

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
June 15, 2016 – 6:30 p.m. – Board Room**

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

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

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

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Rotary After Hours Open House Page 4

- E. Omnibus Consent Agenda
 - 1. Minutes of Regular Board Meeting, May 18, 2016 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bill/Additional Bills Page 12
 - 4. Ordinance #2016-2 Ascertaining the Prevailing Wage Page 16
 - 5. Ordinance #2016-3 Establishing Regular Meeting Dates Page 26
 - 6. Resolution #2016-A Transfer Corporate Funds to
Building and Maintenance Fund Distribute @ mtg.

- F. Items Deleted from Omnibus Consent Agenda

- G. Library Director's Report Page 27 Information

- H. Department Reports Information
 - 1. Assistant Director Page 31
 - 2. Marketing Page 33
 - 3. Adult Page 37
 - 4. Circulation Page 39
 - 5. Technology and Technical Services Page 42
 - 6. Youth Page 46

- I. Staff Report Information
Natalie Williams, Head of Youth Services, Summer Reading
Challenge

J. Reports

1. Chamber Reports (none)
2. RAILS
3. Building and Grounds (none)
4. Finance Committee (none)
5. Planning/Outreach Committee (none)
6. Policy Committee (none)

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Information

K. Unfinished Business

L. New Business

1. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit
2. Financial Forecast
3. Operating Budget 2016/2017
4. Proposed 2016/2017 Salary Range
5. Personnel Policy
6. District 86 Food Pantry Proposal

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Appointment

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Action

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Action

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Action

Action

M. Scheduled Meetings

Planning/Outreach Committee July 26, 6:30 pm

N. Community Events

O. Library Events

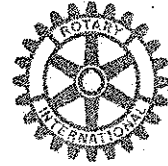
Design Lab: Vinyl Cutter	6/15/2016	1:00 PM
Book Club Party	6/15/2016	7:00 PM
Website Preview	6/17/2016	2:00 PM
Inside the Box: Board Game Night	6/17/2016	6:30 PM
ESL Conversation Group	6/18/2016	10:00 AM
WBC	6/20/2016	2:00 PM
Crafternoons - T-shirt Art	6/20/2016	3:00 PM
Website Preview	6/20/2016	4:00 PM
Adult Chess Group	6/20/2016	6:00 PM
Anime Addicts	6/20/2016	6:30 PM
Chess Club	6/21/2016	2:00 PM
Hacking Electronics	6/21/2016	2:00 PM
1 in 4 Mental Health Campaign	6/21/2016	5:00 PM
Astronomy Using Your Eyeballs	6/21/2016	7:00 PM
Leadership Training	6/22/2016	10:00 AM
4th Wednesday: Queens of the Adriatic	6/22/2016	1:00 PM
Genealogy Group	6/23/2016	1:00 PM
Chemistry for K-8	6/23/2016	6:30 PM
Tech Talk: Google Cardboard & Virtual Reality	6/23/2016	7:00 PM
Pokken Tournament	6/24/2016	6:00 PM
Create a Job Search Plan	6/25/2016	10:00 AM
The Sound	6/25/2016	6:30 PM
STEM Buddies	6/27/2016	2:00 PM
WBC	6/27/2016	2:00 PM

Crafternoon - Modge Podged Jars	6/27/2016	3:00 PM
Naperville Astronomical Association Drop-in	6/27/2016	4:00 PM
Current Events Group	6/27/2016	7:00 PM
Chess Club	6/28/2016	2:00 PM
Hacking Electronics	6/28/2016	2:00 PM
The Sun and Other Stars	6/28/2016	7:00 PM
Make 3D Illustrations Come to Life	6/29/2016	9:00 AM
Thinking Outside the Book: Text Art	6/29/2016	10:30 AM
Design Lab: 3 D Printing	6/29/2016	1:00 PM
Girls Night In	6/29/2016	6:30 PM
Life-sized Yahtzee on the Lawn	6/30/2016	6:30 PM
Art Therapy Night	7/1/2016	7:00 PM
ESL Conversation Group	7/2/2016	10:00 AM
Chess Club	7/5/2016	2:00 PM
Hacking Electronics	7/5/2016	2:00 PM
Shark Week Celebration	7/6/2016	2:00 PM
Project Squirrel: Citizen Science Project	7/7/2016	6:30 PM
Intermediate iPad/iPhone	7/9/2016	10:00 AM
Minecraft Mods	7/9/2016	1:00 PM
Parents Workshop: Storytime Yoga	7/10/2016	1:30 PM
WBC	7/11/2016	2:00 PM
Crafternoons - Paracord Bracelets	7/11/2016	3:00 PM
Adult Chess Group	7/11/2016	6:00 PM
Current Events Group	7/11/2016	7:00 PM
Chess Club	7/12/2016	2:00 PM
Hacking Electronics	7/12/2016	2:00 PM
Readers Theatre Rehearsal-Seedfolks by Paul Fleischman	7/12/2016	4:00 PM
Design Lab: Vinyl Cutter	7/13/2016	1:00 PM
Key to an Effective Job Search	7/13/2016	7:00 PM
Excel: Sort and Filter	7/14/2016	6:00 PM
Giving Back Night	7/14/2016	6:30 PM
Excel: Formulas and Functions	7/14/2016	7:30 PM
Minecraft Club	7/15/2016	1:00 PM
Performance of Seedfolks by Paul Fleischman	7/15/2016	6:30 PM
Harry Potter Trivia Night	7/15/2016	7:00 PM
ESL Conversation Group	7/16/2016	10:00 AM
Reception for Debbie Wordinger	7/17/2016	1:00 PM
WBC	7/18/2016	2:00 PM
Crafternoons - Wrapped Earbuds	7/18/2016	3:00 PM
Adult Chess Group	7/18/2016	6:00 PM
Anime Addicts	7/18/2016	6:30 PM
Chess Club	7/19/2016	2:00 PM
Hacking Electronics	7/19/2016	2:00 PM

P. Adjournment



Rotary
Club of Darien IL Inc



**The Rotary Club of Darien and
Miskatonic Brewing Company**

Present:

Rotary After Hours Open House

When:

Tuesday July 12 6:30 PM to 7:30 PM

Tuesday August 9 6:30 PM to 7:30 PM

Tuesday September 13 6:30 PM to 7:30 PM

Where:

Miskatonic Brewing Company 1000 N Frontage Rd, Darien, IL 60561

What:

An opportunity to meet Rotarians, learn about the organization and support a good cause. 20% of the beer sales will go towards our club's Food for Kids program.

How:

Just show up! The event itself is free, but beer, soft drinks and food are available for purchase.

For more information, contact Chris Gerrib at 630-434-5075 or via email at cgerrib@comcast.net or visit our web page at www.darienrotaryclub.org

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 18, 2016

**Board of Trustees Regular Meeting
May 18, 2016 – 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, Julia Lacayo, Crystal Megaridis,
Diane Ruscitti, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

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

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

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

- C. Public Comment – none

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant
2. Reger to Bukovac re: AARP Tax Assistance
3. Foster to Staff re: National Library Week
4. Bongiovanni to Bukovac re: Darien Dash
5. Hinsdale South High School Deaf and Hard of Hearing School to Hartney re: Thank You

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 16, 2016
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Proposed Changes to Policies:
 - 410- Hours of operation
 - 415- Closings
 - 420- Library cards
 - 465- Internet
 - 470- Website
 - 474- 3D printer
 - 480- Privacy
 - 600- Use of Facilities
 - 620- Community Information Flyers and Posters
 - 621- Distribution of Free Publications

- 630- Displays
- 635- Art Exhibits
- 660- Meeting Rooms
- 800- Personnel
- 1000-Emergency closings
- 1100-Gifts

- 5. Ordinance #2016-1 Authorizing Non-Resident Cards
- 6. Policy Committee Minutes April 12, 2016

Krupicka moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Lacayo 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

H. Department Reports

I. Staff Report - none

J. Reports

- 1. Chamber Reports - backup in packet. Bukovac noted that with the staff restructuring Assistant Head of Adult Services, Shirley Jensen, is now the library's official business liaison. As such she has been attending the chamber meetings with Ryan and she will eventually be attending chamber meetings on her own. The library has always offered services to businesses but has never had a staff person acting as a dedicated contact for businesses. This will enable us to offer them individualized service based on their needs.
- 2. RAILS - backup in packet.
- 3. Building and Grounds Committee- no report
- 4. Finance Committee - no report
- 5. Planning/Outreach Committee - no report
- 6. Policy Committee - no report

K. Unfinished Business - none

L. New Business

- 1. Little Free Libraries - Bukovac said that Williams will report at the June Board meeting on summer reading and a new initiative we will be trying out with Gower School. Gower will be using our storytime program and partnering with us on programming.
- 2. Website Preview - Bukovac demonstrated the library's new website which should be up and running in June. Work began on the new website last June and has included usability studies and analysis of use of page statistics.
- 3. HCS Family Services/District 86 Food Pantry - Bukovac was contacted by HCS Family Services regarding their proposal for a school based food pantry at Hinsdale South High School. Their goal is to reach families with children attending District 86 schools and its feeder schools. Their data shows the need for food for families in the Darien area. They would like to add an educational component to the pantry by having computers available and classes on nutrition and other topics. The school board is discussing the matter and investigating other possible locations including a mobile pantry next to the district-owned building across from IPPL that is currently being converted into the Transition Center. The Library Board discussed their concerns about the impact that particular location would have on the library's parking lot. They agreed they would be happy to partner with the group on

programming but directed Bukovac to convey their concerns about a mobile food pantry in The Transition Center and its impact on the library's patrons. 7

4. Trustee Visits to Libraries Report – Based on the Building and Grounds Committee's recommendation, the Trustees visited other libraries to see how they are using their space. The Trustees reported on their visits tonight. They shared photos with the rest of the group as well as their observations/impressions including use of space, seating, lighting, and overall aesthetics. The reports will be continued at the July Board meeting.

M. Scheduled Meetings

1. The Finance Committee did not schedule a meeting. The budget discussion will take place at the June Board meeting with the whole board.
2. A Planning/Outreach Committee meeting was scheduled for July 26 at 6:30 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 9:10 p.m. Krupicka moved, Lacayo seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2016

Balance on hand as of April, 2016.....	2,316,943.90
Cash Receipts for May.....	13,733.10
Cash Disbursements for May.....	220,710.25
Cash on hand as May 31, 2016.....	2,109,966.75

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.300%

General.....	1,885.92
Special Reserve.....	20,983.40
Children's Endowment.....	2,890.30
Endowment.....	11,188.56
MPI Investment (Corporate Fund).....	1,934,448.53

JP Morgan Chase - Checking

General.....	132,453.48
Hinsdale Bank & Trust - Checking.....	407.11
JP Morgan Chase - Savings - Rate .08%	
General.....	5,105.45
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2016.....	2,109,966.75

FUND BALANCES AS OF 05/31/2016

Corporate Fund.....	1,863,880.67
Building & Maintenance Fund.....	16,099.24
I.M.R.F. Fund.....	94.82
Liability Fund.....	4,494.68
Social Security Fund.....	79.07
Special Reserve Fund.....	22,107.30
Deferred Property Taxes.....	113,513.66
Current Liabilites.....	89,697.31
Grand Total All Funds.....	2,109,966.75

Indian Prairie Public Library District Consolidated Revenue Report for May 2016

Percent of Year: 91.67					
	RECEIVED May 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,384,188.33	99.69%	3,394,610.00	10,421.67
41150 · Non-current Property Taxes	310.09	310.09	62.02%	500.00	189.91
43100 · Interest-Tax Levy	0.00	2.63	0.00%	0.00	-2.63
TOTAL PROPERTY TAX & LEVY INTEREST	310.09	3,384,501.05	99.69%	3,395,110.00	10,608.95
INTERGOVERNMENTAL					
42100 · I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42150 · YALSA/Dollar Gen Grant	0.00	1,000.00	0.00%	0.00	-1,000.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
42300 · LIMRICC	0.00	21,714.74	0.00%	0.00	-21,714.74
TOTAL INTERGOVERNMENTAL	0.00	26,714.74	56.24%	47,500.00	20,785.26
INTEREST					
43500 · Interest - Investment	30.97	1,216.31	486.52%	250.00	-966.31
TOTAL INTEREST	30.97	1,216.31	486.52%	250.00	-966.31
DESK MONIES					
45100 · Copier	371.21	4,659.98	97.08%	4,800.00	140.02
45120 · Computer Copies	1,152.51	12,828.22	106.90%	12,000.00	-828.22
45200 · Fines/Fees	4,388.23	43,107.33	86.22%	50,000.00	6,892.67
45250 · Gifts/Donations	100.00	2,742.62	182.84%	1,500.00	-1,242.62
45300 · Lost Materials	753.65	9,190.75	70.70%	13,000.00	3,809.25
45350 · Non-Resident Fees	5,296.00	78,916.05	98.65%	80,000.00	1,083.95
45400 · DVD Fines	479.20	6,028.85	75.36%	8,000.00	1,971.15
45450 · Book Rental	69.75	737.28	43.37%	1,700.00	962.72
45550 · Meeting Room Rental	0.00	210.30	105.15%	200.00	-10.30
45600 · ILL Fees	64.00	1,218.27	174.04%	700.00	-518.27
45650 · 3D Printing	131.45	580.65	116.13%	500.00	-80.65
TOTAL DESK MONIES	12,806.00	160,220.30	92.94%	172,400.00	12,179.70
OTHER INCOME					
46700 · Miscellaneous	155.25	919.54	306.51%	300.00	-619.54
46800 · Collection Agency Fee	50.00	380.00	126.67%	300.00	-80.00
* 49000 · Operating Transfer In	0.00	31,120.42	518.67%	6,000.00	-25,120.42
TOTAL OTHER INCOME	205.25	32,419.96	491.21%	6,600.00	-25,819.96
GRAND TOTAL	13,352.31	3,605,072.36	99.54%	3,621,860.00	16,787.64

* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$25,120.42 from Corporate Fund to Building Reserve Fund for:
New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

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

Percent of Year: 91.67

	May 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	163,296.37	1,813,352.02	86.39%	2,099,153.00	285,800.98	2,142,000.00	84.66%
61310 · Benefits - Medical / Life Ins.	1,834.50	100,507.52	93.93%	107,000.00	6,492.48	132,000.00	76.14%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	0.00	154,042.80	79.56%	193,612.00	39,569.20	215,000.00	71.65%
61340 · Benefits - FICA	12,336.06	138,012.19	85.65%	161,142.00	23,129.81	175,000.00	78.86%
61400 · Staff Development	144.66	17,176.57	85.88%	20,000.00	2,823.43	25,000.00	68.71%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	936.81	93.68%	1,000.00	63.19	3,000.00	31.23%
61710 · Workers Compensation	0.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	247.68	3,129.46	88.35%	3,542.00	412.54	6,000.00	52.16%
TOTAL PERSONNEL	177,859.27	2,235,713.37	86.11%	2,586,348.00	360,634.63	2,714,600.00	82.36%
MATERIALS							
62100 · Books	17,189.73	189,093.11	78.41%	241,175.00	52,081.89	250,000.00	75.64%
62200 · Periodicals	107.84	26,217.80	78.65%	33,250.00	7,032.20	35,000.00	74.91%
62300 · Audio	3,272.37	41,460.26	89.64%	46,250.00	4,789.74	50,000.00	82.92%
62400 · Video	2,069.08	43,133.95	73.48%	58,700.00	15,566.05	60,000.00	71.89%
62500 · Multi-Media	0.00	4,907.67	61.35%	8,000.00	3,092.33	10,000.00	49.08%
62600 · Electronic Reference Resources	0.00	64,462.46	95.78%	67,300.00	2,837.54	70,000.00	92.09%
62700 · Console Games	0.00	6,481.86	92.80%	7,000.00	518.14	8,000.00	81.02%
62800 · ESL	0.00	1,136.31	56.82%	2,000.00	863.69	3,000.00	37.88%
62850 · I Lead Grant Supplies	0.00	4,000.00	100.00%	4,000.00	0.00	0.00	0.00%
62900 · Materials Supplies	1,473.33	18,190.83	72.76%	25,000.00	6,809.17	30,000.00	60.64%
TOTAL MATERIALS	24,112.35	399,084.25	81.00%	492,675.00	93,590.75	516,000.00	77.34%
BUILDING							
63200 · Cleaning Service	7,155.86	61,737.53	82.32%	75,000.00	13,262.47	82,000.00	75.29%
63300 · Utilities (1-8-11 · Gas)	1,314.79	12,479.69	96.00%	13,000.00	520.31	50,000.00	24.96%
63300 · Utilities (1-8-12 · Electric)	3,868.74	52,245.51	71.57%	73,000.00	20,754.49	100,000.00	52.25%
63300 · Utilities (1-8-13 · Telephone)	0.00	5,609.34	93.49%	8,000.00	390.66	8,000.00	70.12%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	4,395.67	43.96%	10,000.00	5,604.33	13,000.00	33.81%
63300 · Utilities (1-8-15 · Garbage Disposal)	289.55	2,512.88	83.76%	3,000.00	487.12	50,000.00	5.03%
63400 · Maintenance Supplies	396.89	16,950.67	105.94%	16,000.00	-950.67	20,000.00	84.75%
63500 · Security System Monitoring	0.00	781.00	52.07%	1,500.00	719.00	3,000.00	26.03%
63600 · Property Maintenance	3,447.00	15,945.11	63.78%	25,000.00	9,054.89	30,000.00	53.15%
63800 · Building Maintenance/Repairs	0.00	46,825.97	113.55%	43,000.00	-5,825.97	55,000.00	88.77%
TOTAL BUILDING	16,472.83	221,483.37	83.42%	265,500.00	44,016.83	411,000.00	53.89%
OPERATIONS							
64200 · Supplies - Office	471.03	11,226.12	70.61%	15,900.00	4,673.88	18,000.00	62.37%
64300 · Photocopy Supplies	221.94	3,556.05	71.12%	5,000.00	1,443.95	6,000.00	59.27%
64400 · Patron Card Supplies	0.00	395.82	39.58%	1,000.00	604.18	1,500.00	26.39%
64500 · Postage	0.00	3,592.77	89.82%	4,000.00	407.23	8,000.00	44.91%
64600 · Non-Payment Reimbursement	0.00	1,363.05	45.44%	3,000.00	1,636.95	6,000.00	22.72%
64700 · Travel	14.58	308.81	56.15%	550.00	241.19	1,000.00	30.88%
64800 · Organizational Memberships	950.00	1,730.00	96.11%	1,800.00	70.00	2,200.00	78.64%
64900 · Bank Fees	209.15	2,316.71	92.67%	2,500.00	183.29	3,000.00	77.22%
TOTAL OPERATION	1,866.70	24,489.33	72.56%	33,750.00	9,260.67	45,700.00	53.59%
AUTOMATION							
65100 · Supplies-Public Toner	0.00	5,056.00	72.23%	7,000.00	1,944.00	8,000.00	63.20%
65150 · Supplies-Staff Toner	0.00	5,204.91	86.75%	6,000.00	795.09	8,000.00	65.06%
65160 · Supplies-3D Printer	0.00	379.51	75.90%	500.00	120.49	1,000.00	37.95%
65200 · Automation-Prof Services	1,425.00	4,137.50	82.75%	5,000.00	862.50	10,000.00	41.38%
65300 · Purchase of Equipment	2,622.00	7,201.54	36.01%	20,000.00	12,798.46	26,000.00	27.70%
65400 · Automation Equip Mnt/Repair	0.00	1,488.71	74.44%	2,000.00	511.29	4,000.00	37.22%

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

Percent of Year: 91.67

	May 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	0.00	8,854.88	43.20%	20,500.00	11,645.12	27,000.00	32.80%
65600 · SWAN	0.00	45,620.00	100.00%	45,620.00	0.00	47,000.00	97.06%
65700 · Telecommunications	0.00	2,114.91	93.79%	2,255.00	140.09	4,000.00	52.87%
TOTAL AUTOMATION	4,047.00	80,057.96	73.53%	108,875.00	28,817.04	135,000.00	59.30%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	12,802.50	88.29%	14,500.00	1,697.50	26,000.00	49.24%
66200 · Credit Bureau	0.00	763.90	50.93%	1,500.00	736.10	2,000.00	38.20%
66300 · Equipment-Maintenance Repair	0.00	3,022.87	50.36%	6,000.00	2,977.13	8,000.00	37.79%
66900 · Fees - Bond Registrar	0.00	50.00	50.00%	100.00	50.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	0.00	16,639.27	75.29%	22,100.00	5,460.73	36,000.00	46.22%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,398.00	99.61%	16,462.00	64.00	19,500.00	84.09%
MARKETING							
68110 · Marketing Newsletter	2,006.92	29,509.08	84.31%	35,000.00	5,490.92	37,000.00	79.75%
68111 · eNewsletter	0.00	1,638.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
68210 · Marketing Advertising	27.50	1,921.00	64.03%	3,000.00	1,079.00	5,000.00	38.42%
68310 · Marketing Supplies	0.00	1,327.45	53.10%	2,500.00	1,172.55	4,000.00	33.19%
68410 · Marketing-Information Printing	444.38	1,920.57	38.41%	5,000.00	3,079.43	8,000.00	24.01%
68500 · Legal Notices	0.00	1,340.36	95.74%	1,400.00	59.64	2,000.00	67.02%
68600 · Special Events	1,445.76	18,785.59	69.84%	26,900.00	8,114.41	32,000.00	58.70%
TOTAL PUBLIC INFORMATION	3,924.56	56,442.05	74.96%	75,300.00	18,857.95	90,000.00	62.71%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
69900 · Contingency	0.00	4,314.73	88.96%	4,850.00	535.27	50,000.00	8.63%
69920 · Gift/Donation Purchases	0.00	1,432.31	0.00%	0.00	-1,432.31	0.00	0.00%
** 70000 · Operating Transfer Purchases	0.00	25,120.42	0.00%	0.00	-25,120.42	0.00	0.00%
GRAND TOTAL	228,282.71	3,087,175.06	85.24%	3,621,860.00	534,684.94	4,117,800.00	74.97%

* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

** Operating Transfer Purchases reflects \$25,120.42 in purchases from Corporate Fund Reserves to Building Fund Reserves for New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

ACTION ON BILLS May 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48396 thru 48447	\$ 53,161.98
Chase Bank-Salaries for May	36525 thru 36551	\$ 7,691.82
Hinsdale Bank-Direct Deposits	& 21857 thru 22021	\$ 110,403.31

MONTH'S TOTAL: \$ 171,257.11

1:01 PM
05/12/16
Accrual Basis

Indian Prairie Public Library District
Account QuickReport

As of May 31, 2016

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Liability Check	05/05/2016	48396	Nationwide Retirement	610.00
Liability Check	05/05/2016	48397	Vantagepoint	1,343.01
Bill Pmt Check	05/05/2016	48398	DAC	134.50
Bill Pmt Check	05/05/2016	48399	Home Depot	10.96
Bill Pmt Check	05/05/2016	48400	Quill	24.64
Bill Pmt Check	05/05/2016	48401	Warehouse Direct	32.08
Bill Pmt Check	05/05/2016	48402	Garcias, Martinez	100.00
Bill Pmt Check	05/05/2016	48403	Midwest Tape	461.29
Bill Pmt Check	05/05/2016	48404	OverDrive	578.92
Bill Pmt Check	05/05/2016	48405	Roy, Nancy	32.15
Bill Pmt Check	05/05/2016	48406	Runco	455.91
Bill Pmt Check	05/12/2016	48407	Art Excursions, Inc.	295.00
Bill Pmt Check	05/12/2016	48408	Baker & Taylor	8,504.16
Bill Pmt Check	05/12/2016	48409	Baker & Taylor (video)	182.69
Bill Pmt Check	05/12/2016	48410	Bal Industries	390.00
Bill Pmt Check	05/12/2016	48411	Blackstone Audio, Inc.	393.74
Bill Pmt Check	05/12/2016	48412	Blooming Color, Inc.	444.38
Bill Pmt Check	05/12/2016	48413	Bunn, David	36.49
Bill Pmt Check	05/12/2016	48414	Case Lots Inc.	281.50
Bill Pmt Check	05/12/2016	48415	Center Point Large Print	26.45
Bill Pmt Check	05/12/2016	48416	Children's Plus Inc.	174.58
Bill Pmt Check	05/12/2016	48417	Current Technologies	4,047.00
Bill Pmt Check	05/12/2016	48418	DEMCO	312.27
Bill Pmt Check	05/12/2016	48419	Dynergy Energy Services	3,868.74
Bill Pmt Check	05/12/2016	48420	ELM USA, Inc.	369.37
Bill Pmt Check	05/12/2016	48421	Filis, April	43.98
Bill Pmt Check	05/12/2016	48422	Gale/CENGAGE Learning	583.03
Bill Pmt Check	05/12/2016	48423	Garvey's Office Products	3.98
Bill Pmt Check	05/12/2016	48424	Global Equipment Company	63.31
Bill Pmt Check	05/12/2016	48425	Graham Cracker Comics	116.65
Bill Pmt Check	05/12/2016	48426	Grainger	22.65
Bill Pmt Check	05/12/2016	48427	Grasso Graphics	972.66
Bill Pmt Check	05/12/2016	48428	Groot Industries, Inc.	289.55
Bill Pmt Check	05/12/2016	48429	Ingram Library Services	17.41
Bill Pmt Check	05/12/2016	48430	Management Association	950.00
Bill Pmt Check	05/12/2016	48431	Medicom Reimbursement Spec., Ltd.	27.50
Bill Pmt Check	05/12/2016	48432	Midwest Tape	3,504.68
Bill Pmt Check	05/12/2016	48433	Neviol Inc.	6,590.00
Bill Pmt Check	05/12/2016	48434	OverDrive	5,944.32
Bill Pmt Check	05/12/2016	48435	Palmisano, Stacy.	31.63
Bill Pmt Check	05/12/2016	48436	Penguin Random House LLC	231.50
Bill Pmt Check	05/12/2016	48437	Recorded Books, LLC	1,021.60
Bill Pmt Check	05/12/2016	48438	Rivistas Subscription Services	107.84
Bill Pmt Check	05/12/2016	48439	Scholastic Library Publishing	954.75

1:01 PM
05/12/16
Accrual Basis

Indian Prairie Public Library District

Account QuickReport

As of May 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	05/12/2016	48440	Sebert Landscaping	3,447.00
Bill Pmt Check	05/12/2016	48441	Speciality Mat Service	175.86
Bill Pmt Check	05/12/2016	48442	Szafranski, T.J.	76.02
Bill Pmt Check	05/12/2016	48443	Tumbleweed Press, Inc.	799.00
Bill Pmt Check	05/12/2016	48444	Waterlogic East LLC	117.30
Bill Pmt Check	05/16/2016	48445	VISOgraphic, Inc.	2,006.92
Liability Check	05/19/2016	48446	Nationwide Retirement	610.00
Liability Check	05/19/2016	48447	Vantagepoint	1,343.01
Total 10121 - Checking JP Morgan Chase				53,161.98
TOTAL				53,161.98

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2016

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/06/2016	20,245.76
ILDOR-State	Payroll taxes	05/06/2016	2,650.14
EFTPS-Federal	Payroll taxes	05/20/2016	20,643.96
ILDOR-State	Payroll taxes	05/20/2016	2,689.34
DAC	Deposit to HRA	05/04/2016	1,700.00
Nicor	Gas	05/19/2016	1,314.79
Chase/US Bank	Credit Card Fee	05/03/2016	184.15
Hinsdale Bank	Fee-Direct Deposit	05/03/2016	25.00

AN ORDINANCE OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,
DU PAGE COUNTY, ILLINOIS, ASCERTAINING THE PREVAILING RATE OF
WAGES FOR LABORERS, WORKERS, AND MECHANICS EMPLOYED
ON PUBLIC WORKS OF SAID DISTRICT

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of the Indian Prairie Public Library District of the County of DuPage investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Indian Prairie Public Library District employed in performing construction of public works for said Indian Prairie Public Library District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Indian Prairie Public Library District:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Indian Prairie Public Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of July 1, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Indian Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Indian Prairie Public Library District to the extent required by the aforesaid Act.

SECTION 3: The Indian Prairie Public Library District Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Indian Prairie Public Library District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Indian Prairie Public Library District Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Indian Prairie Public Library District Secretary shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Indian Prairie Public Library District Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 15th day of June, 2016.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

NOTICE OF DETERMINATION OF PREVAILING WAGES

Notice is hereby given that the Indian Prairie Public Library District has determined by Ordinance adopted June 15, 2016, that the prevailing rate of wages for construction work coming under the jurisdiction of the Indian Prairie Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of July 1, 2015. A copy of said determination may be obtained from the Indian Prairie Public Library District or the Department of Labor.

Beena Deshmukh, Secretary
Indian Prairie Public Library District

Du Page County Prevailing Wage for July 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHER		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.550	15.16	1.250	0.610
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR EQMT OP		HWY		39.220	53.290	1.5	1.5	2.0	5.000	12.17	0.000	0.390
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR GRNDMAN		HWY		30.330	53.290	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR LINEMAN		HWY		46.950	53.290	1.5	1.5	2.0	5.000	14.56	0.000	0.470
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR TRK DRV		HWY		31.400	53.290	1.5	1.5	2.0	5.000	9.730	0.000	0.310
ELECTRICIAN		BLD		38.160	41.980	1.5	1.5	2.0	9.550	18.29	4.680	0.680
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR	NE	ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER	E	ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		32.400	34.320	1.5	1.5	2.0	10.05	13.75	0.000	0.620
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780
MATERIAL TESTER I		ALL		29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II		ALL		34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
OPERATING ENGINEER		BLD 1		48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 2		46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 3		44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 4		42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 5		51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 6		49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 7		51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		FLT		36.000	36.000	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 1		46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 2		45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 3		43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 4		42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 5		41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 6		49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 7		47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER E		ALL		45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
ORNAMNTL IRON WORKER W		ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
PAINTER		ALL		41.730	43.730	1.5	1.5	1.5	10.30	8.200	0.000	1.350
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
PIPEFITTER		BLD		46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD		43.430	46.040	1.5	1.5	2.0	10.05	14.43	0.000	1.020
PLUMBER		BLD		46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880

ROOFER	BLD	41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER	BLD	44.720	46.720	1.5	1.5	2.0	10.65	13.31	0.000	0.820
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR	E ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STEEL ERECTOR	W ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
STONE MASON	BLD	43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
SURVEY WORKER	->NOT IN EFFECT		ALL	37.000	37.750	1.5	1.5	2.0	12.97	9.930 0.000 0.500
TERRAZZO FINISHER	BLD	38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720
TERRAZZO MASON	BLD	41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940
TILE MASON	BLD	43.840	47.840	1.5	1.5	2.0	10.55	11.40	0.000	0.990
TRAFFIC SAFETY WRKR	HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER	ALL 1	35.920	36.120	1.5	1.5	2.0	8.280	8.760	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCK POINTER	BLD	42.620	43.620	1.5	1.5	2.0	10.05	13.34	0.000	0.670

Legend: RG (Region)
TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)
C (Class)
Base (Base Wage Rate)
FRMAN (Foreman Rate)
M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.
OSA (Overtime (OT) is required for every hour worked on Saturday)
OSH (Overtime is required for every hour worked on Sunday and Holidays)
H/W (Health & Welfare Insurance)
Pensn (Pension)
Vac (Vacation)
Trng (Training)

Explanations

DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar

type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 75 Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the

Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

ORDINANCE #2016-3

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2016 through June, 2017 shall be held on the third Wednesday of each month at 7 o'clock in the evening at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 20, 2016
- August 17, 2016
- September 21, 2016
- October 19, 2016
- November 16, 2016
- December 21, 2015
- January 18, 2017
- February 15, 2017
- March 15, 2017
- April 19, 2017
- May 17, 2017
- June 21, 2017

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 15th day of June, 2016.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

DISTRIBUTED @ BOARD MEETING (E6)

RESOLUTION #2016-A

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
TRANSFER CORPORATE FUNDS TO
BUILDING AND MAINTENANCE FUND

The Indian Prairie Public Library District Board of Trustees hereby resolves to transfer \$25,120.42 from the Corporate Fund to the Building and Maintenance Fund to be used for:

1. Exterior signs
2. Technical services office furniture
3. Conference room furniture
4. Conference room doors
5. Fabric for adult services study chairs
6. Two sump pumps

Approved this 15th day of June, 2016.

Victoria Suriano, President

Attest:

Beena Deshmukh, Secretary

**Director's Report
June 2016**

Agenda

New Business:

The Board President will appoint a committee to review closed sessions minutes and complete the secretary's audit. This is done twice a year.

There is a memo covering the financial forecast information as well as the proposed budget for FY16/17. The budget document itself as explanatory notes relative to changes from last year.

The Salary Range proposal is for a 1.5% increase in the minimum and maximum for each range. Information includes a chart comparing IPPL positions starting salaries with other libraries, the current salary range and the proposed salary change for the minimum salary level. Proposed changes to the Personnel Policy are related to the budget and covered in the budget memo.

Debbie Baker with HCS Family Services has asked the board to consider writing a letter of support for the proposal to place a food pantry at District 86. Letters of support from the mayors of Willowbrook, Darien and Westmont are included in the packet. Also included is a matrix that was prepared for the District 86 Board to compare the various options for placement of the food pantry. Debbie Baker has told me that the district's transition building is not being considered because there several deficiencies with a mobile food pantry model including the cost, availability of food to the patrons of the pantry, it's available only twice a month and the parking situation. There are 500 school-based pantries throughout the country. Debbie will be bringing a high—level representative from Feeding America to talk to the school district board about the various successes across the country.

Library Website

We have a "soft opening" for the new website as it is currently being promoted on the current website. First reaction from the public has been good. Staff are also doing demonstrations in the lobby. The "opening day" is June 13.

Non-Resident Member Fee

The fee is going up only \$2.00 to \$194.00.

Community

Through our partnership with the Darien Park District we were able to promote our How-to Expo, the Teen Job Fair, the Seed Library and the End of Summer Book Swap Party in their summer catalog (pages are attached to my report).

Forty people attended the planting for the Good Worx/Sunny Patch gardens. Everyone was very excited about the project. Be sure to check out the gardens by the Clarendon Hills entrance, the reading garden and in the river bed.

I attended the Willowbrook Corner Coalition meeting and an executive board meeting.

Staff

Laura and I selected four candidates to participate in the second interviews. The candidates met for an hour with four Adult Services Librarians and then met for an hour with the department heads. Laura and I sat in on each interview. Laura and I will be considering all their feedback next week and I hope to make an offer next week.

Adrian Herath has been hired as a Summer Teen Intern. His salary is paid for by a grant and he will be assisting staff in providing technology classes this summer. Kim Paliicz has resigned as Circulation Associate.

Continuing Education

Laura and I attended an all-day workshop on "The Transformative Power of Community Engagement". This was a great workshop that included discussion on leadership, library values and mission, the concept of "starting with why", and community conversations. We came away with many great ideas to follow-up on.

Nancy attended a webinar on "Taking the Fear Out of How-to Fests"

Maria was trained on how to add information to the new website and in how record daily deposits in Quickbooks.

Meetings

I met with Laura and Marianne to discuss options regarding the library newsletter.

Meeting with Laura, Marianne, Nancy and Theresa to discuss new foundation website

SWAN Directors' Meeting

Demonstration by Envisionware of their self-checkout system with Debbie S. and Ann.

One-on-one with Debbie S.

One-on-one with Natalie

One-on-one with Ann

One-on-one with Laura

One-on-one with Debbie W

Department Heads meeting

One-on-one with Laura

One-on-one with Debbie W

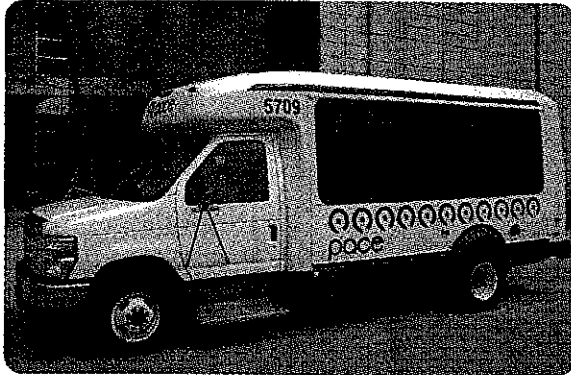
One-on-one with Debbie S.

Nancy, Maria and Stacy held their monthly meeting

Nancy attended a Management Association HR Roundtable

Maria and Stacy had two meetings to discuss their projects.

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Downers Grove Township Dial-a-Ride

Dial-A-Ride is a curb-to-curb shared ride service for Township residents who are 65 and over. It is also a service for qualified persons with disabilities of any age. In order to use the service, riders must have a valid RTA or ADA card. Questions and registration contact Joan Nichols at (630) 719-6685.

Qualified residents 65 and older can apply for a RTA card, in person, at the Township office. The price for the accompanying picture is \$3.00. The Township address is 4340 Prince Street, Downers Grove. Qualified persons with disabilities of any age, please call the Township office for an application, (630) 719-6685.

You must bring one of the following:
a driver's license, State issued ID card, US Immigration Alien Registration card (copy of both sides) or a passport.

The Dial-A-Ride service is provided to and from any point within the Township of Downers Grove area. This includes service to Good Samaritan Hospital. Service is provided from 8 am to 4 pm, Monday through Friday, excluding major holidays. The fare is \$5.00 for each one-way ride.

Reservations for general-purpose rides can be made one or two business days in advance. Rides for medical appointments can be made up to a week in advance. An escort may accompany a passenger. The escort does not have to be registered but does have to pay a separate \$5.00 fare

Division of Human Services
Phone: (630) 719-6670 Fax: (630) 719-6608



TEEN JOB FAIR

The Indian Prairie Public Library will host its 2nd annual Teen Job Fair on Saturday, April 9, from 1 to 3:30 p.m. The fair, for teens seeking employment, internships, and/or volunteer opportunities, is co-hosted by the Darien Chamber

of Commerce and Willowbrook/Burr Ridge Chamber of Commerce and Industry. To prepare for the job fair, teens can sign up for the library's Teen Job Interviewing Workshop on Wednesday, April 6, at 6:30 p.m. Register at www.calendar.ippl.info.



The Indian Prairie Public Library will host its first-ever How-To Expo on Saturday, April 16, from noon to 3 p.m. The free, family-friendly celebration of the creative and do-it-yourself mindset will take over the entire library, and topics will range from coffee brew methods to craft beer

styles, composting to crochet basics, and soap making to scarf tying. All workshops will be taught by community members and local business owners.

For more information, including a full schedule of workshops, visit www.howtoexpo.ippl.info.



Looking forward to planting a garden this spring? Visit the Indian Prairie Seed Library for the seeds to get started! The Seed Library is a collection of open pollinated and heirloom seeds that members can

check out to plant and grow at home. There is no charge, and no obligation to return the seeds. Indian Prairie Public Library members can check out two seed packets per visit, and each packet contains enough seeds to grow 3 to 5 plants. Seeds are available to all ages and gardening skill levels.

Visit our website, ippl.info for more information
401 Plainfield Road, Darien, IL 60561 · Phone: (630) 887-8760

Musical Theatre Workshop

You will learn musical numbers, choreography, designing the program cover and costumes; culminating in a performance at the end of the session. All kids welcome, even if performing is not their style.

This course is being taught by Nancy Urban. Nancy has a BFA in Musical Theatre as well as a BFA in Music Therapy. She has choreographed over 20+ productions. Nancy has also performed in over 25 productions. She has performed in various off-Broadway productions and studied acting at the highly respected HB Studios in NYC.

Students need to bring a water bottle and wear comfortable clothing.

Age: 7-12 year olds
Location: Darien Park District Community Center
7301 Fairview Ave.

Instructor: Nancy Urban
Note: *No class 7/4

Code #	Day	Date	Time	R/NR Fee
220248-A	M	June 13-Aug. 8*	6:00-7:30pm	\$60/\$65

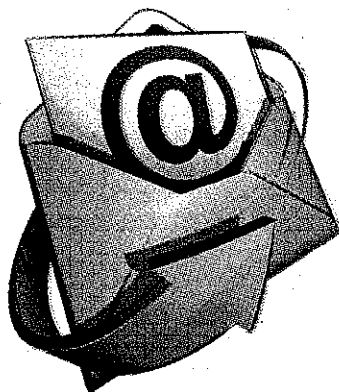
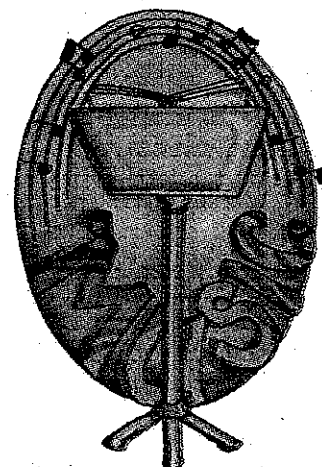
Darien Glee Club

Become part of the Darien Park District Glee Club and sing some of your favorite tunes like the ones performed on the TV show "Glee". We will learn 2-3 songs with dancing and singing! Lots of music and tons of fun!!!

Age: 7-12 year olds
Location: Darien Park District Community Center
7301 Fairview Ave.

Instructor: Nancy Urban
Note: *No class 7/4

Code #	Day	Date	Time	R/NR Fee
220219-A	M	June 13-Aug. 8*	4:30-5:30pm	\$50/\$55



Do we have your current e-mail address?

Often times we have the need to connect with our program participants via e-mail. In order for our e-mail communications to reach you, we need to be sure we have your current e-mail address. Please help us update our information by sending an e-mail to info@darienparks.com or calling us at 630-968-6400 x100 to supply your new e-mail address.



Registration starting May 23

- www.calendar.ippl.info
- Calling 630-887-8760 x239
- In person at Adult Ask Us Desk

End of Summer Book Swap Party

Thursday, August 18 at 7:00pm
at Darien Community Park (north pavilion)

All the books you lugged to read on the beach now just taking up space? Trade for something new at our book swap party (No children's books please). S'mores and more provided by Indian Prairie Public Library. Co-sponsored by Darien Park District.

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Assistant Director's Report
June 2016

Building:

All carpeting and upholstery were cleaned the 1st week of June.

Since we still receive regular complaints about cars ignoring the "Exit Only" signs at the exit of the small parking lot off of Clarendon Hills Road , we purchased two new large "Do Not Enter" signs to replace them. Other than stand outside and direct traffic myself, there is little else we can do to control drivers.

Our telephone service was out for just over 24 hours from 9:00 am May 16th to 9:15 am May 17th. The outage was caused by a larger service outage in our area.

Our new rain barrels are being used frequently to water plants and the Good Worx container gardens.

Mike painted the Youth Room and the Family Center in May. He will be painting the Meeting Room in June.

Eagle Scout Update:

Andrew Cole completed his Eagle Project. He built and delivered 10 storywalk posts. He did a superior job on the construction. Each post has a large angled flat frame and a removable acrylic cover. The posts still need to be stained. I will be working with Natalie to determine the best location for the storywalk so that we can make a recommendation.

LED Lighting Rebate:

Unfortunately, the funds that Com Ed is able to offer for rebate grant money is, by legislation, held up in the Department of Commerce and Economic Opportunity which, as you know, still doesn't have an approved budget, so the funds cannot be released. I have been informed that ComEd is trying to remove DCEO from its program so that they can offer the rebate grants directly to customers.

I am currently working with Project Green Illinois to find direct rebates from other vendors.

Friends of the Library:

The Book Nook made \$830.23 in May.

The next Friends meeting will be July 12th and we will hold a "mixer" before the business meeting to encourage new members.

The Friends are providing 50 books to be given away to people who visit the library table at the Darien Park District Farmer's Market.

The Friends will be hosting Debbie Wordinger's Retirement Reception on Sunday, July 17th.

Miscellaneous:

I continued to assist Jamie with interviews for the Head of Adult Services Department Head opening.

The library will be participating in the Darien Lions Club's 4th of July Parade. The parade starts at 9:30am on Monday, July 4th. Please let me know if you are interested in walking the parade route with us!

Marketing:

Marianne's monthly report is attached.

Continuing Education:

5/26 Transformative Power of Community Engagement at the Santori (Aurora) Public Library.

Meetings:

- 5/19 One on one with Marianne
- 5/25 Met with Marianne and Jamie to review newsletter costs
- 5/27 One on one with Jamie
- 5/31 Met with Jamie to review interview questions
- 5/31 Department Head Meeting
- 6/1 One on one with Natalie
- 6/6 One on one with Marianne
- 6/6 2nd Interview: AS Department Head
- 6/7 One on one with Jamie
- 6/7 2nd Interview: AS Department Head
- 6/8 2nd Interview: AS Department Head
- 6/9 Met with Nancy and Dave to work on Foundation website
- 6/9 2nd Interview: AS Department Head
- 6/13 How to Expo Committee Meeting
- 6/14 One on one with Jamie
- 6/14 Department Head
- 6/14 Communico (calendar software) Demonstration
- 6/15 One on one with Jamie
- 6/15 Library Board Meeting

Submitted by: Laura Birmingham

Marketing Department Report – May 2016

Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including Free Comic Book Day, The Sound, Better Together Summer Reading Challenge, Share Your IPPL Story, Willowbrook resident Dolores Cyze's 3D printer story, employee Anna Grob's National Indie Excellence Award, Jez' *Suburban Life* Community Voice column, Good Worx pop-up community garden, I Can't Be a Runner...Or Can I?, Ask an Excel Expert, Art Therapy Night, Buying Your First Home, eLibrary Drop-In, Ask an iPad/iPhone Expert, Intro to 3D Printing, Beginner's Genealogy, new emagazines on Zinio, Archie Comics on hoopla, Brainfuse HelpNow database, Jobs & Careers enewsletter, May art gallery exhibits, and the Darien Dash fundraiser. Marianne also took photos of the pop-up community garden and Anna Grob.

Story Plan

As directed by Strategy 5.2.4, Marianne has developed a plan for how to tell the library story using outcomes, focusing on how residents benefit from the library. A process for capturing these stories has been developed, and ways to effectively use the stories are being identified. Four forms have been received since the initiative kicked off with the summer newsletter.

Newsletter

Production of the fall newsletter will begin mid-July, and it will be delivered to resident mailboxes by Saturday, Aug. 20.

Community Events

The library will participate the Darien Lions Club's 4th of July Parade, per Strategy 3.1.3. Marianne will coordinate the entry, which will consist of interested participants from the Better Together 2016 Summer Reading Challenge (children 12 and under must be accompanied by a parent or guardian) and staff. The library is providing informational flyers (with a coloring sheet on the back) at all summer reading events. Our entry will be behind Trustee Marian Krupicka's in the lineup.

In addition, Marianne continues to work with Janet Kowal, the Village of Burr Ridge events coordinator, and library materials will be on display at all summer events hosted by the Village of Burr Ridge.

Suburban Life

Jez Layman wrote a *Suburban Life* Community Voice column about the library's #LibSocial and GenLit offerings for those in their 20s and 30s, and it appeared in the May 20 issue. A copy is included in this packet.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block articles for the July/August issue.

Darien Park District

As directed by Action 5.2.2.7, Marianne will submit items to the Darien Park District for their fall brochure, which will be mailed to residents in July.

Advertising

The library purchased a quarter-page ad for the Better Together Summer Reading Challenge in the June issue of the *Willowbrook Post*.

eNews

There are currently 16,538 462 (+76) email addresses on the mailing list. In addition to the regular weekly eNews, special Better Together Summer Reading Challenge eNews' were sent on May 20, 27, and June 3.

Social Media

The library's organic reach on Facebook continues to grow. Marianne's post congratulating staff member Anna Grob on her National Indie Excellence Award reached 1,468 people with 100 reactions, 13 comments, and 2 shares.



Marianne's Meetings

Community

Willowbrook/Burr Ridge chamber luncheon w/Shirley Jensen at Ashton Place on May 4
Batavia Pecha Kucha w/Debbie Wordinger at Island View Banquets in Batavia on May 12

Continuing Education

Start a Revolution: Stop Acting Like a Library at Naperville Public Library 95th St. Branch on May 3
Web training w/Ann on May 12

Meetings

Meetings w/Laura May 5 & 19
Meetings w/Theresa May 5, 12, 19, 26
Meet Nina Newport w/Laura on May 5
4th of July brainstorm meeting w/Natalie & Laura on May 10
Marketing meeting w/TJ on May 20
Budget meeting w/Jamie & Laura on May 25
Website Committee Meeting on May 26

Theresa's Meetings

Meetings

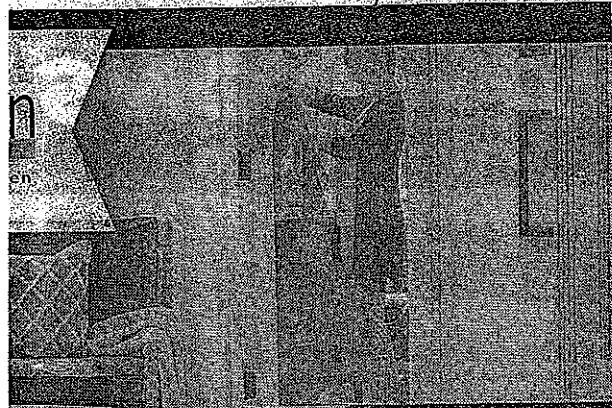
Meetings w/Marianne May 5, 12, 19, 26
Website Committee Meeting on May 26

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the summer newsletter and new posters for The Sound. Theresa continues to work on the Foundation's new website and brochure.



Marianne Ryan, Marketing Coordinator
June 8, 2016



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Indian Prairie Library targets young single adults

DARIEN — Are you in your 20s or 30s and wondering how to make friends as an adult? Whether you're new to the area or just want to hang out with people your own age without spending a lot of money, Indian Prairie Public Library has something for you.

Adults in their 20s and early 30s are among those least likely to use their local libraries, with only about 50 percent visiting in the last year. There are always programs for teens, families and seniors, but young, single adults often felt overlooked.

IPPL changed that in 2010 with the creation of the GenLit reading collection and book group, both geared specifically for this demographic. In 2015, #LibSocial was launched to complement the book club with a series of social, creative and educational events.

This summer, we have lots of fun programs planned, ranging from a class on how to buy your first house to a board game night to an adult coloring night. We're hosting a Harry Potter Trivia Night to celebrate the



COMMUNITY VOICE

Jez
Layman

release of "The Cursed Child," and a Classic Computer Game Night to revisit old favorites as part of our Flashback Friday (#FBF) series. In June, we'll set up a digital media makerspace for you to learn how to record a podcast, play a digital instrument, or make something with our 3-D printer.

In addition to #LibSocial's programs on the first and third Fridays of the month, the GenLit book club meets on the fourth Wednesday of the month at various local restaurants. On May 25, we will meet at La Cabanita in Burr Ridge to discuss "The Signal and the Noise" by Nate Silver.

Follow GenLit on Facebook for more information at facebook.com/genlit. All #LibSocial and GenLit programs are open to anyone in

See ADULTS, page 12

• ADULTS

Continued from page 10

their 20s or 30s, and you can find all of them on the library's calendar at calendar.ippl.info to register or get more information. Want to stay up to date on everything the library offers

for young adults? Sign up for our 20s and 30s newsletter at bit.ly/ipplnews to get the latest on programs, our GenLit book club, and recent book releases.

Jez Layman is adult services librarian at Indian Prairie Public Library in Darien.

Adult Services Monthly Report: May 2016

Programs: We had the last of our winter/spring Thursday afternoon movie series with 36 people at *Suffragette* and 46 at *Steve Jobs*. I selected and chose the movies and then the movies themselves were hosted by either Ben Egler or, in his absence, Jamie Allard. Patrons came down and complimented us about how nice the young people were who were hosting. Two or three patrons asked if the movies couldn't continue the rest of the year. This might be something to try later, but my experience with trying to expand the series was that the types of movies released at other times of the year aren't the genres that appeal to this demographic. Cindy hosted three adult programs in May. "I Can't be a Runner—or Can I" had 11 in attendance. "Traveling to Cuba" had 47 and "Vincent Van Gogh in Arles" had 41.

Jez ran an art therapy night for #libsocial with 14 in attendance. She tied it into the next day's Comic Book Giveaway event by having some of the coloring pages be of superheroes. She had 27 very interested people here for a program on buying your first home. The Free Comic Book Day was very successful with approximately 250 people in attendance. This was about twice the attendance of last year. Besides the comic books to give away, there was also a photobooth and door prizes.

Most of the library book clubs end in May. We had 11 at Crime Readers and 13 at Novel Idea. Short on Time, a new group that meets only every other month, had two in attendance. There have been more people showing interest in the group than the number showing up so far for the three bi-monthly meetings. I would recommend running it for another season (September-May) and seeing if it develops a more regular following. GenLit also had a light month, only four people for *The Signal and the Noise* by Nate Silver. Jennifer described it as a good discussion but a difficult book. This group chooses their own books by voting from a selection of titles that Jennifer prepares ahead of time. We are having our third annual Book Discussion Group party in June. This party invites all the participants from our book discussion groups, anyone from the neighborhood discussion groups by personal invitation, and anyone just interested in hearing about books. Last year we had 53 people, which was perhaps a little too large group for some of the activities. We have just under 30 people signed up so far for this year's party.

Other groups that met in May include Chess with an average of ten people at each meeting, Genealogy with 25 in attendance, and play reading with an average of five. Mary led the last Great Decisions for the year. She averaged 20 people at each of the month's discussions.

Finally, the small business organization, Score, had a roundtable discussion here with four in attendance and Jennifer and Dave helped six people with eLibrary questions during a lobby drop-in.

Community: Mary attended the monthly meeting of the Darien Historical Society. Shirley attended the Willowbrook/Burr Ridge chamber meeting.

Continuing Education: Jennifer, as one of the coordinators for the program, and Jez attended an ARRT (Adult Reading Round Table) program: Listen Up—Audio Book RA. Jennifer attended a Laconi program: Bridging the Physical/Virtual Divide. Shirley attended the one day conference, Reaching Forward. She attended four different programs on either management or accessibility issues. Jez took advantage of BEA (Book Expo America) being in Chicago to attend three days of readers advisory programming. One day was actually sponsored by *Library Journal*, the LJ Day of Dialogue. The authors that Jez heard speak always spoke very positively about the impact that libraries had had in their lives. Jez and Cindy attended a webinar: Taking the Fear out of

How-to Fests. Jennifer viewed a webinar on Overdrive Marketplace—the method that we use to add books to one of our eBook collections.

Contributing to the Profession: Joe is working on programming for the ILA convention in the fall on Veterans history and ESL. He is also working on ESL programming with LEARN (Library's English and Reading Network) for a RAILS continuing education program. Jennifer attended the ARRT steering committee meeting as well as coordinating a program the group is presenting this summer in which they are partnering with *Booklist* and *Novelist*.

Meetings: We had our monthly meeting in the department. Jennifer attended the ELSUM meeting, which is a group of database managers.

Collections: It is the tail end of the year for making book selections. Everyone was busy getting their final orders in before the end of the month. Jez has been working with Heidi to better coordinate the graphic novel collections between teens and adults. Shirley is trying to deal with the reality of the types of circulation reports we are now getting from Sirsi/Dynix to analyze the use of the periodicals collection.

Marketing: We try to be holistic in our marketing approach. This means tying quick bibs into a program such as a list of gardening books at the table in the lobby with the Ask the Master Gardener. Jez put up displays of comic book heroes at the end of the Graphic Novel stacks to tie into the summer's blockbuster movies, and a current display in the lobby is for Audiobook Month. Jez got some freebies to give away in conjunction with the display from Books on Tape. Staff, particularly Jennifer and Jez, have been working hard to get all of our bibliographies up on the new website.

Seniors: Joe and I worked to create a survey to send out by email to seniors with library cards to see what their needs were and what they were aware and unaware of that the library offers. We have had over 500 people complete the survey so far, but will not analyze the answers for a few days yet to give stragglers a chance to respond. I have handed over to Joe, as the librarian assigned as senior liaison, the Thursday afternoon movie series for next fall.

Staffing: May 1, was the date for staff moving to their new departments and under their new supervisors. Shirley has continued to work with T.J. as the computer staff moved to Technology Services. Jennifer took over supervising the Adult Services Associates from me, and Shirley took over supervising the shelvers from Jennifer. For the time being, there is, of course, ongoing communication between the new supervisor and the old.

Debbie

Circulation Services
May 2016

Total checkouts for May were 58,528. This compares to 62,018 last year. (-5%). Electronic circulation was down – 4,306 circulations this year and 4,420 circulations last year (2.5%).

ILL's processed were up 5%. We processed 7,519 this year and 7,180 last year.

Patron visits were down 7% from last year (33,705 this year compared to 36,147 last year)

A total of 7,572 holds were placed in May. Patrons placed 5,662 (75%) holds while staff placed 1,910 (or 25%) holds.

21,151 items were checked out or renewed by staff at the desk. This is 36% of total checkouts/renewals. 24,793 items were checked out or renewed by patrons at one of our self-check machines, 8,278 items were renewed by patrons through enterprise and 4,306 items were electronically checked out by patrons – for a total of 37,377 items checked out through some sort of self service. This is 64% of total checkouts/renewals.

Contributing to the Profession

May 18 Circ. Advisory

As a long-time member of the SWAN Circ. Advisory Committee, I attend bi-monthly meetings. The members of this committee are Heads of Circulation from 10 public libraries and 1 academic library in SWAN. We discuss policies and make recommendations to the SWAN Board, we discuss best practices within our own departments and we certainly discuss upcoming software changes and any problems that have been occurring – and much more. This month we spent quite a bit of time talking about the upcoming Automated Phone Call Notification to patrons (SVA) and the problems we had with text notification (SMS).

Regarding SVA, we were originally told that if a patron opted in for phone notification, they would receive all their notices via a phone call (this would include overdue notification as well as billing notification). We, along with Downers Grove Library, asked to allow our patrons to only receive a phone call for hold pick up notification and have the overdues and bills sent by US mail. I'm happy to report that SWAN agreed to this. I feel that many of the patrons who have asked to receive a phone call are part of our senior population and sending them print overdues and bills is *much* better for them.

Kim Palicz, a Circulation Associate, resigned due to family obligations. Kim is very well liked by our patrons and fortunately has agreed to stay on as a substitute. We will be replacing Kim and her position is currently posted.

All in all, May was a rather quiet month. We are gearing up for summer reading and the huge amounts of materials that will be checked out and, of course, checked in. I was on vacation the first two weeks of May, and as always, the Circulation Department ran smoothly in my absence.

Meetings Attended

- May 3 Department Heads
- May 17 Department Heads
- May 19 One on One with Jamie
- May 23 Ann Stovall
- May 25 Jamie
- May 31 Department Heads

Debbie Sheehan
Head of Circulation Services

Circ Stats											
Month	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	
Renewals through the webpack not included before				1,284							
				Electronic Circulation	3,852						
Yearly											
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	686,673
*Missing data--used an average number to get a total											
Indicates highest number for that month											
Indicates library was closed partial months for construction											

TECHNICAL & TECHNOLOGY SERVICES BOARD REPORT May 2016

Improvements for Public & Strategic Goals

- Windows 10- Training laptops have been upgraded to Windows 10 to prepare for new class offerings including Windows 10 and Kids & Teen events.
- Disney Music CDs- Anna with Katie and Monica in Kids & Teens department created a new category for all Disney music CDs. Technical Services staff re-classified the collection creating new labels and updating the SWAN record. Having them all together under Disney then by title of movie or character makes it easier for patrons to find.
- Junior Music CD & DVD Collections- These collections are in the process of being re-classified to be interfiled with the children's collections making it easier for patrons to browse.
- DVD Box Sets- All SWAN box set DVDs have been updated on SWAN to the new box set item type and the season number was also added back to the call number (deleted as part of the new SWAN software migration). This will make it easier for patrons to identify the items and place holds.

Technical Services Projects

- Book Repair Machine- A thermal book binding machine was purchased to improve efficiencies, time and quality of book repairing. The many uses of this machine will keep books in circulation longer saving money and getting them back on shelf faster.
- Discards- Items marked for discard are now removed from SWAN weekly creating a more up to date SWAN database for staff when assisting patrons.

Technology Services Projects

- New Website 2016- (Dave/Ann) We continue to work on the website for June 13th Launch. This month we conducted prelaunch usability tests; styled web pages; updated and tested website functionality; updating and adding content under technology services.
- New Library Firewall – (Brett) Working with Current Technologies our professional IT support to schedule the installation and configuration of the new SonicWALL firewall.
- Network Security- (Brett) Additional network security practices have been implemented to help prevent outside threats to our network.

3D Printing

- Received 12 print requests and 8 of them were successfully printed.
- Most interesting objects printed: Mother's Day sign; miniature 2-story model house

Wi-Fi Usage

- 5,623 Wi-Fi total connections; 4,870 were from patrons using their own device.

Community

- I met with community member Allison Casey, a library science student from the College of DuPage to explain the process of how a book goes from being ordered to on-shelf.
- Anna worked with Heidi and library staff from Hinsdale South High School (HS) for us to circulate the school's collection of summer reading books at IPPL for the summer. We have partnered with HS since 2011 to add about 230 books to our collection making it easier for teens to access student required reading books.

Contributing to the Profession

- T.J. was elected to the American Library Association New Members Round Table Board as Networking Director. His term will run until July 2018.
- T.J. signed up for the New Members Round Table Speaker Pool. This is a new resource that library schools can use to find new professionals for speaking or presentation opportunities.
- I shared the following information: digital media conversion equipment with Alsip-Merrionett Park Library; our process of adding Netflix to the Roku with Lagrange Public Library; outside professional support with IT network managers group.
- I participated in a survey on patron driven acquisitions for research Lagrange Public Library is doing for SWAN.

Continuing Education

- T.J.- Recharge 3D Printing Summit; Reaching Forward; TechSoup webinar: Digital Skills for Older Adults.
- Help Desk Associates- R.A.I.L.S. webinar: Handling Difficult Customers.
- Dave - Reaching Forward.
- Brett – Research to learn the latest file server network security related to ransomware.
- April - Audio/visual cataloging boot camp.

Meetings

Department Meetings & One-On-One Staff Meetings

- Technology Services (Ann)- Dave on 5/10 & 5/24; T.J. on 5/10 & 5/24
- Technology Services (T.J.) – One on one meetings with Technology Desk Associates
- 5/25- Technical Services Dept. Meeting; Anna on 5/2, 5/9 & 27; April on 5/5 & 5/24

Ann

- 5/3; 5/17 – Department Head Meetings
- 5/6, 5/9, - Meetings with Jamie
- 5/16- Met with five library patrons to conduct website usability study.

T.J.

- 5/9 – Met with Jamie and I to discuss T.J. role and Jamie's vision of it.

- 5/20- Met with Marianne for an overview of the Marketing department

Dave – 5/10 -Met with Jez in Adult Services to prepare for a department collaboration program on digital media for our 20-something population.

Training

- April trained Jane, Natalya and Geri how to add on-order item records to SWAN.
- Dave prepared me for teaching the iPad/iPhone photo editing class.
- I prepared Dave/T.J. for teaching the Intro to 3D printing class.
- T.J.- Had two training shifts on the Adult Ask Us Desk.
- Martha and Jane were trained on new book repair machine.

Programs & Classes

- In May we offered classes nine classes and two drop-ins. Total attendance: 91
- Researching and compiling technology classes offered at other local libraries, which will be used as a benchmark and to generate new class and programming ideas.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Length (Hours)</u>	<u>Instructor</u>	<u>Attendance</u>
Tues 5/3, 6:30 pm	Into to PowerPoint P1	2	Ellen	7
Thurs 5/15,	Ask an Excel Expert	1	Ron	3
Tues 5/10, 6:30 pm	Into to PowerPoint P2	2	Ellen	8
Sat 5/14, 9:30 am	Into to Word	3	Ellen	6
Thurs. 5/12,	Intermediate Excel	2	Ron	13
Sat. 5/14	Intro to Word	3	Ellen	6
Wed 5/18, 10 am	iPad/iPhone: Editing & Sharing Photos	1.25	Ann	11
Wed 5/18, 11:30 am	Samsung/Android: Editing & Sharing Photos	1.25	Sandi/Ann	8
Thurs 5/19 7 pm	TechTalk: Travel Gadgets & Apps	1.5	Ann/T.J.	10
Thurs 5/26 6:30 pm	Intro to Windows 10	2	Sandi	7
Thurs. 5/15,	Ask iPad/iPhone Expert	1	Dave	8
Sat. 5/28 10 am	Intro to 3D Printing	2	T.J./Dave	10

Ann M. Stovall, Head of Technical & Computer Services, June 9, 2016

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**Youth Services
Monthly Report to the Board
May 2016**

Programs

In May, we presented 10 programs at IPPL with 482 people in attendance. *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)*

Free Comic Book Day

Tyler Works and Monica Dzierzbicki worked together to plan the 3rd annual Free Comic Book Day. They handed out over 400+ comics throughout the event. They would have handed out even more if they had a larger supply. They ran out of comics a little over halfway through event. They also increased the number of special related events through the day as well, including 3D Printed Action Figure, Superhero Design Workshop, and Superheroes Training Camp. These events were also successful.

Date	Description	Staff	Attendance
7-May	Free Comic Book Day	TW	250
7-May	3D Printed Action Figure	TW	7
7-May	Superhero Design Workshop	TW	16
7-May	Little Hands Art	KS	20
7-May	Free Comic Book Day Superheroes Training Camp	MD	87
9-May	Shake, Shimmy, & Dance	KS	68
13-May	Super Smash Bros. Wii U Tournament	HE	8
16-May	Anime Addicts	HE	10
18-May	Robotics - Girl Scout Troop	TW	8
21-May	TAB	HE	8
TOTAL:			482

Community

This month we provided special events and storytimes off-site at Whole Foods, Chick-fil-a, and at St. John's Lutheran Preschool. We participated in special community events such as Darien Dash and we were involved out in the schools.

School Visits

We spent time visiting each of the schools in our district this month to promote the 2016 Summer Reading Challenge. Monica Dzierzbicki was our point-person; she coordinated all of the dates and Natalie Williams coordinated staff and schedules to make this possible. Monica and Natalie also worked together to train all Youth staff for presentations.

Author Event at Barbara's Bookstore

Monica Dzierzbicki worked with Barbara's Book store in Burr Ridge to develop and present activities for the Rick Riordan book launch of the Trials of Apollo series. Monica hosted the bead crafting and food stations for a group of 25 enthusiastic Camp Halfblood kids.

Date	Description	Staff	Attendance
3-May	Hinsdale South High School Book Club	HE	16
5-May	Whole Foods Storytime	KS	36
9-May	Chick-fil-A Storytime	JH	23
9-May	IPPL hosted the NWYS meeting	NW	11

10-May	Gower West Kindergarten Registration	KS	68
11-May	Dedication of Brownie Troop Little Free Library to Mark DeLay School	MD	27
13-May	St. John's Lutheran Storytime	KS	36
14-May	Co-hosted Barbara's Book Store launch party for Trials of Apollo	MD	25
15-May	Darien Dash	MD, HFJ	7
16-May	School Visit – Eisenhower Junior High	JH	425
18-May	School Visit – Kingswood Academy	HE	126
18-May	School Visit – Anne M. Jeans	JH	410
19-May	Whole Foods Storytime	KS	31
19-May	Maercker School District ELL Family Night	MD	48
20-May	School SRC presentation	MD	200
23-May	School Visit – Gower West	KS	480
23-May	Eisenhower Jr. High Reading Club	HE	20
23-May	School Visit – Prairieview Middle School	JH	310
24-May	School Visit – Lace Elementary	JH	500
24-May	School Visit – Gower Middle School	MD	95
25-May	Little Free Libraries Planning Meeting	TW	2
25-May	School Visit – Cass Jr. High School	HE	400
26-May	Storytime – Kingswood Academy	KS	28
26-May	School Visit – Maerker	MD	473
27-May	School Visit – Lakeview Jr. High School	HE	360
27-May	School Visit – Our Lady of Peace	HFJ	196
27-May	School Visit - Concord	MKE	405
31-May	School Visit – Mark DeLay	KS, JH	600
31-May	Community Garden Installment with Good Worx	NW, TW	5
TOTAL:			5363

(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.)

Contributing to the Profession

Date	Description	Staff
12-May	ALSC Public Awareness Committee Monthly Virtual Meeting	KS
31-May	ILA Young Adult Librarian of the Year Award Committee	TW

Continuing Education

Date	Description	Staff
16-Mar	Popular trends for programming webinar	MD
29-Mar	LIC Training	MD
2-May	ALSC Course: The Caldecott Medal -- Understanding Distinguished Art in KS Picture Books	KS
3-May	YALSA Teen Read Week Webinar	HE
4-May	Library Journal - Coding for Libraries	TW
5-May	ALSC Webinar on "Making" Readers: How the Maker Movement Can Impact Literacy	MD

6-May	Reaching Forward Conference	HFJ
11-May	Speaking changes, dinosaur program	NW, JH
18-May	ATLAS Academy Session 4: Technology	HFJ
25-May	Autism articles for Jack as employee during summer	JH
27-May	Ozobot Webinar	TW

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

Meetings & Planning

In May, we have been busy with summer planning. We are going over the finer details of the events and communicating with the staff and organizations that we are partnering with.

Website Redesign

This month Tyler Works conducted usability tests for the new website design. He met with patrons of varying ages and asked specific questions to test how easily they could accomplish tasks on the new site. The results were discussed at the following Website Committee Meeting, which Tyler Works and Natalie Williams both attended.

Teen Intern

Natalie Williams and Tyler Works interviewed five candidates for the Summer Teen Intern position. Adrian Herath was selected and hired. He comes to us with a lot of helpful technology knowledge and interest. Adrian will be working with Tyler this summer to present technology programs such as Coding, Hacking Electronics, and the Design Labs.

Date	Description	Staff
2-May	Spring Cleaning	KS, NW, MD, HE, JH
2-May	Collection Development	HE, NW, TW, MD, KS
2-May	Meeting with Jack Roderick, Teen Volunteer with special needs, and his mother	NW
3-May	Dept Heads	NW
3-May	Chess Coach orientation review	MD, JH
4-May	Meeting about Family Center Updates with Mike & Laura	NW
5-May	Meeting with Jamie	NW
9-May	SRC school visit scheduling meeting	MD, NW
10-May	Meeting about Darien 4th of July Parade with Laura & Marianne	NW
10-May	Summer Reading Visits Meeting	KS, MD, HE, JH
10-May	SRC school visits prep meeting	MD, HE, KS, JH
11-May	Meeting with Jamie	NW
11-May	Meeting with Natalie Autism Article	JH, NW
12-May	Darien Dash prep meeting	MD, HFJ
17-May	Dept Heads	NW
18-May	Orientation with April - Summer Associate	NW
18-May	Orientation with Tori - Summer Associate	NW
18-May	Usability Test	TW
19-May	SRC Check in with Marketing	NW
19-May	Teen Intern Interview	TW, NW

19-May	Teen Intern Interview	TW, NW
19-May	Teen Intern Interview	TW, NW
20-May	Meeting with Jamie	NW
20-May	Teen Intern Interview	TW, NW
20-May	Teen Intern Interview	TW, NW
20-May	Check in with Mary Kay, RE program Planning	NW
20-May	Meeting with Rebecca Laratta, Diane Candless RE program	NW
23-May	Usability Test	TW
23-May	Usability Test	TW
23-May	Usability Test	TW
23-May	Usability Test	TW
23-May	Sub Meeting	NW, JC, SL, CR
23-May	Summer/Fall Planning	HE, NW, TW, MD, KS
24-May	Meeting with Jamie	NW
24-May	SRC school visit prep meeting	MD, HFJ
25-May	K&T Staff Meeting	KS, NW, TW, MD, HE, JH, MKE, HFJ, TB, AW
25-May	Meeting with Natalie re setups for Summer Reading events	JH, NW
26-May	Website Committee Meeting	TW, NW
26-May	Youth Page Meeting	TW
26-May	SRC school visit prep meeting	MD, MKE
27-May	Budget meeting with Jamie & Debbie W	NW
31-May	SRC check in and decorations	NW, JH, MD, HE, KS
31-May	Dept Heads	NW

Seed Library

Number of Checkouts: 49

Number of Seed Packets Checked Out: 105

(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.)

WouldShop™

In the WouldShop, there were three themes for the month. The first week of May revolved around Star Wars Day (May the Fourth). The other two themes were each for two week spans, "Currency" and "Butterflies." Activities included making money booklet, play currency activity sheet, and making a butterfly life cycle chart using pasta.

Displays

Heather created two sets of book displays in May. The first set was "Spring" (Early Literacy) and "Survival Adventures" (Mid-Kids). The second set book displays was "Robot Reads" (Early Literacy) and "Novels in Verse" (Mid-Kids).

Pages

The Youth Pages and their supervisor, Tyler Works, met this month to discuss the multiple collection changes in the department, transitioning new materials, and how the Pages could contribute to improving user experience. They also reported the recent change to the rough sort is working well for them. The Pages continue to do an excellent job transitioning new print materials to their standard shelving locations. The Pages discussed different ways they could contribute to improving user experience the department, including cleaning, reporting concerns to supervisor, a shift schedule for checking bathrooms and other areas, and developing a more systematic approach towards shelf reading.

Submitted by Natalie Williams, Head of Youth Services 6/4/2016

STATISTICS FOR	May-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	35,429	35,800	395,591	437,714	-9.62%
Teen	2,772	2,980	31,713	38,682	-18.02%
Kids	16,021	18,818	211,205	219,015	-3.57%
TOTAL	54,222	57,598	638,509	695,411	-8.18%
Electronic Circulation	4,306	4,420	48,164	43,102	11.74%
GRAND TOTAL CIRC.	58,528	62,018	686,673	738,513	-7.02%
% Reciprocal Borrowing	13%	18%	13%	13%	
Patron Visits	33,705	36,147	392,274	400,125	-1.96%
<u>Current Cards</u>					
Resident	123	185	21,607	21,716	-0.50%
Non-Resident	68	73	963	883	9.06%
TOTAL	191	258	22,570	22,599	-0.13%
Non-Resident Households	26	38	516	466	10.73%
<u>Patron Assistance</u>					
Adult - Reference	3,027				
Kids - Reference	1,025	1,112	14,955	14,040	6.52%
Technology - Reference	863				
TOTAL REFERENCE	4,915	4,177	50,913	48,575	4.81%
Adult - Other	798				
Kids - Other	1,985	1,468	20,944	17,087	22.57%
Technology - Other	121				
TOTAL OTHER	2,783	3,582	42,038	39,984	5.14%
GRAND TOTAL ASST.	7,698	7,759	92,951	88,559	4.96%
<u>ILL/Reserves</u>					
Holds	7,572	7,292	86,509	* 79,078	9.40%
ILLs Sent	3,101	3,173	38,468	* 43,005	-10.55%
ILLs Checked Out	4,053	3,514	47,178	* 47,148	0.06%
ILLs Received	4,418	4,007	50,577	* 51,509	-1.81%
<u>Programs - Adult</u>					
# Programs	7	8	95	84	13.10%
Attendance	222	257	2,564	2,119	21.00%
<u>Technology Classes</u>					
# Programs	11	9	78	98	-20.41%
Attendance	74	127	790	987	-19.96%
<u>Individual Technology Training</u>					
# of Patrons	102	91	974	1,130	-13.81%
<u>Groups</u>					
# Programs	16	14	144	124	16.13%
Attendance	156	151	1,492	1,823	-18.16%
<u>Others</u>					
#Programs	2	2	33	29	13.79%
Attendance	253	16	1,527	725	110.62%
<u>Programs - Teen</u>					
# Programs	6	2	80	74	8.11%
Attendance	422	61	1,852	1,213	52.68%
<u>Programs - Kids</u>					
# Programs	33	5	341	367	-7.08%
Attendance	5,441	265	13,925	9,221	51.01%
GRAND TOTAL ATT.	6,670	968	23,124	17,218	34.30%

* DOES NOT INCLUDE APRIL 2015 - NOT AVAILABLE

STATISTICS FOR	May-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,325	3,705	40,590	40,444	0.36%
Kids Computers	1,257	1,283	16,121	17,264	-6.62%
Teen Laptop	217	180	2,224	2,749	-19.10%
Adult Laptop	212	224	2,224	2,770	-19.71%
TOTAL PATRON USE	5,011	5,392	61,159	63,227	-3.27%
Hours Used					
Adult Computers	2,293	2,512	28,211	28,326	-0.41%
Kids Computers	846	830	10,548	10,490	0.55%
Teen Laptop	267	425	2,907	4,794	-39.36%
Adult Laptop	356	400	3,665	5,138	-28.67%
TOTAL HOURS USED	3,762	4,167	45,331	48,748	-7.01%
IPPL Total Web Site Access	25,329	29,833	303,312	305,707	-0.78%
IPPL Total Page Views	53,151	61,277	616,174	603,830	2.04%
Subscription Database Logins	2,226	2,744	27,617	29,085	-5.05%
Outreach-Homebound					
Items Delivered	112	137	1,611	1,423	13.21%
Volunteers					
Number Active	36	48			
Hours Worked	247.75	431.25	4,903.75	4,273.25	14.75%
Staff Training Hours	108.00	117.50	1,565.50	2,078.25	-24.67%
Room Use					
Youth Room	2	1	294	268	9.70%
Meeting Room					
Library	23	27	397	447	-11.19%
Non-Library	12		92		
Conference Rooms	401		3,096		
Lobby Programs	5	8	47	54	-12.96%
Board Room					
Library	21	12	200	187	6.95%
Non-Library	20		235		
Clavinova	0	0	7	1	600.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2016

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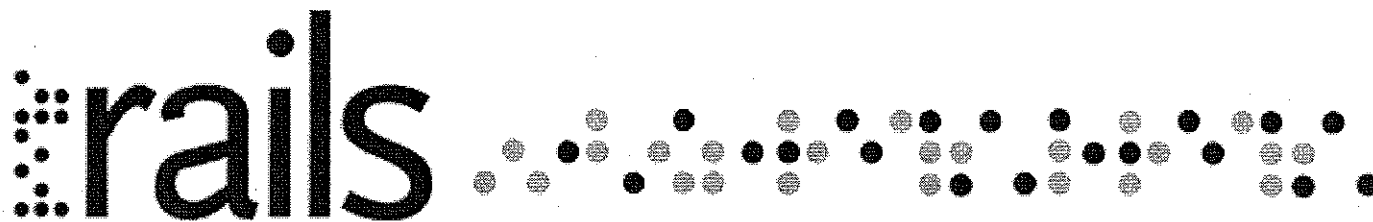
BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1199	0	0	1199	65	106	65	106
Non-Fiction	51776	291	263	51804	3361	3771	3652	4034
Fiction	38632	371	264	38739	3829	3589	4200	3853
ADULT TOTALS	91607	662	527	91742	7255	7466	7917	7993
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16521	44	15	16550	609	282	653	297
Fiction	30099	201	212	30088	2284	864	2485	1076
KIDS TOTALS	46641	245	227	46659	2893	1146	3138	1373
TEEN								
Non-Fiction	760	3	0	763	79	6	82	6
Fiction	3508	57	49	3516	576	1147	633	1196
TEEN TOTALS	4268	60	49	4279	655	1153	715	1202
BOOK TOTALS	142516	967	803	142680	10803	9765	11770	10568

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	6040	55	0	6095	542	69	597	69
Music CD	10378	71	62	10387	399	178	470	240
Playaway	367	0	4	363	2	13	2	17
DVDs (DVD & Blu-ray)	19483	119	307	19295	1589	406	1708	713
CD-ROMs	150	0	7	143	4	13	4	20
Console Games (New Feb 2016)	20	0	0	20	20	0	20	0
ADULT TOTALS	36438	245	380	36303	2556	679	2801	1059
KIDS								
Audio Books	686	0	2	684	29	80	29	82
Childrens Music CD	937	0	127	810	31	10	31	137
Junior Music CD	176	0	68	108	2	25	2	93
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5767	44	250	5561	343	159	387	409
Playaway Launch Pads (New)	13	0	0	13	13	0	13	0
KIDS TOTALS	7662	44	447	7259	423	274	467	721
TEEN								
Audio Books on CD	264	2	46	220	41	55	43	101
Playaway	68	0	22	46	1	3	1	25
DVDs (DVD & Blu-ray)	680	2	101	581	90	89	92	190
CONSOLE GAMES	527	1	7	521	138	75	139	82
PC-GAMES	63	0	0	63	5	1	5	1
TEEN TOTALS	1602	5	176	1431	275	223	280	399
AUDIOVISUAL TOTALS	45702	294	1003	44993	3254	1176	3548	2179
COLLECTION TOTALS	188218	1261	1806	187673	14057	10941	15318	12747

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- MAY 2016

BOOKS	Previous Month Totals	Montly Update		Current Totals	Prev. Mo. YTD		YTD	
		Items			A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928			12,928				
Reference (Yearly for all ages)	549			549				
eRead Illinois (Monthly for all ages)	25433	184	0	25617	5174	495	5358	495
TOTALS FOR ALL AGES	38,910	184		39,094	5174	0	5358	495
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,286	11		2,297	126	0	137	0
eMedia (Overdrive Advantage)	661	14		675	70	0	84	0
Fiction								
eMedia (Overdrive Consortium)	9,336	78		9,414	662	0	740	0
eMedia (Overdrive Advantage)	2,439	80		2,519	451	0	531	0
ADULT TOTALS	14,722	183		14,905	1309	0	1492	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	81	0		81	8		8	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,295	1		1,296	155	0	156	0
eMedia (Overdrive Advantage)	147	0		147	7	0	7	
KIDS TOTALS	1,529	1		1,530	162	0	171	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	80	0		80	13		13	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,132	24		2,156	240	0	264	0
eMedia (Overdrive Advantage)	375	0		375	44	0	44	
TEEN TOTALS	2,597	24		2,621	297	0	321	0
BOOK TOTALS	57,758	392		58,150	6942	0	7,342	495

AUDIOVISUAL	Previous	Added	Current	Prev. Mo. YTD		YTD		
	Month Totals	Items		Totals	A	W	Added	Discarded
Hoopla (Yearly for all ages)								
Audio Books	16,978		16,978					
Music	255,428		255,428					
Movies/TV	17,497		17,497					
eRead Illinois Audio Books	4,134	200	4,334	2391	0	2591	0	
Yearly Total for All Ages	294,037	200	294,237	2391	0	2591	0	
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,539	14	3,553	54		68	0	
eMedia Advantage (Overdrive)	388	4	392	59		63	0	
Movies								
Preloaded Roku Titles	524	19	543	144		163		
ADULT TOTALS	4,451	37	4,488	257	0	294	0	
KIDS								
Audio Books								
eMedia Library (Overdrive)	233	0	233	14		14		
eMedia Advantage (Overdrive)	1	0	1					
Movies								
Preloaded Roku Titles	85	0	85	27		27		
KIDS TOTALS	319	0	319	41	0	41	0	
TEEN								
Audio Books								
eMedia Library (Overdrive)	458	3	461	20		23	0	
eMedia Advantage (Overdrive)	18	0	18	7		7	0	
TEEN TOTALS	476	3	479	27	0	30	0	
AUDIOVISUAL TOTAL	299,283	240	299,523	2716	0	2956	0	
COLLECTION TOTALS	357,041	632	357,673	9658	0	10,298	495	



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Memorial Day Closing

RAILS will be closed for Memorial Day on Monday, May 30. Delivery and talking book services will not be provided. A list of [observed holidays](#) can be found on the RAILS website by clicking on the About tab, followed by Holidays/Closings.

RAILS Board Election Results

Congratulations to the winners of the RAILS Board election:

- Susan Busenbark, Kewanee Public Library District, Public Library Trustee seat
- Judith Crocker, Quincy Public Library, Public Library Trustee seat
- Scott Pointon, Director, White Oak Library District (Romeoville), At Large seat
- Michelle Simmons, Warren County Public Library District (Monmouth), Public Library Trustee seat
- Laura Turner, Caterpillar (Mossville/Peoria), Special library seat
- Harriet Zipfel, Director, Galesburg Public Library, At Large seat

Terms for all seats begin July 1, 2016. Thank you to all who ran for election and to all RAILS members who voted!

Sarah Keister Armstrong, a public library trustee, recently resigned from the RAILS Board. The Board will discuss filling this vacancy at their May 27 meeting.

May 27 RAILS Board Meeting

The RAILS Board will meet on Friday, May 27, at 10 a.m., in person at the Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents.

Don't Miss June 9 RAILS Member Update

Want to know more about RAILS' plans for FY2017? Join us at the [RAILS Member Update](#) on Thursday, June 9, from 10 a.m. – noon. Executive Director Dee Brennan will host the session from our Burr Ridge service center. You can also attend at a variety of other videoconference locations or by one-way streaming (RAILS Live Video).

Topics include:

- Contract to provide statewide delivery service through ILDS (Illinois Library Delivery Service)
- Plans for extended support for RAILS independent consortia

May 25, 2016**RAILS Links**[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)**Member Resources**[RAILS Community Forums](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale](#)**Upcoming Meetings**[May 27 RAILS Board Meeting](#)[June 9 Member Update](#)**Upcoming RAILS CE**[May 31 Computer Coding](#)[June 14 Leading Tough Conversations](#)[June 15 BIBFRAME Virtual Conference](#)

Communicate for the Win:

[June 15 - Bartonville](#)[June 22 - Geneseo](#)

Data Processing with Python:

[July 5 - Des Plaines](#)[July 6 - Burr Ridge](#)

- Proposed IMLS (Institute of Museum and Library Services) digitization training grant
- Next steps for system membership standards
- New *Sparks* podcast

[June 2 Biggsville](#)[July 26 Peotone](#)

You will have an opportunity to comment and ask questions on these topics and to talk about your library's plans for FY2017. See the [agenda](#) and [more information/registration](#).

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

RAILS Welcomes Northwest Suburban College

The Illinois State Library approved [Northwest Suburban College](#) as the newest academic library member of RAILS. Located in Rolling Meadows, the college offers both undergraduate programs in multiple science fields and healthcare certification programs. Congratulations to Northwest Suburban College!

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Group Viewing of BIBFRAME Virtual Conference June 15

There will be an in-person group viewing of a virtual conference on [BIBFRAME](#) linked bibliographic data on Wednesday, June 15; from 10 a.m. – 4 p.m., at the RAILS Burr Ridge service center. Speakers will talk about how BIBFRAME data is transforming and restructuring traditional bibliographic information and improving the discovery of information. (Participants are welcome to attend for a full or partial day.) Log into L2 for an [agenda and registration](#).

Two-Part Webinar on Computer Coding for Librarians May 31

This two-part webinar will provide an introduction to computer coding in part one. Coding will be explored in more detail in part two and there will be an opportunity to try simple hands-on coding exercises. The webinars will be offered on Tuesday, May 31 (part one - 10 – 11 a.m., part two - 1 – 2 p.m.). Log into L2 for more information and to [register for both sessions](#).

Webinar on Leading Tough Conversations June 14

Lynn Hoffman will offer advice on preparing for and facilitating tough conversations with library staff in the "Leading Tough Conversations" webinar on Tuesday, June 14, from 2:00 – 3:30 p.m. Log into L2 for [more information/registration](#).

Communication Workshops in Bartonville and Geneseo

The interactive "Communicate for the Win" workshop will offer important tips for communicating to boards, colleagues, and other stakeholders. Two identical workshops will be held on [Wednesday, June 15, from 1:00 – 2:30 p.m.](#), at Alpha Park Public Library District (Bartonville), and on [Wednesday, June 22, from 1:00 – 2:30 p.m.](#), at Geneseo Public Library.

Workshops on Data Processing with Python Programming Language July 5 and 6

Francis Kayiwa, Senior Unix System Administrator for Virginia Tech University, will facilitate two full-day interactive workshops covering the basics of the [Python](#) computer programming language. Two identical workshops will be held on [Tuesday, July 5](#), at the Oakton Community College Library (Des Plaines), and on [Wednesday, July 6](#), at the RAILS Burr Ridge service center. Register using the links above and see the important registration notes. Space is limited.

Resources for Public Library Trustees

RAILS is offering the [Trustee Academy](#) and the [Short Takes for Trustees](#) series from United for Libraries. All courses are free for RAILS members. Log into the [RAILS website](#) (with the email address and password used for [L2](#)) and see [Trustee Training](#) in the Continuing Education section.

All RAILS members are invited to network with colleagues and hear the latest RAILS news at the Henderson County Public Library District on [Thursday, June 2, from 10 - noon](#). Rose Chenoweth, Director of Talking Books, will also talk about [Illinois Talking Book Outreach Center](#) services for those who cannot read standard print.

RAILS Member Networking Event in Peotone July 26

Join RAILS Member Engagement Manager, Debbie Baaske, at the Peotone Public Library District on [Tuesday, July 26, from 10 a.m. - noon](#) to hear the latest RAILS news. You will also have plenty of time to ask questions, talk with colleagues, and share your library news. All RAILS members are invited to attend.

Scholarships for Association for Rural and Small Libraries (ARSL) Conference

Three scholarships are available for those interested in attending the ARSL 2016 conference (October 27 - 29 in Fargo, ND). Scholarships will be awarded to first-time attendees only. Apply by [Thursday, June 30](#). See [more information](#).

RAILS Library Director News

Pilar Shaker will be the Director of the Forest Park Public Library, effective June 30.

Marla Turgeon is the Director of the Spoon River College Library.

Robin Wagner will be the Director of the South Holland Public Library, effective June 6.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to [Library News](#).)

[Fox River Valley Library Seeks Input on Referendum and Plans](#)

[New Director at South Holland Public Library](#)

[Palatine Librarian Elected to State Post](#)

[Algonquin Library Mourns Passing of Longtime Board President](#)

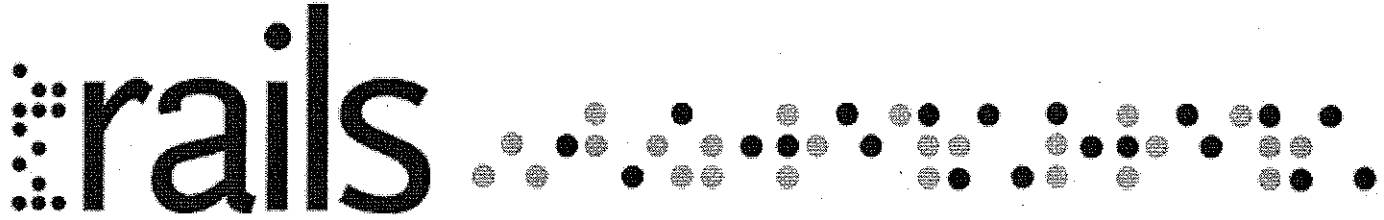
[Forest Park Public Library Announces New Director](#)

[Schaumburg Library Hosts Citizenship Ceremony](#)

[Hopeful Antique Owners Learn if it's Trash or Treasure at Thomas Ford Library](#)

[Toddler Dance Party at La Grange Park Library](#)

[Concert Series at Waukegan Public Library](#)



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Don't Miss June 9 RAILS Member Update

Have you registered for the [RAILS Member Update](#) on Thursday, June 9, from 10 a.m. – noon? Executive Director Dee Brennan and RAILS staff will talk about our FY2017 plans, including:

- Contract to provide statewide delivery service through ILDS (Illinois Library Delivery Service)
- Plans for extended support for RAILS independent consortia
- Status of talking book services
- New Freedom of Information Act (FOIA) hotline (see below)
- Proposed IMLS (Institute of Museum and Library Services) digitization training grant
- Next steps for system membership standards
- New *Sparks* podcast

You can attend in person at the RAILS Burr Ridge service center, at one of many scheduled videoconference locations, or via one-way streaming (RAILS Live Video). See the [agenda](#) and [more information/registration](#).

RAILS FOIA Hotline

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the [RAILS FOIA Hotline](#) page.

If you have questions, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager. You can also find out more about the FOIA hotline at the [June 9 RAILS Member Update](#) (see above).

RAILS Discount for Management Association Membership

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

Membership runs through June 30, 2017. Join now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

June 1, 2016**RAILS Links**

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

Member Resources

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

Upcoming Meetings

[June 9 Member Update](#)

Upcoming RAILS CE

[June 14 Leading Tough Conversations](#)

[June 15 BIBFRAME Virtual Conference](#)

Communicate for the Win:

[June 15 - Bartonville](#)

[June 22 - Geneseo](#)

Data Processing with Python:

[July 5 - Des Plaines](#)

[July 6 - Burr Ridge](#)

[Webinar Series on SEO](#)

RAILS Networking Events

RAILS website and to indicate whether or not a library participates. See [the online form and more information](#). Please complete the form by Thursday, June 30.

Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118 with questions.

RAILS Group Purchase for Communico

RAILS is offering a group purchase discount to all RAILS members for [Communico](#), a platform that can help you manage your website, events, room bookings, or digital signage. Please contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist, by Friday, June 3 to request a quote. Please include the total population served by your library. No commitment is required at this time.

See the [recording](#) of the April 27 Communico presentation. Log into the RAILS website and see the [RAILS Group Purchases and Vendor Discounts](#) page for more offers.

Webinar Series on Search Engine Optimization for Librarians

A five-part webinar series on Search Engine Optimization (SEO) will be held Thursdays, from 1:30 to 2:30 p.m., beginning June 30, and ending July 28. Learn how to make your library's content visible to your users through the use of SEO strategies. Log into [L2](#) for more information and to [register for the series](#).

Group Viewing of BIBFRAME Virtual Conference June 15

There will be an in-person group viewing of a virtual conference on [BIBFRAME](#) linked bibliographic data on Wednesday, June 15, from 10 a.m. – 4 p.m., at the RAILS Burr Ridge service center. Speakers will talk about how BIBFRAME data is transforming and restructuring traditional bibliographic information and improving the discovery of information. (Participants are welcome to attend for a full or partial day.) Log into [L2](#) for an [agenda and registration](#).

Other RAILS CE Opportunities:

[Leading Tough Conversations June 14](#)

[Communicate for the Win June 15 \(Bartonville\)](#)

[Communicate for the Win June 22 \(Geneseo\)](#)

[Data Processing with Python Programming Language July 5](#)

[Data Processing with Python Programming Language July 6](#)

EEOC Webinar on Americans with Disabilities Act (ADA)

The EEOC (Equal Employment Opportunity Commission) is offering a free webinar on "EEOC's New Resource on Leave as an ADA Reasonable Accommodation," on Thursday, June 23, from 12:30 – 1:45 p.m. The webinar will provide information on staying compliant with the ADA and related laws. See [more information](#).

Libraries Invited to be Part of Indie Author Day October 8

RAILS is one of the partners for [Indie Author Day](#) on October 8, 2016. Libraries are invited to participate by hosting events and tuning into a digital gathering at 1 p.m. on October 8.

[July 26 Peotone](#)

[Archives](#)

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provides the perfect opportunity for all of us to join together to position libraries as the go-to place to discover the next great read," said Dee Brennan, RAILS Executive Director.

See [this news release](#) and visit the [Indie Author Day website](#) for more information.

Last Chance to Register for RAILS Member Networking Event in Biggsville June 2

All RAILS members are invited to network with colleagues and hear the latest RAILS news at the Henderson County Public Library District on [Thursday, June 2, from 10 - noon](#). Rose Chenoweth, Director of Talking Books, will also talk about [Illinois Talking Book Outreach Center](#) services for those who cannot read standard print.

RAILS Member Networking Event in Peotone July 26

Join RAILS Member Engagement Manager, Debbie Baaske, at the Peotone Public Library District on [Tuesday, July 26, from 10 a.m. - noon](#), to hear the latest RAILS news. You will also have plenty of time to ask questions, talk with colleagues, and share your library news. All RAILS members are invited to attend.

Registration Open for ILA Conference October 18-20

This year's Illinois Library Association (ILA) conference, "Discovery Advocacy Leadership," will be held October 18 - 20, at the Stephens Convention Center in Rosemont. To receive a discounted rate, [register by September 12](#).

Trustee Resources on Illinois State Library's Website

The Illinois State Library has added two new webinars, "Public Libraries in Illinois" and "Public Library Taxation" to the resources for library trustees and has updated and expanded their [trustee web page](#).

RAILS Library Director News

Rebecca Caton is the Director of Library Services for Midwestern University.

Alicia Jackson is the Interim Director at Hodgkins Public Library District.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to [Library News](#).)

[Study Says Addition Needed at North Aurora Library](#)

[West Aurora Cuts School Librarians](#)

[Libraries Unite for Big Read](#)

[Spring Into Wellness: Ideas for Library Staff](#)



 e-news

Grants for Membership in RAILS' Shared Catalogs

RAILS is offering grants to help fund startup costs for membership in RAILS' [shared catalogs](#) or LLSAPs (Local Library System Automation Programs) or to help libraries upgrade from a union listing membership. The deadline for the first award period is Friday, July 15. See [more information](#).

Membership in a RAILS shared catalog gives library users from all types of libraries (academic, public, school, and special) access to millions of resources in one place and includes consulting, training, and support for library staff.

Funds will be awarded for projects with expenditures beginning in FY2017 (July 1, 2016 – June 30, 2017), and awards will be based on current automation status, availability of funds, and maximum community benefit.

Last Chance to Register for June 9 RAILS Member Update

Attend the [RAILS Member Update](#) on Thursday, June 9, from 10 a.m. – noon, to hear about RAILS plans for FY2017. See the [agenda](#) and [more information/registration](#).

RAILS FOIA Hotline

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the [RAILS FOIA Hotline](#) page.

If you have questions, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager. You can also find out more about the FOIA hotline at the [June 9 RAILS Member Update](#).

June 17 RAILS Board Meeting

The RAILS Board will meet on Friday, June 17, at 1 p.m., in person in Burr Ridge and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents (when available).

Free Skillsoft Course Access Ends June 30

Effective June 30, 2016, RAILS will no longer offer free access to [Skillsoft](#) online courses due to a lack of widespread member interest. (Access to the courses was originally provided through the Illinois State Library.) All users can enroll in new classes and finish any that were started through June 30. RAILS sent [instructions](#) for printing a report of completed courses to.

June 8, 2016

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Forums](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale](#)

Upcoming Meetings

[June 9 Member Update](#)

[June 17 RAILS Board Meeting](#)

Upcoming RAILS CE

[June 14 Leading Tough Conversations](#)

[June 15 BIBFRAME Virtual Conference](#)

Communicate for the Win:

[June 15 - Bartonville](#)

[June 22 - Geneseo](#)

Data Processing with Python:

[July 5 - Des Plaines](#)

[July 6 - Burr Ridge](#)

[Webinar Series on SEO](#)

RAILS will continue offering continuing education (CE) on a variety of topics and in a number of different formats to meet the needs of our members. If you have questions about Skillsoft or RAILS CE, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager. For more information about upcoming offerings or recorded classes available through our [CE Archives](#), visit www.railslibraries.info/ce.

Vickery Tape Vendor Discount for RAILS Libraries

[Vickery Tape](#) is offering a special discount to RAILS member libraries. The company supplies custom printed tapes, labels, and stamps. To take advantage of the discount and for more information, log into the [RAILS website](#) (with the email address and password used for L2), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page.

Deadline Extended for Communico Group Purchase

RAILS is offering a group purchase discount to all RAILS members for [Communico](#), a platform that can help you manage your website, events, room bookings, or digital signage. Contact [Amanda Musacchio](#) to receive a quote. The deadline for responses is Friday, July 15. Please include the total population served by your library. No commitment is required at this time.

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

RAILS is required to maintain a list of public library nonresident program information on the RAILS website and to indicate whether or not a library participates. See [the online form and more information](#). Please complete the form by Thursday, June 30.

Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118 with questions.

Meeting Adult Education Needs in your Community – Learning Event on July 13 in Kankakee

RAILS members are invited to attend a learning event on Wednesday, July 13, from 10:00 - 11:30 a.m., at Kankakee Community College. The program will be presented by national adult education expert Kathy Olesen-Tracy from the Center for the Application of Information Technologies (CAIT). Attendees will learn:

- How to position and promote existing resources for adult learners studying for high school equivalency exams
- How to identify and help library patrons avoid predatory diploma sites and work with accredited high school equivalency exam programs: GED (General Educational Development) Testing Service, HiSET (High School Equivalency Test), and TASC (Test Assessing Secondary Completion)
- Recent changes at the national level for high school equivalency programs that impact how libraries work with adult learners

A brief presentation of i-Pathways will occur at the end of the session. i-Pathways is an online high school equivalency test preparation program that libraries can use to support adult learning in their community.

RAILS thanks the Kankakee Area Library Association (KALA) for hosting this important learning opportunity. See L2 for [more information/registration](#). Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118 with questions.

RAILS Networking Events

[July 26 Peotone](#)

[August 24 Princeton](#)

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A five-part webinar series on Search Engine Optimization (SEO) will be held Thursdays, from 1:30 to 2:30 p.m., beginning June 30, and ending July 28. Learn how to make your library's content visible to your users through the use of SEO strategies. Log into [L2](#) for more information and to [register for the series](#).

Other RAILS CE Opportunities:

[Leading Tough Conversations June 14](#)

[Group Viewing of Virtual Conference June 15](#)

[Communicate for the Win June 15 \(Bartonville\)](#)

[Communicate for the Win June 22 \(Geneseo\)](#)

[Data Processing with Python Programming Language July 5](#)

[Data Processing with Python Programming Language July 6](#)

Carolyn Coulter to Present Top Tech Trends at ALA Conference

Carolyn Coulter, PrairieCat Director, will be among the speakers at "[LITA Top Tech Trends](#)," a roundtable discussion at the ALA (American Library Association) Annual Conference in Orlando, Florida, (June 23-28). If you are attending the conference, don't miss this program on Sunday, June 26, from 1:00 - 2:30 p.m. (Orange County Convention Center, Room W109B).

Congratulations to Kendal Orrison

[RSA](#) Director Kendal Orrison received the SirsiDynix Shared Knowledge Excellence Award in recognition of his skills as a strategic partner for product and feature development. The nominees and award winner were selected by SirsiDynix staff. The award was presented at the annual COSUGI (Customers of SirsiDynix Users Group, Inc.) conference in Indianapolis on May 23-25, 2016. Congratulations Kendal!

RAILS Member Networking Event in Peotone July 26

Join RAILS Member Engagement Manager, Debbie Baaske, at the Peotone Public Library District on [Tuesday, July 26, from 10 a.m. - noon](#), to hear the latest RAILS news. You will also have plenty of time to talk with colleagues, and share your library news. All RAILS members are invited to attend.

RAILS Member Networking Event in Princeton August 24

All RAILS members working in all types of libraries are welcome to attend a networking event on [Wednesday, August 24, from 9:30 - 11:30 a.m.](#), at the Princeton Public Library. You will hear the latest news from RAILS and have plenty of time to share your library-related news and network with colleagues.

RAILS Library Director News

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

FY2016/17 Financial Forecast and Budget

Financial forecast:

I've provided three financial forecasts. One that forecasts continued property tax increases and a smaller per capita grant amount. One that forecasts continued property tax increase and no per capita grant. The third forecasts no increase in property taxes and no per capita grant.

Budget:

In revenue I have listed the per capita grant monies that were approved by the legislators this spring. We'll receive that check in the coming fiscal year. I'm not planning that the legislators will approve per capita next spring.

There are three areas where I am recommending changes to save costs. Without these changes we would have to make drastic cuts to the budget:

1. Reduce the newsletter cost by printing three 12-page newsletters and one 8-page newsletter (winter issue).
2. Change how salaries of substitutes are managed. The policy states that substitutes will receive a salary within the first quartile of the salary range for the position in which they are substituting. I am proposing that librarian substitutes and adult and youth associate substitutes be paid in the salary range directly below the position for which they substitute. Debbie, Natalie and I discussed the fact that permanent employees in these positions have much more responsibility than a substitute who comes in and essentially just serves patrons at the desk. There seems to be an inequity in paying these subs at the same level as permanent staff. Making this change will save the library approximately \$12,000 a year.

The personnel policy is an action item on the agenda with changes relative to this as is the proposed salary range.

3. No longer pay time and a half to part-time employees working on Sundays and no longer provide full-time staff with time and a half compensatory

time for working on Sundays. This provides a direct dollar savings of approximately \$32,860.00.

In our area some libraries continue to provide this benefit while others have moved to straight time on Sundays. Originally time and a half was provided by libraries as they opened on Sundays to make the change more palatable to staff. But, as we know, Sunday is a desirable time for people to visit libraries and Sunday is no longer considered a special work day, it is just like any other day.

The personnel policy is an action item on the agenda with changes relative to this.

Not all part-time or full-time staff work on Sunday. Some part-time staff work every other Sunday, other part-time staff and the full-time staff work every fifth Sunday. I have calculated loss of pay for sample part-time positions and it ranges from \$200.00 to \$800.00. This fiscal year we will have quite a bit of money to go into reserves. In order to ease this change for the staff, I plan to provide part-time staff with an additional check this fiscal year equal to their Sunday overtime so they don't see a loss of income until the next fiscal year.

For full-time staff we will provide the equivalent in personal time off for FY16/17.

Staff can plan that starting July 1, 2017 Sunday hours will be worked as straight time. Any new staff hired in the new fiscal year will work Sundays as straight time.

As we look ahead, I plan to work on developing sponsorships but I also ask the board to consider raising the overdue fine from 10 cents a day to 15 cents a day. This could generate an additional \$17,000 a year. This is not a decision that needs to be made at the June meeting.

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated June 2016

\$500,000 maintained for capital

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

67

	#	2014	2015	2016	2017	2018	2019	2020
Revenues								
Taxes		3,249,958	3,305,184	3,395,110	3,436,415	3,470,779	3,540,195	3,610,999
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	43,500	32,000	30,000	30,000	30,000
Fees, Fines, Rentals	#	185,300	177,100	170,900	166,200	167,862	171,219	174,644
Interest	#	30,928	25,993	35,349	34,000	34,523	31,491	30,571
Miscellaneous	#	583	3,054	300	500	1,000	1,000	1,000
Collection Agency Fee		430	280	300	300	300	300	300
Donations and gifts	#	2,150	1,659	1,500	1,500	2,000	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,646,959	3,670,915	3,706,465	3,776,205	3,849,513
Expenditures								
Personnel	#	2,437,574	2,517,170	2,586,548	2,658,180	2,724,635	2,792,750	2,862,569
Materials	#	474,667	473,567	488,675	479,625	484,421	489,265	494,158
Building	#	225,516	226,611	265,500	259,700	264,894	270,192	275,596
Automation	#	112,570	125,096	108,875	104,370	105,414	106,468	107,533
Operations	#	39,040	34,857	33,750	35,700	35,879	36,058	36,238
Contractual Service	#	17,472	20,534	22,100	14,100	14,171	14,241	14,313
Insurance	#	16,458	15,104	16,462	16,871	17,208	17,553	17,904
Public Information	#	63,125	58,767	75,300	65,819	66,148	66,479	66,811
Contingency	#	34,789	18,287	4,850	3,550			
Debt Service	#	461,598						
Capital Projects	#		98,555					
Total Expenditures	#	3,882,809	3,588,548	3,602,060	3,637,915	3,712,769	3,793,006	3,875,121
Excess revenues over (under) expenditures	#	-114,764	15,299	44,899	33,000	-6,304	-16,801	-25,608
District Fund Balance July 1	#	1,513,444	1,398,680	1,317,924	1,347,935	1,265,935	1,239,631	1,222,830
District Fund Balance June 30*	#	1,398,680	1,413,979	1,362,823	1,380,935	1,259,631	1,222,830	1,197,221
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	862,823	880,935	759,631	722,830	697,221
<i>Potential Capital Projects</i>			86,055	8,036	20,000	20,000		
			chiller	study room	VOIP telephone	servers		
			10,000	4,214				
			YS furniture	sump pumps	45,000			
					brick/masonry			
				2,638	50,000			
				fabric/chairs	self checkouts			
				3,960				
				replay vinyl in exterior signs				

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,683,219	3,756,883	3,832,021	3,908,661	3,986,834	4,066,571	4,147,902
30,000	30,000	30,000	30,000	30,000	30,000	30,000
178,136	181,699	185,333	189,040	192,821	196,677	200,611
29,949	29,085	27,730	22,610	20,368	18,314	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,924,604	4,000,967	4,078,384	4,153,611	4,233,323	4,314,862	4,381,813
2,934,133	3,007,487	3,082,674	3,159,741	3,238,734	3,319,703	3,402,695
499,100	504,091	509,132	514,223	519,365	524,559	529,804
281,108	286,730	292,464	298,314	304,280	310,366	316,573
108,608	109,694	110,791	111,899	113,018	114,148	115,289
36,419	36,601	36,784	36,968	37,153	37,339	37,526
14,384	14,456	14,528	14,601	14,674	14,747	14,821
18,262	18,627	18,999	19,379	19,767	20,162	20,566
67,145	67,481	67,818	68,158	68,498	68,841	69,185
3,959,159	4,045,167	4,133,191	4,223,282	4,315,490	4,409,864	4,506,459
-34,555	-44,199	-54,807	-69,671	-82,166	-95,002	-124,646
1,197,962	1,153,408	959,208	884,401	814,730	62,563	-47,439
1,163,408	1,109,208	904,401	814,730	732,563	-32,439	-172,085
500,000	500,000	500,000	500,000	500,000	500,000	500,000
663,408	609,208	404,401	314,730	232,563	-532,439	-672,085
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,230,860	4,315,478	4,401,787	
30,000	30,000	30,000	
204,623	208,715	212,890	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,468,783	<hr/> 4,557,493	<hr/> 4,647,977	
3,487,763	3,574,957	3,664,330	2.5
535,102	540,453	545,858	1
322,904	329,362	335,950	2
116,442	117,607	118,783	1
37,713	37,902	38,091	0.5
14,895	14,970	15,045	0.5
20,977	21,397	21,824	2
69,531	69,879	70,228	0.5
<hr/> 4,605,328	<hr/> 4,706,526	<hr/> 4,810,109	
-136,545	-149,033	-162,132	
-172,085	-328,630	-477,663	
<hr/> -308,630	<hr/> -477,663	<hr/> -639,795	
500,000	500,000	500,000	
-808,630	-977,663	-1,139,795	
20,000		12,000	
servers		humidifier	

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,683,219	3,756,883	3,832,021	3,908,661	3,986,834	4,066,571	4,147,902
0	0	0	0	0	0	0
178,136	181,699	185,333	189,040	192,821	196,677	200,611
27,642	25,971	23,788	17,819	14,708	11,762	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,892,297	3,967,853	4,044,442	4,118,820	4,197,663	4,278,310	4,351,813
2,934,133	3,007,487	3,082,674	3,159,741	3,238,734	3,319,703	3,402,695
499,100	504,091	509,132	514,223	519,365	524,559	529,804
281,108	286,730	292,464	298,314	304,280	310,366	316,573
108,608	109,694	110,791	111,899	113,018	114,148	115,289
36,419	36,601	36,784	36,968	37,153	37,339	37,526
14,384	14,456	14,528	14,601	14,674	14,747	14,821
18,262	18,627	18,999	19,379	19,767	20,162	20,566
67,145	67,481	67,818	68,158	68,498	68,841	69,185
3,959,159	4,045,167	4,133,191	4,223,282	4,315,490	4,409,864	4,506,459
-66,862	-77,314	-88,750	-104,462	-117,827	-131,554	-154,646
1,105,694	1,028,832	801,519	692,769	588,307	-199,520	-346,075
1,038,832	951,519	712,769	588,307	470,480	-331,075	-500,721
500,000	500,000	500,000	500,000	500,000	500,000	500,000
538,832	451,519	212,769	88,307	-29,520	-831,075	-1,000,721
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>
4,230,860	4,315,478	4,401,787
0	0	0
204,623	208,715	212,890
0	0	0
1,000	1,000	1,000
300	300	300
2,000	2,000	2,000
<hr/> 4,438,783	<hr/> 4,527,493	<hr/> 4,617,977

3,487,763	3,574,957	3,664,330	2.5
535,102	540,453	545,858	1
322,904	329,362	335,950	2
116,442	117,607	118,783	1
37,713	37,902	38,091	0.5
14,895	14,970	15,045	0.5
20,977	21,397	21,824	2
69,531	69,879	70,228	0.5

<hr/> 4,605,328	<hr/> 4,706,526	<hr/> 4,810,109
-166,545	-179,033	-192,132
-500,721	-687,266	-866,298
<hr/> -667,266	<hr/> -866,298	<hr/> -1,058,431
500,000	500,000	500,000
<hr/> -1,167,266	<hr/> -1,366,298	<hr/> -1,558,431

20,000
servers

12,000
humidifier

FINANCIAL FORECAST
FISCAL YEAR ENDING JUNE 30 AS INDICATED
 Updated June 2016
 \$500,000 maintained for capital

Taxes frozen, no per capita grant
 personnel line 2.5 percent increase, materials 1, building 2,
 automation 1, operations .5, contractual .5 insurance 2, marketing .5
 new

73

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,395,110	3,436,415	3,436,415	3,436,415	3,436,415
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	43,500	32,000	0	0	0
Fees, Fines, Rentals	#	185,300	177,100	170,900	166,200	166,200	166,200	166,200
Interest	#	30,928	25,993	35,349	34,000	34,541	29,858	25,427
Miscellaneous	#	583	3,054	300	500	1,000	1,000	1,000
Collection Agency Fee		430	280	300	300	300	300	300
Donations and gifts	#	2,150	1,659	1,500	1,500	2,000	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,646,959	3,670,915	3,640,456	3,635,773	3,631,342
Expenditures								
Personnel	#	2,437,574	2,517,170	2,586,548	2,658,180	2,724,635	2,792,750	2,862,569
Materials	#	474,667	473,567	488,675	479,625	484,421	489,265	494,158
Building	#	225,516	226,611	265,500	259,700	264,894	270,192	275,596
Automation	#	112,570	125,096	108,875	104,370	105,414	106,468	107,533
Operations	#	39,040	34,857	33,750	35,700	35,879	36,058	36,238
Contractual Service	#	17,472	20,534	22,100	14,100	14,171	14,241	14,313
Insurance	#	16,458	15,104	16,462	16,871	17,208	17,553	17,904
Public Information	#	63,125	58,767	75,300	65,819	66,148	66,479	66,811
Contingency	#	34,789	18,287	4,850	3,550			
Debt Service	#	461,598						
Capital Projects	#		98,555					
Total Expenditures	#	3,882,809	3,588,548	3,602,060	3,637,915	3,712,769	3,793,006	3,875,121
Excess revenues over (under) expenditures	#	-114,764	15,299	44,899	33,000	-72,313	-157,233	-243,779
District Fund Balance July 1	#	1,513,444	1,398,680	1,317,924	1,348,623	1,266,623	1,174,310	1,017,077
District Fund Balance June 30*	#	1,398,680	1,413,979	1,362,823	1,381,623	1,194,310	1,017,077	773,297
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	862,823	881,623	694,310	517,077	273,297
Potential Capital Projects			86,055	6,900	20,000	20,000		
			chiller	study room	VOIP telephone	servers		
			10,000	4,000				
			YS furniture	sump pumps	45,000			
					brick/masonry			
				3,300	50,000			
				fabric/chairs	self checkouts			
				4,000				
				replay vinyl in exterior signs				

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,436,415	3,436,415	3,436,415	3,436,415	3,436,415	3,436,415	3,436,415
0	0	0	0	0	0	0
166,200	166,200	166,200	166,200	166,200	166,200	166,200
19,332	10,985	28	-16,903	-33,260	-51,831	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,625,247	3,616,900	3,605,943	3,589,012	3,572,655	3,554,084	3,605,915
2,934,133	3,007,487	3,082,674	3,159,741	3,238,734	3,319,703	3,402,695
499,100	504,091	509,132	514,223	519,365	524,559	529,804
281,108	286,730	292,464	298,314	304,280	310,366	316,573
108,608	109,694	110,791	111,899	113,018	114,148	115,289
36,419	36,601	36,784	36,968	37,153	37,339	37,526
14,384	14,456	14,528	14,601	14,674	14,747	14,821
18,262	18,627	18,999	19,379	19,767	20,162	20,566
67,145	67,481	67,818	68,158	68,498	68,841	69,185
3,959,159	4,045,167	4,133,191	4,223,282	4,315,490	4,409,864	4,506,459
-333,912	-428,267	-527,248	-634,271	-742,835	-855,780	-900,544
773,297	429,386	-148,881	-696,129	-1,330,400	-2,743,235	-3,614,015
439,386	1,119	-676,129	-1,330,400	-2,073,235	-3,599,015	-4,514,559
500,000	500,000	500,000	500,000	500,000	500,000	500,000
-60,614	-498,881	-1,176,129	-1,830,400	-2,573,235	-4,099,015	-5,014,559
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
3,436,415	3,436,415	3,436,415	
0	0	0	
166,200	166,200	166,200	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 3,605,915	<hr/> 3,605,915	<hr/> 3,605,915	
3,487,763	3,574,957	3,664,330	2.5
535,102	540,453	545,858	1
322,904	329,362	335,950	2
116,442	117,607	118,783	1
37,713	37,902	38,091	0.5
14,895	14,970	15,045	0.5
20,977	21,397	21,824	2
69,531	69,879	70,228	0.5
<hr/> 4,605,328	<hr/> 4,706,526	<hr/> 4,810,109	
-999,413	-1,100,611	-1,204,194	
-4,514,559	-5,533,972	-6,634,583	
<hr/> -5,513,972	<hr/> -6,634,583	<hr/> -7,838,777	
500,000	500,000	500,000	
-6,013,972	-7,134,583	-8,338,777	
20,000		12,000	
servers		humidifier	

Operating Budget 2016/2017 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$2,658,180.00	73.07%	Property Taxes	\$3,436,415.00	94.46%
Materials	\$479,625.00	13.18%	Non-Current Property Tax	\$0.00	0.00%
Building	\$259,700.00	7.14%	Tax Levy Interest	\$0.00	0.00%
Operations	\$35,700.00	0.98%	State Grant	\$32,000.00	0.88%
Automation	\$104,370.00	2.87%	Interest	\$1,000.00	0.03%
Contractual	\$14,100.00	0.39%	Desk Monies	\$167,700.00	4.61%
Insurance	\$16,871.00	0.46%	Other Income	\$800.00	0.02%
Public Information/Program	\$65,819.00	1.81%			
Contingency	\$3,550.00	0.10%			
Total operating budget	\$3,637,915.00		Total	3,637,915.00	

2016/2017 Operating Budget - Expenditures

	2015/16	2016/17	
Personnel			
Salaries	2,099,153	2,137,000	1.8% increase providing 1.5% COL, 1-3% merit
Benefits - Med/Life Ins	107,000	121,000	only 3 months at current rate rather than 6 months, assumes 10% increase
Employee Asst	2,500	0	
Benefits - IMRF	193,612	207,000	
Benefits - FICA	161,142	163,500	
Staff development	20,000	16,300	
Board development	1,000	1,000	
Worker's compensation	8,399	9,000	
Unemployment insurance	3,542	3,380	
Total Personnel	2,596,348	2,658,180	

Materials			
Books	241,175	238,175	reduced adult reference, non-fiction and rental, increased adult fiction
Periodicals	33,250	31,700	
Audio	46,250	48,750	increase in digital audiobooks
Video	58,700	58,200	reduced adult DVD budget by \$500.00, increased streaming budget
Multi-Media	8,000	8,000	adding money for kits for kids and Wouldshop activities
Electronic ref. resources	67,300	64,300	Dropped expensive Standard & Poor's which had a 19% drop in usage
Software/Games	7,000	7,000	
ESL	2,000	2,000	
Processing supplies	25,000	21,500	
Total Materials	488,675	479,625	

Building			
Cleaning service	75,000	71,500	savings in cleaning carpet and upholstery
Water/Sewer	10,000	7,000	over-budgeted last year for price increase
Gas	13,000	13,000	baed on 3 year usage
Electric	73,000	65,000	over-budgeted last year for price increase
Telephone	6,000	7,000	based on 3 year usage
Maintenance supplies	16,000	17,000	
Bldg maintenance/repairs	43,000	50,000	this has increased in the last few years
Security system	1,500	1,200	
Property maintenance	25,000	25,000	
Garbage disposal	3,000	3,000	
Total Building	265,500	259,700	

Operations

Supplies - office	15,900	15,400	
Photocopy supplies	5,000	5,000	
Patron card supplies	1,000	3,500	purchasing 10,000 library cards
Postage	4,000	4,000	
Non-payment reimburse	3,000	3,000	
Admin staff travel	550	500	
Organizational membership	1,800	1,800	
Bank fees	2,500	2,500	
Total Operations	33,750	35,700	

Automation

Public toner	7,000	7,000	
Staff toner	6,000	6,000	
3D printer supplies	500	700	
Automation - prof services	5,000	5,000	
Purchase of equipment	20,000	13,000	
Automation equipment maint.	2,000	3,650	
Software	20,500	21,000	
SWAN maintenance	45,620	45,620	
Telecommunicatons	2,255	2,400	
Total Automation	108,875	104,370	

Contractual Services

General prof. services	7,000	0	
Legal	4,300	3,000	
Audit	3,200	3,500	
Credit bureau	1,500	1,500	
Equipment-maint/repairs	2,000	2,000	
Equipment - photocopier	4,000	4,000	
Bond Registrar	100	100	
Total Contractual Services	22,100	14,100	

Insurance

Multi peril - physical & liability	10,070	10,479	
Bonding	1,400	1,400	
Officers/directors	2,842	2,842	
Umbrella liability	2,150	2,150	
Total Insurance	16,462	16,871	

Public Information

Marketing supplies	2,500	500	cut out give-aways like pens
Advertising	3,000	500	have not seen good ROI on advertising
Newsletter	35,000	34,619	three 12-page issues, one 8-page issue
eNewsletter	1,500	1,700	
Informational printing	5,000	2,500	
Legal notices	1,400	1,400	
Special events	26,900	24,600	cancelled summer reading sign-up software.
Total Public Information	75,300	65,819	

Contingency	4,850	3,550	
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Total Expenditures	3,611,860	3,637,915	
Total Operating Revenue	3,611,860	3,637,915	

**Salary Schedule Library Comparisons
FY2016/2017**

where IPPL would be ranked
within each position
(lowest salary is ranked 1)

79

	IPPL current	1.5% increase	Downers	Woodridge	Tinley Park	Hinsdale	LaGrange	Westmont	Lisle	
asst director	61,406	62,327.09	70,000.00		76,648.00	60,600.00		60,001.00	68,585.00	3 out of 6
dept head	54,347	55,162.21	62,000.00	55,093.00	62,971.00	52,015.00	50,169.00	50,992.00	60,268.00	5 out of 8
senior librarian	48,087	48,808.31		47,371.00			31,825.00		46,538.00	4 out of 4
librarian	42,568	43,206.52	46,000.00	40,731.00	46,891.00	42,698.00	37,034.00	39,975.00	40,894.00	6 out of 8
marketing	42,568	43,206.52	62,000.00	55,093.00	46,891.00	42,698.00	37,034.00	39,975.00	35,935.00	5 out of 8
office coord	42,568	43,206.52	39,000.00	47,371.00	57,076.00	42,698.00	31,825.00		35,935.00	5 out of 7
admin associate	14.66	14.88	16.00	17.96	16.79		14.02	18.50		2 out of 6
senior circ superv	16.64	16.89	16.00	20.88	16.79	18.14			20.97	3 out of 6
circ supervisor	14.66	14.88	16.00	17.96					16.19	1 out of 4
AS/YS associate	14.66	14.88	16.00	18.93	16.79	13.79	14.02	14.50	16.19	4 out of 8
technology assoc	14.66	14.88	16.00					18.50		1 out of 3
circ associate	12.92	13.11	12.00	12.72	12.51	11.62	10.35	11.50	12.50	8 out of 8
bldg servces assoc	12.92	13.11	16.00	12.16	13.79	11.62	16.32		12.50	3 out of 7
tech serv assoc 2	12.92	13.11		11.16	13.79		14.02		12.50	3 out of 5
Tech Desk Assoc	12.92	13.11	13.50		12.51					2 out of 3
tech serv assoc 1	11.40	11.57	10.20	10.70	12.51	11.62	10.35	11.00		5 out of 7
page	8.99	9.12	10.20	10.24	8.61	8.50	8.64	9.50	8.54	5 out of 8

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2015-2016
EFFECTIVE 7/1/15

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	8.99	13.49
Grade II Youth Services Page Summer Youth Services Associate	9.50	14.26
Grade III Technical Services Associate I	11.40	17.00
Grade IV Computer/Magazine Associate Circulation Services Associate Interlibrary Loan Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Building Services Associate Substitute Bookkeeper Security Monitor	12.92	19.39
Grade V Administrative Associate Youth Services Associate Adult Services Associate Technology Instructor Technology/Digital Services Associate Network Services Technician Assistant Circulation Supervisor Technical Services Supervisor	14.66	22.00
Grade VI Senior Circulation Supervisor	16.64	24.95
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator Substitute Librarian	21.83 42,568	32.74 63,843
Grade VIII Senior Youth Services Librarian Senior Adult Services Librarian	24.66 48,087	37.00 72,150
Grade IX Department Head	27.87 54,347	41.81 81,529
Grade X Assistant Director	31.49 61,406	47.25 92,138
Grade XI Library Director	To be set by Board	

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2016-2017
EFFECTIVE 7/1/16

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	9.13	13.69
Grade II Youth Services Page Summer Youth Services Associate	9.64	14.47
Grade III Technical Services Associate I	11.57	17.26
Grade IV Technology Services Associate Circulation Services Associate Interlibrary Loan Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Building Services Associate Substitute Bookkeeper Security Monitor Substitute Associate	13.11	19.68
Grade V Administrative Associate Youth Services Associate Adult Services Associate Technology Instructor Technology/Digital Services Associate Technology Services Technician Assistant Circulation Supervisor Technical Services Supervisor	14.88	22.33
Grade VI Senior Circulation Supervisor Substitute Librarian	16.89	25.32
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator	22.16 43,212	33.23 64,798
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	25.03 48,808	37.56 73,242
Grade IX Department Head	28.29 55,165	42.44 82,758
Grade X Assistant Director	31.96 62,322	47.96 93,522
Grade XI Library Director	To be set by Board	

PERSONNEL CODE – Personnel Practices

802.4 Payroll and Salary

802.4.1 Payroll

Employees will be paid bi-weekly. The pay period will begin with the workweek (Sunday) and end thirteen days later. Employees will be paid on the Thursday following the end of the pay period. Automatic payroll deductions will be made as required by law and as authorized by the employee. Employees are responsible for making a daily record of their hours worked and ensuring that such information is accurately presented on their time sheets. All employees must submit time sheets to their supervisor by the day after the pay period ends. Employees must submit a time sheet in advance of the due date if they plan to be on leave or otherwise out of the office on a day the time sheets are due. The accurate recording of an employee's working hours is a serious matter. Employees who falsify information relating to their working hours, including failing to record hours worked, are subject to discipline, up to and including termination of employment.

802.4.2 Deductions from Pay

It is the policy of Indian Prairie Public Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Library Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision in writing to the Board President. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after reporting the improper deduction.

802.4.3 Salary Schedule

The salary schedule establishes a salary range for each position level and includes a minimum and maximum rate. The schedule is reviewed annually by the Library Director and the Board with reference to current library standards and cost of living and any adjustments made are effective as set by the Board. On the effective date of a new or revised salary schedule, any employee receiving less than the new minimum salary for that position will automatically be raised to the new minimum salary for his/her position. New appointments will normally be at the minimum salary for that level, although previous experience will be considered and the beginning salary may be established at a higher rate.

~~Substitutes, when hired, will receive a salary within the first quartile of the salary range for the position in which they are substituting. Substitutes will receive the same cost of living percentage increase as approved each year for other employees.~~

802.4.4 Merit Pay

Regularly scheduled part-time and full-time employees have the potential to receive

merit salary increases. The amount of money available for merit raises is approved each year by the Board of Trustees. Relative to that amount, the percentage of an individual's merit increase is based on the employee's annual performance appraisal. Individuals may also be eligible to receive a special bonus relative to extraordinary work as determined by the Director. Merit raises are awarded on the anniversary date of employment or July 1 for employees who were employed prior to implementation of the anniversary date as the review date. Staff who reach the maximum amount on their salary range will receive their merit as a bonus rather than as a salary adjustment.

802.4.5 Overtime, Sunday and Holiday Pay

Non-exempt part-time employees will be paid at the regular rate for all hours up to 40 hours per week and at 1½ times the regular rate for hours in excess of 40 hours per week and for hours worked on Sundays or holidays. Hours in excess of 40 per week must be approved in advance by the Director, Assistant Director or Librarian-in-Charge. Exempt employees do not receive overtime pay.

~~Full-time employees scheduled to work on Sunday will receive time and one-half compensatory time for Sunday hours. Compensatory time earned on Sunday will be scheduled within the same pay period.~~

Full-time employees may take compensatory days for paid holidays that fall on days not normally worked. Compensatory time earned for a holiday will be scheduled two weeks prior or two weeks after the holiday.

Part-time employees regularly scheduled for at least 20 hours per week will be paid for holidays, if normally scheduled to work those days and time periods when the holiday occurs. Substitute employees and part-time employees regularly scheduled less than 20 hours per week do not receive pay for holidays.

802.4.6 Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change.

802.5 Breaks

Relief breaks are permitted to allow employees time to rest during the workday. Meal breaks are required by law for employees working 7.5 hours or more.

- Employees are allowed a paid fifteen (15) minute relief break for every half day (at least ¾ hours) worked. Relief break time does not accumulate.
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor.
- Employees not scheduled for enough consecutive hours to meet these requirements may work an extra 15 minutes in order to take an unpaid 15 minute relief break, provided this is approved by their supervisor in advance.
- Employees are scheduled to take a one-half hour unpaid meal break no more than 5 hours after the start of the work period when scheduled to work continuously for 7 1/2 hours or more. Meal break time does not accumulate.
- With permission of their supervisor, relief breaks may be combined or used to extend

Food Pantry and Parent Education Project	South High School Room 180	South High School Concession Building	Transition Center Mobile Pantry Only	Central High School B&G Building
Build out needs (Shelving and refrigeration provided by grant in all locations, excluding mobile pantry option); \$10,000 for build out provided in grant	Ramp into rooms (180/178); remove projector in 180; barrier erected between garage bays	Gate in fence; paving from parking lot to back of concessions	No build out needs	Garage door with man door addition and ADA access ramp out front of building, blocking six parking spots and providing for additional exit for most parents to enter one door and exit another [handicapped would enter and leave from the front door]
Space for Parent Education and Waiting	One large classroom (Room 178)	None: pantry space only; parents wait in their cars for pantry to open	Board of Education/training room space	None; pantry space only with a little room for waiting inside
HCS cost of food and number of days open at location per month	\$1500 per month; pantry open four times	\$1500 per month; pantry open four times	\$3400 per month based on cost of \$1700 each visit, two visits per month	\$1500 per month; pantry open four times
Estimated amount of food able to be distributed (cost of food based on Food Bank calculations for weight of food donated from Jewel, Mariano's, Whole Foods, Caputo's etc plus what Food Bank provides)	\$52,000*/29,000 lbs	\$52,000*/29,000 lbs	Limited to what Northern Illinois Food Bank chooses to provide on each mobile truck; approximately \$34,000/18,000 lbs per month; no donations from Jewel, Mariano's etc.	\$52,000*/29,000 lbs
Ease of student/volunteer access	Student groups can load and unload products, check expiration dates, easily from interior school access and location and volunteer weekly with no transportation	Less ease to load and unload due to remote location without heating and cooling	No loading/unloading or volunteer options	South students would need transportation for loading/unloading and volunteer options

Food Pantry and Parent Education Project	South High School Room 180	South High School Concession Building	Transition Center Mobile Pantry Only	Central High School B&G Building
Distance from most needy families	Central to most need in Darien	Central to most need in Darien	Central to most need in Darien	Three to four miles from most need in Darien
Parking	(Note change to original proposal) Parking in faculty lot with entrance at Pool Doors; most faculty leaves after 3:30; distance from food to cars is third longest	Parking best for this location; very limited conflicts with student/faculty parking; distance from food to cars is second closest option	Limited parking at building; Library parking off limits; parking in South lot off Clarendon Hills Road is longest distance from food acquisition of all options	Shares with crowded student parking; build out of access ramp permanently block six spots; shortest distance from food acquisition to cars depending on where parents can find spots
Traffic Pattern	Parents arrive at busy dismissal time in faculty lot (3:15-3:30) if pantry open 4:00 to 6:00 on weeknight	Parents arrive at busy dismissal time in student lot (3:15-3:30) if pantry open 4:00 to 6:00 on weeknight	Parents arrive at busy dismissal time in student lot (3:15-3:30) if pantry open 4:00 to 6:00 on weeknight	Parents arrive at busy dismissal time in student lot (3:15-3:30) if pantry open 4:00 to 6:00 on weeknight.
Space for Pantry	One large classroom; second largest pantry space	2/3 of concession area; smallest pantry space	Mobile truck in Transition Center lot; no pantry space	Large storage room on upper floor; largest pantry space
Variety of Food Offerings	Same as Hinsdale pantry, with contributions from Jewel, Whole Foods, Marianos, Target, Caputos	Same as Hinsdale pantry, with limited contributions from Jewel, Whole Foods, Marianos, Target, Caputos due to space	Limited and variety determined by Northern Illinois Food Bank	Same as Hinsdale pantry, with contributions from Jewel, Whole Foods, Marianos, Target, Caputos
Entrance and exit of pantry space	Separate entrance and exit available	Enter and exit same door toward parking lot	No issues with outdoor food pick up	Enter at side door and exit through man door in garage door and go down ramp to parking lot unless handicapped
Heating and Air	Same as classrooms	Extremely minimal heat; no air	Excellent for parent education and waiting areas; outdoor mobile pantry is subject to the elements	If garage door with man door is added, then interior space is suitable year round



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

June 3, 2016

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

Dr. Bruce Law
District 86 Board of Education
5500 Grant Street
Hinsdale, IL 60521

Re: **Proposed Hinsdale South High School Food Pantry**

Dear Mr. Law:

It is my understanding that the District 86 Board is considering placing a food pantry at Hinsdale South High School for the next school year.

Please accept this letter as my support for such a concept.

The Village of Willowbrook has worked with social service groups such as the DuPage Federation on Human Services Reform and the LOVE Christian Clearinghouse to address the changing needs of our community. Among the many social services that are in need is feeding the hungry. According to Feeding Illinois, approximately 14%, or over 1 of every 7 people in Illinois, did not have access to nutritious food sometime during the year. In 2013, over 1.9 million people were served by the Feeding Illinois partner food banks.

I personally visited the Elmhurst Food Bank earlier this year and witnessed firsthand this social service need created by increasing poverty levels. The issue of hunger is no longer a distant problem – it is all around us. I am also encouraged to learn that the professional staff that has run the Hinsdale Central High School Food Pantry for the past 70 years would provide staff to run the pantry.

I would urge that the Board approve this important social service that would benefit the high school students and children within the District.

Thank you for helping to address this important issue in our community.

Very Truly Yours,

Village of Willowbrook

Frank A. Trilla
Mayor



CITY OF DARIEN

In the County of DuPage and the State of Illinois
Incorporated 1969

May 19, 2016

Claudia D. Marley
Citizen of Darien and
Board Member, Hinsdale Township High School District #86

Dear Claudia:

I am in receipt of your communication to myself and the Darien City Council with a copy to the District 86 School Board regarding the placement of a food pantry at City of Darien locations. I wanted to clarify, I attended the School Board meeting to show support for a specific program that was on your agenda for discussion. While I agree that the whole community needs to work together to make sure our residents receive food assistance services, the program discussed by the School Board was specific to school students. I agree that the Darien Committee for Intergovernmental (DCIC) should discuss alleviating hunger in our community. However, the establishment of a *School Pantry Program* is one independent part of an overall goal of alleviating hunger in our community. School Pantry Programs have been successful in many areas throughout the Country which should help the School Board resolve the controversies you stated that exist in the South Community.

Additionally, I wanted to identify the issues at hand as I understand them:

- The mission of the Northern Illinois Food Bank has been to create and support school based food pantry's throughout the State after identifying the appropriateness of these locations due to accessibility to a large group of individuals who may be food insecure, offered in a comfortable and confidential setting
- Hinsdale Junior League has offered a \$300,000 grant to District 86 to locate a School Based Food Pantry at the school
- The food pantry must be located on property that is owned by the school
- HCS, a food pantry located in Hinsdale and in operation for 80 years with extensive experience in operating food pantry's would lend their expertise and resources to operate the District 86 food pantry
- Because the food pantry must be located on school property the food pantry cannot be placed in a City of Darien owned location

You cite the City's duty to provide for the welfare of its residents. As I pointed out in my May 2, 2016 letter to the board, we have 2 church based food pantries in Darien that are supported by donations from the Darien community. If you refer back to my letter, I identify the number of families served monthly by the Our Lady of Peace and Our Lady of Mt. Carmel pantries. Our Lady of Mt. Carmel also provides holiday food baskets to well over 300 families each Thanksgiving and Christmas and the Darien Lions Club also provides over 200 holiday baskets to needy families.

Following my comments to the board on May 2nd, you learned from Cynthia McGann of Good Worx, Inc. the marvelous work she is doing in the community with her Sunny Patch vegetable gardens throughout the City educating families on growing their own gardens and providing 400 pounds of fresh vegetables to at-risk families last year.

Clearly, the community of Darien provides great services to families in need.

In my presentation before the school board I merely used the statistics from the schools in Darien as an example of the need for the school based pantry at Hinsdale South. I have attached a report created by HCS showing the statistics on the 23 feeder schools and the 2 high schools that make up the District. Clearly, you will see that the Darien feeder schools make up less than 30% of the District population that could possibly benefit from a school based pantry at the high school. I ask you to review the chart to see how extensive the potential need is in our area. I am sure you are aware from your time on the District 61 board that the population of the district is not made up of entirely Darien residents and that is also the case in District 63.

I don't think we should overlook the positive impact this initiative will have on our high school students giving them a head start in the world by having them take on volunteer work right there in their school. Not only does it teach important skills like the value of hard work and appreciating what their parents and school have done for them, it helps teens to learn responsibility. Being able to channel their energy and ideas into something worthwhile can be a very empowering skill for high school students to learn about their world and their place in it.

As you point out the DuPage population is "graying" but I am happy to report that Darien is getting "younger" which bodes well for the future of District 86. When I attended my granddaughter's 1st grade school event last year, I was happy to learn that there were 7 first grades at Mark Delay.

Once again, I ask the District 86 board to consider locating a school based food pantry in District 86 because as the Northern IL Food Bank believes, our location would be a very important addition to helping the food insecure population within our community. Thank you for this opportunity to respond to your suggestions.

Respectfully,

Kathleen Weaver

Kathleen Weaver, Mayor

CITY OF DARIEN



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OFFICE OF THE MAYOR

June 6, 2016

Bruce Law
Hinsdale Township High School District 86
5500 South Grant Street
Hinsdale, IL 60521

RE: Hinsdale South High School Food Pantry

Dear District 86 Board of Education and Dr. Law:

I am writing to you in support of the idea to place a food pantry at Hinsdale South High School. While many believe that DuPage County is too wealthy to require such assistance, the need in our county has grown tremendously over the last decade. Currently, Maercker School District 60 in Westmont has over 40% of the school population receiving free or reduced lunches.

In 2008, the People's Resource Center of Wheaton opened a location in Westmont. After servicing the northern area of DuPage since 1975, the growth of families in the southeastern part of the county requiring assistance grew so rapidly that a second location was needed. Between the two locations, the PRC services 32,000 DuPage County families.

The need is here, in our communities. Each food pantry in our area operates with the help of the Northern Illinois Food Bank and many, many volunteers. Each pantry believes the more services available, the better our communities become - we are all here to help.

Please consider the idea of a pantry at Hinsdale South School a positive step for the community and for the students of District 86, both in service to those in need and the opportunity for all students to give to their fellow citizens.

Thank you,

Ronald J. Gunter
Mayor

Kids & Teens

I love that you moved the fairy tales! They use to be so hard to find and now they are right here with the other storybooks.

A patron told me she really wanted to thank Jane for helping her son find a book he could really get into. She had been searching for a while and Jane pointed them to the series "Soccer Cats". He loves them and has been reading all of the books in that series.

In the Mid-Kids area, a young patron was working with one of our coding kits. When he successfully got the kit to make a sound based on his programming, he shouted, "Daddy! Daddy, look, I made a sound! I'm so proud of myself!!"

Circulation

(After using our notary services) Patron said "I am so impressed with the resources at this library, not only the notary service but assistance with all the technological devices. This is my sanctuary, and I intend to bestow that on my children".

"The summer newsletter I received in the mail was the best one ever. I really enjoyed the cover story."

"We miss the "pretend" area upstairs in the children's section."

"That is so awesome how many people use the library, I think it's great!"

Patron says he loves our library and he thinks we are great.

A young man came in and commented that our library was rated the best in the suburbs.

A patron wanted to complement us on our sharpened little pencils by our catalog stations. He said everywhere he goes they are full.

Adult

"I am just amazed at the resources you have here for ESL" (from a literacy volunteer).

DuPage Literacy tutor commented that the library is known for its ESL section. He said it is more extensive than any of the neighboring libraries.

A patron attending the van Gogh in Arles program last night commented on their evaluation sheet: "We are so lucky to have a local library that hosts such diverse programs."

Patron commented that she loved the diversity of our Adult programs. "There's something for everyone."

May 2016 Listening Posts

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Patron loved the Random House excerpt reading program. Said it opened her eyes to new books. She put five (5) of them on hold!

Patron was pleased that the How to Expo was successful. She really enjoyed the variety of and stayed from 12 to 3. She liked meeting other people who were also enjoying the Expo.

I've had many people ask why the seat in front of the RS Desk was moved. They say that they preferred it on the other side.

"People say libraries are a dying thing, but not this one! You have such great programs and books that the library is always busy."

Thomas Ford patron said that she loves our library because it feels "more alive" than any of the others she goes to. "There's always something going on & it feels like part of the community!"

A patron asked me if I was the one who helped him with his research paper. I said yes (we had one session on searching for articles and another on citations). He told me he got an A- and thanked me.

Technology

Administration

A patron came into the Administration office after she went to the Traveling to Cuba program. She was not happy that there was a travel agency giving the presentation and that they were selling their services. She was contacted by Cindy Kline and was told that for Americans to travel to Cuba you must use a travel agency that is why they were presenting the program.