Current Cards					
Resident	217	199		20,544	
Non-Resident	121	125	1,071	1,032	3.78%
TOTAL	338	324		21,576	
Non-Resident Households	59	58	494	475	4.00%
Patron Assistance					
Adult - Reference	3,134	3,146	35,839	36,336	-1.37%
Kids - Reference	1,486	1,753	12,456	14,592	-14.64%
Technology - Reference	1,080	1,099	12,433	11,881	4.65%
TOTAL REFERENCE	5,700	5,998	60,728	62,809	-3.31%
Adult - Other	765	854	10,574	10,407	1.60%
Kids - Other	2,392	3,840	20,948	30,250	-30.75%
Technology - Other	102	117	1,113	1,392	-20.04%
TOTAL OTHER	3,259	4,811	32,635	42,049	-22.39%
GRAND TOTAL ASST.	8,959	10,809	93,363	104,858	-10.96%
ILL/Reserves					
Holds	8,182	7,923	95,106	95,501	-0.41%
ILLs Sent	3,594	4,142	42,256	43,867	-3.67%
ILLs Checked Out	4,342	3,690	47,920	50,251	-4.64%
ILLs Received	4,810	4,315	53,934	56,006	-3.70%
Programs - Adult					
# Programs	14	11	154	139	10.79%
Attendance	418	241	3,786	3,224	17.43%
Technology Classes					
# Programs	7	11	91	101	-9.90%
Attendance	78	104	893	1,033	-13.55%
Individual Technology Training					
# of Patrons	26	96	576	1,019	-43.47%
Groups					
# Programs	11	10	146	144	1.39%
Attendance	126	113	1,729	1,723	0.35%
Others					
#Programs	0	0	19	26	-26.92%
Attendance	0	0	439	599	-26.71%
Programs - Teen					
# Programs	15	12	99	112	-11.61%
Attendance	268	197	1,502	2,329	-35.51%
Programs - Kids					
# Programs	52	59	1,039	488	112.91%
Attendance	2,587	2,139	20,881	19,061	9.55%
GRAND TOTAL ATT.	3,503	2,890	29,806	28,988	2.82%

STATISTICS FOR	Jun-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers - Patron Use					
Adult Computers	3,318	3,432	37,153	41,126	-9.66%
Kids Computers	1,563	1,735	13,732	17,351	-20.86%
Teen Laptop	94	149	1,454	2,454	-40.75%
Adult Laptop	101	151	1,704	1,960	-13.06%
TOTAL PATRON USE	5,076	5,467	54,043	62,891	-14.07%
Hours Used					
Adult Computers	2,429	2,626	28,727	30,227	-4.96%
Kids Computers	885	1,062	8,067	10,808	-25.36%
Teen Laptop	106	122	1,607	2,938	-45.30%
Adult Laptop	206	178	3,152.50	3,432.50	-8.16%
TOTAL HOURS USED	3,626	3,988	41,553.50	47,405.50	-12.34%
Wireless Total Connections	8,474	8,796	95,261	105,791	-9.95%
IPPL Total Web Site Access	18,309	30,176	269,037	317,389	-15.23%
IPPL Total Page Views	45,709	46,175	504,827	488,025	3.44%
Subscription Database Logins	6,760	2,666	43,246	27,059	59.82%
Outreach-Homebound					
Items Delivered	144	173	1,810	1,796	0.78%
Volunteers					
Number Active	91	80	374	241	55.19%
Hours Worked	589.00	560	4,700.75	4,504.75	4.35%
Staff Training Hours	57	56.50	1,442.50	1,624.25	-11.19%
Room Use					
Youth Room					
Library	16	9	243	239	1.67%
Non-Library	3				
Meeting Room					
Library	42	54	448	487	-8.01%
Non-Library	4	1	84	82	2.44%
Conference Rooms	414	392	4,854	4,527	7.22%
Lobby Programs	6	6	36	53	-32.08%
Board Room					
Library	14	18	208	197	5.58%
Non-Library	24	17	238	230	3.48%
Clavinova	0	0	2	0	

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - June 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	477	2	0	479	46	568	48	568
Non-Fiction	46181	408	647	45942	3850	7953	4258	8600
Fiction	38486	445	429	38502	4085	4594	4530	5023
ADULT TOTALS	85144	855	1076	84923	7981	13115	8836	14191
KIDS								
Reference	0	0	0	0	0	21	0	21
Non-Fiction	14990	131	918	14203	1334	2651	1465	3569
Fiction	23896	212	131	23977	2418	6811	2630	6942
KIDS TOTALS	38886	343	1049	38180	3752	9483	4095	10532
TEEN								
Non-Fiction	575	31	4	602	102	292	133	296
Fiction	3497	65	7	3555	778	970	843	977
TEEN TOTALS	4072	96	11	4157	880	1262	976	1273
BOOK TOTALS	128102	1294	2136	127260	12613	23860	13907	25996

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	6175	65	10	6230	535	1027	600	1037
Music CD	8199	22	55	8166	501	1533	523	1588
Playaway	349	0	1	348	20	9	20	10
DVDs (DVD & Blu-ray)	20317	73	119	20271	1838	908	1911	1027
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	93	6	0	99	54	8	60	8
ADULT TOTALS	35191	166	185	35172	2948	3510	3114	3695
KIDS								
Audio Books	602	3	1	604	47	170	50	171
Music CDs	776	7	3	780	55	134	62	137
Playaway	97	0	1	96	20	19	20	20
DVDs (DVD & Blu-ray)	4276	8	10	4274	379	1049	387	1059
Playaway Launch Pads (New)	18	0	0	18	0	1	0	1
KIDS TOTALS	5769	18	15	5772	501	1373	519	1388
TEEN								
Audio Books on CD	212	9	0	221	38	16	47	16
Playaway	33	0	0	33	2	11	2	11
DVDs (DVD & Blu-ray)	545	15	0	560	90	184	105	184
CONSOLE GAMES	640	34	6	668	115	51	149	57
PC-GAMES	0	0	0	0	0	4	0	4
BOARD GAMES	22	0	0	22	22	0	22	0
TEEN TOTALS	1452	58	6	1504	267	266	325	272
AUDIOVISUAL TOTALS	42412	242	206	42448	3716	5149	3958	5355
COLLECTION TOTALS	170514	1536	2342	169708	16329	29009	17865	31351

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- June 2018

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	29538	120	152	29506	2880	573	3000	725
TOTALS FOR ALL AGES	229,309	120	152	229,277	2880	0	3000	725
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,747	15		2,762	216	0	231	0
eMedia (Overdrive Advantage)	888	10		898	122	0	132	0
Fiction								
eMedia (Overdrive Consortium)	11,441	101		11,542	954	0	1055	0
eMedia (Overdrive Advantage)	3,732	65		3,797	571	0	636	0
ADULT TOTALS	18,808	191		18,999	1863	0	2054	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	1		1	
eMedia (Overdrive Advantage)	25	1		26	12		13	
Fiction								
eMedia (Overdrive Consortium)	1,664	15		1,679	152	0	167	0
eMedia (Overdrive Advantage)	250	4		254	47	0	51	
KIDS TOTALS	2,031	20		2,051	199	0	232	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	128	0		128	7		7	
eMedia (Overdrive Advantage)	15	0		15	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,582	14		2,596	144	0	158	0
eMedia (Overdrive Advantage)	469	12		481	20	0	32	
TEEN TOTALS	3,194	26		3,220	175	0	201	0
BOOK TOTALS	253,342	357		253,547	5117	0	5,487	725

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	9,086	311	0	9,397	2530	0	2841	0
Yearly Total for All Ages	365,783	311	0	366,094	2530	0	2841	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,968	22		3,990	201		223	0
eMedia Advantage (Overdrive)	671	15		686	132		147	0
Movies								
Preloaded Roku Titles	933	19		952	176		195	
ADULT TOTALS	5,572	56		5,628	509	0	565	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	277	1		278	21		22	
eMedia Advantage (Overdrive)	21	1		22	9		9	
Movies								
Preloaded Roku Titles	135	1		136	16		17	
KIDS TOTALS	433	3		436	46	0	48	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	225	4		229	15		19	0
eMedia Advantage (Overdrive)	37	0		37	5		5	0
TEEN TOTALS	262	4		266	20	0	24	0
AUDIOVISUAL TOTAL	372,050	374		372,424	3105	0	3478	0
COLLECTION TOTALS	625,392	731		625,971	8222	0	8,965	725

Chamber Report
July 2018

I attended the monthly Darien board meeting on June 21. We continued discussing Darien Fest and April will schedule additional committee meetings associated with this. We also began preliminary discussions of the big events later in the year, such as Dancing with the Chamber Stars and a possible member appreciation get-together. The board expressed interest in expanding its membership, particularly from organizations.

At the Coffee Connection at BMO Harris Bank on June 26, the nine of us in attendance promoted our services and heard updates on chamber business. I publicized some of our business events by mentioning that one of the attendees had recently gone to two programs. I also met four new business people there.

I participated in the Fourth of July Parade with several other board members: John Bon Chiong, James Burke, Nick Darien, April Padalik, and Nick Pitzer. Some of us rode in Nick Darien's convertible and some tossed candy. We had a good time, enjoying the occasion, the crowd, and the beautiful day.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison



E-News July 11, 2018

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

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Current RAILS News

RAILS Board Meeting Thursday, July 26

The RAILS Board will meet on Thursday, July 26, at 1 p.m., in person at the RAILS Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) when available.

RAILS Offices Closed Friday, July 27

RAILS offices will be closed on Friday, July 27, for a staff in-service meeting. RAILS delivery service and ILDS (Illinois Library Delivery Service) to CARLI (Consortium of Academic and Research Libraries in Illinois) locations will not operate. CTL (Continental Transport Logistics) delivery service to Burr Ridge and Wheeling area libraries will operate on the normal schedule.

RSA staff support will be limited on the day of the in-service. Members should watch for more information from RSA prior to July 27. SWAN and PrairieCat will not be affected.

Member Projects, Updates to Grants, Find More Illinois Expansion, and More!

The next RAILS member update is Tuesday, July 31, from 1:30-3:30 p.m. Attend at one of several videoconference locations throughout the RAILS area or via one-way streaming (RAILS Live). [Register here.](#)

You'll hear the latest RAILS news about:

- Updating our [strategic plan](#)
- [Membership standards](#)
- [Find More Illinois](#) expansion plans and how your library might get involved
- Expansion of RAILS [multitype grants](#) to include non-library partners
- Expansion of RAILS [continuing education grants](#) to include individual libraries, networking groups, and consortia
- Member engagement opportunities for academic and special libraries

You'll also hear brief reports from RAILS member libraries of different sizes about projects other libraries can replicate, including:

- Gail Borden Public Library and Elgin High School's First2Go program for students who will be the first in their families to attend college
- Milledgeville Public Library's Digital Day to educate patrons about library e-book offerings

- Algonquin Area Public Library District's Community Scavenger Hunt
- Northbrook Public Library's Craft Brewing Week events

View the [complete agenda](#). Questions? Contact [Mary Witt](#), RAILS Communications Director.

New Sparks Podcast: Self-Publishing and the New Soon to Be Famous Illinois Author

In [our latest podcast](#), RAILS Executive Director Deirdre Brennan talks with 2018 Soon to Be Famous Illinois Author Project (STBF) winner, Heather Bentley, and STBF committee member and Marketing/PR Director at Mount Prospect Public Library, Carol Morency, about writing, self-publishing, what they are reading now, and exciting news for STBF. Bentley's book, *Sweetest Heartbreak*, is available to read on [BiblioBoard](#).



[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit [railslibraries.info/sparks](#) to listen via your computer/laptop.

Free Cataloging Assistance Available for RAILS Libraries through CMC

The [Cataloging Maintenance Center](#) (CMC) receives a grant from the Illinois State Library to provide cataloging services and training for Illinois Heartland Library System (IHLS) and RAILS members. IHLS staff operate the center and all RAILS members are invited to use CMC services, including:

- Original or copy cataloging of eligible collections, including genealogy, local history, and special collections (local authors, community cookbooks, government documents, etc.). The CMC can accommodate materials in most European languages. Most items are sent and returned via ILDS delivery.
- Assistance with general cataloging questions, including RDA (Resource Description and Access) questions
- Consultations on metadata creation
- Cataloging training

For more information, visit the [CMC webpage](#) or contact [Vince Andrzejewski](#) at IHLS.

Continuing Education (CE)

Webinars on Basic Cataloging Concepts: FRBR and WEMI

Dr. Pamela Thomas, Illinois Heartland Library System (IHLS), will offer two different webinars in August on basic cataloging concepts. Learn about FRBR (Functional Requirements of Bibliographic Records), the underlying model of RDA (Resource Description and Access), and WEMI (Work, Expression, Manifestation, Item), a practice for linking like items together in a library catalog. Log into L2 for information/registration.

- [Webinar on FRBR, Tuesday, August 14, 2-3 p.m.](#)
- [Webinar on WEMI, Tuesday, August 21, 2-3 p.m.](#)

Retaining Employees Workshop August 28

Candace Fisher and Lauren Soderstrom, Management Association, will discuss effective strategies to help retain your high-talent team members in this workshop on Tuesday, August 28, 9:30 a.m.-12:30 p.m., at the RAILS Burr

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Public Library, or Vernon Area Public Library District. Log into L2 for more [information/registration](#).

Other RAILS CE Opportunities

[Webinar on Copyright for Digital Collections July 17](#)

[Dewey Decimal Classification Workshop July 19](#)

[Webinar on Conducting Workplace Investigations July 24](#)

[Webinar on Librarian Copyright Superpowers August 1](#)

[Disability Awareness Training August 16](#)

ADDITIONAL CE...

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

For more continuing education opportunities, check out the [Library Learning calendar](#) (L2) or visit the [Events page](#) on the RAILS website.

Networking Opportunities

Upcoming RAILS Networking/Member Meetups

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

- [Thursday, July 12, 10:00-11:30 a.m., at Chillicothe Public Library District](#)
- [Tuesday, July 24, 10:00-11:30 a.m., at New Lenox Public Library](#)
- [Thursday, August 2, 10:00-11:30 a.m., at Freeport Public Library](#)

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

E-Resources

BiblioBoard: How can your library get started with BiblioBoard?

Occasionally we'll post a few ideas on how your library can quickly and easily jump onboard the BiblioBoard train! Let's start this week with just a couple suggestions.

- Load the [Recovering the Classics](#) MARC records. Visit the [BiblioBoard page of our website](#) for a link to the MARC records, as well as other useful information.
- Add the [BiblioBoard link](#) to your library's website where you promote other e-book offerings. It's one more e-book platform option for your patrons to peruse and use.

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library

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our BiblioBoard offerings.

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Deals, Discounts, Grants

Continuing Education (CE) Event Grant Opportunities

RAILS is pleased to announce that our grants to fund CE opportunities will continue in FY2019. Grants are open to RAILS libraries, networking groups, and library consortia. To qualify, CE events must be made available to all RAILS member libraries and be of interest to a wide range of library staff. Review the grant conditions on the RAILS website and complete the [online application](#). The deadline for the next award period is July 31. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

AISLE/LBSS Read for Information Grant Window Now Open

The Read for Information Grant from the Association of Illinois School Library Educators/Library Book Selection Service (AISLE/LBSS) is great for a library with a low or zero-dollar budget. Successful applicants will receive \$1500 in nonfiction materials on their project topic. The materials may be traditional books, e-books, or audiobooks.

A critical aspect of this grant is to develop a project/unit in collaboration with a classroom teacher that meets required Common Core/ISAIL (Illinois Standards Aligned Instructions for Libraries) standards. Submit your grant application by September 15. View [grant guidelines](#). Email questions to [Jean Baile](#).

Other Library-Related News

ILA Strategic Plan Survey

The Illinois Library Association (ILA) is beginning a new strategic planning process. They have developed a survey and are requesting ILA members and non-members to [take the survey by tomorrow, July 12!](#) Their goal is broad participation across the state.

HSLI Lightning Talks

New this year, the Health Science Librarians of Illinois (HSLI) 2018 Conference will provide opportunities for attendees to share experiences and best practices through lightning talks, on Thursday, September 27. Each presenter will be allotted 5-10 minutes with time left for Q&A and discussion.

To apply, submit an abstract of no more than 200 words to [Frances Drone-Silvers](#) **now through August 1, 2018**. Notification of acceptance will be sent by August 17. The presenting author/s must register for and plan on attending the HSLI conference.

The [HSLI 2018 Annual Conference](#) will be held September 26-28 at the Cliffbreakers Riverside Hotel and Conference Center in Rockford, Illinois. For general questions about the conference, contact [Eric Edwards](#). RAILS will be at HSLI and we hope to see you there!

Parking Lot Project

Attached is the engineer's opinion of probable cost for the parking lot rehab. Also attached is an overall combined project budget that addresses all known costs. This is an opinion of the cost. It's possible the bids will come in lower due to competition.

Also attached are the three financial forecast scenarios. I've adjusted the parking lot cost as well as updated the revenues and costs for the fiscal year.



Civil Engineering
Surveying
Water Resources Management
Construction Management
Landscape Architecture
Land Planning

**ENGINEER'S PRELIMINARY OPINION OF PROBABLE COST
CITY OF DARIEN
INDIAN PRAIRIE PUBLIC LIBRARY PARKING LOT IMPROVEMENTS
JUNE, 2018**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
SCHEDULE I - DEMOLITION					
1	Mobilization	1	LUMP SUM	\$5,000.00	\$5,000.00
2	HMA Surface and Binder Removal	7,300	SY	\$20.00	\$146,000.00
3	Concrete Curb & Gutter Removal	315	LF	\$20.00	\$6,300.00
4	Sidewalk Removal	40	SY	\$20.00	\$800.00
TOTAL SCHEDULE I - DEMOLITION					\$158,100.00
SCHEDULE II - UNDERGROUND IMPROVEMENTS					
1	Inlet Filter	9	EACH	\$350.00	\$3,150.00
2	Storm sewer structure adjustment and repair (As Needed)	1	LS	\$5,000.00	\$5,000.00
TOTAL SCHEDULE II - UNDERGROUND IMPROVEMENTS					\$8,150.00
SCHEDULE III - PAVEMENT IMPROVEMENTS					
1	Hot-Mix Asphalt Binder Course, N50 - 1.5"	7,300	SY	\$15.00	\$109,500.00
2	Hot-Mix Asphalt Surface Course, N50 - 1.5"	7,300	SY	\$10.00	\$73,000.00
3	Concrete Curb & Gutter Replacement	315	LF	\$25.00	\$7,875.00
4	PCC Pavement 8"	135	SY	\$35.00	\$4,725.00
5	Aggregate Base Course - 4"	135	SY	\$8.00	\$1,080.00
6	Detectable Warnings	1	LS	\$3,000.00	\$3,000.00
7	Landscaping Restoration	1	LS	\$10,000.00	\$10,000.00
8	Traffic Sign	1	EACH	\$300.00	\$300.00
9	Pavement Markings	1	LS	\$3,000.00	\$3,000.00
TOTAL SCHEDULE III - PAVEMENT IMPROVEMENTS					\$212,480.00
TOTAL SCHEDULES I-III					\$378,730.00
CONTINGENCY @20.0%					\$75,746.00
TOTAL					\$454,476.00

INDIAN PRARIE PUBLIC LIBRARY DISTRICT

7/12/2018

Parking Lot Rehabilitation

Combined Project Budget

Cost of Construction	
Manhard Consultants EOPC	\$ 378,730.00 ESTIMATE

Contingency	
Construction Contingency 20%	\$ 75,746.00 BUDGET

Professional Fees	
Manhard Consulting	
Phase 1 Investigation	\$ 2,500.00 LS
Phase 2 Final Engineering	\$ 7,500.00 LS
Phase 3 Bidding	\$ 3,500.00 LS
Phase 4 Construction	\$ 3,000.00 BUDGET
Independent Construction Services	
Phase 1 Initial	\$ 2,800.00 BUDGET
Phase 2 Construction	\$ 10,080.00 BUDGET

Other Costs	
Permit	\$ 1,500.00 BUDGET
Material Testing	\$ 1,500.00 BUDGET
Temporary signage	\$ 500.00 BUDGET
Printing Costs	\$ 1,000.00 BUDGET

Total Project Budget \$ 488,356.00

FINANCIAL FORECAST

Taxes 2% increase; 2% interest

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

June 2018-\$500,000 maintained for capital

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

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	projected <u>2018</u>	proposed <u>2019</u>
Revenues							
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,562,098
taxes for bonds	#	244,535					
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161
Desk monies	#	185,300	177,100	170,028	180,127	198,371	190,400
Interest	#	30,928	25,993	29,619	34,000	38,000	30,000
Miscellaneous	#	583	3,054	2,785	3,649	2,519	2,700
Collection Agency Fee		430	280	420	300	190	200
Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,838,659
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,793,953
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265
Building	#	225,516	226,611	256,313	292,133	247,875	259,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,633	17,247
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161
Debt Service	#	461,598					
	#						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	25,000
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	872,722
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	913,979	920,896	923,774	1,012,078	372,722
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	488,356
			YS furniture	sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe light	self checkout soft
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp	HVAC VAV
						5,642	
						HVAC - pumps	

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>	<u>2028</u>
3,633,340	3,706,007	3,780,127	3,855,729	3,932,844	4,011,501	4,091,731	4,173,566	4,257,037
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
194,208	198,092	202,054	206,095	210,217	214,421	218,710	223,084	227,546
17,454	11,590	10,914	10,436	8,603	10,316	12,291	14,237	16,761
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,878,302	3,948,989	4,026,395	4,105,560	4,184,964	4,269,539	4,356,031	4,444,186	4,534,643
2,849,832	2,906,829	2,964,965	3,024,265	3,084,750	3,146,445	3,209,374	3,273,561	3,339,032
479,651	482,050	484,460	486,882	489,317	491,763	494,222	496,693	499,177
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
101,316	102,329	103,353	104,386	105,430	106,484	107,549	108,625	109,711
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,419	17,594	17,770	17,947	18,127	18,308	18,491	18,676	18,863
67,436	67,773	68,112	68,452	68,794	69,138	69,484	69,831	70,181
3,826,519	3,892,787	3,960,327	4,029,163	4,099,321	4,170,828	4,243,710	4,317,994	4,393,708
51,783	56,202	66,068	76,397	85,643	98,710	112,321	126,193	140,936
872,722	579,505	545,707	521,776	430,173	515,816	614,526	711,848	838,040
579,505	545,707	521,776	430,173	515,816	614,526	711,848	838,040	978,976
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
79,505	45,707	21,776	-69,827	15,816	114,526	211,848	338,040	478,976
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128000					
renovation			boiler					

<u>2029</u>	<u>2030</u>
4,342,178	4,429,021
30,000	30,000
232,097	236,738
19,580	22,705
1,000	1,000
300	300
2,000	2,000
<hr/> 4,627,154	<hr/> 4,721,765

3,405,813	3,473,929	2
501,672	504,181	0.5
315,963	322,283	2
110,808	111,916	1
34,300	34,300	0
12,740	12,804	0.5
19,051	19,242	1
70,532	70,884	0.5

<hr/> 4,470,880	<hr/> 4,549,538
156,274	172,226
978,976	1,135,250
<hr/> 1,135,250	<hr/> 1,195,476
500,000	500,000
635,250	695,476

12,000
humidifier

100,000
renovation

FINANCIAL FORECAST

Taxes 1% increase; 2% interest

65

FISCAL YEAR ENDING JUNE 30 AS INDICATED

June 2018 - \$500,000 maintained for capital

personnel line 1.25 percent increase, materials .5, building technology 1, operations 0, contractual .5 insurance 1, pub

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	projected <u>2018</u>	proposed <u>2019</u>
Revenues							
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,562,098
taxes for bonds	#	244,535					
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161
Desk monies	#	185,300	177,100	170,028	180,127	198,371	190,400
Interest	#	30,928	25,993	29,619	34,000	38,000	30,000
Miscellaneous	#	583	3,054	2,785	3,649	2,519	2,700
Collection Agency Fee		430	280	420	300	190	200
Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,838,659
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,793,953
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265
Building	#	225,516	226,611	256,313	292,133	247,874	259,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,633	17,247
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161
Debt Service	#	461,598					
	#						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,125	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,368	25,000
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,079
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,079	872,723
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	913,979	920,896	923,774	1,012,079	372,723
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	488,356
		YS furniture		sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe ligl	self checkout soft
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp	HVAC VAV
						5,642	
						HVAC - pumps	

66

2,
lic 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>	<u>2028</u>
3,633,340	3,669,673	3,706,370	3,743,434	3,780,868	3,818,677	3,856,864	3,895,432	3,934,387
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
194,208	196,150	198,112	200,093	202,094	204,115	206,156	208,217	210,299
17,454	12,009	11,428	10,704	8,271	9,010	9,621	9,798	10,126
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,878,302	3,911,133	3,949,210	3,987,531	4,024,533	4,065,102	4,105,941	4,146,747	4,188,112
2,828,877	2,864,238	2,900,041	2,936,292	2,972,996	3,010,158	3,047,785	3,085,882	3,124,456
479,651	482,050	484,460	486,882	489,317	491,763	494,222	496,693	499,177
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
101,316	102,329	103,353	104,386	105,430	106,484	107,549	108,625	109,711
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,419	17,594	17,770	17,947	18,127	18,308	18,491	18,676	18,863
67,436	67,773	68,112	68,452	68,794	69,138	69,484	69,831	70,181
3,805,564	3,850,197	3,895,403	3,941,190	3,987,567	4,034,541	4,082,121	4,130,315	4,179,131
72,738	60,936	53,807	46,340	36,966	30,560	23,820	16,432	8,981
872,723	600,461	571,397	535,204	413,544	450,510	481,070	489,890	506,322
600,461	571,397	535,204	413,544	450,510	481,070	489,890	506,322	515,304
500,000	500,000	535,204	413,544	450,510	481,070	489,890	506,322	515,304
100,461	71,397	0	0	0	0	0	0	0
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128,000					
renovation			boiler					

ware

<u>2029</u>	<u>2030</u>
3,973,730	4,013,468
30,000	30,000
212,402	214,526
10,306	10,329
1,000	1,000
300	300
2,000	2,000
<hr/> 4,229,739	<hr/> 4,271,623

3,163,511	3,203,055	1.25
501,672	504,181	0.5
315,963	322,283	2
110,808	111,916	1
34,300	34,300	0
12,740	12,804	0.5
19,051	19,242	1
70,532	70,884	0.5

<hr/> 4,228,578	<hr/> 4,278,664
1,161	-7,041
<hr/> 515,304	<hr/> 516,465
516,465	397,424
516,465	397,424
0	0

12,000
humidifier

100,000
renovation

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

June 2018 - \$500,000 maintained for capital

Taxes no increase for 3 years, then

68

personnel line .5 percent increase, materials 0, building 2, technology 0, operations 0, contractual .5 insurance .5, put

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	projected <u>2018</u>	proposed <u>2019</u>
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Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
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Expenditures							
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Building	#	225,516	226,611	256,313	292,133	247,875	259,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,633	17,247
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Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161
Debt Service	#	461,598					
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	25,000
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District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	872,722
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	913,979	920,896	923,774	1,012,078	372,722
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	488,356
		YS furniture		sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe ligl	self checkout soft
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp	HVAC VAV
						5,642	
						HVAC - pumps	

1%; 2% interest

69

Public information 0

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
3,562,098	3,562,098	3,562,098	3,597,719	3,633,696	3,670,033	3,706,733	3,743,801	3,781,239
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
190,400	190,400	190,400	192,304	194,227	196,169	198,131	200,112	202,113
17,454	11,004	9,134	6,834	3,282	3,377	3,835	4,368	5,582
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,803,252	3,796,802	3,794,932	3,830,157	3,864,505	3,902,879	3,942,000	3,981,581	4,022,234
2,807,923	2,821,962	2,836,072	2,850,253	2,864,504	2,878,826	2,893,220	2,907,687	2,922,225
477,265	477,265	477,265	477,265	477,265	477,265	477,265	477,265	477,265
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
100,313	100,313	100,313	100,313	100,313	100,313	100,313	100,313	100,313
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,333	17,420	17,507	17,595	17,683	17,771	17,860	17,949	18,039
67,100	67,100	67,100	67,100	67,100	67,100	67,100	67,100	67,100
3,780,799	3,800,273	3,819,925	3,839,756	3,859,768	3,879,965	3,900,348	3,920,921	3,941,686
22,454	-3,472	-24,993	-9,599	4,737	22,915	41,652	60,660	80,548
872,722	550,176	456,704	341,711	164,112	168,850	191,764	218,416	279,076
550,176	456,704	341,711	164,112	168,850	191,764	218,416	279,076	359,624
500,000	456,704	341,711	164,112	168,850	191,764	218,416	279,076	359,624
50,176	0	0	0	0	0	0	0	0
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128,000					
renovation			boiler					

ware

<u>2029</u>	<u>2030</u>
3,819,051	3,857,242
30,000	30,000
204,135	206,176
7,192	9,213
1,000	1,000
300	300
2,000	2,000
<hr/> 4,063,678	<hr/> 4,105,931

2,936,836	2,951,520	0.5
477,265	477,265	0
315,963	322,283	2
100,313	100,313	0
34,300	34,300	0
12,740	12,804	0.5
18,129	18,220	0.5
67,100	67,100	0

<hr/> 3,962,646	<hr/> 3,983,804
101,032	122,127
<hr/> 359,624	<hr/> 460,656
460,656	470,782
460,656	470,782
0	0

12,000
humidifier

100,000
renovation

Self-Check Software

We're ready to purchase the new software for the self-check machines.

We've tested not providing fine payment at the machines and that has not been a problem for our patrons. (Fine payment equipment and monitoring is very expensive.)

We've tested the third machine and that has been popular. In fact, we see lines at the machines and are planning on four machines in the lobby and one in the Kids & Teens Department.

Debbie, Ann, and I reviewed software from four vendors and checked references. We selected three vendors to receive quotes from:

Tech Logic	\$6,135.00 purchase; \$2,000/year annual maintenance
Envisionware	\$7,250.00 purchase; \$1,062/year annual maintenance
MK Solutions	\$6,100.00 purchase; \$2,750.00/year annual maintenance

While MK has a more expensive annual maintenance, staff are requesting the library purchase MK Solutions. It is clearly the more advanced software product and the company has a reputation for being a more advanced company.

There are several similarities between the various software but MK Solutions offers the best software product with the most up-to-date, modern-looking screen. It provides a "help" button on the screen which directly contacts a staff member. The set-up also provide easy access to the SWAN software in case staff have to access a patron's record. The staff member can go to the self-check station to assist the patron rather than the patron having to go to the Checkout Desk to get help.

The software will keep working even is SWAN is down and then sync up the information once SWAN is back online.

It offers direct access to Overdrive.

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, 2018 AND ENDING JUNE 30, 2019

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 19th day of September, 2018, 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, 2018 and end on June 30, 2019.

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, 2018 and ending June 30, 2019 and the sum of Five Million, Eleven Thousand, Three Hundred Sixty Three 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, 2018	\$1,470,862
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	251,561
3. Anticipated Tax Collection	3,562,098
4. Special Reserve Fund Balance on hand July 1, 2018	5,657
5. Balance Special Tax Funds on hand July 1, 2018	8,131
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	\$5,298,309

PART II - CORPORATE FUND

Appropriation

A. PERSONNEL

Salaries	2,258,663
Medical/Life Insurance	166,600
IMRF	217,000
FICA	178,000
Staff Development	19,000
Board Development	2,000
Workers Compensation	10,000

Unemployment Insurance	3,800
B. MATERIALS	
Books	234,000
Periodicals	33,000
Audio	50,000
Video	82,000
Multi-Media	13,000
Electronic Reference Resources	65,000
Software/Games	8,000
Life Skills/ESL	1,300
Processing Supplies	24,000
C. BUILDING	
Cleaning Service	78,000
Water/Sewer	10,000
Gas	16,000
Electric	68,000
Telephone	6,000
Maintenance Supplies	22,000
Building Maintenance Repairs	65,000
Security System Monitoring	1,200
Property Maintenance	34,000
Garbage Disposal	4,000
D. OPERATIONS	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,000
Passport Postage	4,000
Postage	5,000
Non-Payment Reciprocal Reimbursement	3,000
Travel	900
Organizational Memberships	4,000
Bank Fees	4,000
E. AUTOMATION	
Supplies - Public Toner	8,500
Supplies - Staff Toner	8,500
Maker Supplies	1,200
Automation-Professional Services	8,000
Purchase of Equipment	20,000
Automation-Equipment Repairs	6,000
Software	20,000
System Wide Automated Network (SWAN)	43,000
Telecommunications	8,000
F. CONTRACTUAL SERVICES	
Professional Services	10,000
Legal Services	5,000
Audit	5,000
Credit Bureau	1,200
Photocopier Maintenance Contracts	5,000

95

G. INSURANCE	
Insurance	18,000
Bond	1,500
H. PUBLIC INFORMATION	
Marketing Supplies	1,000
Advertising	1,800
Marketing Newsletter	37,000
Enewsletter	2,200
Informational Printing	5,000
Legal Notices	2,000
Programs	30,000
I. CAPITAL OUTLAY	
Equipment/Furnishings	700,000
J. CONTINGENCY	
	20,000
TOTAL CORPORATE FUND EXPENDITURES	4,681,363

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 60,000
 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 18,000
 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 52,000
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
This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2018-2019 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.....\$286,946

SUMMARY

CORPORATE FUND	\$4,681,363
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	100,000
ILLNIOIS MUNICIPAL RETIREMENT FUND	60,000
LIABILITY INSURANCE FUND	18,000
SOCIAL SECURITY FUND	52,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$5,011,363

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 18th day of July, 2018, 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-November is the timeframe to adopt the special .02% tax for “Building & Maintenance” and publish notice of the adoption.

Per backdoor referendum regulations, for the 2018-2019 fiscal year we recommend the Ordinance be adopted and published before November 1, 2018.

The date of a prospective referendum to be included in the notice to be published is April 2, 2019.

A. Preliminary Comments

We 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 to levy the .02% tax. The Levy Ordinance should incorporate the .02% tax.

The relevant Statute refers to adoption of “an ordinance” and also uses the word “resolution”. An ordinance should be used.

B. Election Dates

The consolidated election schedule no longer provides for an election in November of odd numbered years. Accordingly, the dates for a potential backdoor referendum (“prospective referendum” in the Notice to be published) are:

- a. Even numbered years: March and November;
- b. Odd numbered years: April only.

For the 2018-2019 fiscal year (Levy Ordinance filed in the Fall, 2018), the date of the prospective referendum is April 2, 2019.¹³

If the voters disapprove the .02% tax at an April 2, 2019 referendum, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2018).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 2, 2019 is necessary and can plan accordingly.

¹³ It is possible to use November 6, 2018 as the date for a possible backdoor referendum. The timetable per Election Code requirements is such that the Ordinance would have to be passed and the Notice published in early July, 2018. We recommend passing the Ordinance and publishing the Notice in August, September, or October, 2018.

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2018-2019 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 2018-2019 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 2018-2019:

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 18th day of July, 2018, 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 18th day of July, 2018, 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, 2018 and ending June 30, 2019. 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 April 2, 2019.

Beena Deshmukh, Secretary
Indian Prairie Public Library District

Kids & Teens

One of our parents of 2 small children Toddlers and pre-K stated that she loved the outdoor challenge this year. "It is Wonderful! I just say pick something for us to do today and away we go!" "It's great."

Adult bringing grandson to Mid-Kid event Shadows and Light stated that "His shirt turned out great!" in reference to the tie dye event from last week.

Circulation

A Justice patron stopped in and asked if she could use our library. After answering several questions, she said she had gotten world class personal service.

"Your library has the best selection of DVD TV shows".

Patron said, "I love this library! I've already signed up for a whole bunch of programs." June

"Do you give student rates to non-residents for library cards?"

From a non-resident renewing her card: "We have been here for 18 years and one of the reasons we came to this area is your library. We love everything you guys offer!"

"This library is the crown jewel of Illinois! It has helped me so much."

Adult

"I'm always amazed by what you have. It just blows me away."

Your art section is amazing! Way better than what I can find at Downers Grove.

A child to his mom: "Can I go to chess club again next week? It was so much fun!"

Patron said the "hold" music on the phone is agitating. She asks if we can play Beethoven or Mahler or something.

Two patrons came in looking for help in completing the "Graphic Novel" square on their Summer Challenge BINGO cards. Neither knew what a graphic novel was. One patron was "excited to try something new" and the other said she "loved that the challenge was doing what it was supposed to by exposing her to new things".

Technology

Administration

BROOKINGS

Brown Center Chalkboard

The need for lifetime learning during an era of economic disruption

Darrell M. West Monday, May 21, 2018

In a world of rapid technological and economic transition, it is now imperative that people engage in lifelong learning. The traditional model, in which people focus their learning on the years before age 25, then get a job and devote little attention to education thereafter, is rapidly becoming obsolete. In the contemporary world, people can expect to switch jobs, see whole sectors disrupted, and need to develop additional skills as a result of economic shifts. The type of work they do at age 30 likely will be substantially different from what they do at ages 40, 50, or 60.

As I argue in my new book, “The Future of Work: Robots, AI, and Automation,” it will be vital that people develop new capabilities throughout their lives. People will need to stay abreast of the latest developments and understand that employers look for different things at various times in an employee’s lifetime. Skills that might be perfectly suited for a certain period may become irrelevant, forcing individuals to update their abilities for a changing workforce.

Technological dislocations will increase the need for continuing education. According to a McKinsey Global Institute report, “about 60 percent of all occupations have at least 30 percent of activities that are technically automatable, based on currently demonstrated technologies. This means that most occupations will change, and more people will have to work with technology.” Those who are starting out in life or are early in their professional careers are likely to face employment instability and volatility. Disruption will be the hallmark of the future workforce.

In order to help young people adapt to the changing world, major reforms are needed in education. Distance learning, massive open online courses, and digital resources are changing the way in which teachers educate and students learn. Young people have grown up as “digital natives” and are at ease using technology in many aspects of their lives. They now expect schools and colleges to offer the latest digital tools and to incorporate their use into the curriculum.

At the same time, schools need to become more creative in how they offer instruction. As an example, some educational programs are innovating through video games that incorporate math or science puzzles into instruction. In one example, players are required to answer substantive questions in order to advance through an educational video game; those who are successful earn points and win the game. This combination of video gaming and education represents a potent form of digital learning.

Smartphones and mobile tablets also are changing how people get information and engage in a variety of activities. Mobile devices bring information and transactions to people’s fingertips 24 hours a day. Through their convenience and accessibility, these products make it easy to engage in activities that used to require visits to physical facilities.

Through these and other tools, people will have the means to acquire new skills at every stage of their lives. Community colleges, private businesses, and distance learning all will have roles to play in workforce development because the disruptions likely will be large enough that no one channel will be sufficient in itself. It will take the efforts of every sector—government, business, and civil society—to provide skills that serve individuals over the course of the job shifts. That will include everything from coding and software development to design and machine-human interfaces. Those entering or re-entering the workforce will need soft and hard skills that put them in a solid position for shifts from company-to-company and sector-to-sector. In a period of rapid change, people have to understand that new skills acquisition is vital in order to cope with an era of economic disruption.

Brown Center Chalkboard

The Brown Center Chalkboard launched in January 2013 as a weekly series of new analyses of policy, research, and practice relevant to U.S. education.

In July 2015, the Chalkboard was re-launched as a Brookings blog in order to offer more frequent, timely, and diverse content. Contributors to both the original paper series and current blog are committed to bringing evidence to bear on the debates around education policy in America.

[Read papers in the original Brown Center Chalkboard series »](#)



Meeting Ground Rules

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