

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

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

- A. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian
Prairie Public Library District as a vital and trusted resource for
achieving personal goals and enhancing quality of life. With a
welcoming environment and state-of-the-art services, the library
is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Brennan to Works: re RAILS Grant Page 3
 2. Durbin to Bukovac re: IMLS Funding Page 4
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, May 17, 2017 Page 6
 2. Treasurer's Report Page 8
 3. Action on Bill/Additional Bills Page 12
 4. Ordinance #2017-2 Ascertaining the Prevailing Wage Page 17
 5. Ordinance #2017-3 Establishing Regular Meeting Dates Page 39
 6. Ordinance #2017-4 Amending the Budget and
Appropriation Ordinance for the Fiscal Year 2016-2017 Page 40
 7. Building and Grounds Committee Meeting Minutes, 5/30/17 Page 41
 8. Finance Committee Meeting Minutes, 6/14/17 Page 43
 9. Proposed Change to Policy 465 Computers and Internet
Services Page 44
 10. Proposed Changes to Policy 900 Financial Page 46
 11. Proposed Changes to Policy 430 Circulation of Materials Page 56
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 58 Information
- H. Department Reports Information
1. Assistant Director Page 69
 2. Marketing Page 71
 3. Adult Page 73

Department Reports (continued)		
4. Circulation	Page 78	
5. Technology and Technical Services	Page 80	
6. Youth	Page 82	
I. Staff Report		Information
Shirley Jensen, Assistant Adult Services Department Head, Business Services		
J. Reports		
1. Chamber Reports (Jensen)	Page 92	Information
2. RAILS	Page 93	Information
3. Building and Grounds (in omnibus)		
4. Finance Committee (in omnibus)		
5. Planning/Outreach Committee (none)		
6. Policy Committee (none)		
K. Unfinished Business		
L. New Business		
1. Financial Forecast	Page 102	Information
2. Operating Budget 2017/2018	Page 105	Action
3. Proposed 2017/2018 Salary Range	Page 109	Action
4. Proposal to Replace Sconce Lighting and Remove Globe Lights	Page 112	Action
5. Landscaping Proposal	Page 113	Action
6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit		
M. Scheduled Meetings		
N. Community Events		
O. Library Events		
P. Adjournment		



Reaching Across Illinois Library System

Fax: 630.734.5050 | railslibraries.info

125 Tower Drive | Burr Ridge IL 60527 | 630.734.5000 |



May 26, 2017

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

Dear Tyler:

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

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

Thank you so much and congratulations!

Sincerely,

Dee Brennan
RAILS Executive Director

Jamie Bukovac

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From: Senator Richard J. Durbin <correspondence_reply@durbin.senate.gov>
Sent: Wednesday, May 17, 2017 5:54 PM
To: Jamie Bukovac
Subject: Message from Senator Richard J. Durbin

May 17, 2017

Ms. Jamie Bukovac
1505 128th Street
Lemont, IL 60439-8430

Dear Ms. Bukovac:

Thank you for contacting me regarding funding for the Institute of Museum and Library Services (IMLS). I appreciate hearing from you.

Signed into law on May 5, 2017, the Consolidated Appropriations Act of 2017 (H.R. 224) provides \$1.070 trillion to fund the government through Fiscal Year (FY) 2017, which will end in September 2017. This bipartisan omnibus appropriations bill includes critical investments in the middle class, our nation's infrastructure, medical and scientific research, and our national security. It also will provide funding for important Illinois projects and priorities. The IMLS is funded at \$231 million for FY 2017 in this bill, an increase of \$1 million from FY 2016 levels.

President Trump has released a budget blueprint that seeks to eliminate funding for the IMLS in FY 2018. The proposal would cut funding for programs that provide investments in the arts, affordable housing, home heating, roads and bridges, and medical research and development, all while failing to present a balanced national budget. President Trump's budget blueprint remains subject to approval by Congress.

+++

Investing in libraries and museums is not only necessary for the education of our nation, but it is also a way to stimulate economic development, which is sorely needed during these tough times. Museums spur tourism and foster job creation. Tourists spend approximately \$21 billion a year in museum communities and museums employ an estimated 400,000 Americans. Unfortunately, these valuable resources are being forced to cut back on hours, educational programming, community services, and jobs because of funding shortfalls. We should protect museums and all that they offer to our communities.

As a member of the Senate Appropriations Committee, I will continue to support funding for museums and libraries. I will keep your thoughts in mind as the Senate considers legislation related to the federal budget and spending.

Thank you again for contacting me. Please feel free to keep in touch.

Sincerely,



Richard J. Durbin
United States Senator

RJD/cp

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 17, 2017

**Board of Trustees Regular Meeting
May 17, 2017 – 7 p.m.**

- A. Trustee Oaths of Office – Wlosinski administered the Oath of Office to Asma Akhras, Crystal Megaridis and Diane Ruscitti.
- B. Roll Call
President Suriano called the meeting to order at 7 p.m. Acting-Secretary Damon called the roll.
Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
Absent: Beena Deshmukh
Staff Present: Jamie Bukovac, Maria Wlosinski, Laura Birmingham, Natalie Williams
Others: Gail Reyes and Susanne Akhras, family of Asma Akhras

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

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

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

- E. Public Comment

At this point Natalie Williams gave her staff report (Item K). She left at 7:35 p.m. and the Board continued with the rest of the agenda

- F. Communications and Announcements

1. Reger to Bukovac re: AARP Tax Assistance
2. Recognition from LADSE

- G. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 19, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Nominating Committee Minutes May 15, 2017

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

H. Items Deleted from Omnibus Consent Agenda - none

I. Library Director's Report

As Bukovac noted in her written report, the President's budget did not have any funding for the Institute for Library and Museum Services. The Institute provides two areas of funding for libraries through LSTA and IAL funds. Bukovac reported that the House of Representatives secured the necessary signatures on a letter supporting the LSTA and IAL grants. At this point 35 Senators have also signed a letter of support.

J. Department Reports

Krupicka noted that the How to Expo was excellent.

K. Staff Report – Natalie Williams, Head of Youth Services, spoke to the Board about the Summer Challenge. As always, we are providing summer challenges for school-age kids and teens to keep them engaged and active over the summer. But new in 2017 are summer challenges for adults and pre-K kids. Williams highlighted the many activities, programs, camps, and events taking place from June 3 through August 5. The Youth staff is busy promoting the summer reading challenge during their school visits. They visit every class in 18 schools. Williams thanked the IPPL Foundation and the Friends of the Library for supporting the summer challenge. She also highlighted our community partnerships with Good Worx, Gower School District 62, Countryside Bank, Darien Park District, Darien Historical Society, Burr Ridge Village Center, Whole Foods, Panera, and Barbara's Bookstore. The Board complimented Williams and her staff on all of the amazing things they are doing.

L. Reports

- 1. Chamber Reports – backup in packet.
- 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

M. Unfinished Business - none

N. New Business - none

O. Scheduled Meetings

- 1. A Building and Grounds Committee meeting is scheduled for May 30 at 6:30 p.m.
- 2. A Finance Committee meeting is scheduled for June 14 at 11:30 a.m.

P. Community Events

Q. Library Event

R. Adjournment

At 7:43 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2017

Balance on hand as of April, 2017.....	2,310,536.82
Cash Receipts for May.....	23,576.09
Cash Disbursements for May.....	280,818.50
Cash on hand as May 31, 2017.....	2,053,294.41

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.794%

General.....	(7,934.88)
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,094.27
Children's Endowment.....	2,905.56
Endowment.....	11,247.69
MPI Investment (Corporate Fund).....	1,862,611.46

JP Morgan Chase - Checking

General.....	4,110.87
Hinsdale Bank & Trust - Checking.....	58,456.31
JP Morgan Chase - Savings - Rate .13%	
General.....	90,199.13
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2017.....	2,053,294.41

FUND BALANCES AS OF 05/31/2017

Corporate Fund.....	1,819,102.04
Building & Maintenance Fund.....	10,009.08
I.M.R.F. Fund.....	7.81
Liability Fund.....	3.59
Social Security Fund.....	6.57
Special Reserve Fund.....	22,218.17
Deferred Property Taxes.....	107,673.25
Current Liabilites.....	94,273.90
Grand Total All Funds.....	2,053,294.41

Indian Prairie Public Library District Consolidated Revenue Report for May 2017

Percent of Year: 91.67

	RECEIVED May 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	327.52	3,397,237.06	98.86%	3,436,415.00	39,177.94
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	0.00	2.02	0.00%	0.00	-2.02
TOTAL PROPERTY TAX & LEVY INTEREST	327.52	3,397,576.07	98.87%	3,436,415.00	38,838.93
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	2,291.59	0.00%	0.00	-2,291.59
TOTAL INTERGOVERNMENTAL	0.00	2,881.59	9.01%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	63.23	2,060.97	206.10%	1,000.00	-1,060.97
TOTAL INTEREST	63.23	2,060.97	206.10%	1,000.00	-1,060.97
DESK MONIES					
45100 · Copier	381.86	4,389.94	91.46%	4,800.00	410.06
45120 · Computer Copies	1,237.07	13,905.21	115.88%	12,000.00	-1,905.21
45200 · Fines/Fees	5,118.41	45,323.50	94.42%	48,000.00	2,676.50
45250 · Gifts/Donations	160.00	10,514.25	700.95%	1,500.00	-9,014.25
45300 · Lost Materials	1,660.12	11,260.13	93.83%	12,000.00	739.87
45350 · Non-Resident Fees	6,784.07	76,903.08	93.78%	82,000.00	5,096.92
45400 · DVD Fines	67.50	3,443.65	49.20%	7,000.00	3,556.35
45450 · Book Rental	60.75	564.90	56.49%	1,000.00	435.10
45550 · Meeting Room Rental	0.00	275.00	137.50%	200.00	-75.00
45600 · ILL Fees	156.40	748.04	106.86%	700.00	-48.04
45650 · 3D Printing	91.10	495.00	99.00%	500.00	5.00
45700 · Passport Fees	2,000.00	4,525.00	0.00%	0.00	-4,525.00
TOTAL DESK MONIES	17,717.28	172,347.70	101.56%	169,700.00	-2,647.70
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	286.70	2,885.99	577.20%	500.00	-2,385.99
46800 · Collection Agency Fee	30.00	273.80	91.27%	300.00	26.20
* 49000 · Operating Transfer In	3,061.00	7,061.00	0.00%	4,000.00	-3,061.00
TOTAL OTHER INCOME	3,377.70	10,983.79	197.44%	5,563.00	-2,359.79
GRAND TOTAL	21,485.73	3,585,850.12	98.39%	3,644,678.00	64,180.47

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

Indian Prairie Public Library District Consolidated Expenditures Report for May 2017

Percent of Year: 91.67

	May 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	162,338.87	1,822,614.98	85.29%	2,137,000.00	314,385.02	2,139,740.00	85.18%
61310 · Benefits - Medical / Life Ins.	17,668.70	121,426.97	91.64%	132,500.00	11,073.03	142,000.00	85.51%
61330 · Benefits - IMRF	12,229.65	162,786.02	78.64%	207,000.00	44,213.98	225,000.00	72.35%
61340 · Benefits - FICA	0.00	135,134.44	82.65%	163,500.00	28,365.56	175,000.00	77.22%
61400 · Staff Development	1,019.54	13,906.18	85.31%	16,300.00	2,393.82	20,000.00	69.53%
61600 · Board Development	59.99	981.81	98.18%	1,000.00	18.19	3,000.00	32.73%
* 61710 · Workers Compensation	0.00	9,787.00	108.74%	9,000.00	-787.00	12,000.00	81.56%
61720 · Unemployment Insurance	215.02	2,695.09	79.74%	3,380.00	684.91	6,000.00	44.92%
TOTAL PERSONNEL	193,531.77	2,269,332.49	85.00%	2,669,680.00	400,347.51	2,722,740.00	83.35%
MATERIALS							
62100 · Books	31,862.50	195,416.47	82.39%	237,175.00	41,758.53	245,000.00	79.76%
62200 · Periodicals	147.92	28,778.95	90.79%	31,700.00	2,921.05	35,000.00	82.23%
62300 · Audio	4,971.82	38,166.12	78.29%	48,750.00	10,583.88	50,000.00	76.33%
62400 · Video	7,707.44	57,936.68	99.55%	58,200.00	263.32	60,000.00	96.56%
62500 · Multi-Media	859.07	7,981.52	99.77%	8,000.00	18.48	10,000.00	79.82%
62600 · Electronic Reference Resources	166.16	63,812.03	99.24%	64,300.00	487.97	67,000.00	95.24%
62700 · Software	617.37	5,625.53	80.37%	7,000.00	1,374.47	8,000.00	70.32%
62800 · ESL	0.00	596.45	29.82%	2,000.00	1,403.55	3,000.00	19.88%
62900 · Materials Supplies	2,837.30	17,206.21	80.03%	21,500.00	4,293.79	25,000.00	68.82%
TOTAL MATERIALS	49,169.58	415,519.96	86.82%	478,625.00	63,105.04	503,000.00	82.81%
BUILDING							
63200 · Cleaning Service	5,059.86	60,553.39	84.69%	71,500.00	10,946.61	73,000.00	82.95%
63300 · Utilities (1-8-11 · Gas)	1,342.93	9,463.11	72.79%	13,000.00	3,536.89	70,000.00	13.52%
63300 · Utilities (1-8-12 · Electric)	3,869.71	51,408.27	79.09%	65,000.00	13,591.73	100,000.00	51.41%
63300 · Utilities (1-8-13 · Telephone)	738.61	8,076.41	115.38%	7,000.00	-1,076.41	9,000.00	89.74%
63300 · Utilities (1-8-14 · Water/Sewer)	625.53	7,508.07	107.26%	7,000.00	-508.07	15,000.00	50.05%
63300 · Utilities (1-8-15 · Garbage Disposal)	465.84	2,806.76	93.56%	3,000.00	193.24	15,000.00	18.71%
63400 · Maintenance Supplies	2,457.39	16,461.34	96.83%	17,000.00	538.66	20,000.00	82.31%
63500 · Security System Monitoring	105.00	636.00	53.00%	1,200.00	564.00	3,000.00	21.20%
63600 · Property Maintenance	2,654.35	17,963.32	71.85%	25,000.00	7,036.68	30,000.00	59.88%
* 63800 · Building Maintenance/Repair	5,578.04	86,086.35	172.17%	50,000.00	-36,086.35	110,000.00	78.26%
TOTAL BUILDING	22,917.26	260,963.02	100.49%	259,700.00	-1,263.02	445,000.00	58.64%
OPERATIONS							
64200 · Supplies - Office	2,436.78	11,295.12	80.68%	14,000.00	11,563.22	17,000.00	14.33%
64300 · Photocopy Supplies	482.76	4,399.02	87.98%	5,000.00	600.98	6,000.00	73.32%
64400 · Patron Card Supplies	0.00	376.18	62.70%	600.00	223.82	3,800.00	9.90%
64450 · Passport Postage	199.50	522.27	0.00%	0.00	-522.27	0.00	0.00%
64500 · Postage	-197.75	4,216.11	105.40%	4,000.00	-216.11	5,000.00	84.32%
64600 · Non-Payment Reimbursement	765.81	1,280.78	42.69%	3,000.00	1,719.22	5,000.00	26.62%
64700 · Travel	41.31	333.24	66.65%	500.00	166.76	1,000.00	33.32%
64800 · Organizational Memberships	1,000.00	2,186.00	121.44%	1,800.00	-386.00	2,200.00	99.36%
64900 · Bank Fees	275.32	2,632.76	105.31%	2,500.00	-132.76	3,000.00	87.76%
TOTAL OPERATION	5,003.73	27,241.48	86.76%	31,400.00	13,016.86	43,000.00	63.35%
AUTOMATION							
65100 · Supplies-Public Toner	798.96	6,409.27	91.56%	7,000.00	590.73	8,000.00	80.12%
65150 · Supplies-Staff Toner	625.35	5,921.77	98.70%	6,000.00	78.23	8,000.00	74.02%
65160 · Supplies-3D Printer	0.00	338.97	48.42%	700.00	361.03	1,100.00	30.82%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	2,547.44	12,687.09	101.50%	12,500.00	-187.09	16,000.00	79.29%
65400 · Automation Equip Mnt/Repair	0.00	2,680.66	73.44%	3,650.00	969.34	5,000.00	53.61%
65500 · Software	549.95	15,910.49	86.00%	18,500.00	2,589.51	27,000.00	58.93%
65600 · SWAN	0.00	45,620.00	100.00%	45,620.00	0.00	47,000.00	97.06%

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

Percent of Year: 91.67

	May 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	379.70	2,098.35	87.43%	2,400.00	301.65	4,000.00	52.46%
TOTAL AUTOMATION	4,901.40	91,666.60	90.43%	101,370.00	9,703.40	124,100.00	73.87%
CONTRACTUAL SERVICES							
66100 · General Professional Services	105.00	9,466.00	145.63%	6,500.00	-2,966.00	17,000.00	55.68%
66200 · Credit Bureau	45.80	665.45	44.38%	1,500.00	834.55	2,000.00	33.27%
66300 · Equipment-Maintenance Repair	0.00	4,225.44	70.42%	6,000.00	1,774.56	8,000.00	52.82%
66900 · Fees - Bond Registrar	0.00	210.00	210.00%	100.00	-110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	150.80	14,566.89	103.31%	14,100.00	-466.89	27,000.00	53.95%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	11,000.00	95.26%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	3,500.00	81.20%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,500.00	61.43%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.18%
MARKETING							
68110 · Marketing Newsletter	1,860.04	25,059.10	72.39%	34,619.00	9,559.90	37,000.00	67.73%
68111 · eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 · Marketing Advertising	18.75	283.75	56.75%	500.00	216.25	2,000.00	14.19%
68310 · Marketing Supplies	32.95	480.52	96.10%	500.00	19.48	2,000.00	24.03%
68410 · Marketing-Information Printing	484.62	2,213.36	88.53%	2,500.00	286.64	8,000.00	27.67%
68500 · Legal Notices	0.00	840.49	60.04%	1,400.00	559.51	2,000.00	42.02%
68600 · Special Events	2,045.70	16,693.27	67.86%	24,600.00	7,906.73	28,000.00	59.62%
TOTAL PUBLIC INFORMATION	4,442.06	47,208.49	71.73%	65,819.00	18,610.51	81,000.00	58.28%
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	3,061.00	7,061.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	5,029.53	71.29%	7,055.00	2,025.47	50,000.00	10.06%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	283,177.60	3,155,396.46	86.58%	3,644,678.00	505,200.88	4,115,340.00	76.87%

Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:

\$1,030.00 for 61710 - Workmans Compensation and \$2,498.60 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety and \$3,061.00 from Building Reserve Fund:

63800 - Suburban Door Check & Lock System

ACTION ON BILLS May 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49741 thru 49865	\$ 114,542.47
Chase Bank-Salaries for May	36920 thru 36945	\$ 7,214.97
Hinsdale Bank-Direct Deposits	& 23911 thru 24074	\$ 110,326.90
MONTH'S TOTAL:		\$ 232,084.34

Indian Prairie Public Library District
Account QuickReport
As of May 31, 2017

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	02/22/2017	49506	VOID - Central Arkansas Library System	-30.00
Bill Pmt Check	05/02/2017	49741	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Bill Pmt Check	05/03/2017	49742	Bank of America	559.95
Liability Check	05/04/2017	49743	Nationwide Retirement	660.00
Liability Check	05/04/2017	49744	Vantagepoint	978.65
Bill Pmt Check	05/08/2017	49745	Alphagraphics	249.50
Bill Pmt Check	05/08/2017	49746	Aurico	105.00
Bill Pmt Check	05/08/2017	49747	Baker & Taylor	11,584.67
Bill Pmt Check	05/08/2017	49748	Baker & Taylor (video)	1,672.60
Bill Pmt Check	05/08/2017	49749	Bal Industries	1,470.00
Bill Pmt Check	05/08/2017	49750	BCBS	11,008.18
Bill Pmt Check	05/08/2017	49751	Bengal Electric Inc.	210.00
Bill Pmt Check	05/08/2017	49752	Better Business Planning, Inc.	149.38
Bill Pmt Check	05/08/2017	49753	Blackstone Audio, Inc.	315.96
Bill Pmt Check	05/08/2017	49754	Case Lots Inc.	769.70
Bill Pmt Check	05/08/2017	49755	CCI Solutions	118.32
Bill Pmt Check	05/08/2017	49756	Colonial Life	82.53
Bill Pmt Check	05/08/2017	49757	Cover One	108.90
Bill Pmt Check	05/08/2017	49758	Dynegy Energy Services	3,869.71
Bill Pmt Check	05/08/2017	49759	Edmonds Incorporated	410.60
Bill Pmt Check	05/08/2017	49760	Estrada, Heidi	5.95
Bill Pmt Check	05/08/2017	49761	Gale/CENGAGE Learning	195.93
Bill Pmt Check	05/08/2017	49762	Garvey's Office Products	27.29
Bill Pmt Check	05/08/2017	49763	Grey House Publishing, Inc.	390.50
Bill Pmt Check	05/08/2017	49764	Groot Industries, Inc.	231.35
Bill Pmt Check	05/08/2017	49765	Ingram Library Services	1,063.99
Bill Pmt Check	05/08/2017	49766	Kroeschell Service	456.00
Bill Pmt Check	05/08/2017	49767	LACONIRASS	20.00
Bill Pmt Check	05/08/2017	49768	Layman, Jez	67.26
Bill Pmt Check	05/08/2017	49769	Management Association	980.00
Bill Pmt Check	05/08/2017	49770	Midwest Exterminating Company	510.00
Bill Pmt Check	05/08/2017	49771	Midwest Tape	2,864.62
Bill Pmt Check	05/08/2017	49772	NCBERS Group Life	80.00
Bill Pmt Check	05/08/2017	49773	OverDrive	7,115.40
Bill Pmt Check	05/08/2017	49774	Palmisano, Stacy.	12.84
Bill Pmt Check	05/08/2017	49775	Penguin Random House LLC	307.50
Bill Pmt Check	05/08/2017	49776	Principal Life Insurance Company	657.59
Bill Pmt Check	05/08/2017	49777	Quality Books Inc.	2,350.99
Bill Pmt Check	05/08/2017	49778	Quill	731.22
Bill Pmt Check	05/08/2017	49779	Recorded Books, LLC	224.38
Bill Pmt Check	05/08/2017	49780	Runco	319.30
Bill Pmt Check	05/08/2017	49781	Ryan, Marianne	55.11
Bill Pmt Check	05/08/2017	49782	Sebert Landscaping	767.00
Bill Pmt Check	05/08/2017	49783	Suburban Door Check & Lock Service	3,061.00

Indian Prairie Public Library District
Account QuickReport
As of May 31, 2017

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Type	Date	Num	Name	Amount
Bill Pmt Check	05/08/2017	49784	Thomson Reuters West	67.48
Bill Pmt Check	05/08/2017	49785	Trapp, Sandra	75.00
Bill Pmt Check	05/08/2017	49786	Uline	176.84
Bill Pmt Check	05/08/2017	49787	VSP Vision	122.55
Bill Pmt Check	05/08/2017	49788	Woodridge Public Library	10.00
Bill Pmt Check	05/15/2017	49789	Baker & Taylor	3,132.62
Bill Pmt Check	05/15/2017	49790	Baker & Taylor (video)	812.18
Bill Pmt Check	05/15/2017	49791	Bengal Electric Inc.	825.00
Bill Pmt Check	05/15/2017	49792	Blackstone Audio, Inc.	45.00
Bill Pmt Check	05/15/2017	49793	Case Lots Inc.	173.30
Bill Pmt Check	05/15/2017	49794	DEMCO	210.42
Bill Pmt Check	05/15/2017	49795	Gale/CENGAGE Learning	155.15
Bill Pmt Check	05/15/2017	49796	Garvey's Office Products	28.99
Bill Pmt Check	05/15/2017	49797	Graham Cracker Comics	76.20
Bill Pmt Check	05/15/2017	49798	Grasso Graphics	235.12
Bill Pmt Check	05/15/2017	49799	Groot Industries, Inc.	254.49
Bill Pmt Check	05/15/2017	49800	Ingram Library Services	533.46
Bill Pmt Check	05/15/2017	49801	Jensen, Shirley P	24.24
Bill Pmt Check	05/15/2017	49802	Midwest Tape	3,283.71
Bill Pmt Check	05/15/2017	49803	Neviol Inc.	4,490.00
Bill Pmt Check	05/15/2017	49804	NicholsYehling, Michelle	150.00
Bill Pmt Check	05/15/2017	49805	OverDrive	1,191.91
Bill Pmt Check	05/15/2017	49806	Penworthy Company, The	250.02
Bill Pmt Check	05/15/2017	49807	Quality Books Inc.	22.00
Bill Pmt Check	05/15/2017	49808	Quick Signs, Inc.	47.72
Bill Pmt Check	05/15/2017	49809	Regent Book Company	16.93
Bill Pmt Check	05/15/2017	49810	Runco	151.98
Bill Pmt Check	05/15/2017	49811	Scharping, Ronald A.	200.00
Bill Pmt Check	05/15/2017	49812	Speciality Mat Service	179.86
Bill Pmt Check	05/15/2017	49813	Uline	54.41
Bill Pmt Check	05/15/2017	49814	Unique Management	35.80
Bill Pmt Check	05/15/2017	49815	Waterlogic East LLC	127.69
Liability Check	05/18/2017	49816	Nationwide Retirement	660.00
Liability Check	05/18/2017	49817	Vantagepoint	978.65
Bill Pmt Check	05/18/2017	49818	Call One	738.61
Bill Pmt Check	05/18/2017	49819	Comcast	379.70
Bill Pmt Check	05/18/2017	49820	Gale/CENGAGE Learning	166.16
Bill Pmt Check	05/18/2017	49821	Rivistas Subscription Services	147.92
Bill Pmt Check	05/18/2017	49822	My New Neighbor	18.75
Bill Pmt Check	05/18/2017	49823	Sandra Trapp	75.00
Bill Pmt Check	05/18/2017	49824	VISOgraphic	1,860.04
Bill Pmt Check	05/25/2017	49825	Asimakopoulos, Jennifer	76.85
Bill Pmt Check	05/25/2017	49826	Baker & Taylor	4,930.94
Bill Pmt Check	05/25/2017	49827	Baker & Taylor (video)	556.42
Bill Pmt Check	05/25/2017	49828	BCBS	11,008.18

Indian Prairie Public Library District
Account QuickReport
 As of May 31, 2017

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Type	Date	Num	Name	Amount
Bill Pmt Check	05/25/2017	49829	Blackstone Audio, Inc.	258.00
Bill Pmt Check	05/25/2017	49830	Case Lots Inc.	248.50
Bill Pmt Check	05/25/2017	49831	Colley Elevator Co.	189.00
Bill Pmt Check	05/25/2017	49832	Current Technologies	2,034.44
Bill Pmt Check	05/25/2017	49833	DuPage County Public Works	625.53
Bill Pmt Check	05/25/2017	49834	Edmonds Incorporated	97.50
Bill Pmt Check	05/25/2017	49835	FSS Technologies	105.00
Bill Pmt Check	05/25/2017	49836	Kroeschell Service	1,662.04
Bill Pmt Check	05/25/2017	49837	Layman, Jez	35.55
Bill Pmt Check	05/25/2017	49838	Lucarelli, Anthony	53.02
Bill Pmt Check	05/25/2017	49839	Management Association	100.00
Bill Pmt Check	05/25/2017	49840	Midwest Tape	807.59
Bill Pmt Check	05/25/2017	49841	OverDrive	451.46
Bill Pmt Check	05/25/2017	49842	Quill	148.15
Bill Pmt Check	05/25/2017	49843	Roy, Nancy	32.16
Bill Pmt Check	05/25/2017	49844	Runco	520.93
Bill Pmt Check	05/25/2017	49845	Sheehan, Debbie	64.53
Bill Pmt Check	05/25/2017	49846	Stovall, Ann	135.00
Bill Pmt Check	05/25/2017	49847	VSP Vision	122.55
Bill Pmt Check	05/25/2017	49848	Wlosinski, Maria	11.24
Bill Pmt Check	05/25/2017	49849	Bank of America	7,161.86
Bill Pmt Check	05/31/2017	49850	Birmingham, Laura	17.23
Bill Pmt Check	05/31/2017	49851	Case Lots Inc.	179.20
Bill Pmt Check	05/31/2017	49852	Colonial Life	82.53
Bill Pmt Check	05/31/2017	49853	Doane, Jimmy	7.86
Bill Pmt Check	05/31/2017	49854	Home Depot	212.04
Bill Pmt Check	05/31/2017	49855	Krekelberg, Mary L	55.96
Bill Pmt Check	05/31/2017	49856	NCPERS Group Life	80.00
Bill Pmt Check	05/31/2017	49857	Principal Life Insurance Company	657.59
Bill Pmt Check	05/31/2017	49858	Quill	516.29
Bill Pmt Check	05/31/2017	49859	Runco	46.87
Bill Pmt Check	05/31/2017	49860	Sebert Landscaping	295.00
Bill Pmt Check	05/31/2017	49861	Streett, Cathy	257.35
Bill Pmt Check	05/31/2017	49862	Szafanski, T.J.	363.45
Bill Pmt Check	05/31/2017	49863	Today's Business	500.00
Bill Pmt Check	05/31/2017	49864	Tumbleweed Press, Inc.	799.00
Bill Pmt Check	05/31/2017	49865	Williams., Natalie	41.89

Total 10121 - Checking JP Morgan Chase
TOTAL

114,542.47
114,542.47

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/01/2017	20,153.20
ILDOR-State	Payroll taxes	05/01/2017	2,688.75
EFTPS-Federal	Payroll taxes	05/19/2017	20,309.70
ILDOR-State	Payroll taxes	05/19/2017	2,713.05
Deluxe	A/P Checks	05/09/2017	366.35
Nicor	Gas	05/22/2017	1,342.93
DAC	Deposit to HRA	05/01/2017	500.00
Deluxe	P/R Checks	05/22/2017	384.86
Chase/US Bank	Credit Card Fee	05/02/2017	240.32
Hinsdale Bank	Fee-Direct Deposit	05/01/2017	35.00

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 June 5, 2017, 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 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 21st day of June, 2017.

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 21, 2017, 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 June 5, 2017. 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

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

DUPAGE COUNTY
 PREVAILING WAGE
 RATES EFFECTIVE JUNE
 5, 2017

Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F	OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FINISHER COMMUNICATION	All	BLD		37.81	37.81	1.5	1.5	1.5	2.0	10.55	10.12	0.00	0.65
TECH	All	BLD		33.00	35.40	1.5	1.5	1.5	2.0	10.10	17.19	2.07	0.61
ELECTRIC PWR EQMT OP	All	All		37.89	51.48	1.5	1.5	1.5	2.0	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT OP	All	HWY		40.59	55.15	1.5	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR GRNDMAN	All	All		29.30	51.48	1.5	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR LINEMAN	All	All		45.36	51.48	1.5	1.5	1.5	2.0	5.00	14.06	0.00	0.45
ELECTRIC PWR LINEMAN	All	HWY		48.59	55.15	1.5	1.5	1.5	2.0	5.25	15.07	0.00	0.85

ELECTRIC PWR TRK	All	All	30.34	51.48	1.5	1.5	2.0	5.00	9.40	0.00	0.30
DRV											
ELECTRIC PWR TRK	All	HWY	31.40	53.29	1.5	1.5	2.0	5.00	9.73	0.00	0.31
DRV											
ELECTRICIAN	All	BLD	38.74	42.74	1.5	1.5	2.0	12.10	20.81	4.43	0.68
ELEVATOR											
CONSTRUCTOR	All	BLD	51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	NE	All	38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
FENCE ERECTOR	W	ALL	45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
GLAZIER	All	BLD	41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD	48.45	50.95	1.5	1.5	2.0	11.47	12.16	0.00	0.72
IRON WORKER	E	All	46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
IRON WORKER	W	All	45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
LABORER	All	All	40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
LATHER	All	All	44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
MACHINIST	All	BLD	45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE FINISHERS	All	All	33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
MARBLE MASON	All	BLD	44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All	30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MATERIALS TESTER II	All	All	35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MILLWRIGHT	All	All	45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
OPERATING ENGINEER	All	BLD	49.10	34.50	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	FLT	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	HWY	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30

OPERATING ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	E	All		45.00	47.50	2.0	2.0	2.0	13.55	17.94	0.00	0.65
ORNAMNTL IRON WORKER	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	All		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		44.63	47.31	1.5	1.5	2.0	10.25	15.03	0.00	0.85
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		45.77	47.77	1.5	1.5	2.0	10.65	14.10	0.00	0.82
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	E	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STEEL ERECTOR	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	35.10	1.5	1.5	2.0	8.10	7.62	0.00	0.25
TRUCK DRIVER	All	All	1	36.30	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	2	36.45	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	3	36.65	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	4	36.85	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TUCKPONTER	All	BLD		43.62	44.62	1.5	1.5	2.0	10.25	14.11	0.00	0.48

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, hoses 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
Bulkler 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 7S 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 Turntrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; 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 Turntrailers 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 #2017-3

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, 2017 through June, 2018 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 19, 2017
- August 16, 2017
- September 20, 2017
- October 18, 2017
- November 15, 2017
- December 20, 2017
- January 17, 2018
- February 21, 2018
- March 21, 2018
- April 18, 2018
- May 16, 2018
- June 20, 2018

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

Passed and approved this 21st day of June, 2017.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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

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

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

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

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

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

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

- A. The appropriation for "Salaries" is decreased to \$2,139,740.00 from \$2,179,740.00.
- B. The appropriation for "Cleaning Service" is decreased to \$73,000.00 from \$80,000.00.
- C. The appropriation for "Building Maintenance/Repair is increased to \$110,000.00 from \$60,000.00.
- D. The appropriation for "Postage" is decreased to \$5,000.00 from \$8,000.00.

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

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

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

PASSED this 21st day of June, 2017, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Beena Deshmukh, Secretary, Board of Library Trustees

Indian Prairie Public Library
Building & Grounds Committee Minutes
May 30, 2017 – 6:30 p.m.

1. Roll Call: Krupicka, Deshmukh, Megaridis, Bukovac, Birmingham
2. Birmingham reported that she will be meeting with the consultant in late June to start developing the bid document for the tuck-point project.
3. Birmingham presented a plan to plant a butterfly garden around the fountain next to the bricks. Krupicka requested verification that the plants would not spread to other areas.
4. Birmingham shared costs to reseal and paint stripes on the parking lot as well as costs to grind the surface two inches and redo the parking lot. The latter will be required at some point, the parking lot does not look good, with oil prices low this is a good time to do asphalt, it will require less maintenance once it's done.
5. The committee walked around the landscaping noting what needs to be removed and some areas to fill in with plants. Birmingham will get pricing from the landscaper for further review by the board. The bricks need to be power washed.
6. Birmingham received a quote from the HVAC company regarding replacement of VAV boxes. These boxes are breaking down and we've seen a pattern where a repair person is fixing a VAV several times before finally replacing everything. This is getting costly. The question is whether it would be less expensive to immediately replace a VAV than keep fixing it. The system is 20 years old and more will start breaking down. Birmingham and Bukovac want to get more opinions on how to manage this situation and will bring back more information and a recommendation on how to proceed.
7. Birmingham presented costs to install LED lighting as well as expected number of years for ROI and current costs. The cost to have our electrician install the LED lighting is less expensive than the cost quoted by the company that was approved through the state rebate program. Plus the rebate program is being moved back to ComEd so we'll still be able to take advantage of that. The committee looked at the difference the lighting makes in Birmingham's office. The ballast is part of the new bulb so staff would no longer need to replace ballasts. The life expectancy of the bulbs is 50,000 hours so that also reduces the amount of time staff spend on changing the bulbs. Plus there is greater electrical efficiency saving money on electricity. The committee recommended the four sconces in the stairway and the four sconces in the north first floor be replaced now since those bulbs need to be replaced. Other light installations will be evaluated based on other capital project costs.
8. Bukovac mentioned that we are starting to see a need to reupholster furniture so that is something to keep on our radar and evaluate each year.
9. Birmingham presented an idea to place tile on the public window sills to finish off the sills and provide a nicer look. This idea came from Building Services Associate Mike Armstrong. It would be \$500.00 in materials. The committee agreed this is a good idea and suggested using a neutral color.

10. Mike Armstrong also built a wood magazine box to display and organize back issues of magazines making it easier for patrons to access and find what they are looking for. To purchase plexiglass boxes sold retail would cost \$10,000.00 The materials cost to make the boxes is estimated at \$2,000.00. The committee liked the box and agreed this would be a good idea.
11. The committee did a building walk-through looking at the lighting, upholstered seating, and flooring. Krupicka asked if the library has enough lounge seating. Bukovac stated that staff periodically assess this and, so far, we do have enough lounge seating.
12. Bukovac said that the costs for capital projects will be presented to the Finance Committee for review. The Building and Grounds Committee members said that they see lighting as being the lowest priority and that the landscaping work can be reviewed to determine priorities. It was noted that the parking lot project is currently listed as costing \$150,000 on the financial forecast and it should come in around \$100,000. The tuck pointing project will also be less expensive than the cost listed on the financial forecast.

Adjourned 8:50

Indian Prairie Public Library District
Finance Committee Minutes
June 14, 2017 – 11:30 a.m.

Present: Krupicka, Ruscitti, Damon, Suriano, Bukovac

Bukovac presented a 1% increase to the salary schedule and compared staff starting salaries to those in other libraries. There was discussion about managing the salary budget line given the uncertainty with what the state will do. Discussion included wanting to stay competitive when hiring staff. There was also concern about staff morale. Bukovac noted that her discussions with department heads has concluded that staff are the library's most important resource. Each .25% in the salary line is equal to \$5,000.00.

Bukovac reviewed the revenue and expenditures lines.

Bukovac had prepared financial projections that include capital projects. Bukovac suggested the board focus on the 2017/18 budget in June and discuss the capital projects in July with the exception of a landscape project and a small lighting project. Bukovac is wondering if there is a way to manage the capital expenses through a bond issuance but not through a referendum. Bukovac will do more research on this.

The committee reviewed the financial policy. There were two small changes.

The committee concluded they will recommend the budget as presented.

Adjourned 1:30

SERVICES

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465 Computer and Internet Services

Computers are provided for public access to the Internet, reference databases, the on-line catalog, software products and games. Wireless service is available for patrons who have a wireless device capable of accessing the library's wireless network.

465.1 Library Responsibility

Staff will assist patrons with basic functions of computers, printers and software programs as time permits. The library also provides classes and other resources for instruction. The library and library staff are not responsible or liable when assisting patrons who are conducting personal business or e-commerce on the library's computers.

The Indian Prairie Public Library District does not monitor and is not responsible for information, graphics and messages accessed through the Internet. The library is not responsible for damages, direct or indirect, that arise from a patron's use of Internet information resources. There is no guarantee that a patron's account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency. The library assumes no responsibility for any loss or damage arising from use of the library's wireless service.

Privacy cannot be guaranteed due to the proximity of other patrons and security limitations of the library's network system. The library reserves the right to access and use any files saved on library equipment.

465.2 User Responsibility

The user is responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access. Parents or legal guardians are responsible for their minor children's compliance with these laws and with the library's Internet Services Policy.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures is prohibited. Patrons are responsible for any intentional damage to computer equipment or software or loss of same. Problems with equipment must be reported immediately.

The Internet contains material and information resources which users may think controversial or inappropriate. Information on the Internet may be reliable and current or it may be inaccurate and out-of-date. The Internet is a global entity and library patrons use it at their own risk.

Internet users are to limit use to viewing sites that are appropriate in a public site and not disturbing to others. Use of the Internet for any purpose that results in the harassment of others is unacceptable. Illegal acts involving library computer and wireless access resources may be subject to prosecution by local, state, or federal authorities.

Each user is responsible for following personal safety practices while using the Internet. Parents or legal guardians are responsible for the Internet information accessed by their children as well as for their children's safe use of the Internet including email, chat rooms, social networking sites, and other forms of direct electronic communication. Parents are advised to supervise their children's Internet sessions and to restrict them from accessing materials that the parents consider harmful to minors. The library provides to parents and children information about best safety practices for use of the Internet.

Use of another person's library card account number for Internet access is not permitted and may result in loss of Internet privileges for the cardholder as well as for the unauthorized person. Misuse of the computer or failure to follow the Internet policy will result in loss of access.

465.3 Use of Computers

Priority access to the Internet is provided to IPPL library cardholders who have agreed to comply with the library's Internet Services Policy ~~and whose card is in good standing~~. Access may also be provided to guests who don't have an IPPL library card.

Computers in the adult department are provided for adults and children age 14 and up. Computers in the Youth Services Department are provided for children high school age or under or for parents to use with a child or while their child is using the Youth Services Department. Exceptions to this may be made with referrals from either department.

The library supports the right of all library users to access information and does not deny access to the Internet based solely on age. However, this library recognizes that the Internet may contain material that is inappropriate for children. Library staff is unable to monitor children's use. Parents are expected to monitor and supervise their children's use of the Internet. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety. Parents may disallow their child's access by informing library staff.

The library provides Express Internet stations for adults 18 and older. Users must be able to provide proof of age. Staff may choose to require a valid library card to access these stations.

The library has developed certain procedures to assist staff and patrons in the use of computers. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access.
2. A maximum number of people who can access a workstation.
3. Cost recovery for printouts.
4. Priority usage.
5. Reservation of computers.

Complete review & revision approved 4/18/07, rev. 11/28/07, 9/16/09, 2/17/10 (effective 6/1/10), 9/15/10, complete review and revision approved 3/21/12, complete review & revision approved 3/19/14 – effective 6/1/14, complete review & revision approved 5/18/16

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FINANCIAL POLICY

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There are two proposed changes – 930.5 and 950.2-2-1

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FINANCIAL POLICY

900 - It is the policy of the library to be soundly financed at all times; to insure adequately against all risks anticipated, to the extent possible; to protect the residents' investment through adequate controls; to undertake financing at least cost to the district; and to explain the costs and benefits of the library in the simplest financial terms possible.

The library's financial affairs encompass six principal areas: sources of revenue, investment of funds, budgeting, accounting, expenditures, and insurance. The responsibility of the Finance Committee is to present recommendations to the board for its approval regarding the development, installation, and operation of plans, practices, and policies in these five principal areas.

910 Sources of Revenue

910.1 Tax Levy

The board shall levy taxes sufficient to establish, maintain and support high quality library services and facilities. Special assessments shall be considered from time to time as deemed necessary. (75/ILCS 16/35-5, 16/35-25)

910.2 Borrowing Funds

910.2-1 Buildings and Equipment

As authorized by statute, the trustees may borrow money and execute a mortgage to purchase a site or building; to construct, remodel, or repair or improve a new or existing building or for the purchase of any equipment or materials as is provided in the library's building plan. (75 ILCS 16/40-5, 16/40-25)

910.2-2 Tax Anticipation Warrants

When there is insufficient money in the general fund to defray the necessary expenses of the district and the Working Cash Fund has been depleted, the Board may issue tax anticipation warrants. (75 ILCS 16/30-105)

910.2-3 Issuance of Bonds

With the approval of the majority of voters at a regular election, the Board may issue bonds to purchase a site or building, or to construct, remodel, repair, or improve a new or existing building. (75 ILCS 16/40-10, 16/40-15)

910.3 Donations of Money or Property

The Indian Prairie Public Library is grateful for gifts of money, personal property, stocks, bonds and real estate. (See also #1100 Gifts).

FINANCIAL POLICY

910.3-1 All restricted donations, except commemorative book donations, are subject to the recommendation of the Library Director and the approval of the Library Board of Trustees.

Any person or persons desiring to make donations of money, personal property, or real estate for the benefit of a library may vest title to the donation in the board of library trustees of the district receiving the donation. The money or property shall be held and controlled by the trustees when accepted according to the terms of the deed, gift, legacy, or bequest of the donation. The board shall be held and considered to be a special trustee of the donated property (75 ILCS 16/30-75).

910.3-2 Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution.

910.3-3 Disbursements of donated funds shall be processed in the same manner as other library disbursements consistent with Governmental Accounting & Financial Reporting Principles.

910.4 Sale or Disposition of Property

The Board may sell or dispose of real or personal property no longer useful for library purposes. (75 ILCS 16/30-55.32)

910.5 General Operating Receipts

The library receives money through miscellaneous operating sources including fines, fees, gifts, non-resident card fees, lost library materials, etc. The Board shall provide a schedule of fines and fees for library materials and special services. (75 ILCS 16/30-55.60, 16/30-55.65)

910.6 Grants

Grant funding shall be aggressively sought for services, programs, and library facilities providing that grant objectives are compatible with the library's philosophy and Long Range Plan of Service. Other organizations may seek grant funding on behalf of the Indian Prairie Public Library upon formal approval of the Library Board of Trustees.

920 Investment of Funds

920.1 General Policy: It is the policy of the Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library while conforming to all federal, state and local statutes governing the investment of public funds.

920.2 Scope: This policy applies to all funds governed by the Board of Library Trustees.

920.3 Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

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- 920.4 Delegation of Authority: Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees. The responsibility for investment transactions and for the establishment of internal controls and written procedures may be delegated to the Library Director.
- 920.5 Objectives: In selecting financial institutions and investment instruments to be used, the following objectives should be considered in the priority listed:
- 920.5-1 Legality-conformance with federal, state and other legal requirements
- 920.5-1-1 Investments will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF or the FDIC. Deposit accounts in banks or savings and loan institutions must be collateralized at not less than 100%. Pledged collateral will be witnessed by a written agreement and held by the district or in safekeeping by an independent third party institution in the name of the Library. Acceptable securities for collateral in order of preference: Obligations of the U.S. Government, Treasury Bills, Certificates of Indebtedness, Notes, and Bonds; Obligations of U.S. Government Agencies; Obligations of various states.
- 920.5-1-2 Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the Illinois Funds Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
- 920.5-2 Safety-Protection of Investment Principal. (See also 920.5-1-1 and 920.5-1-2.)
- 920.5-2-1 All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety.
- 920.5-2-2 The Library is required to keep receipts and a written record of all transactions.
- 920.5-3 Liquidity-Maintenance of sufficient liquidity to meet operating requirements. The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any fund.
- 920.5-4 Yield-Return on Investment: Attainment of market rates of return.
- 920.5-5 Diversity of Investments: The library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

FINANCIAL POLICY

- 920.5-6 Maximum Maturities: To the extent possible the district shall attempt to match its investments with anticipated cash flow requirements.
- 920.5-7 Simplicity of Management: The time required by library administrative staff to manage investments shall be kept to a minimum.
- 920.5-8 Local Considerations
 - 920.5-8-1 Whenever possible, the district will maintain operating and investment accounts in local financial institutions.
 - 920.5-8-2 Current statements of condition for each financial institution named as depository will be maintained for review. The refusal of any institution to provide such data may serve as sufficient cause for the withdrawal of district funds.
- 920.6 Ethics and Conflicts of Interest: Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.
- 920.7 Operational Procedures/Internal Control:
 - 920.7-1 Investments are perused each month noting when the investments are maturing and what the cash needs are within each fund.
 - 920.7-2 The Director and the Administrative Office Coordinator shall discuss the cash needs within the respective funds and determine investment or reinvestment in accordance to the highest rates and terms available at that time.
 - 920.7-2-1 As permitted by law, the district may pool the cash of various funds to maximize earnings. Investment income will be allocated to the various funds based upon their respective participation.
 - 920.7-3 Investments that comply with this policy will be executed by the signatories between regularly scheduled Board meetings. Action so taken will be presented to the Board for approval at the next regularly scheduled Board meeting.
 - 920.7-4 The Director executes the trades as approved by the Board of Trustees.
 - 920.7-5 No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library.
 - 920.7-6 Bank confirmations are to be received on all investment transactions and all transfers between funds.

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920.7-7 Receipts shall be deposited in an approved financial institution within two working days (Monday-Friday) of receipt. When deposits are not needed for immediate disbursement, they shall be invested within two working days at prevailing rates or better. (30 ILCS 225/1)

920.8 Authorized Financial Dealers and Institutions

920.8-1 Investments will be made with financial institutions who meet the requirements set in this policy.

920.8-2 Should it become necessary to use an investment advisor or money manager, the Treasurer shall establish a policy regarding their selection. The Library Board of Trustees must authorize such policy.

920.9 Reporting

920.9-1 The Treasurer shall provide a monthly investment report for the Board of Trustees. The report should be in a format suitable for review by the general public.

920.9-2 Information about investment vehicles will be presented as it is provided by financial institutions.

920.10 Investment Policy Adoption: The investment policy shall be adopted by the Board of Trustees and reviewed annually or as needed. The Board of Trustees must approve modifications.

930 Budgeting of Funds

930.1 The Director shall prepare an annual projection of revenue, a working budget, a budget and appropriations ordinance, and a tax levy ordinance for review by the Finance Committee.

930.2 The Finance Committee will submit these documents to the board for approval. (75 ILCS 15/4-15, 15/3)

930.3 The Director and Treasurer shall establish a calendar and establish procedures to fulfill all legal requirements of the budget process.

930.4 The Director and Finance Committee shall monitor the budgets and recommend necessary revisions for board approval.

930.5 The Building and Grounds Committee shall recommend a Replacement Schedule for fixed assets and facility maintenance costing \$3,000 or more. Anticipated expenditures will be included in the annual capital budgets.

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940 Accounting

- 940.1 The fiscal year shall be July 1st through June 30th. (75 ILCS 15/3-7)
- 940.2 The library maintains fund accounting. Each fund is considered a separate entity. (75 ILCS 15/3-6)
- 940.3 Transactions are recorded in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.
- 940.4 The Director is responsible for internal controls which shall be documented in a Financial Procedures Manual and reviewed by the Finance Committee on an annual basis.
- 940.5 An annual audit shall be conducted by a C.P.A. (75 ILCS 15/4-10)

950 Expenditures

950.1 Purchases

- 950.1-1 The procurement of library materials, services, and equipment is the responsibility of the Director who is authorized to enter into contracts for such purchases on behalf of the district subject to the other provisions within this section.
- 950.1-2 No prior board approval is required for purchases of goods or services of \$3,000 or less, for which there is authority in the approved budget.
- 950.1-3 For purchases of at least \$1,000 three quotes shall be secured whenever possible. In some cases this may not be possible depending on the product.
- 950.1-4 Where purchase is required by law to be on the basis of competitive bids the purchase will be made on the basis of the lowest bid or quotation received from a responsible supplier whose product or service meets the bid or quotation specifications and whose record of service indicates a satisfactory contract or order performance. Further, the Board reserves the right to reject any or all bids. (75 ILCS 15/5-9)
- 950.1-5 In the event purchases are made through the joint purchasing program of the Department of General Services, State of Illinois, or other inter-governmental cooperative purchasing activity, which activity awards its purchases on the basis of competitive bids or quotations, the above requirements are waived.
- 950.1-6 Bids or quotations are not required for the following purchases:
Salaries and wages of employees
Library materials
Goods or services which are economically procurable from only one source
Professional, technical, or artistic skill services
Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or his authorized agent

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- 950.1-7 In the event that a purchase is deemed to be required by an emergency, as determined by the available officers of the board, a purchase may be made on the basis of a single quotation on such basis as is deemed prudent by available officers of the board in response to the emergency.
- 950.1-8 All advertisements for bids shall be published in a newspaper of general circulation in the Indian Prairie district. Bid notices shall be published at least once at least fourteen days prior to the time set for bid opening.
- 950.1-9 The purchase of any single item of furniture, equipment or materials costing \$5,000 or more will be treated as a capital item purchase. The Library Director is responsible for maintaining an inventory of such items which shall be recorded as fixed assets for GASB 34.
- 950.1-10 Whenever practical, the library will purchase supplies and paper products made of recycled materials as well as item which may be recycled as long as the additional expense does not exceed 10% of the cost of a comparable non-recycled item.
- 950.1-11 Credit card purchases using the Library's credit card
- 950.1-11-1 The following staff are authorized to make credit card purchases using an Indian Prairie Public Library credit card issued in the employee's name: Director, Assistant Director, Administrative Assistant, Technical Services Department Head, Youth Services Department Head. The Library Director may give permission for a card to be used by another employee. The Board of Trustees and/or the Library Director may revoke a library credit card at any time.
- 950.1-11-2 The Library credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, or to pay invoices, provided that the purchases have been authorized in advance by the Library Director.
- 950.1-11-3 Purchases may be made in person, online or by telephone.
- 950.1-11-4 Employees may not charge personal expenses to the Library's account.
- 950.1-11-5 Employees must notify the credit card company and the Administrative Office Coordinator immediately upon loss of a credit card.

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950.2 Disbursements

950.2-1 Disbursements are contingent upon available budget appropriations or amendments. (75 ILCS 15/4-15, 4-16)

950.2-2 Disbursements are subject to the following limitations:

950.2-2-1 ~~Payments from Petty Cash may not exceed \$50.00 and must be authorized by the Director, Assistant Director, or Department Head.~~

950.2-2-2 Payments for goods or services greater than \$50.00 and up to \$300.00 must be authorized by the Director. Payments may be made from the Minor Expenditure Checking Account (MEA). Checks require one of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, or Library Director.

950.2-2-3 Disbursements other than payroll, of more than \$300.00 must be authorized by the Director and require two of the following check signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-4 Payroll checks require two of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-5 Donations From the Library to Organizations or Individuals

Because Indian Prairie Public Library is tax-supported, library funds and/or services may not be donated to support or fund other organizations or individuals. The library may, however, participate in community organizations or activities to promote library services.

950.2-2-6 No payments, including those for credit card charges, may be made by telephone.

950.2-3 Suitable documentation and controls shall be provided for all expenditures, and in their absence, the Board shall be apprised of the reason for an expenditure and formal board approval obtained.

950.2-3-1 All expenditures, including wire transfer payments, must be documented in monthly reports to the Board of Trustees.

950.2-3-2 A written record itemizing all credit card expenditures must be provided with the list of bills for approval.

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- 950.2-4 The Director shall present a monthly financial report and list of bills for approval to the board. One Trustee, as assigned on a rotating schedule, will review the bills, checks, and documentation before each board meeting.
- 950.2-5 Bills will be paid promptly to avoid interest and late fee charges and to comply with the Local Government Prompt Payment Act. (75 ILCS 16/30-55.12)
- 950.2-6 The district shall publish an annual statement of receipts and disbursements. (30 ILCS 15/1, 15/2, 15/2.1, 15/3, 15/3a, 15/4, 15/4a, 15/5, 15/6)

960 Conflict of Interest

No Board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work or business of the library, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No Board member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the library, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the library.

970 Insurance

- 970.1 The Board, the staff and the physical plant shall be protected in the best possible way against all known and foreseeable risks relative to the existence and operation of a public library. The Director and Board shall review insurance coverage and bonding periodically to assure appropriate protection. (75 ILCS 15/4-10)
- 970.2 The library shall annually purchase a bond as set by law.

Adopted 12/21/88, Rev. 4/19/89, 5/17/89, 2/20/91, 3/11/92, 8/16/00, 1/21/04, 12/21/05 (eff. 12/27/05), complete review & revision approved 6/20/07, Rev. 6/17/09, 5/18/11, complete review & revision approved 6/18/14, 6/17/15

SERVICES

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430 Circulation of Materials

430.1 Loan Periods and Renewals

In order that all members of the community may share equally in the use of library materials, the Library Director shall establish various loan periods and renewals for the various types of formats. The Library Director may set restrictions on the types and amounts of materials that may be borrowed when checked out at Indian Prairie. Information on loan periods, renewals and limitations for specific items are available at the Checkout Desk and on the library's website.

430.2 Special Loans

430.2-1 Vacation loans for six weeks are available to Indian Prairie cardholders for 21-day materials. Limits may be put on high demand or reserve materials.

430.2-2 Courtesy Loan

A cardholder in the SWAN database is permitted courtesy loans of library materials if he or she has forgotten his library card. The patron shall be required to provide information that will be verified in the SWAN database.

430.3 Reserves

Reserves for items in the SWAN database may be placed online by any SWAN cardholder. Staff will place reserves for items in the SWAN database for Indian Prairie and SWAN cardholders. Staff will place reserves for non-SWAN items for Indian Prairie cardholders only. Indian Prairie cardholders may have up to 30 active holds at one time.

~~430.4 Rental Books~~

~~Additional copies of many books with waiting lists are available in the rental collections. After 2 days a daily rental fee is applied. These books are not holdable or renewable.~~

430.5 Reference Materials

Reference materials circulate only under special circumstances, determined by the library staff; see Section No. 440 - Reference Service Policy.

430.6 Reciprocal Borrowing

The library will provide reciprocal borrowing privileges to individuals presenting a valid reciprocal borrowing card from another library. Reciprocal borrowers are subject to the circulation policies as set by Indian Prairie Public Library.

430.7 Indian Prairie Responsibilities as an ILL Lender

Indian Prairie reserves the right to decide whether or not a particular item will be provided. Indian Prairie will fax up to ten (10) pages in response to a library's photocopy request. Indian Prairie is not responsible for the quality of the copy provided.

431 Fines and Charges

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431.1 Overdue Fines

431.1-1 Overdue fines for all items are \$.25 per day per item except for new Adult feature film DVDs, Playaway Views, console games, kits, and miscellaneous equipment which are \$1.00 per day per item.

431.1-2 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

431.2 Fees

~~431.2-1 A \$.25 per day fee is charged per book rental starting from the second day after checkout.~~

431.2-2 The patron is responsible for ILL fees charged by the lending library or system. These may include charges for photocopies, census microfilm, and books or other materials. For out-of-state interlibrary loan materials the patron will be charged \$5.00 per request. The library will charge \$10.00 to libraries requesting Indian Prairie Library materials who are not in the cooperative.

431.2-3 Collection agency fees will be added to all referred accounts.

431.3

Lost Materials

Responsibility for proper care of borrowed materials rests with the cardholder. In the event materials are lost or damaged the cardholder or parent, if the patron is under 18 years old, will be liable for payment of charges and costs for repair or replacement. The library will consider accepting replacement items that are unused and in excellent condition but the final decision will rest with the selector. Materials not returned within 6 months of due date will be considered lost. The patron will be billed the cost of item plus processing fees, collection agency costs, and billing fees. See Section No. 420 - Library Cards.

431.3-1 Indian Prairie Public Library Lost Materials

Replacement costs for lost items will be determined by the price in the SWAN database. The cost for lost parts will be determined by the approved cost list.

A \$5.00 processing fee per item will be charged in addition to the replacement cost of the item. Collection agency fees shall be added to delinquent accounts that are referred to a collection agency.

Patrons who return a "lost & paid" item within 30 days of payment for the item will receive a refund for the cost of the item minus overdue fines if they have the receipt. The library does not refund the processing fee or any collection agency fees that were charged.

431.3-2 Interlibrary Loans

Replacement costs for lost items lent through Interlibrary Loan will be charged according to the price schedule set by the owning library and will be subject to additional fees if incurred. No replacement items can be accepted.

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Director's Report
June 2017

Agenda

Omnibus Consent Agenda:

In the omnibus is an ordinance to adjust appropriation figures. This is due to the HVAC repair work that pushed the budget line so high. To accommodate this we reduce the appropriation for some budget lines and increase the appropriation for the building maintenance line, keeping the total appropriation dollars the same as was originally approved by the board.

The proposed change to the Computers and Internet Services policy will allow members who have reached the maximum fine limit on their card to have the same computer services as if they had not reached that maximum. In reviewing our various services and limitations placed on them this is what is currently in place:

- We don't check out materials to patrons who have reached the maximum fine/fee limit of \$20.00 which make sense because that activity is related to the reason they are blocked.
- We currently block adults from using our member computers. They can use guest computers which have limits on usage.
- Youth are not blocked from using computers.
- We don't block for using the conference rooms or meeting room.
- We don't block them from attending programs.

The recommendation is to let library members who have reached the maximum fine limit to use the members' computers.

For the Financial Policy there is a word added to clarify "capital budgets" and the reference to petty cash would be removed as we are no longer use petty cash to reimburse staff.

The proposed changes to the Circulation Policy – We have always offered a rental collection. Currently the policy is that the borrower gets the first two days for free and then it is 25 cents per day after that. The revenue from this collection has dropped each year. This year I budgeted \$1,000.00 but it will be around \$600.00. We'll spend approximately \$2,000.00 to purchase the books for the collection (last year we earned \$737.00 and spent \$4,000 on the collection). I don't feel it's a viable revenue source any longer. Plus it's not an effective service for the public since the usage is going down. The staff has proposed changing the collection to "Hot Picks". It will still feature popular materials but they may be checked for one week with no rental fee but \$1.00 a day overdue fine. There would no renewal. Also holds cannot be placed on these items. The ideas is that we offer something for people who don't want to wait for a popular book but it comes with a shortened loan period and a higher overdue fine. This type of collection is being offered by numerous libraries.

I've provided the Financial Forecast for your review. The Operating Budget consists of an overview of the revenue and expenditures, a detailed revenue sheet and details for expenditures.

The Salary Range information includes a chart comparing IPPL positions starting salaries with other libraries, the current salary range and the proposed salary range which is a 1% increase to the minimum salary and maximum salary levels.

Earlier this year we changed the sconces in the Kids & Teens Department to a new fixture with LED lighting. We have four more in the stairway and four in the high ceiling by the adult computers. The bulbs need to be changed and it makes sense to convert these to LED as well. It saves money in the long run because the bulbs won't have to be changed for five years. Plus they provide much better light. We also have two globe lights remaining which, for some reason, weren't removed during the renovation. The proposal includes the cost to remove the two globe lights.

Some work needs to be done in our landscaping and this is outlined in an overview by Laura. Some trees/plants need to be removed and replaced. We also included a proposal for a butterfly garden surrounding the water fountain. That area is empty right now because the invasive plant that took over the area has been removed completely and it does need some new plants.

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

HVAC

We discovered some major problems with the HVAC system on Tuesday. Initially the problem was the motor and the actuator (which is important to the cooling). Because of the age of our system they cannot find an actuator that will work with valve assembly. So we also need to replace the valve assembly. This is probably a good thing because that is going to break down at some time also so we might as replace it now. They also discovered that our glycol level is too high and that impacts the efficiency of the system. I believe that level was set when the chiller was installed two years ago. So they'll be draining the glycol on Monday and get that balanced properly. We're hoping that by Tuesday all is fixed and we're cooling as we should.

While the building has remained open we did cancel a few programs because we felt that having many bodies in the meeting room would bring the heat in that room up too high.

SWAN

Earlier this year I was appointed to be fill out a term on the SWAN Board with the term being up June 30. I was recently elected to a three year term starting July 1.

Work has begun to migrate the 19 libraries into SWAN. We volunteered to be a "sister library" to assist one of the new libraries in acclimating to SWAN. We've been paired with the Bloomingdale Public Library.

These 19 libraries have been on the software SWAN uses for a number of years. They have moved forward in using the software in ways that SWAN hasn't yet been able to do since we just migrated in 2015 so we will benefit from the work that's been done by these new members.

June 30 there will be a SWAN Board retreat where we will begin work on developing a strategic plan for SWAN.

Willowbrook Corner

In Natalie's report last month she talked about the programming library staff are providing this summer in Willowbrook Corner. In her report she referenced the school district but I want to be sure the board understands that we don't provide the programming to support the work done by the school district. The all-day summer program at Willowbrook Corner is run by the Community House and is not related to the school at all. We only see the school as a partner to our efforts and that of the Community House. The summer program gives us the opportunity to easily reach 90 children during the summer. In addition, many of these children will not get to visit IPPL on a regular basis over the summer.

I've attached an overview of Willowbrook Corner that is taken from the Community House website. Our concern is about a group of residents who have particular needs as you'll see described in this information.

When we developed the current strategic plan, the trustees discussed Willowbrook Corner and outreach to them. We have an action step in the strategic plan to target the area for promotion which we're doing by providing information to the property management company who sends it out through an email and by providing a program there each week as we can provide information to be given to parents.

Staff

I held a department head retreat last month. At the retreat we discussed trends we are seeing at the library, our strengths, and our challenges. We discussed where we see services headed and what needs to be done to remain vital to the community. We also identified some broad initiatives that we think the library should consider to move us forward. I've attached notes from the meeting. This will be useful as we start a new round of strategic planning in the next year.

Continuing Education

I've just started a four-week course on "Designing a People-Focused Library". The course is designed to help participants craft a roadmap for creating a future-facing building for the community. It covers user-centered design, space planning techniques, and ideas and perspectives from architects and designers.

Meetings

- SWAN Board meeting
- SWAN Directors meeting
- Two department heads meetings
- Department Head retreat
- Two Willowbrook Coalition Executive Board meetings
- Debbie one one-on-ones
- Laura two one-on-ones
- Natalie three one-on-ones
- Tony one one-on-ones

Ann one one-on-ones
Building and Grounds Committee meeting
Finance Committee meeting
RAILS meeting re ILL

Jamie Bukovac, Director

Department Head Retreat 5/16/17

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Trends

Circulation-

What are people doing?

Staying at home or going out?

Streaming? Buy their own?

Time constraints?

Employed vs. unemployed vs. 2 jobs

How are they using us?

How long willing to wait for book, movie?

*Start doing an in-house use count?

Visits up

Card holders down

Holds placed are up while circ is down (people not picking up ILLs)

Program attendance up

Computers up

Website = or up

Databases up

Conference rooms up

A lot of parents use the library for their kids sake and stop using the library once the kids are grown – how to instill library habit in the parents?

How are our demographics changing?

Conclusions from Trends

Being used as community center

- Meeting space up
- Program attendance up
- Patron visits
- New services bringing in people
- Computers up
- Heavily used wireless

Online usage

- E circ steady
- Hoopla up
- Databases up from 2006, going down last few years

Plus – what we have going for us

People connection

Personal service – information, readers advisory, technology

Near & dear image

Educational/classes/programs

Free

Online classes

- Place for social time
- Meeting place
- Collaborative place
- Try before you buy
- Offering technology, & equipment for people to use plus training
- Specialty services – passport, notary
- Collections – all formats

Minus – working against us

- Streaming everything
- Instant gratification
- Pulling a lot of new movies off ILL shelf
- New Harry Potter books sat on ILL shelf People want to own?
- Services personalized – suggestions based on usage
- TV series on YouTube
- Discovery software on our catalog
- Have it delivered
- Order and don't have to interact with people**
- We have created some barriers
- Lack of control over e library materials

Where are we headed?

- Less DVD's & CD's, more streaming
- More meeting spaces
- Delivery of items to home or out in community
- More community partnerships
- All that we do out in the community
- Strategizing with partners – work toward same goals/lots of conversation
- Be a leader in the community to help meet needs
- Really strategic about how we spend our money
- Leader in the community for technology
- Role as trusted guide, *trusted institution, trusted space – info, technology, fake news; Identifying when & where we should “insert” ourselves re what is going on in society
- As we assist them, their info is private; New messaging around trust, privacy
- Different staffing roles
- More self-service
- Using assessment to find our direction – need to be strategic
- Changing the IPPL brand from books
- A different kind of communication/promotion about the library
- Promoting the library through conversations
- Identifying other things people want to check out
- Repackaging/displays/promotion/marketing of materials & services
- Libraries doing more with coding & development
- Closely study demographics
- Create a robust giving program

What has to happen

Marketing/Promotion

- All staff trained to promote
- Various methods of promotion

Communicating our value (= storytelling)

- Get others to tell people the value of the library

Define that image/brand & get it out there (messaging)

Identify why people don't use the library & what is their perception

Change our brand from books

- Reverse idea libraries irrelevant in age of internet

Reputation Building =

Awareness

Community understands value

Library important to community

Relational Building =

Loyalty

Direct support

More users

Everyone talking about library

Voting

Donations

Donor cultivation =

\$

Strat Plan = Strat Dream

Start with the why - "We believe..."

Messaging – resonating – reaching the non-user to make a connection

You build support by providing support

Listen more than talk

Don't sell

Communicate our why & see how we can support them

Why = Messaging

To improve peoples' lives

Connecting people with resources they need or don't even realize they need

Informed citizenry leads to a better society

Continued personal growth & not giving up on that

People able to have access to resources they wouldn't have anywhere else

All people should have equal access

Library is the great equalizer

The library provides support (resource learning) and inspiration, encouragement (you can do this)

What has to happen:

Marketing/Promotion

- Storytelling culture
- Train staff
- Various methods of promotion
- Dialogue & conversation around why

Build community relationships

- Identify leaders
- Listen & find similar goals
- Train staff re building effective relationships

UX

Assessment & understanding community

Giving Program

Self-service – design thinking

Building usage

Evaluating collection development

Evaluate = trying things = changing things up – experimenting

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THE COMMUNITY HOUSE



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What We Do > Willowbrook Corner

A Program of Education Support and Enrichment

Willowbrook Corner is a vital outreach of The Community House providing academic tutoring and social support to local at-risk youth and families in the Willowbrook Corner community, located just 10 minutes south of the Community House.



Programs help students improve their educational performance, practice positive decision-making skills, and provide opportunities for community involvement. The residents of Willowbrook Corner are not served by a municipality or a park district. As a result, the children living in the Willowbrook Corner neighborhoods do not have the same opportunities as their fellow classmates.

To learn more about the Willowbrook Corner Program and After School and Summer Learning opportunities, click [here](#). 69

The Community House's Willowbrook Corner Partners Program provides counseling and therapy services to children, adolescents, adults, couples and families. Services are provided at no cost to the residents of Hinsdale Lake Terrace, Hinsdale Point, Waterfall Glen, and Echo Lane. Partnerships are the key to strong and healthy communities. Here at The Partners Program, we use our relationships with other service providers in the community to help clients find the services to meet their needs. Through counseling, groups and workshops, The Partners Program offers experiences and opportunities for clients to heal and enrich their lives.

To learn more about the Partners Program, click [here](#).

Why are these services critical?

The neighborhood of Willowbrook Corner came into being as part of public housing relocation programs in the 1970s and 80s. Located in unincorporated DuPage County, the neighborhood is not served by a municipality, and many families residing in the neighborhood live below the federal poverty level. To learn more about these critical services and what your support means to the Willowbrook Corner families, click [here](#).

Volunteer at Willowbrook Corner

We're always looking for volunteers. If you'd like to be a volunteer, please contact Marcie McGonagle at MMcGonagle@thecommunityhouse.org or 630-323-7500 ext. 228

[Learn About The Willowbrook Corner Coalition >](#)

[Learn About the Willowbrook Corner Bank Coalition >](#)

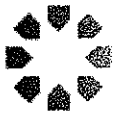
Willowbrook Corner Annual Fundraiser – Band Together



The Community House's Band Together is an annual fundraiser for the Willowbrook Corner Youth Learning Program. Thanks to everyone who helped make this year's event a night to remember — over 200 attendees helped us raise over \$28,000 to benefit the kids of Willowbrook Corner Youth Learning Program.

Click [here](#) to see some great photos of the event. Plan to join us in 2018!

Click [here](#) to make a donation to support Willowbrook Corner Programs.



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Willowbrook Corner Champions for Children



Why are these services so critical?

Residents of the neighborhood are lower income than the surrounding areas, and include a higher proportion of African-American and Hispanic families than the county average. There are few stores and resources within walking distance of Willowbrook Corner, and transportation to the neighborhood is limited. Local and national research points to the need for additional support to communities in need, which often experience challenges including children’s gaps in academic achievement.

Our goals are to help young students improve their educational performance, practice positive decision-making skills-in a supportive environment, provide opportunities for community involvement, and provide year-round learning opportunities to address the national trend of widened academic achievement gaps during the summer. We accomplish these goals by providing diverse activities to participating students and their families, responsive to the needs of the community we serve.

Click [here](#) to become a Champion for Children.

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Assistant Director's Report
June 2017

Building:

We have been without cooling this week. The chiller is working but the overall temperature in the building is very warm. I called Kroeschell service and they discovered two issues. First, the actuator had broken. The actuator is the piece that regulates the amount of cool water from the chiller sent through the HVAC system. So, even though the chiller was running, the cooling was not reaching the building. The second issue is that the fan motor in the air handler is failing. The motor is what powers the air handler to force air throughout the building. Both parts are on order. Once the actuator is installed, the system will provide cooling again.

I met with Dan Gombac of the City of Darien about the work on our parking lot. He recommended hiring a civil engineer to draw specs for the bid package so that storm drains are done properly. I am currently trying to interview engineers and get proposals for the work.

Based on direction from the Building and Grounds Committee, Mike will be making wooden "magazine boxes" for the magazine shelving. The boxes will be more eye catching and keep magazines in order. They are also more browseable than the current magazine shelving. Materials will cost \$2,000 and will come out of this year's remaining contingency in the budget. Mike will work the job into his regular hours. This is a savings of \$5,000 if we had to purchase something similar from a vendor. There is no time frame for the project, just as Mike has time to fit it into his existing hours.

Mike will also be adding tile to all the window ledges throughout the library. (He already did the main stairwell window and it looks great!) He is going to work the project in during his regular hours and will primarily use our existing stock of extra tile.

I will begin working with the tuckpointing consultant Dan Ruzik later this month to get started on the bid documents.

Friends of the Library:

The Book Nook made a whopping \$1215.50 in May! The donations have been coming in like crazy and the Friends have been working hard to get them sorted and out at the Book Nook.

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

June 1st: *The Magnificent Seven*

~~June 15th~~: *Allied* (This movie has been rescheduled until June 29th due to the lack of air conditioning in the building.)

Be sure to mark your calendars for the Friends upcoming outdoor Sunday-evening concerts:

July 23rd: *K. Michaels Band* – Enjoy horn-based classic rock featuring the music of *Chicago*, *the Beatles*, *the Doobie Brothers* and more.

August 20th: *Mo' Beat Blues Show* – A show that is sure to blow you away! Featuring Samuel Lazada, the "Louis Armstrong of the Harmonica".

Concerts will be held in front of the library. Bring your chairs, snacks and drinks. In the event of rain, concert will be held in the meeting room.

Marketing:

Marianne's report for May is attached.

Meetings:

- 5/18 One on one with Marianne
- 5/30 Department Head Meeting
- 5/30 Building and Grounds Committee
- 5/31 Inclusivity Committee
- 6/1 One on one with Marianne
- 6/6 One on one with Jamie
- 6/13 One on one with Jamie
- 6/13 Department Head
- 6/14 One on one with Marianne
- 6/20 One on one with Jamie
- 6/21 Meeting with Jamie and Marianne to discuss Fall newsletter
- 6/21 Board Meeting

Continuing Education:

6/7 *Social Media –Connecting Agencies and Constituents @ Giving DuPage, Wheaton*

Desk Time:

6/6 Adult Ask Us Desk (4 hours)

Submitted by: Laura Birmingham

Marketing Department Report – May 2017

Story Plan

Marianne attended a six-week online Storytelling Master Class with Jamie and Laura to enhance the library's story plan, including creating a culture of storytelling at the library. A planning session took place May 12, and the group will meet again after a discussion with department heads.

Newsletter

The summer newsletter was delivered to resident mailboxes by Saturday, May 20. Production of the fall newsletter will begin mid-July, and it will be delivered to resident mailboxes by Saturday, Aug. 19.

eNews

There are currently 17,821 (+73) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews on May 26 to promote the Summer Challenges. The link generating the most clicks in May was the link to the Baby Chicks webpage in the May 9 eNews (108).

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Natalie's photo below, which reached 779 people with 20 reactions and one share. In addition, the total number of page likes has grown to 1,436 (+13).



Miss Katie and Miss Jane are reading stories to encourage the eggs to "hurry, hurry!" Watch the chicks hatch at hatch.ippl.info

#thats4h #4hdkk#evebunting #stoytime —
at Indian Prairie Public Library.

Reading Resolution

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

Marianne's Meetings

Community (Events)

Free Comic Book Day on May 6

Meetings

Meetings w/Laura on May 4 and 18

Meetings w/Theresa on May 12 and 25

Business Newsletter Meetings w/Shirley on May 3

Storytelling planning session w/Jamie & Laura on May 12

Newsletter production/deadline meeting w/Jamie & Laura on May 18

Theresa's Meetings

Meetings

Meetings w/Marianne on May 12 and 25

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the summer newsletter and a logo for Fiber Fest (below).



Marianne Ryan, Marketing Coordinator
June 13, 2017

Adult Services Monthly Report

May 2017

We were busy preparing to launch the newest Adult Summer Challenge in conjunction with Kids & Teens Summer Challenges. This is a return to offering an Adult themed summer program and so far it has garnered much interest. We had numerous people coming up to the Ask Us desk after the newsletter came out asking about the punch cards – before they were ready to distribute!

We decided to try to go “low maintenance” on how the program runs. There is no signing up in advance. Interested adults receive a small business card sized card where they can get one punch for watching a movie, reading a book, or attending a library program. After ten punches they put their name and phone number on the card and submit it for a prize drawing.

The Friends generously donated the funds for the prize baskets we are offering. As reported in March, with some minor alterations, the baskets are:

- Food and wine – a \$50 Cooper’s Hawk gift card along two Cooper’s Hawk wine glasses and a selection of non-perishable food items that would go with a wine and cheese tasting.
- Movies – a \$60 in gift cards to AMC Theaters along with various movie snack offerings and movie themed items.
- Books & Reading – a \$60 in gift cards to Burr Ridge Village Center (Barbara’s Bookstore, located in the Village Center plaza, does not offer gift cards but accepts the gift cards that Village Center sells) along with items that have a reading or book theme.

We are again participating in the Ravinia Words & Music program. We received tickets for seven Chicago Symphony performances and 12 Martin Theatre concerts. We are currently taking submissions from patrons for their top three dates and will draw for tickets on June 15. Any Indian Prairie Public Library cardholder is eligible to enter one submission to the drawing.

Department Heads gathered for a retreat on May 16. It was a great time to come together to brainstorm where the library was heading. After meeting, I came back to the library to see what effect my weeding had done on circulation in two of my subject breakout areas. In Money Management, while I had weeded over 500 items from the collection, significantly reducing the size of the collection, circulation of the collection was nearly similar comparing to the same period as last year (January 1 – May 31). The same was true of True Crime, although I did not weed nearly as many items. Here are the circulation numbers and item counts:

	<u>Time Period</u>	<u>Circulation</u>	<u>Item Count</u>
Money Management	01/01/2016-05/31/2016	1088	1084
	01/01/2017-05/31/2017	1051	568
True Crime	01/01/2016-05/31/2016	507	761
	01/01/2017-05/31/2017	484	642

Monthly Highlights

- Shirley completed her draft of content for the first business newsletter and finalized the mailing list. She was trained by Jez on LibraryAware in order to produce the business enewsletter. She

continues to see improved numbers for SCORE sponsored programming, this month drawing 27 people to a Quickbooks for Business program.

- Jennifer worked on assembling and coordinating the various parts and pieces of the Adult Summer Reading challenge in order to have it launched on time June 3. She also assisted Heidi from Kids & Teens in doing our second Byte Sized Book Review videos, which can be found on the library's Instagram.
- Mary K. has been busy helping with the various gardening programs this spring. She helped with the Community Seed Swap and Community Gardening Project. She also presented two genealogy programs on Thursday, May 25: one in the afternoon to the regular genealogy group and the second in the evening – a beginner's genealogy class.
- Joe had 22 people attend the LEARN presentation he coordinated at Arlington Heights Memorial Library. He sent one Veteran's interview to the Library of Congress. He is speaking at the Darien VFW on June 8 and hopes to get more interested vets to come speak about their experiences.
- Jez worked a great deal for free comic book day, helping to procure an additional 300 extra comics when our usual supplier came up short and running the button making table the day of. She has also been working with a volunteer to put together a master list of all of our various book and materials bibliographies. The hope is the list will allow us to better track what has already been done, where the bibliographies can be found, and which are in need of updating.

Community

- Shirley attended the WBBR Chamber Luncheon on May 3 where she staffed the chamber expo information table. She is also on the planning committee for the chamber expo and went to planning meetings on May 10 and 31.
- Jennifer provided book club resource information to eight groups (five by email, three with print) on seven new titles and one duplicate title.
- Mary K. worked with the local historical societies to help them with their presentation to the Genealogy Group. The presentation was *Information Found at Local Historical Societies*. She also attended the Darien Historical Society Board Meeting.
- After much discussion with the Illinois Secretary of State's office, Jez was able to secure the 2017 edition of *Illinois Rules of the Road*. She did have to go to the local Secretary of State Driver's Licensing Center to retrieve the books.
- Joe coordinated a local history interview on May 3.

Contributing to the Profession

- Tony attended the DUX Meeting to discuss issues with the Enterprise catalog and find out about coming changes in the next round of software updates scheduled for June 12.
- As Chair of the eMediaLibrary consortium, Jennifer updated the consortium guidelines; finalized the budget and collection team responsibilities; and trained two new collection team members. She also attended the Adult Reading Round Table Steering Committee meeting.
- Joe coordinated the aforementioned LEARN meeting that took place on May 2.

Continuing Education

- Jez trained Shirley in creating e-newsletters using LibraryAware.

- Jennifer attended the Adult Reading Round Table book club study and LACONI Reader's Advisory Services program *Stealthy Yet Passive RA*. She also watched the webinar about the transition from Zinio app for magazines to Recorded Books App.

User Experience

- Tony has begun using Communico's reports function to track the size of groups making use of library conference rooms in order to see if having smaller rooms available would help to alleviate turnaways. One of the things staff noticed on their library visits is that many libraries have a wider variety of room sizes available, from two person rooms to eight person rooms. Using the statistics, Tony has discovered that in April and May, nearly 80% of conference room usage is by individuals using the room alone or just two people.

Meetings

Date	Meeting	Staff
2-May	Department Head Meeting	Tony & Jez
3-May	WBBR Chamber Luncheon	Shirley
3-May	Meeting with Marianne re: business newsletter	Shirley
4-May	ARRT Steering Committee	Jennifer
8-May	One-on-One with Jamie	Tony
9-May	One-on-One with Heidi re: graphic novel organization	Jez
10-May	WBBR Business Expo Planning Meeting	Shirley
10-May	Darien Historical Society Board Meeting	Mary K.
10-May	Graphic Novel Shelving	Jez, Shirley & Corrinne
11-May	Business Interest Group	Shirley
16-May	Department Head Retreat	Tony
17-May	Department Meeting	Librarians & Associates
17-May	One-on-One	Jennifer & Mary P.
17-May	Meeting with SCORE representatives	Shirley
19-May	Darien Women in Business Meeting	Shirley
23-May	Meeting with Debbie Sheehan re: new library card numbers	Jennifer
25-May	DUX Meeting	Tony
30-May	Department Head Meeting	Tony
30-May	Job Week Programming	Jez
31-May	WBBR Business Expo Planning Meeting	Shirley
31-May	Inclusivity Committee	Jez & Joe

Programs

Date	Time	Program	Staff	Attendance
3-May	2:00 p.m.	Drama Reading	Joe	5
3-May	1:00 p.m.	Book Buzz	Cindy	44

4-May	1:30 p.m.	Thursday Afternoon Movie: <i>Arrival</i>	Joe	32
5-May	6:00 p.m.	Chess Club	Denise	15
5-May	7:00 p.m.	#LibSocial: Giant Board Games	Jez	Cancelled
6-May	10:00 a.m.	ESL	Joe	7
6-May	1:00 p.m.	Free Comic Book Day	Jez	260
6-May	2:00 p.m.	Movie: <i>Guardians of the Galaxy</i>	Jez	35
8-May	6:00 p.m.	Chess Club	Denise	15
8-May	7:00 p.m.	Great Decisions	Mary K.	18
10-May	7:00 p.m.	Novel Idea Book Club	Mary P.	15
10-May	7:00 p.m.	SCORE Roundtable	Shirley	1
10-May	2:00 p.m.	Drama Reading	Joe	5
15-May	6:00 p.m.	Chess Club	Denise	17
17-May	2:00 p.m.	Drama Reading	Joe	5
17-May	7:00 p.m.	Solar Eclipse	Cindy	49
17-May	6:00 p.m.	eLibrary Drop In	Jennifer	6
18-May	7:00 p.m.	Crime Readers Book Club	Christine	15
18-May	1:30 p.m.	Thursday Afternoon Movie: <i>The Girl on the Train</i>	Joe	39
18-May	7:00 p.m.	Evening with an Author	Cindy	9
19-May	7:00 p.m.	#LibSocial: DIY Stress Relief	Jez	11
20-May	10:00 a.m.	ESL	Joe	8
21-May	2:00 p.m.	Frank Sinatra	Cindy	58
22-May	7:00 p.m.	Great Decisions	Mary K.	22
22-May	6:00 p.m.	Chess Club	Denise	18
23-May	7:00 p.m.	SCORE: Quickbooks for Business	Shirley	27
24-May	6:30 p.m.	GenLit Book Club	Jennifer	14
24-May	1:00 p.m.	4th Wednesday: The Power of Accessories	Cindy	20
24-May	2:00 p.m.	Drama Reading	Joe	6
25-May	1:00 p.m.	Genealogy Group	Mary K.	24
25-May	6:30 p.m.	Beginner's Genealogy	Mary K.	7
31-May	2:00 p.m.	Drama Reading	Joe	6
			Total:	717

Select comments:

Random House Book Buzz

The presenter is extremely knowledgeable and interesting.

Mr. Haddock never disappoints. A most enjoyable afternoon!

This is always an interesting presentation. I find many new book and new author ideas. This is my 3rd Book Buzz and I will attend future presentations.

Quickbooks for Business

Great intro and shows some of the complexity of setting up and using the tool properly.

A Solar Eclipse is Coming!

What an opportunity to hear science on a lay person's level.

The Music of Frank Sinatra

Great Sinatra songs by a great pianist!

As always, wonderful. A hit just like the songs and music played by Mr. Kwok.

Beginner's Genealogy

Great – found out a lot about my family history and feel like I just scratched the surface.

Excellent volunteer helpers – very patient and friendly.

#LibSocial: DIY Stress Relief

It was fantastic! I really enjoyed the crafts and getting to meet the service dogs. Can't wait for the next meetup!

Great variety of activities and very fun! Thank you!

4th Wednesdays: The Power of Accessories

Fun and informative!

Volunteers

- Fourteen volunteers completed 79.5 hours of service.
 - Court Ordered/Community Service: nine volunteers performed 54.25 hours of service.
 - Regular volunteers: three volunteers completed 12.75 hours of service.
 - Veteran's History: two volunteers did 12.5 hours of service

Proctoring

- No proctoring this month.

Circulation Services

May 2017

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Total checkouts and renewals for May were down from last year by 3,635 or 6%. We had 54,893 items circulated this month as compared to 58,528 last year. Electronic circulation was up 6% this year – 4,565 circulations this year while we had 4,306 circulations last year.

ILL's processed were slightly up this year. We processed 7,774 this year and 7,519 last year.

Patron visits were higher than last year (36,562 this year compared to 33,705 last year).

A total of 8,137 holds were placed in May. Patrons placed 6,171 (76%) holds while staff placed 1,966 (or 24%) holds.

19,190 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 24,924 items were checked out or renewed by patrons at one of our self-check machines, 6,214 items were renewed by patrons through Enterprise or BookMyne and 4,565 items were electronically checked out by patrons – for a total of 35,703 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

Community

Passports:

Circulation staff executed 67 passports in May. The net profit (when we take away \$199.50 spent on postage) was \$1475.50.

Notary Public:

Circulation Supervisors notarized 89 documents in May. Because many currency exchanges and banks no longer offer this service, this is an important service that we offer to the community.

Continuing Education

I attended Notary Public Training at the Roselle Public Library on May 3. Although we've offered this service for many years, I thought it important to make sure we were doing everything correctly. Although we needed to make a few "tweaks", I came away confident that we have been offering the best service to our community.

Contributing to the Profession

As a member of the Circulation Advisory Committee, I attended the bi-monthly meeting on May 17. We made final revisions to the SWAN Circulation Policy that will go to the SWAN board for a approval. We also discussed the fact that at most libraries, circulation of materials is down.

User Experience

Jennifer Asimakopoulos realized that when patrons replaced their library cards and were issued new numbers, they could not access their e-media accounts. (most patrons don't think to update that account). Jennifer and I worked together and came up with a way to alert her when a patron's library card number has changed. We have added a line to the bottom of the registration form that asks: "*Circle which services you have used Overdrive Hoopla Zinio Axis 360*"

If a patron circles one of these, their information will be given to Jennifer to update their e-media account to reflect their new library card number.

Personnel

Jessie Rowic, new Circulation Associate, started on May 1. She trained with Nancy Hudson and myself. Nancy and I also interviewed for a Page opening. Unfortunately the person we hired resigned after 1-1/2 weeks due to the physicality of the position. The position has been re-posted.

Workshops and Meetings Attended:

May 2	Department Head Meeting	
May 9	One on One with Susan Staron	
May 16	Department Head Retreat	Thomas Ford Library

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report May 2017

Improvements for Public & Strategic Goals

- Tech Takeout - To support the arts, a drawing tablet is now available to checkout and use inside the library or take home. The drawing tablet makes it easy to sketch, draw and paint on a computer. The pressure sensitive pen mimics the feel and function of drawing.

User Experience (UX)

- Technology Center - To improve user experience when stapling print jobs, an electronic staple is now available at the Technology Center supply table for patrons to staple up to 25 papers.
- Barcode Placement - During Staff Institute, we visited other libraries. One of the user experience exercise questions was: "Where does each library put the barcode on their books?" We discovered that most libraries put the barcode on the outside front of the material. We discussed this and decided to start placing our barcode on the front starting in May because it would improve user experience in finding the barcode when checking out books on the self-check.
- Materials Processing - To improve the look and to streamline processing of materials, we reduced the number and size of labels we put on certain materials.

Technical Services

- New Labels - Starting in July, we will use a new "New" label on new items. The new label looks nicer, easier for staff to apply and cost less.
- Award Books - We processed the 2018 award books for Bluestem and Caudill nominees and they are now ready to be voted on by our members.

Technology Services

- Video Productions - Dave worked with Heidi to film a book review for the new video series call Bookbyte. The video is available to watch via Instagram
- Website - Dave worked with Kids & Teens to post a live feed for the hatching of the baby chickens on the Website. The feed received 15,500 likes for the duration of its broadcast.

3D Printing- 17 print requests were processed.

Carvey - Members have responded very well to the Carvey. To date we have held lobby drop-ins to promote and answer questions, two open maker labs where patrons could come in and learn about the Carvey, create their own design and have it carved, and one program, titled "Create Your Own Coaster & Magnets". We have processed 25 requests. We had 12 people stop by during the drop-in. During an open labs or program we can only process 3-4 requests depending on the design and the rest are carved afterwards.

Wi-Fi Usage - 4,125 Wi-Fi total connections; 3,348 were from patrons using their own device. Starting in May 2017 Wi-Fi usage statistics will be reported on the statistics sheets.

Sharing

- Dave & T.J. spoke with Catylin Meyers, Vernon Area Library, about how we loan Roku streaming devices.
- I responded to an email from Lori at Bridgeview Library, about how we loan our VHS to DVD converter.

Public Technology Programs & Classes

- Program Attendance Totals: 56
- One-on-one Training Sessions: 4- 3D printer to design shelf support; 3D printer to design table supports; email synchronizing in Outlook and Android.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 5/9 (6 P.M.)	Excel Features : Pivot Tables	Ron	11
Tuesday 5/9 (7:30 P.M.)	Excel Features : Charts	Ron	11
Thursday 5/11 (6 P.M.)	Intro to Windows 10	Sandi	7
Saturday 5/13 (10 A.M.)	You took a great picture, now what?	Dave	10
Thursday 5/18 (6:30 P.M.)	Tech Talk : Smart Speakers	Dave	3
Saturday 5/27 (2 P.M.)	DIY Coasters & Magnets with Carvey	T.J./Ann	14

Training & Continuing Education

- T.J. attended a meeting title Management for all sides. Recharge Committee.
- T.J. attended a webinar on the new digital book App from Recorded Books.
- Attended a webinar on project outcomes.

Personnel/Staff Meetings

- 5/1 & 5/15-1-On-1 meeting with Anna
- 5/2, 5/16 - Department Head Meeting
- 5/3 & 5/25- T.J. & Dave- 1-On-1 meetings.
- 5/3 & 5/31 - 1-On-1 meetings with T.J.
- 5/4- Met with Natalya to go over her performance review.
- 5/8- Conducted two Technology Services orientations, Jimmy in Kids & Teens and Susan in Circulation.
- 5/11- 1-On-1 meetings with Jamie
- 5/17- Met with Martha to go over her performance review.
- 5/18- Met with T.J. to go over his performance review.
- 5/31- 1-On-1 meetings with Brett.

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

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

Programs

In May, Youth Services presented 25 programs at IPPL with 937 people in attendance. We also presented 29 events out in the community and had many other meaningful interactions outside of the library, reaching over 5,221 people.

Date	Description	Staff	Attendance
7-May	Seed Swap - Seed swap, seed mosaics in Meeting Room	Natalie	33
7-May	Seed Swap - flower pot painting in WouldShop	Monica	37
1-May	Talented Toddlers (9:30am)	Heather	34
1-May	Junior Genius	Katie	16
2-May	Junior Genius	Katie	18
2-May	Bookgarteners: Karen Beaumont	Katie	26
2-May	Baby Brilliance	Jane	24
3-May	Baby Brilliance	Jane	28
4-May	Talented Toddlers (9:30am)	Heather	26
4-May	Talented Toddlers (10:30am)	Heather	16
4-May	Fantastic Families	Jane /Volunteer	44
6-May	Free Comic Book Day	Heidi, Monica, Jez, Marianne	250
11-May	Carvey Lobby Drop-in	TW	5
11-May	Drop-In Mario Kart	Heidi	16
12-May	Shake, Shimmy, & Dance	Katie	59
12-May	Minecraft	Monica	14
15-May	Anime Addicts	Heidi	13
15-May	4H Egg Dissection	Natalie	13
20-May	Community Gardening Project	Monica, Natalie	38
20-May	TAB meeting	Heidi	14
26-May	Shake, Shimmy, & Dance	Katie	71
31-May	Summer VolunTeen Orientation	Monica, Heidi, Natalie	24
31-May	VolunTEEN Orientation	Heidi, Monica, Natalie	20

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

Bookgarteners

Katie Salo planned and presented the fourth week of Bookgarteners based on Karen Beaumont's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards.

Gardening Events

Natalie Williams and Monica Dzierzbicki presented the Seed Swap and the Community Garden events. At the Seed Swap, children and families were able to create one-of-a-kind, painted mini-terra cotta planters and seed mosaics. At the Community Garden events, kids created colorful garden signs to be used in our Prairie Patch garden. They also had opportunities to get dirty by helping to plant the garden.

Community

Date	Description	Staff	Attendance
1-May	SCARCE Fall program meeting	Monica, Natalie	3
2-May	Lobby Drop-in planning with Pamela Johnson Orthodontist	Natalie	2
4-May	Whole Foods Storytime	Katie	37
5-May	Lace Elementary Summer Reading Visit	Heidi	400
5-May	Deaf and Hard of Hearing employer breakfast	Jane	100
6-May	Dragons Love Tacos 2 Event @ Burr Ridge Village Center	Katie	22
10-May	Mom and Baby Group Storytime at Elmhurst Hospital	Heather	27
10-May	Teens for Excellence after-school book club	Monica	8
12-May	HSHS Employer Appreciation Breakfast	Jane	100
15-May	St. John Lutheran's Tour @ IPPL	Katie	11
15-May	Eisenhower Junior High School Visit for summer reading promotion	Jane	505
16-May	Community Connections family event at Anne M Jeans	Monica	87
17-May	Eliz. Ide School Visit for summer reading promotion	Jane	350
18-May	Parent University night at Mark DeLay	Monica	48
18-May	Summer Presentation at Gower Kindergarten Orientation	Natalie	65
22-May	Gower West Summer Challenge School Visit (approximately 20 classes in total)	Heather	400
23-May	Burr Ridge Middle School Summer Challenge visit	Monica	223
23-May	D61 School Board Meeting to learn about educational garden proposal presented by Good Worx	Natalie	40
23-May	Anne M: Jeans Elementary School Visit for summer reading promotion	Jane	350
24-May	Maercker Summer Challenge visit	Monica	450
24-May	Story Stroll Install at BRVC	Natalie	2
24-May	Book-a-mania event at Food Pantry at Anne M Jeans	Natalie	45
25-May	Concord Elementary School	Katie	350
25-May	Prairieview Elementary School	Katie	125
25-May	Prairieview Middle Summer Challenge visit	Monica	200
25-May	exSTEMaganza planning with Gower & DuPage Dept of Ed	Natalie	5
26-May	Our Lady of Peace Summer Challenge visit	Monica	216
26-May	Cass Jr. High Summer Reading Visit	Heidi	200
30-May	Gower Middle School Summer Challenge visit	Monica, Natalie	250
30-May	Mark Delay School Visit for summer reading promotion	Jane	600
		TOTAL:	5221

(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.)

RAILS Grant

Tyler Works and Ellen Lawrence from Hinsdale South High School submitted proposal to the RAILS Multi-type Collaborative Grant. They proposed purchasing Google Cardboard VR equipment that will be shared between both institutions with the purpose of exploring Virtual Reality learning in a school and public library setting. They received the grant from RAILS and will be learning how to use the equipment this summer and implementing it this fall.

Scarce Planning

Monica Dzierzbicki and Natalie Williams visited the DuPage SCARCE facility and met with the Founder and Director, Kay McKeen. We toured the facility, discussed ideas for future Mid-Kid programs, partnerships and resource sharing.

D61 School Board Meeting

On May 23, Natalie Williams attended the D61 School Board Meeting to learn more about an educational garden project that Good Worx is proposing to create at Eisenhower Middle School. A large part of the meeting was presented by the k-8 teachers and by Diane Nelson, the librarian. They were discussing changes in science standards and how each grade is implementing the changes into the curriculum. The highlight was seeing D61 staff recognize IPPL staff, Tyler in particular, for the work that they do in the school. *(A pictures of one of the slides from the presentation is attached to this report)*

School Visits

Monica Dzierzbicki contacted 15 area schools and scheduled Summer Challenge visits with staff. K&T Staff, (Katie, Jane, Heather, Heidi, Natalie, Monica), visited with 13 schools, 4,165 students, and hundreds of faculty members. In addition, Heidi had one-on-one visits to share IPPL Summer Challenge handouts with school librarians who were unable to schedule school visits. Staff have also presented the Summer Challenges at the various other events they have participated in this month.

Parents University

Monica Dzierzbicki presented at the Mark DeLay Parents University event. In addition to sharing the Summer Challenge programs and activities, Monica also shared materials and services IPPL can provide to families and kids to support the schools reading, math and STEM goals. The school strongly supported the parents take advantages of the learning opportunities IPPL can provide for the families. Monica was able to checkout materials to two parents, and shared information on ESL/ELL materials & services, Tech Take-out, IPPLs Passport services and summer travel.

AMJES Food Pantry

Natalie Williams prepared and presented an event for families picking up food at the Food Pantry at Anne M Jeans Elementary School. At the event, families visited six tables, each with an entertaining picture book and related art project. Volunteers from the Hinsdale Woman's group assisted at the tables by reading the books with the children and then helping them with the activities. Natalie also presented information about summer events and challenges. *(Pictures are attached to this report)*

Teens for Excellence

Monica Dzierzbicki presented the final Teens for Excellence (T4X) afterschool book club at Burr Ridge Middle School. Students discussed the book, Tales of the Peculiar by Ransom Riggs and watched a portion of the movie related to the book. Students also discussed ideas for the 2017/18 T4X book choices and activities.

WouldShop

In the WouldShop, Heather Forster Jensen extended a paper hen project into May since the chicks were still living in the library. Afterward, two other themes have been featured for the month, beginning with composting, as this ties into the gardening projects for the summer. A small compost container is at the Kids and Teens Ask Us Desk with a take-home handout about compost. The project available for this theme was to make a paper chain worm and glue pictures of compostable items to it. The following WouldShop theme, which will carry into the beginning of June, is geology. A variety of rocks and minerals had been donated to the department, and Heather selected three sets of samples to put in the WouldShop with magnifying glasses and instructions on what to look for to classify the samples by type of rock.

Displays

Heather Forster Jensen started the month with two new book display themes; Star Wars books and read-a-likes for "May the Fourth" for Mid-Kids and books about moms for Early Literacy. She switched over to "If You Like Diary of a Wimpy Kid..." in honor of the new movie arriving in theaters this month for Mid-Kids and ended the month with "Mysterious Mysteries," which will continue into June. Early Literacy also had book displays with the themes of "I Feel Sleepy" and books by Margaret Wise Brown for her birthday this month, which will continue into June.

Collections

Katie Salo updated the labels on the Child CD collection. She learned how to use the Silhouette Cameo to create colorful, vinyl stickers that draw attention to each of the CD subcategories. Several patrons and staff have commented on the "professional" look this improvement gives the collection.

Katie also learned how to print directly onto Post-It notes. She created three display areas for the Child CD collection: "As Heard on Shake, Shimmy, and Dance", "If You Like...", and "Recommended". "As Heard..." Post-It notes include an early learning tip for caregivers; "If You Like..." Post-It notes have a new artist recommendation based on a favorite children's artist; "Recommended" Post-It notes have handwritten recommendations from staff. *(Pictures are attached to this report)*

STEM KITS

Tyler Works continues to work on the STEM Kits. He added two new kits this month: Human Torso Kit and Robot Mouse Maze Kit. He is working on adding two other kits before the Summer Challenge starts. He will also be using a short assessment tool - a mini-survey, which will be included in the kits throughout the summer, to learn if they are meeting their intended purposes.

Brochures

Katie Salo created an "Early Literacy Kits" brochure that combines the information from several bookmarks (Book Bundles/Parenting Packs and Baby Bundles) into one marketing platform.

Katie also finished work on a "Resources for English Language Learners" brochure that incorporates materials from both the K&T department and the Adult department. It is currently being edited by Marketing. *(Both Brochures are attached to this report)*

Seed Library

Number of Checkouts: 33

Number of Seed Packets Checked Out: 68

Number of Donations: 22

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

Continuing Education

Date	Description	Staff
11-May	Project Outcomes Webinar	Natalie
18-May	YALSA Webinar: Repair the Harm: Restorative Approaches to Behavior Management in Libraries	Heidi

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

Contributing to the Profession

Date	Description	Staff
8-May	NWYS meeting & inclusivity presentation	Monica
31-May	Caldecott Committee Reading	Katie

Pages

As a result of our user experience page meeting, Tyler and Sam Perez are working on organizing the board books to make them more accessible to staff and patrons. The board books are currently placed inside bins in the Family Center, but they are not organized using any method so finding specific books requires hunting through every bin until found. The pages will organize them the bins by letter sets to make them easier to browse and find individual books.

Using data collected by Youth Dept. Page, Sam Perez, Tyler updated the Little Kid iPads. He removed apps that weren't being used by patrons and added new apps.

Meetings & Planning

Date	Description	Staff
1-May	One on One with Jamie	Natalie
2-May	Inclusivity Committee @ Department Heads	Katie
2-May	Sal Itterly Meeting with author rep - Write-On Planning	Heidi
2-May	Dept Heads	Natalie
2-May	Training with new sub Deidre Winterhalter	Natalie
3-May	Desk Training	Natalie, Jimmy
4-May	Technology Committee	Tyler
6-May	Training meeting with Practicum Student Sue Gage	Natalie
8-May	Cybersecurity/Technology Overview	Jimmy
8-May	One on One with Jamie	Natalie
9-May	Scheduling and summer responsibilities meeting	Natalie, Heather
15-May	Department Meeting	Heidi, Natalie, Monica, Katie, Tyler, Heather, Jane, Jimmy
15-May	Training meeting with Practicum Student Sue Gage	Natalie
16-May	Minecraft Summer Planning	Tyler
16-May	Dept Heads	Natalie
17-May	Summer Presentation for the Board of Trustees	Natalie
18-May	One on One with Jamie	Natalie
18-May	Working with Practicum Student Sue Gage	Natalie
22-May	Programming Introduction/Training	Natalie, Jimmy
23-May	Instagram Book Review video creation	Heidi, Dave
30-May	Dept Heads	Natalie
31-May	Inclusivity Committee	Katie, Monica, Heidi, Jez, Joe, Laura, Jamie
31-May	K&T Selectors Meeting	Katie, Natalie, Tyler, Monica, Heidi

Submitted by Natalie Williams, Head of Youth Services 6/6/2017

STATISTICS FOR	May-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	32,748	35,429	366,264	395,591	-7.41%
Teen	2,659	2,772	29,479	31,713	-7.04%
Kids	14,921	16,021	185,079	211,205	-12.37%
TOTAL	50,328	54,222	580,822	638,509	-9.03%
Electronic Circulation	4,565	4,306	49,204	48,164	2.16%
GRAND TOTAL CIRC.	54,893	58,528	630,026	686,673	-8.25%
% Reciprocal Borrowing	16%	13%	14%	13%	
Patron Visits	36,562	33,705	394,883	392,274	0.67%
Current Cards					
Resident	135	123	20,567	21,607	-4.81%
Non-Resident	89	68	945	963	-1.87%
TOTAL	224	191	21,512	22,570	-4.69%
Non-Resident Households	39	26	455	516	-11.82%
Patron Assistance					
Adult - Reference	3,232		33,190		
Kids - Reference	1,030	1,025	12,839	14,955	-14.15%
Technology - Reference	1,012		10,782		
TOTAL REFERENCE	5,274	1,025	56,811	50,913	11.58%
Adult - Other	942		9,553		
Kids - Other	2,719	1,985	26,410	20,944	26.10%
Technology - Other	124		1,275		
TOTAL OTHER	3,785	1,985	37,238	42,038	-11.42%
GRAND TOTAL ASST.	9,059	3,010	94,049	92,951	1.18%
ILL/Reserves					
Holds	8,137	7,572	87,578	86,509	1.24%
ILLs Sent	3,444	3,101	39,725	38,468	3.27%
ILLs Checked Out	3,846	4,053	46,561	47,178	-1.31%
ILLs Received	4,330	4,418	51,691	50,577	2.20%
Programs - Adult					
# Programs	14	7	128	95	34.74%
Attendance	598	222	2,983	2,564	16.34%
Technology Classes					
# Programs	7	11	90	78	15.38%
Attendance	61	74	929	790	17.59%
Individual Technology Training					
# of Patrons	122	102	923	974	-5.24%
Groups					
# Programs	17	16	134	144	-6.94%
Attendance	215	156	1,610	1,492	7.91%
Others					
# Programs	0	2	26	33	-21.21%
Attendance	0	253	599	1,527	-60.77%
Programs - Teen					
# Programs	13	6	100	80	25.00%
Attendance	675	422	2,132	1,852	15.12%
Programs - Kids					
# Programs	41	33	429	341	25.81%
Attendance	5,183	5,441	16,922	13,925	21.52%
GRAND TOTAL ATT.	6,854	6,670	26,098	23,124	12.86%

STATISTICS FOR	May-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,267	3,325	37,694	40,590	-7.13%
Kids Computers	1,270	1,257	15,616	16,121	-3.13%
Teen Laptop	251	217	2,305	2,224	3.64%
Adult Laptop	166	212	1,809	2,224	-18.66%
TOTAL PATRON USE	4,954	5,011	57,424	61,159	-6.11%
Hours Used					
Adult Computers	2,605	2,293	27,601	28,211	-2.16%
Kids Computers	853	846	9,746	10,548	-7.60%
Teen Laptop	241	267	2,816	2,907	-3.13%
Adult Laptop	300	356	3,254.50	3,665	-11.20%
TOTAL HOURS USED	3,999	3,762	43,417.50	45,331	-4.22%
Wireless Total Connections	9,327		96,995		
IPPL Total Web Site Access	29,558	25,329	287,213	303,312	-5.31%
IPPL Total Page Views	45,061	53,151	441,850	616,174	-28.29%
Subscription Database Logins	2,291	2,226	24,393	27,617	-11.67%
Outreach-Homebound					
Items Delivered	136	112	1,623	1,611	0.74%
Volunteers					
Number Active	74	36			
Hours Worked	360	247.75	3,944.75	4,903.75	-19.56%
Staff Training Hours	60.25	108.00	1,567.75	1,565.50	0.14%
Room Use					
Youth Room	14	2	230	294	-21.77%
Meeting Room					
Library	32	23	433	397	9.07%
Non-Library	8	12	81	92	-11.96%
Conference Rooms	371	401	4,135	3,096	33.56%
Lobby Programs	6	5	47	47	0.00%
Board Room					
Library	17	21	179	200	-10.50%
Non-Library	20	20	213	235	-9.36%
Clavinova	0	0	0	7	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2017

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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	1001	2	0	1003	45	147	47	147
Non-Fiction	49876	427	82	50221	3363	5808	3790	5890
Fiction	38510	506	91	38925	3685	4440	4191	4531
ADULT TOTALS	89387	935	173	90149	7093	10395	8028	10568
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17042	40	177	16905	899	859	939	1036
Fiction	28063	127	175	28015	1835	4158	1962	4333
KIDS TOTALS	45126	167	352	44941	2734	5017	2901	5369
TEEN								
Non-Fiction	729	13	2	740	58	113	71	115
Fiction	3562	82	0	3644	561	548	643	548
TEEN TOTALS	4291	95	2	4384	619	661	714	663
BOOK TOTALS	138804	1197	527	139474	10446	16073	11643	16600

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	6613	51	3	6661	476	76	527	79
Music CD	9797	44	9	9832	399	1097	443	1106
Playaway	339	0	3	336	4	36	4	39
DVDs (DVD & Blu-ray)	19223	174	11	19386	1578	1976	1752	1987
CD-ROMs	85	0	0	85	0	5	0	5
Console Games (Feb 2016)	45	2	0	47	54	4	56	4
ADULT TOTALS	36102	271	26	36347	2511	3194	2782	3220
KIDS								
Audio Books	704	7	2	709	4	14	11	16
Music CDs	835	1	2	834	51	121	52	123
Playaway	94	4	0	98	10	4	14	4
DVDs (DVD & Blu-ray)	4917	7	17	4907	452	156	459	173
Playaway Launch Pads (New)	19	0	0	19	5	1	5	1
KIDS TOTALS	6569	19	21	6567	522	296	541	317
TEEN								
Audio Books on CD	234	5	0	239	11	4	16	4
Playaway	45	0	0	45	9	0	9	0
DVDs (DVD & Blu-ray)	641	11	0	652	75	17	86	17
CONSOLE GAMES	567	12	3	576	78	36	90	39
PC-GAMES	58	0	1	57	0	0	0	1
TEEN TOTALS	1545	28	4	1569	173	57	201	61
AUDIOVISUAL TOTALS	44216	318	51	44483	3206	3547	3524	3598
COLLECTION TOTALS	183020	1515	578	183957	13652	19620	15167	20198

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- May 2017

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26970	155	89	27036	2507	1695	2662	1784
TOTALS FOR ALL AGES	142,701	155	89	142,767	2507	0	2662	1784
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,498	16		2,514	189	0	205	0
eMedia (Overdrive Advantage)	759	3		762	80	0	83	0
Fiction								
eMedia (Overdrive Consortium)	10,344	74		10,418	832	0	906	0
eMedia (Overdrive Advantage)	3,084	39		3,123	522	0	561	0
ADULT TOTALS	16,685	132		16,817	1623	0	1755	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	90	1		91	9		10	
eMedia (Overdrive Advantage)	12	0		12	6		6	
Fiction								
eMedia (Overdrive Consortium)	1,491	7		1,498	164	0	171	0
eMedia (Overdrive Advantage)	196	0		196	39	0	39	
KIDS TOTALS	1,789	8		1,797	203	0	226	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	2		2	
eMedia (Overdrive Advantage)	11	0		11	1		1	
Fiction								
eMedia (Overdrive Consortium)	2,415	15		2,430	259	0	274	0
eMedia (Overdrive Advantage)	440	0		440	65	0	65	
TEEN TOTALS	2,987	15		3,002	327	0	342	0
BOOK TOTALS	164,162	310		164,383	4660	0	4,985	1784

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	6,261	133	0	6,394	1804	0	1937	0
Yearly Total for All Ages	338,026	133	0	338,159	1804	0	1937	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,732	16		3,748	160		176	0
eMedia Advantage (Overdrive)	521	3		524	127		130	0
Movies								
Preloaded Roku Titles	724	14		738	158		172	
ADULT TOTALS	4,977	33		5,010	445	0	478	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	256	0		256	20		20	
eMedia Advantage (Overdrive)	5	0		5	4		4	
Movies								
Preloaded Roku Titles	117	1		118	30		31	
KIDS TOTALS	378	1		379	54	0	55	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	201	7		208	44		51	0
eMedia Advantage (Overdrive)	25	0		25	7		7	0
TEEN TOTALS	226	7		233	51	0	58	0
AUDIOVISUAL TOTAL	343,607	174		343,781	2354	0	2528	0
COLLECTION TOTALS	507,769	484		508,164	7014	0	7,513	1784

Chamber Report

Darien

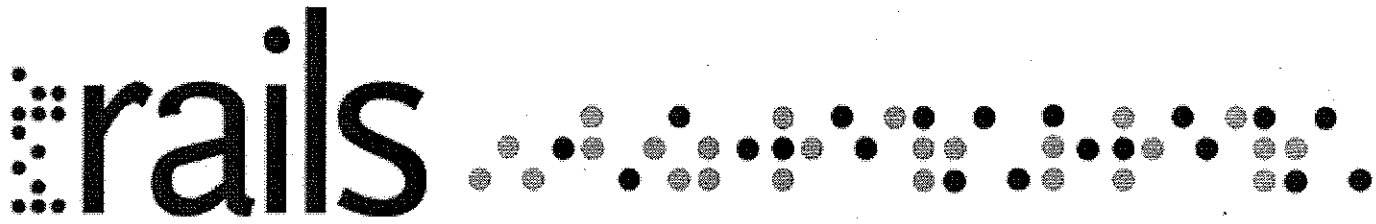
I attended the Women in Business meeting at First American Bank on May 19. So far, this group has focused on a variety of fundraising and networking activities for the Chamber. Any member may participate. At this meeting, we discussed which event we might discontinue.

Willowbrook/Burr Ridge

On June 7, I attended the luncheon/meeting at Ashton Place. Ruth Schwenker of Heil20 recruited me as a table ambassador so that I could answer questions from members.

The annual business expo immediately followed. As a member of the committee, I served as a go-fer and checked in with the booths. We had a full house with 42 vendors, and a good turnout by the public. I attended two planning meetings during the month. Others on the committee included Cheryl Collins, Executive Director of the Chamber; Lissette DeJesus of Countryside Bank; Denise Marchetti of Mutual of Omaha and the Chamber Board; Mary Partyka of the Chamber; Dave Ricordati a real estate Broker with Coldwell Banker; and the chairperson, Torrence Riley of Costco and the Chamber Board.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison
June 8, 2017



 e-news

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

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

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

Last Call for Member Update June 15

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

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

RAILS at ALA

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

Delivery Count Data Available for Participating Libraries

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

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

June 14, 2017

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

Member Resources

[RAILS Community Email Lists](#)
[Library News](#)
[Continuing Education](#)
[Jobs](#)
[Free/For Sale/Wanted](#)

Upcoming Meetings

[Member Update, Aurora, June 15](#)
[RAILS Board Meeting June 16](#)

RAILS Networking Events

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

Upcoming RAILS CE

[Webinar on I-9 Form Updates July 19](#)

Library of Congress Subject Headings Workshops
[July 11, East Peoria](#)
[July 13, Des Plaines](#)

[Podcasting Basics Online Course June 19](#)

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

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

Just 10 More Needed!

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

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

Webinar on I-9 Form Updates July 19

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

Introduction to Library of Congress Subject Headings Workshops

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

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

Other RAILS CE Opportunities

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

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

New Live and Archived Webinars through PCI Webinars

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

RAILS Discount for Management Association Membership

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

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

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

[Archives](#)

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Nominate a Librarian for 2017 I Love My Librarian Award

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

Nominations can be made through September 18.

ALA6: Illinois Literacy Foundation Luncheon

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

RAILS Library Director News

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

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

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

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

RAILS Member Question of the Month

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

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

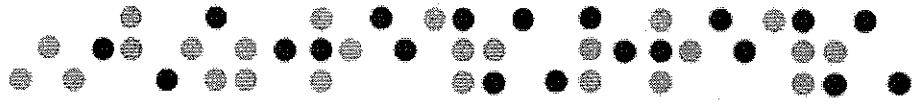
There are lots of ways to connect with other RAILS members through the networking section of the RAILS website. In particular, if you are looking for face-to-face networking groups, be sure to check out the networking group directory. There are also many e-mail lists that you can join to connect without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

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

Library News

To post your library news, sign into the RAILS website with the email address and password

rails



e-news

Time Running Out to Register for June 15 RAILS Member Update

Executive Director Dee Brennan will be at Aurora Public Library ([Santori Library](#)) on Thursday, June 15, 10 a.m.–noon, for the Member Update. If you can't make it to Aurora, you can attend at a variety of RAILS videoconference locations or via one-way streaming (RAILS Live).

View [more information/register](#) and check out [the agenda](#).

Overlay Demonstrations—Feedback and Recordings

Thanks to everyone who watched one or more of the overlay software demonstrations in May. If you have not already done so, [please complete the online survey](#) by June 12, 2017.

Complete the survey for each demo that you attended. Your feedback is important to us and will help the Overlay Software Search Working Group make its recommendation.

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

Last Call for 1:1 Survey

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

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

RAILS at ALA

You have several opportunities to engage with RAILS at the American Library Association (ALA) Conference, June 22–27. Visit us at our booth #4636 in the exhibit hall with your [free exhibit pass](#) courtesy of RAILS. Check out [other opportunities to interact](#) with RAILS staff by heading over to our website.

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

June 7, 2017

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Upcoming Meetings

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

RAILS Networking Events

[Networking Lunch at](#)

[Galesburg Public Library June 16](#)

Upcoming RAILS CE

Library of Congress Subject Headings Workshops

[July 11, East Peoria](#)

[July 13, Des Plaines](#)

[Podcasting Basics Online](#)

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[English Language Learners](#)

[June 13](#)

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

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

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

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RAILS Networking Event and Lunch

Join RAILS staff and board members on Friday, June 16, 11:30 a.m.–12:45 p.m., at a [networking lunch](#) at Galesburg Public Library. All library staff from all types of libraries are invited to attend. Lunch will be provided. Please register by Tuesday, June 13, and note any dietary restrictions. All attendees are invited to stay for the June [RAILS Board meeting](#) at Galesburg at 1 p.m.

Group Purchase for i-Pathways

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

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

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

Dealing in Diversity: Proactively Serving Communities through Authentic Representation

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

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Thanks to the [WFMT Studs Terkel Radio Archive](#) and [Illinois Humanities](#), librarians across Illinois can now host discussions around popular audio interviews that Studs Terkel conducted with authors such as Maya Angelou, Roddy Doyle, Nora Ephron, Mike Royko, and Oliver Sacks. Libraries can win \$250 microgrants to cover the expenses of hosting a conversation. The next deadline is July 15 (though this program is hopefully going to be around a long time!). Check out the [community grants page of Illinois Humanities](#) for more information or [apply here](#).

Help Map Physical Activity in Libraries

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

RAILS Library Director News

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

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

Library News

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

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

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

[Great Lakes Science Boot Camp 2017](#)

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

Fast Facts Survey

[DVD Hot Picks Collection](#)

[New Item Length](#)

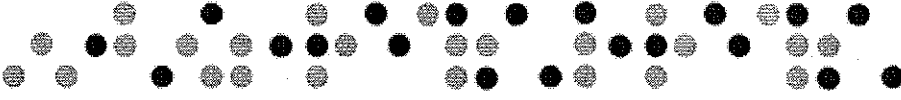
[Amnesty Day or Food for Fines](#)

[Lost/Damaged Materials](#)

[Shelving Juvenile Series](#)

[Library Card Online Registration](#)

rails



e-news

RAILS Board Election Results

We are pleased to announce the winners of our recent RAILS Board election! Four public library trustee seats will be filled by Dave Barry (Bartlett Public Library District), Dee Runnels (Moline Public Library), Nadia Sheikh (Carol Stream Public Library), and Joe Skibinski (Oak Lawn Public Library). The academic seat will be filled by Gwen Gregory (University of Illinois at Chicago), and the school library seat will be filled by Christine Barr (Geneva CUSD 304). Congratulations to all of them!

Thank you to everyone who voted and to the RAILS Nominating Committee: Betsy Adamowski, Director, Wheaton Public Library (Chair); Jay Kasten, Trustee, Vernon Area Public Library District; Jane Lenser, Director, Cherry Valley Public Library District.

Join RAILS Executive Director Dee Brennan for the Member Update at Aurora

Take advantage of this great opportunity to join Dee Brennan at Aurora Public Library ([Santori Library](#)) on Thursday, June 15, 10 a.m.–noon. After the meeting, tour the beautiful recently constructed Santori Library, its atrium, maker space, public art, and more. [The agenda](#) is packed with issues like innovative library projects, OCLC pricing (Illinois State Library staff will participate in this discussion), and other timely news. If you can't make it to Aurora, you can attend at a variety of RAILS videoconference locations or via one-way streaming (RAILS Live). View [more information/register](#).

Still Time to Get Free ALA Exhibit Hall Passes!

Visit RAILS at the American Library Association (ALA) Annual Conference exhibit hall (booth #4636) with your free exhibit pass! To get your free passes to ALA courtesy of RAILS, individually [register each employee](#) who plans to attend. At the end of the process, you will be able to print out your free exhibit pass.

RAILS LLSAP Grants Awarded

Congratulations to the libraries that will receive LLSAP membership grants in this award period. Ransom Memorial Public Library is receiving a grant of \$8,246.44 to join RSA. Prairie Creek Public Library District is receiving \$5,786.08 to upgrade its membership in RSA from Union List to Basic Online. Warren Township Public Library is receiving \$9,037.43 to upgrade its membership in PrairieCat from Union List to Basic Online.

Grants Awarded for Migration to SWAN

RAILS is pleased to announce our financial support to the [SWAN](#) consortium for the migration of 19 libraries from the LINC and MAGIC consortia into SWAN. The \$295,003.42 grant to SWAN covers one-time consortium-level costs associated with the migration. In addition, the

May 31, 2017

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

[Archives](#)

Itasca Community Library (LINC), \$3,347.43
Kaneville Public Library District (MAGIC), \$2,466.50
Messenger Public Library of North Aurora (MAGIC), \$5,056.36
National University of Health Sciences (MAGIC), \$300.00
Sugar Grove Public Library District (MAGIC), \$4,642.50
Theosophical Society in America (MAGIC), \$491.00

Calling All School Librarians and Media Specialists!

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

Book Buzz at Harold Washington Library Center

All RAILS members are invited to Book Buzz at Chicago Public Library's Harold Washington Library Center on June 22. Interact with and get news on the latest books from over three dozen publishers! [Check out the schedule and register](#) for this unique day of readers advisory professional development.

7th Annual Meeting of the Polish American Librarians Association (PALA)

The Polish American Librarians Association (PALA) invites you to join them for their 7th Annual Meeting on Friday, June 23, noon–4 p.m. Learn more about the day and [view the schedule of events](#). Attendees can also tour the Polish Museum of America. Everyone is welcome!

RAILS Library Director News

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

Mary Mendelin is the new Librarian for Rock Island/Milan SD #41 and Rock Island High School effective June 2.

Library News

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

[Record Number of Senators Sign LSTA Letter](#)

[Trump Administration's Budget Using Wrong Math When It Comes to Libraries](#)

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

[Peach Carr, Project Runway alum, will judge Library Runway for Cherry Valley Public Library](#)

[Cherry Valley PL's Library Runway Event Design Challenge](#)

[Free Little Pantry at Wood Dale Public Library District](#)

Fast Facts Survey

[Library Card Online Registration](#)

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated June 2017

\$500,000 maintained for capital

Taxes 2% increase

personnel line 2.5 percent increase, materials .5, building 2, automation 1, operations 0, contractual .5 insurance 2, public information

102

	#	2014	2015	2016	projected 2017	proposed 2018	2019	2020
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,237	3,472,004	3,541,444	3,612,273
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	32,000	32,000	30,000	30,000
Fees, Fines, Rentals	#	185,300	177,100	170,028	176,333	182,500	186,150	189,873
Interest	#	30,928	25,993	48,845	34,000	35,740	36,579	30,681
Miscellaneous	#	583	3,054	2,785	3,000	2,000	1,000	1,000
Collection Agency Fee		430	280	420	300	300	300	300
Donations and gifts	#	2,150	1,659	2,773	10,514	500	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,668,261	3,653,384	3,725,044	3,797,473	3,866,127
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,669,680	2,734,355	2,802,714	2,872,782
Materials	#	474,667	473,567	463,236	478,625	476,375	478,757	481,151
Building	#	225,516	226,611	256,313	259,700	246,000	250,920	255,938
Automation	#	112,570	125,096	120,229	101,370	100,485	101,490	102,505
Operations	#	39,040	34,857	33,357	31,400	33,200	33,200	33,200
Contractual Service	#	17,472	20,534	16,813	14,100	12,720	12,784	12,848
Insurance	#	16,458	15,104	16,398	16,929	16,755	17,090	17,432
Public Information/Programs	#	63,125	58,767	74,797	65,819	66,600	66,933	67,268
Contingency	#	34,789	18,287	5,911	7,055	5,000		
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,644,678	3,691,490	3,763,887	3,843,123
Excess revenues over (under) expenditures	#	-114,764	113,854	51,264	8,706	33,554	33,586	23,005
District Fund Balance July 1	#	1,513,444	1,398,680	1,512,534	1,420,897	1,429,603	1,193,670	1,117,256
District Fund Balance June 30*	#	1,398,680	1,512,534	1,420,897	1,429,603	1,463,157	1,227,256	1,140,261
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	1,012,534	920,897	929,603	963,157	727,256	640,261
Capital Projects			88,555	8,509		45,000	20,000	90,000
			chiller	study room		tuckpointing	servers IVAC replacement	
		10,000		4,214		15,000	90,000	
			YS furniture	sump pumps		self checkout	HVAC replacement	
				2,638		110,000		
				fabric/chairs		parking lot		
				3,960		5,223		
				replay vinyl in exterior signs		landscape projects		
				5,800		45,000		
				Technical Serv furniture		HVAC replacement		
						49,264		
						Bulb replacement		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,684,518	3,758,209	3,833,373	3,910,040	3,988,241	4,068,006	4,149,366
30,000	30,000	30,000	30,000	30,000	30,000	30,000
193,670	197,544	201,495	205,525	209,635	213,828	218,104
28,507	26,650	24,361	24,366	24,213	23,386	6,105
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
3,939,995	4,015,703	4,092,528	4,173,231	4,255,389	4,338,519	4,406,876
2,944,601	3,018,216	3,093,672	3,171,013	3,250,289	3,331,546	3,414,835
483,556	485,974	488,404	490,846	493,300	495,767	498,246
261,057	266,278	271,604	277,036	282,577	288,228	293,993
103,530	104,565	105,611	106,667	107,734	108,811	109,899
33,200	33,200	33,200	33,200	33,200	33,200	33,200
12,912	12,976	13,041	13,106	13,172	13,238	13,304
17,781	18,136	18,499	18,869	19,246	19,631	20,024
67,604	67,942	68,282	68,623	68,966	69,311	69,658
3,924,241	4,007,288	4,092,312	4,179,361	4,268,484	4,359,732	4,453,157
15,754	8,415	216	-6,130	-13,094	-21,213	-46,282
1,050,261	966,015	974,430	974,646	948,516	265,422	229,209
1,066,015	974,430	974,646	968,516	935,422	244,209	182,928
500,000	500,000	500,000	500,000	500,000	500,000	500,000
566,015	474,430	474,646	468,516	435,422	-255,791	-317,072
10,000			20,000	670,000	15,000	
circulating pumps			server	boiler, generator	HVAC bearings	
90,000				building refurbishment		
HVAC replacement						

<u>2028</u>	<u>2029</u>	<u>2030</u>
4,232,354	4,317,001	4,403,341
30,000	30,000	30,000
222,466	226,916	231,454
4,573	3,170	1,511
1,000	1,000	1,000
300	300	300
2,000	2,000	2,000
4,492,693	4,580,387	4,669,606

3,500,206	3,587,711	3,677,403	2.5
500,737	503,241	505,757	0.5
299,873	305,870	311,987	2
110,998	112,108	113,229	1
33,200	33,200	33,200	0
13,371	13,437	13,505	0.5
20,424	20,833	21,249	2
70,006	70,356	70,708	0.5

4,548,814	4,646,755	4,747,038
-56,121	-66,369	-77,433
182,928	126,807	40,438
126,807	60,438	-36,994
500,000	500,000	500,000
-373,193	-439,562	-536,994

20,000 servers
12,000 humidifier

Operating Budget 2017/2018 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$2,734,355.00	74.07%	Property Taxes	\$3,472,004.00	94.05%
Materials	\$476,375.00	12.90%	State Grant	\$32,000.00	0.87%
Building	\$246,000.00	6.66%	Interest	\$1,500.00	0.04%
Operations	\$33,200.00	0.90%	Desk Monies	\$183,000.00	4.96%
Automation	\$100,485.00	2.72%	Other Income	\$3,000.00	0.08%
Contractual	\$12,720.00	0.34%			
Insurance	\$16,755.00	0.45%			
Public Information/Program	\$66,600.00	1.80%	Total	3,691,504.00	
Contigency	\$5,000.00	0.14%			
Total operating budget	\$3,691,490.00				

2017/2018 Operating Budget - Revenue

	FY16/17	FY17/18
Property Tax & Levy Interest		
Property Taxes	3,436,415.00	3,472,004.00
Non-current Property Taxes	0.00	0.00
Interest-Tax Levy	0.00	0.00
Total · Property Tax & Levy Interest	3,436,415.00	3,472,004.00
Grants		
Per Capita Grant	32,000.00	32,000.00
Total · Grants	32,000.00	32,000.00
Interest		
Interest - Investment	1,000.00	1,500.00
Total · Interest	1,000.00	1,500.00
Desk Monies		
Copier	4,800.00	4,800.00
Computer Copies	12,000.00	15,000.00
Fines/Fees	48,000.00	49,000.00
Gifts/Donations	1,500.00	500.00
Lost Materials	12,000.00	12,000.00
Non-Resident Fees	82,000.00	84,000.00
DVD Fines	7,000.00	1,000.00
Meeting Room Rental	200.00	200.00
ILL Fees	700.00	700.00
3D Printing	500.00	500.00
Carvey		300.00
Passport Fees		15,000.00
Total · Desk Monies	168,700.00	183,000.00
Other Revenue		
OCLC Refund	763.00	700.00
Miscellaneous	500.00	2,000.00
Collection Agency Fee	300.00	300.00
Total · Other Income	1,563.00	3,000.00
Total Revenue	3,639,678.00	3,691,504.00

2016/2017 Operating Budget - Expenditures

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	2016/17	2017/18	
<u>Personnel</u>			
Salaries	2,137,000	2,186,000	2.3% increase in budget line
Benefits - Med/Life Ins	132,500	145,000	estimated 10% rate increase January
Benefits - IMRF	207,000	206,771	rate went down for 2018
Benefits - FICA	163,500	167,214	
Staff development	16,300	16,300	
Board development	1,000	1,000	
Worker's compensation	9,000	9,000	
Unemployment insurance	3,380	3,070	rate went down for 2018
Total Personnel	2,669,680	2,734,355	2.42% increase in personnel line
<u>Materials</u>			
Books	237,175	231,000	increased ebooks for K&T and adult; adult reference and non-fiction reduced
Periodicals	31,700	33,425	reflects increase in print and digital costs
Audio	48,750	46,150	adult CDs reduced
Video	58,200	65,200	increased streaming services
Multi-Media	8,000	8,000	
Electronic ref. resources	64,300	62,400	Prices up, switch Mango to Pronunciator = savings, Foundation donation = savings
Software/Games	7,000	7,000	
ESL	2,000	2,000	
Processing supplies	21,500	21,200	
Total Materials	478,625	476,375	
<u>Building</u>			
Cleaning service	71,500	71,500	
Water/Sewer	7,000	8,200	based on usage and higher cost
Gas	13,000	11,500	based on usage and lower cost
Electric	65,000	63,000	based on usage
Telephone	7,000	7,000	
Maintenance supplies	17,000	17,000	
Bldg maintenance/repairs	50,000	45,000	
Security system	1,200	800	
Property maintenance	25,000	19,000	took out parking lot resurfacing
Garbage disposal	3,000	3,000	
Total Building	259,700	246,000	
<u>Operations</u>			
Supplies - office	14,000	13,500	
Photocopy supplies	5,000	5,000	
Patron card supplies	600	600	
Postage	4,000	4,400	
Postage - Passports		2,800	new line item/mail passports to gov't
Non-payment reimburse	3,000	2,000	
Admin staff travel	500	500	
Organizational membership	1,800	1,900	
Bank fees	2,500	2,500	
Total Operations	31,400	33,200	

Automation

Public toner	7,000	7,000	
Staff toner	6,000	6,000	
Maker supplies	700	800	
Automation - prof services	5,000	5,000	
Purchase of equipment	12,500	14,000	includes replacement of programming laptops
Automation equipment maint.	3,650	4,700	added maintenance for wireless management
Software	18,500	14,485	some contracts on 3-year renewal
SWAN maintenance	45,620	45,620	
Telecommunications	2,400	2,880	
Total Automation	101,370	100,485	

Contractual Services

General prof. services	0	0	
Legal	3,000	3,000	
Audit	3,500	3,800	
Credit bureau	1,500	1,200	
Equipment-maint/repairs	2,000	0	
Equipment - photocopier	4,000	4,500	
Bond Registrar	100	220	
Total Contractual Services	14,100	12,720	

Insurance

Multi peril - physical & liability	10,479	10,305	
Bonding	1,400	1,400	
Officers/directors	2,842	2,900	
Umbrella liability	2,150	2,150	
Total Insurance	16,871	16,755	

Public Information/Programs

Marketing supplies	500	500	
Advertising	500	500	
Newsletter	34,619	35,000	
eNewsletter	1,700	2,000	
Informational printing	2,500	2,200	
Legal notices	1,400	1,000	
Programs	24,600	25,400	
Total Public Information	65,819	66,600	
Contingency	3,550	5,000	
Total Expenditures	3,641,115	3,691,490	
Total Operating Revenue	3,644,678	3,691,504	

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2017-2018

PROPOSED

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Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	9.22	13.83
Grade II Youth Services Page Summer Youth Services Associate	9.74	14.61
Grade III Technical Services Associate I	11.69	17.43
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	13.24	19.88
Grade V Administrative Associate Youth Services Associate Adult Services Associate Technology/Digital Services Associate Technology Services Network Technician Assistant Circulation Supervisor Technical Services Supervisor	15.03	22.55
Grade VI Senior Circulation Supervisor Substitute Librarian	17.06	25.57
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator	22.38 43,644	33.56 65,446
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	25.28 49,297	37.94 73,974
Grade IX Department Head	28.57 55,717	42.86 83,586
Grade X Assistant Director	32.28 62,945	48.44 94,457
Grade XI Library Director	To be set by Board	

CURRENT

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

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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/Digital Services Associate Technology Services Network Technician Assistant Circulation 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	

Salary Schedule Library Comparisons
FY2017/2018 1%

IPPL ranked
within each position
(low salary ranked 1)

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	IPPL current	1% Increase	Downers	Woodridge	Tinley Park	Hinsdale	LaGrange	Glen Ellyn	Westmont	Lisle	IPPL ranked within each position (low salary ranked 1)
asst director	62,322	62,945.22	70,000.00		77,989.00	61,509.00			61,201.00	69,888.00	3 out of 6
dept head	55,165	55,716.65	62,000.00	56,195.00	64,073.00	52,795.00	51,172.00	58,759.00	52,513.00	61,413.00	4 out of 9
asst dept head	48,808	49,296.08		48,318.00				45,293.00		47,476.00	4 out of 4
librarian	43,212	43,644.12	46,000.00	41,546.00	47,712.00	43,338.00	37,775.00	39,770.00	42,178.00	41,671.00	7 out of 9
marketing	43,212	43,644.12	62,000.00		44,733.00	47,476.00	43,963.00	39,770.00	27,846.00	36,618.00	4 out of 8
office coord	43,212	43,644.12	39,000.00	48,318.00	58,075.00	47,476.00	32,462.00	51,588.00	42,178.00	36,618.00	5 out of 9
admin associate	14.88	15.03	16.00	18.32	17.08			16.78			1 out of 5
senior circ superv	16.89	17.06		21.30	17.08	18.41	16.65	16.78		21.37	3 out of 7
circ supervisor	14.88	15.03	16.00	18.32				12.94		16.50	2 out of 5
AS/YS associate	14.88	15.03	16.00	19.31	17.08	15.53	14.30	14.74	14.28	16.50	4 out of 9
technology assoc	14.88	15.03	16.00					16.78	18.50	21.37	1 out of 5
circ associate	13.11	13.24	12.00	12.97	12.72	11.80	10.56	11.36	11.73	12.74	9 out of 9
bldg servcs asso	13.11	13.24	16.00	12.40	14.03	11.80	16.32	11.36		12.74	5 out of 8
tech serv assoc 2	13.11	13.24		11.16	12.72		14.30	12.94	11.00	16.50	5 out of 7
Tech Desk Assoc	13.11	13.24	13.50		12.72						2 out of 3
tech serv assoc 1	11.57	11.69	10.20	10.91		11.80	10.56	11.36	11.00	12.74	6 out of 8
page	9.13	9.22	10.20	10.44	8.76	9.00	8.82	8.25	9.50	8.70	6 out of 9

Sconce Light Replacement/Globe Light Removal

The library has eight sconce lights that are out and need replacement. The fixtures are over the main stairs and over the seating area near the Technology Help desk. I recommend that we replace the lights with the same LED fixtures that were used in the Kids and Teens department.

The LED fixtures are brighter and give more uniform and natural looking light. The bulbs give 50,000 hours of light and are under warranty.

Also near these fixtures are two brass globe lights. With the replacement of the sconces, we would be able to remove the globe lights.

The cost to remove and cap off both globe lights is \$1,250.

The cost to replace the eight sconces is \$4,320.

All work to be done and equipment furnished by Bengal Electric.

Total cost of project: \$5,570.

Submitted by: Laura Birmingham

Landscaping Improvements:

I received the following quotes on landscaping improvements from Sebert Landscaping:

1. Add a butterfly garden to the fountain area: \$1,598

2. Removal of three declining Austrian Pine Trees near Plainfield Road: \$1,800
Add Dense Yews upon removal of pine trees: \$360

3. Removal of declining Japanese Maple near front entrance and replace it with a Purple Smokebush:: \$600

OR

4. Removal of declining Japanese Maple and replace it with a new Japanese Maple: \$815

4. Remove and replace seven dead Viburnum with seven new Viburnum: \$650

Submitted by:

Laura Birmingham

May 2017 Listening Posts

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Kids & Teens

Today a student from Eisenhower came in to the library to view the chicks stating that his study hall teacher had shown them the hatching on the t.v. and he wanted to check on them.

When a mom and her three year old were looking at the chicks the three year old stated, " They are so adorable aren't they momma?" "Look at 1-2-3-4 adorable ones."

Circulation

Patron on phone was very grateful for email reminders to renew her items.

Patron said that he really likes the text messages for his holds.

Patron commented that she thinks the screen above the book returns is a great way to inform people of our events. "I love this library".

Patron wants to know if we provide daycare or babysitting while his wife takes a class.

Patron checking a book out at the self-check said, "I like the barcode in front, makes it easier to check-out".

Patron was updating his expiration date on his non-resident card and he said, "I sure love it here".

Patron said we have a wonderful library! They have really enjoyed being here.

"All of you ladies here are wonderful. You all deserve a raise!" (From one of our regular daily patrons)

"Thank you for having this service" a patron remarked after she got her papers notarized. Patron getting drink from the vending machine commented that we have an awesome selection to choose from.

A patron was looking for any foreign films in Portuguese; he says that the Foreign Films should be categorized by language rather than title.

May 2017 Listening Posts

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I wanted to share the lovely note I received from a patron. I sent this item to Stoughton Public Library in Stoughton, Wisc. It really made my day to bring such happiness to a patron.

Dear Indian Prairie Library,

Thank you for sending me Down to the Sea in Ships. I have made multiple requests over the years to get this movie without success until you sent it to me. This is the second time I've seen this movie. The first time I saw it on my parent's late 50's RCA TV when I was about the same age as the main characters in the movie. I enjoyed the movie so much then that I remember scenes off and on over all these years with extreme detail. I know my memories of the details were accurate after watching this second time.

Thanks again.

Adult

Patron from Downers Grove is happier coming to Indian Prairie. We have a great audio book collection on shelf, it is easier to park and he does not have to get out of his car to return material.

Mary B from Darien Women's Club had lavish praise for our book club support. She said the information she received in her BOOK CLUB RESOURCE PKG. was excellent. There were good questions and interesting articles about the author and the book and these enhanced their book discussion.

I love coming to this library especially now that I am retired. However, I think it is too noisy. Talking all over the library in disturbing levels...I could not concentrate to read the newspaper. What happened to the "quite library" concept?

From a McCook patron whom I helped with a long reference question--She mentioned that, "as a designer" she thought we made ourselves a very friendly library, with things like an Ask Us sign rather than "reference librarian," the display books on the endcaps, etc. She also commented on how busy we are including one time she was in at 9 PM on a Thursday. But, she said the best thing was the helpful, friendly staff. She had been at many libraries in the area.

Member was disappointed that he could not view where he was in the hold line for his request. His library in FLA. (Broward County Library System) has this option online and he likes it.

A patron at a #LibSocial program commented that we have a great selection, especially of video games. He's a Woodridge patron and usually has to wait weeks for a title, but he can always find something great on shelf here!

Patron says she's a "library junkie" who spends a lot of time in libraries all over the area. She commented that we're the best at recommending books. She always finds something great on our suggested reads/staff picks shelves.

Patron made a suggestion that we have more cooking programs by Mary Pat. She loves her and says she has paid \$50 for a class at the park district. She always eagerly looks over our newsletter for those cooking classes.

May 2017 Listening Posts

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Patron mentioned that they love our spinner of older DVDs because it helps her jog her memory of what she was looking for and has found good movies to watch from it. They said it was a wonderful idea.

Patron who regularly uses the conference rooms appreciates that we now send email confirmations when rooms are booked.

Technology

Administration

A patron came up & commented about how she loved that the barcode was now on the front of the books because it was not only easier, but would make her check out faster.

From a patron that used the meeting room: "Yesterday, May 15th, I helped host a Hinsdale Garden Study Club Luncheon at your facility, and I would like to take this opportunity to thank you all so very much. Your meeting room offered us all the amenities necessary in order to carry out our mission. The kitchen facilities were more than adequate; the room was clean, and spacious enough for the gathering of our 35 members who attended our luncheon. Most of all I thank you for the set-up of the table and chairs. It was a wonderful surprise to find the set-up had already been accomplished upon our arrival. I had taken my grandson and another young man who had offered to help us set-up. We have some older ladies within our group, many of whom are not able to perform the heavy lifting of such items, so needless to say we were delighted to see that most of the work had already been accomplished. I hope one-day again we are able to take advantage of your wonderful room, and again, please thank your staff for us."