

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

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

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

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

- C. Public Comment

- D. Communications and Announcements

- E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 16, 2018	Page 3	
2. Treasurer's Report	Page 7	
3. Action on Bill/Additional Bills	Page 11	
4. Ordinance #2018-3 Ascertaining the Prevailing Wage	Page 16	
5. Ordinance #2018-4 Establishing Regular Meeting Dates	Page 28	
6. Ordinance #2018-5 Amending the Budget and Appropriation Ordinance for the Fiscal Year 2017-2018	Page 29	
7. Finance Committee Meeting Minutes June 12, 2018	Page 30	

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 31 Information

- H. Department Reports Information
 - 1. Assistant Director Page 34
 - 2. Marketing Page 37
 - 3. Adult Page 39
 - 4. Circulation Page 44
 - 5. Technology and Technical Services Page 47
 - 6. Youth Page 50

- I. Staff Report
None

- J. Reports
 - 1. Chamber Reports (Jensen) Page 64 Information
 - 2. RAILS Page 65 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (in omnibus)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business

- L. New Business
 - 1. Financial Forecast Page 75 Information
 - 2. Operating Budget 2018/2019 Page 84 Action
 - 3. FY18/19 Salary Schedule Page 88 Action
 - 4. Proposal to Charge \$1.00 per Notary Stamp Page 90 Action
 - 5. Proposal to Replace Kids & Teens Study Tables and Chairs Page 91 Action
 - 6. Landscaping Proposal Page 92 Action
 - 7. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit

- M. Scheduled Meetings

- N. Community Events

- O. Library Events

- P. Adjournment

3

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 16, 2018

**Board of Trustees Regular Meeting
May 16, 2018 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7:03 p.m. Secretary Deshmukh called the roll.

Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti

Absent: Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Tony Lucarelli

Others:

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

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

C. Public Comment

At this point Tony Lucarelli gave his staff reports (Item I). He left at 7:20 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant
2. Delph to Bukovac re: Darien Woman's Club Donation
3. Bukovac to Krupicka re: Darien Woman's Club Donation
4. Reger to Bukovac re: AARP Tax Assistance
5. Doings Article

With respect to D3, Krupicka said the circulating collection of Braille toys is a great idea. She suggested it may be something that the Lions Club would be interested in supporting.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 18, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Building and Grounds Committee Minutes, May 7, 2018

4

With respect to the investment portfolio, Ruscitti asked if the duration has changed with the change in interest rates. Bukovac noted that MPI's quarterly report was in the last Board packet but she will email the question to them. Akhras moved, Krupicka seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac distributed a short information piece about our 2018 Summer Challenges. The Trustees can use the information when talking to people in the community. Bukovac reported that the Kingery Congregation of Jehovah's Witnesses came to speak with her on Friday regarding their intent to distribute information outside the library. Bukovac noted that our solicitation policy was written by our attorney and requires us to provide this type of opportunity per the First Amendment. We have no say in what is distributed. Circulation of petitions and distribution of literature is allowed outside our building and must be conducted 20 feet or more from the front doors (to the left or right). Groups cannot engage people if it is not welcome.

H. Department Reports

I. Staff Report –

Tony Lucarelli, Head of Adult Services, showed the Board a new product the library is subscribing to called Niche Academy. The company creates tutorial videos on many of the online resources we subscribe to which we can then imbed on our website in the appropriate places for patrons to access. We also have the capability to create and upload our own videos which could be useful for staff training and shared with other libraries. The company charges a flat rate based on our population served. Next Lucarelli spoke about the weeding project Adult Services has been doing. He distributed a handout explaining the CREW weeding method. CREW stands for Continuous Review, Evaluation, and Weeding and was developed at the Texas State Library and Archives Commission. CREW serves in evaluating collections but it is not meant to be a hard and fast system. It leaves it up to the librarian's professional judgement based on knowledge of the community and library as to collection development. Lucarelli said they should be able to finish weeding the entire collection by the end of the calendar year. Then they can shift things around to make it easier for patrons. Studies show that keeping a collection fresh results in a healthier collection with a higher turnover rate. He noted that there aren't as many books published on certain topics and the collection is becoming more and more a popular materials collection.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – Krupicka reported that the committee met on May 7. Minutes from the meeting were approved tonight under the Omnibus Consent Agenda.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business

1. Survey Results – The Board discussed the results at the March and April Board meetings. There were no additional comments this evening.

L. New Business

1. Seating Study - Staff tracked where patrons were sitting for two weeks in April. Bukovac distributed the information. Findings included: large tables are a waste of space as one or two people will sit there; the majority of seating configurations is one person and the next is two people; lounge chairs in a grouping are rarely used at the same time; study seating in Adult Services along the east wall and in the southeast area are used consistently throughout the day; the café is used consistently throughout the day; use of seating in Kids and Teens goes way down after 6:30 at night; use of seating in Adult Services is low on Friday night; at this time we do not need more chairs in either department; the majority of conference room usage was by one or two people.
2. Department Head Discussion re: Use of the Building - Bukovac distributed thoughts from the Department Heads regarding the building. They included: one problem is having enough meeting and programming space; patrons are interested in private and quiet spaces; some furniture needs to be updated; large tables are a waste of space; technology services is hidden; we don't have a good way to showcase our available technology and equipment; besides technology and equipment the library could provide other types of items for checkout; does it make sense to have three desks on the first floor; there is limited space to merchandise materials. Bukovac said we will be talking to staff in a more focused way and she will continue to pass along these thoughts and ideas to the Board.
3. Recommendation to Hire Independent Construction Services to Oversee Parking Lot Rehabilitation – Birmingham reviewed the backup with the Board. Krupicka noted the tremendous amount of research. Bukovac pointed out that this is a construction project. It will be more extensive than grinding down a few layers and adding asphalt. Areas will require digging down to the stone base. Birmingham noted that Dan Eallonardo of Independent Construction Services received very good references from other libraries. Eallonardo would oversee the project including the bid process. Ruscitti asked if there are any safety issues with our current parking lot. Bukovac and Birmingham said no. Akhras moved, Megaridis seconded to hire Independent Construction Services to oversee the Parking Lot Rehabilitation. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis. Nays: None. Abstain: Ruscitti. Absent: Suriano. Motion carried.
4. Recommendation to Hire Manhard Consulting for Civil Engineering Services for the Parking Lot Rehabilitation – Bukovac received four proposals to manage the civil engineering responsibilities of the project. She did not include Product Architecture and Design because they would outsource the job to a civil engineer which would give the library no control over who was selected. Studio CG's list of projects does not reflect any projects similar in scope to ours. Larson Engineering and Manhard Consulting have both completed numerous projects similar to ours but Larson did not come out to look at our parking lot before presenting their proposal. Bukovac is recommending Manhard Consulting. Megaridis asked about the possible reconfiguration of the parking lot that Building and Grounds had discussed. Bukovac said according to Eallonardo removing the island would be too expensive for the number of parking spaces we would get and we don't know what's underneath the area. Bukovac said reducing the size of our spaces may give us 13 more spaces. We will pursue this with Darien. Krupicka moved, Deshmukh seconded to hire Manhard Consulting for Civil Engineering Services for the Parking Lot Rehabilitation.

Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis. Nayes: None. Abstain: Ruscitti.
Absent: Suriano. Motion carried.

5. Landscaping Proposal – Birmingham distributed updated backup containing some of the pricing. She is waiting for pricing on the decorative stones so she is not asking for Board approval on those areas at this time. Bukovac feels the reading garden needs to be spruced up now but said the corner bed on Plainfield and Clarendon Hills and the large bed along the Plainfield Road sidewalk could wait until the fall. Megaridis asked when the best time is to plant trees. Bukovac said the fall. Krupicka asked if the smaller tree has a better chance of surviving. Birmingham will check. Ruscitti asked if the city has preferred pricing. Birmingham said they only have certain types of trees. With respect to the large bed along the Plainfield Road sidewalk, Megaridis asked if the electrical box could be removed. Birmingham will check. If the box is removed we won't need a bush to hide it. Krupicka moved, Deshmukh seconded to approve work to the beds along the reading garden at a cost of \$1,200. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti. Nayes: none. Absent: Suriano. Motion carried unanimously. Megaridis moved, Akhras seconded to approve the work to the large bed along the Plainfield Road sidewalk at a cost not to exceed \$1,275. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti. Nayes: none. Absent: Suriano. Motion carried unanimously. The Board decided to hold off on the work to the corner bed on Plainfield and Clarendon Hills until Birmingham finds out which tree size has a better chance of survival.

M. Committee Meetings

1. A Finance Committee meeting is scheduled for June 12 at 6:30 p.m. Ruscitti said she will try to participate by phone.

N. Community Events

O. Library Event

P. Adjournment

- At 8:20 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2018

7

Balance on hand as of April 30, 2018.....	2,341,227.14
Cash Receipts for May.....	219,676.87
Cash Disbursements for May.....	320,056.01
Cash on hand as May 31, 2018.....	2,240,848.00

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.747%

General.....	(9,131.15)
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,647.98
Children's Endowment.....	2,941.55
Endowment.....	11,387.01
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking

General.....	21,365.02
Hinsdale Bank & Trust - Checking.....	5,191.10
MB - Savings - Rate .80%	
General.....	125,208.83
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2018.....	2,240,848.00

FUND BALANCES AS OF 05/31/2018

Corporate Fund.....	1,825,576.94
Building & Maintenance Fund.....	13,460.28
I.M.R.F. Fund.....	137.15
Liability Fund.....	(48.62)
Social Security Fund.....	119.72
Special Reserve Fund.....	5,647.98
Deferred Property Taxes.....	299,783.49
Current Liabilites.....	96,171.06
Grand Total All Funds.....	2,240,848.00

**Indian Prairie Public Library District
Consolidated Revenue Report for May 2018**

8

Percent of Year: 91.67

	RECEIVED May 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	63.86	3,474,942.48	100.09%	3,472,004.00	-2,938.48
41150 · Non-current Property Taxes	0.00	97.83	0.00%	0.00	-97.83
43100 · Interest-Tax Levy	1.10	12.09	0.00%	0.00	-12.09
TOTAL PROPERTY TAX & LEVY INTEREST	64.96	3,475,052.40	100.09%	3,472,004.00	-3,048.40
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	33,021.22	103.19%	32,000.00	-1,021.22
42300 · LIMRICC	0.00	218.68	0.00%	0.00	-218.68
TOTAL INTERGOVERNMENTAL	0.00	33,239.90	103.88%	32,000.00	-1,239.90
INTEREST					
43500 · Interest - Investment	181.51	6,868.10	457.87%	1,500.00	-5,368.10
TOTAL INTEREST	181.51	6,868.10	457.87%	1,500.00	-5,368.10
DESK MONIES					
45100 · Copier	324.30	4,248.04	88.50%	4,800.00	551.96
45120 · Computer Copies	1,124.28	13,114.07	87.43%	15,000.00	1,885.93
45200 · Fines/Fees	3,995.67	50,525.52	103.11%	49,000.00	-1,525.52
45250 · Gifts/Donations	50.00	9,121.74	1824.35%	500.00	-8,621.74
45300 · Lost Materials	800.75	7,239.80	60.33%	12,000.00	4,760.20
45350 · Non-Resident Fees	8,594.10	81,952.56	97.56%	84,000.00	2,047.44
45400 · DVD Fines	248.75	1,430.75	143.08%	1,000.00	-430.75
45450 · Top Picks	8.00	181.00	0.00%	0.00	-181.00
45550 · Meeting Room Rental	100.00	400.00	200.00%	200.00	-200.00
45600 · ILL Fees	211.49	1,213.23	173.32%	700.00	-513.23
45650 · 3D Printing	54.90	292.50	58.50%	500.00	207.50
45660 · Carvey	24.60	98.60	32.87%	300.00	201.40
45700 · Passport Fees	1,505.00	17,270.00	115.13%	15,000.00	-2,270.00
TOTAL DESK MONIES	17,041.84	187,087.81	102.23%	183,000.00	-4,087.81
OTHER INCOME					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	296.09	2,377.96	118.90%	2,000.00	-377.96
46800 · Collection Agency Fee	0.00	170.00	56.67%	300.00	130.00
* 49000 · Operating Transfer In	0.00	14,926.80	0.00%	0.00	-14,926.80
TOTAL OTHER INCOME	296.09	18,464.51	615.48%	3,000.00	-537.71
GRAND TOTAL	17,584.40	3,720,712.72	100.79%	3,691,504.00	-14,281.92

* Operating Transfer In reflects \$1,520.00 from Building Reserve Fund, \$8,986.80 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

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

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

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

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

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

Indian Prairie Public Library District
Consolidated Expenditures Report for May 2018

9

Percent of Year: 91.67

	May 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	250,869.57	1,941,509.39	88.82%	2,186,000.00	244,490.61	2,207,860.00	87.94%
61310 · Benefits - Medical / Life Ins.	12,326.49	117,692.73	81.17%	145,000.00	27,307.27	155,000.00	75.93%
61330 · Benefits - IMRF	0.00	171,021.03	82.71%	206,771.00	35,749.97	220,000.00	77.74%
61340 · Benefits - FICA	18,897.06	146,503.94	87.62%	167,214.00	20,710.06	175,000.00	83.72%
61400 · Staff Development	2,293.51	16,806.35	103.11%	16,300.00	-506.35	19,000.00	88.45%
61600 · Board Development	0.00	435.00	43.50%	1,000.00	565.00	3,000.00	14.50%
61710 · Workers Compensation	0.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 · Unemployment Insurance	295.49	3,103.32	101.09%	3,070.00	-33.32	4,000.00	77.58%
TOTAL PERSONNEL	284,682.12	2,404,788.76	87.95%	2,734,355.00	329,566.24	2,795,860.00	86.01%
MATERIALS							
62100 · Books	17,957.48	193,472.51	83.75%	231,000.00	37,527.49	245,000.00	78.97%
62200 · Periodicals	125.95	29,782.49	89.10%	33,425.00	3,642.51	35,000.00	85.09%
62300 · Audio	2,977.22	39,265.52	85.08%	46,150.00	6,884.48	50,000.00	78.53%
62400 · Video	4,014.11	64,037.74	98.22%	65,200.00	1,162.26	70,000.00	91.48%
62500 · Multi-Media	436.39	7,338.49	91.73%	8,000.00	661.51	10,000.00	73.38%
62600 · Electronic Reference Resources	174.52	58,502.49	93.75%	62,400.00	3,897.51	65,000.00	90.00%
62700 · Software	728.95	5,999.65	85.71%	7,000.00	1,000.35	8,000.00	75.00%
62800 · ESL	125.52	2,445.35	122.27%	2,000.00	-445.35	3,000.00	81.51%
62900 · Materials Supplies	1,179.21	18,538.34	87.45%	21,200.00	2,661.66	25,000.00	74.15%
TOTAL MATERIALS	27,719.35	419,382.58	88.04%	476,375.00	56,992.42	511,000.00	82.07%
BUILDING							
63200 · Cleaning Service	5,361.86	59,879.03	83.75%	71,500.00	11,620.97	80,000.00	74.85%
63300 · Utilities (1-8-11 · Gas)	1,240.61	11,070.94	96.27%	11,500.00	429.06	17,500.00	63.26%
63300 · Utilities (1-8-12 · Electric)	8,345.37	54,676.29	86.79%	63,000.00	8,323.71	70,000.00	78.11%
63300 · Utilities (1-8-13 · Telephone)	196.34	9,919.48	141.71%	7,000.00	-2,919.48	9,000.00	110.22%
63300 · Utilities (1-8-14 · Water/Sewer)	702.28	5,254.97	64.09%	8,200.00	2,945.03	12,500.00	42.04%
63300 · Utilities (1-8-15 · Garbage Disposal)	264.14	2,755.82	91.86%	3,000.00	244.18	4,000.00	68.90%
63400 · Maintenance Supplies	1,538.68	13,870.11	81.59%	17,000.00	3,129.89	22,000.00	63.05%
63500 · Security System Monitoring	112.50	651.00	81.38%	800.00	149.00	2,000.00	32.55%
63600 · Property Maintenance	805.00	29,028.16	152.78%	19,000.00	-10,028.16	30,000.00	96.76%
63800 · Building Maintenance/Repair	580.97	42,590.65	94.65%	45,000.00	2,409.35	60,000.00	70.98%
TOTAL BUILDING	19,147.75	229,696.45	93.37%	246,000.00	16,303.55	307,000.00	74.82%
OPERATIONS							
64200 · Supplies - Office	1,233.77	10,093.10	74.76%	13,500.00	12,266.23	16,000.00	77.1%
64300 · Photocopy Supplies	389.10	3,967.93	79.36%	5,000.00	1,032.07	6,000.00	66.13%
64400 · Patron Card Supplies	0.00	450.84	75.14%	600.00	149.16	1,000.00	45.08%
64450 · Passport Postage	154.10	1,742.71	62.24%	2,800.00	1,057.29	4,000.00	0.00%
64500 · Postage	-152.35	3,873.61	88.04%	4,400.00	526.39	5,000.00	77.47%
64600 · Non-Payment Reimbursement	335.59	929.51	46.48%	2,000.00	1,070.49	3,000.00	30.98%
64700 · Travel	43.00	603.98	120.80%	500.00	-103.98	700.00	86.28%
64800 · Organizational Memberships	1,010.00	2,174.00	114.42%	1,900.00	-274.00	2,400.00	90.58%
64900 · Bank Fees	222.53	2,918.09	116.72%	2,500.00	-418.09	3,200.00	91.19%
TOTAL OPERATION	3,235.74	26,753.77	80.58%	33,200.00	15,305.56	41,300.00	64.78%
AUTOMATION							
65100 · Supplies-Public Toner	1,046.20	6,336.09	90.52%	7,000.00	663.91	8,500.00	74.54%
65150 · Supplies-Staff Toner	722.96	6,330.54	105.51%	6,000.00	-330.54	8,500.00	74.48%
65160 · Supplies-Other	48.00	349.75	43.72%	800.00	450.25	1,100.00	31.80%
65200 · Automation-Prof Services	825.00	2,250.50	45.01%	5,000.00	2,749.50	8,000.00	28.13%
65300 · Purchase of Equipment	865.91	1,623.58	11.60%	14,000.00	12,376.42	22,000.00	7.38%
65400 · Automation Equip Mnt/Repair	103.49	5,348.22	113.79%	4,700.00	-648.22	5,000.00	106.96%
65500 · Software	127.98	12,657.93	87.39%	14,485.00	1,827.07	20,000.00	63.29%
65600 · SWAN	0.00	45,480.45	99.69%	45,620.00	139.55	47,000.00	96.77%

Indian Prairie Public Library District
Consolidated Expenditures Report for May 2018

10

Percent of Year: 91.67

	May 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	569.55	2,848.20	98.90%	2,880.00	31.80	4,000.00	71.21%
TOTAL AUTOMATION	4,309.09	83,225.26	82.82%	100,485.00	17,259.74	124,100.00	67.06%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	6,083.00	89.46%	6,800.00	717.00	17,200.00	35.37%
66200 · Credit Bureau	8.95	501.20	41.77%	1,200.00	698.80	1,500.00	33.41%
66300 · Equipment-Maintenance Repair	0.00	4,527.25	100.61%	4,500.00	-27.25	7,000.00	64.68%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	8.95	11,111.45	87.35%	12,720.00	1,608.55	25,700.00	43.24%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 · Marketing Newsletter	8,596.72	32,142.93	91.84%	35,000.00	2,857.07	37,000.00	86.87%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	7.50	853.75	170.75%	500.00	-353.75	1,800.00	47.43%
68310 · Marketing Supplies	0.00	309.00	61.80%	500.00	191.00	1,000.00	30.90%
68410 · Marketing-Information Printing	251.70	1,881.85	85.54%	2,200.00	318.15	5,000.00	37.64%
68500 · Legal Notices	0.00	775.56	77.56%	1,000.00	224.44	2,000.00	38.78%
68600 · Special Events	3,536.67	20,645.87	81.28%	25,400.00	4,754.13	30,000.00	68.82%
TOTAL PUBLIC INFORMATION	12,392.59	58,498.96	87.84%	66,600.00	8,101.04	79,000.00	74.05%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	10,606.80	0.00%	0.00	-10,606.80	200,000.00	5.30%
69150 · Parking Lot Rehab	280.00	280.00	0.00%	0.00	-280.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	0.00	14,926.80	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	5,018.15	100.08%	5,014.00	-4.15	20,000.00	25.09%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	4,320.52	0.00%	0.00	-4,320.52	0.00	0.00%
GRAND TOTAL	351,775.59	3,301,913.75	89.45%	3,691,504.00	417,976.90	4,273,160.00	77.27%

Operating Transfer Out reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

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

ACTION ON BILLS May 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1859 thru 1949	\$ 87,193.05
MB-Salaries for May	274 thru 305	\$ 9,414.53
	&	
Hinsdale Bank-Direct Deposits	26037 thru 26288	\$ 173,354.02

MONTH'S TOTAL: \$ 269,961.60

Indian Prairie Public Library District
Account QuickReport - Vendors
As of May 31, 2018

b

Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	05/01/2018	1859	Home Depot	420.97
Bill Pmt Check	05/01/2018	1860	Medicom Reimbursement Spec., Ltd.	7.50
Bill Pmt Check	05/01/2018	1861	VISOgraphic	1,828.36
Liability Check	05/03/2018	1862	Nationwide Retirement	660.00
Liability Check	05/03/2018	1863	Vantagepoint	1,193.16
Bill Pmt Check	05/03/2018	1864	Baker & Taylor	5,840.64
Bill Pmt Check	05/03/2018	1865	Baker & Taylor (video)	235.89
Bill Pmt Check	05/03/2018	1866	Better Business Planning, Inc.	153.76
Bill Pmt Check	05/03/2018	1867	Blackstone Audio, Inc.	93.97
Bill Pmt Check	05/03/2018	1868	Comcast	189.85
Bill Pmt Check	05/03/2018	1869	DEMCO	170.45
Bill Pmt Check	05/03/2018	1870	Fortress Data Management	825.00
Bill Pmt Check	05/03/2018	1871	Gale/CENGAGE Learning	269.47
Bill Pmt Check	05/03/2018	1872	Ingram Library Services	43.74
Bill Pmt Check	05/03/2018	1873	Midwest Tape	2,613.92
Bill Pmt Check	05/03/2018	1874	NCPERS Group Life	80.00
Bill Pmt Check	05/03/2018	1875	Neviol Inc.	4,790.00
Bill Pmt Check	05/03/2018	1876	Penguin Random House LLC	60.00
Bill Pmt Check	05/03/2018	1877	Polyline	48.22
Bill Pmt Check	05/03/2018	1878	Quill	917.65
Bill Pmt Check	05/03/2018	1879	Roy, Nancy	53.47
Bill Pmt Check	05/03/2018	1880	Runco	10.00
Bill Pmt Check	05/03/2018	1881	Thomson Reuters West	72.21
Bill Pmt Check	05/15/2018	1882	Adult Reading Round Table	10.00
Bill Pmt Check	05/15/2018	1883	Asimakopoulos, Jennifer	43.53
Bill Pmt Check	05/15/2018	1884	Baker & Taylor	3,723.90
Bill Pmt Check	05/15/2018	1885	Baker & Taylor (video)	44.34
Bill Pmt Check	05/15/2018	1886	Birmingham, Laura	87.96
Bill Pmt Check	05/15/2018	1887	Blackstone Audio, Inc.	180.00
Bill Pmt Check	05/15/2018	1888	Center Point Large Print	73.36
Bill Pmt Check	05/15/2018	1889	Dynegy Energy Services	3,899.75
Bill Pmt Check	05/15/2018	1890	Gale/CENGAGE Learning	669.55
Bill Pmt Check	05/15/2018	1891	Ingram Library Services	148.60
Bill Pmt Check	05/15/2018	1892	Layman, Jez	39.55
Bill Pmt Check	05/15/2018	1893	Management Association	1,010.00
Bill Pmt Check	05/15/2018	1894	Midwest Tape	951.90
Bill Pmt Check	05/15/2018	1895	OverDrive	7,045.64
Bill Pmt Check	05/15/2018	1896	Penguin Random House LLC	67.50
Bill Pmt Check	05/15/2018	1897	Quill	646.78
Bill Pmt Check	05/15/2018	1898	Recorded Books, LLC	6.95
Bill Pmt Check	05/15/2018	1899	Runco	192.95
Bill Pmt Check	05/15/2018	1900	Sheehan, Debbie	48.62
Bill Pmt Check	05/15/2018	1901	Szafanski, T.J.	247.45
Bill Pmt Check	05/15/2018	1902	Titan Image Group, Inc.	1,005.87

Indian Prairie Public Library District
Account QuickReport - Vendors

13

As of May 31, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	05/15/2018	1903	Unique Management	8.95
Bill Pmt Check	05/15/2018	1904	Williams., Natalie	343.40
Liability Check	05/17/2018	1905	Nationwide Retirement	660.00
Liability Check	05/17/2018	1906	Vantagepoint	1,193.16
Bill Pmt Check	05/23/2018	1907	Bank of America	7,286.55
Bill Pmt Check	05/23/2018	1908	Case Lots Inc.	411.40
Bill Pmt Check	05/23/2018	1909	City of Darien	251.70
Bill Pmt Check	05/23/2018	1910	Comcast	379.70
Bill Pmt Check	05/23/2018	1911	Dynegy Energy Services	4,445.62
Bill Pmt Check	05/23/2018	1912	Estrada, Heidi	53.48
Bill Pmt Check	05/23/2018	1913	Groot Industries, Inc.	264.14
Bill Pmt Check	05/23/2018	1914	Hazelgrove, William	250.00
Bill Pmt Check	05/23/2018	1915	Independent Construction Services	280.00
Bill Pmt Check	05/23/2018	1916	Krekelberg, Mary L	100.00
Bill Pmt Check	05/23/2018	1917	Layman, Jez	50.00
Bill Pmt Check	05/23/2018	1918	Lopez, Carlos	100.00
Bill Pmt Check	05/23/2018	1919	Millenium Park Foundation	100.00
Bill Pmt Check	05/23/2018	1920	Mount Prospect Public Library	31.00
Bill Pmt Check	05/23/2018	1921	OverDrive	828.91
Bill Pmt Check	05/23/2018	1922	Palmisano, Stacy.	32.97
Bill Pmt Check	05/23/2018	1923	Runco	247.33
Bill Pmt Check	05/23/2018	1924	Sebert Landscaping	805.00
Bill Pmt Check	05/23/2018	1925	Speciality Mat Service	181.86
Bill Pmt Check	05/25/2018	1926	BCBS	12,178.03
Bill Pmt Check	05/25/2018	1927	Case Lots Inc.	286.65
Bill Pmt Check	05/25/2018	1928	Cosley Zoo	265.00
Bill Pmt Check	05/25/2018	1929	Motion Picture Licensing Corporation	200.00
Bill Pmt Check	05/25/2018	1930	Runco	245.08
Bill Pmt Check	05/25/2018	1931	Thomton, Christine	300.00
Bill Pmt Check	05/25/2018	1932	VSP Vision	137.28
Bill Pmt Check	05/29/2018	1933	Filis, April	3.17
Bill Pmt Check	05/29/2018	1934	Midwest Tape	1,799.29
Bill Pmt Check	05/29/2018	1935	OverDrive	529.93
Bill Pmt Check	05/29/2018	1936	Principal Life Insurance Company	652.72
Bill Pmt Check	05/29/2018	1937	VISOgraphic	6,768.36
Bill Pmt Check	05/30/2018	1938	Bal Industries	390.00
Bill Pmt Check	05/30/2018	1939	Bengal Electric Inc.	852.00
Bill Pmt Check	05/30/2018	1940	Birmingham, Laura	27.47
Bill Pmt Check	05/30/2018	1941	Colonial Life	82.53
Bill Pmt Check	05/30/2018	1942	DuPage County Public Works	702.28
Bill Pmt Check	05/30/2018	1943	French Battlefields	150.00
Bill Pmt Check	05/30/2018	1944	FSS Technologies	112.50
Bill Pmt Check	05/30/2018	1945	Goddard, Leslie Elizabeth	300.00
Bill Pmt Check	05/30/2018	1946	NCPERS Group Life	80.00
Bill Pmt Check	05/30/2018	1947	Newell, Rex	250.00

Indian Prairie Public Library District
Account QuickReport - Vendors
As of May 31, 2018

14

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Liability Check	05/31/2018	1948	Nationwide Retirement	660.00
Liability Check	05/31/2018	1949	Vantagepoint	1,193.16

Total 10122 - MB Checking
TOTAL

87,193.05
87,193.05

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/04/2018	19,091.78
ILDOR-State	Payroll taxes	05/04/2018	3,635.08
EFTPS-Federal	Payroll taxes	05/18/2018	19,918.38
ILDOR-State	Payroll taxes	05/18/2018	3,798.53
DAC	Deposit to HRA	05/17/2018	2,187.50
Nicor	Gas	05/22/2018	1,240.61
INB Bank/MB	Credit Card Fee	05/02/2018	187.26
Hinsdale Bank	Fee-Direct Deposit	05/02/2018	30.00

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 September 1, 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 20th day of June, 2018.

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 20, 2018, 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 September 1, 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

Prevailing Wage rates for DuPage County effective Sept. 1, 2017													
Trade Title	Region	Type	Class	Base Wage	Fore-man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training	
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50	
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72	
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90	
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90	
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63	
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92	
CERAMIC TILE FINISHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68	
COMMUNICATION TECH	ALL	BLD		33.38	36.18	1.5	1.5	2	12.85	19.21	1.45	0.61	
ELECTRIC PWR EQMT OP	ALL	ALL		37.89	51.48	1.5	1.5	2	5.00	11.75	0.00	0.38	
ELECTRIC PWR EQMT OP	ALL	Hwy		41.45	56.38	1.5	1.5	2	5.50	12.87	0.00	0.73	
ELECTRIC PWR GRNDMAN	ALL	ALL		29.30	51.48	1.5	1.5	2	5.00	9.09	0.00	0.29	
ELECTRIC PWR GRNDMAN	ALL	Hwy		32.00	56.38	1.5	1.5	2	5.50	9.92	0.00	0.66	
ELECTRIC PWR LINEMAN	ALL	ALL		45.36	51.48	1.5	1.5	2	5.00	14.06	0.00	0.45	
ELECTRIC PWR LINEMAN	ALL	Hwy		49.67	56.38	1.5	1.5	2	5.50	15.40	0.00	0.88	
ELECTRIC PWR TRK DRV	ALL	ALL		30.34	51.48	1.5	1.5	2	5.00	9.40	0.00	0.30	
ELECTRIC PWR TRK DRV	ALL	Hwy		33.14	56.38	1.5	1.5	2	5.50	10.29	0.00	0.59	
ELECTRICIAN	ALL	BLD		39.26	43.26	1.5	1.5	2	12.35	22.08	4.93	0.68	
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90	
FENCE ERECTOR	NE	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40	
FENCE ERECTOR	W	ALL		45.06	48.66	2	2	2	10.52	20.76	0.00	0.70	
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94	
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72	
IRON WORKER	E	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35	
IRON WORKER	W	ALL		45.61	49.25	2	2	2	11.52	22.65	0.00	0.81	
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50	

LATHER	ALL	ALL	46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD	45.35	47.85	1.5	1.5	2	7.26	8.95	1.85	0.00
MARBLE FINISHERS	ALL	ALL	33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD	44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL	31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL	36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL	46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
OPERATING ENGINEER	ALL	BLD	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	38.00	38.00	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	Hwy	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	Hwy	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	E	ALL	46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
ORNAMNTL IRON WORKER	W	ALL	45.06	48.66	2	2	2	10.52	20.76	0.00	0.70
PAINTER	ALL	ALL	44.18	46.18	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	ALL	BLD	37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PLEDRIVER	ALL	ALL	46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD	47.50	50.50	1.5	1.5	2	14.00	17.85	0.00	0.89
PLASTERER	ALL	BLD	42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD	49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28

ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		45.77	47.77	1.5	1.5	2	10.65	14.10	0.00	0.82
SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	E	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STEEL ERECTOR	W	ALL		45.06	48.66	2	2	2	10.52	20.76	0.00	0.70
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WKRKR	ALL	HVY		33.50	35.10	1.5	1.5	2	8.10	7.62	0.00	0.25
TRUCK DRIVER	ALL	ALL	1	36.30	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	2	36.45	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	3	36.65	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	4	36.85	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TUCKPOINTER	ALL	BLD		44.17	45.17	1.5	1.5	2	10.45	15.04	0.00	0.88

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations DUPAGE COUNTY

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

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

EXPLANATION OF CLASSES

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

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

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

CERAMIC TILE FINISHER

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

COMMUNICATIONS TECHNICIAN

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

MARBLE FINISHER

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

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

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

OPERATING ENGINEER - BUILDING

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

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

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

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

Class 5. Assistant Craft Foreman.

Class 6. Graddall.

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 Paveer; 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

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 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump 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

Landscape 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 #2018-4

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, 2018 through June, 2019 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 18, 2018
- August 15, 2018
- September 19, 2018
- October 17, 2018
- November 21, 2018
- December 19, 2018
- January 16, 2019
- February 20, 2019
- March 20, 2019
- April 17, 2019
- May 15, 2019
- June 19, 2019

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

Passed and approved this 20th day of June, 2018.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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

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

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

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

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

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

SECTION 1: Ordinance 2017-7, the Budget and Appropriation Ordinance for the fiscal year 2017-2018, be and is amended in the following respects:

- A. The appropriation for "Building Maintenance Repairs" is decreased to \$58,000.00 from \$60,000.00.
- B. The appropriation for "Telephone" is increased to \$11,000.00 from \$9,000.00.
- C. The appropriation for "Purchase of Equipment" is decreased to \$21,000.00 from \$22,000.00.
- D. The appropriation for "Automation-Equipment Repairs" is increased to \$6,000.00 from \$5,000.00.

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 20th day of June, 2018, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Beena Deshmukh, Secretary, Board of Library Trustees

Indian Prairie Public Library District
Finance Committee Minutes
June 12, 2018 – 6:30 pm

Present: Krupicka, Damon, Ruscitti, Suriano, Bukovac

Bukovac reviewed capital projects that are listed on the financial forecast.

Bukovac also reviewed capital projects that could be completed as part of the operating budget. These include replacing the study tables and chairs in the Kids & Teens Department, small landscape projects and installing LED bulbs throughout the building and as well as in the exterior lighting. The committee agreed to recommend replacing the K&T chairs and tables and the small landscape projects. They decided to hold off decision making about the LED lighting until the parking lot project is finished.

The committee studied three scenarios Bukovac created for financial forecasting – no property tax increase for three years, 1% property tax increase, and 2% property tax increase. In the first scenario the increase in budget lines was lowered significantly which would offset the lack of new funds and not decimate the reserves.

The committee reviewed the proposed FY18/19 budget and recommends the budget.

The committee reviewed the proposed FY18/19 salary schedule and recommends the salary schedule.

Bukovac also shared information relative to benefits. Bukovac polled six area libraries and all but one pay for a portion of the premium for dental insurance for their staff. All but two pay a portion of the premium for vision insurance for their staff. The committee is interested in discussing this further with the other board members. The dental and vision insurance enrollment is February so the board will discuss in the fall.

Adjourned 8:00 p.m.

31

**Director's Report
June 2018**

Agenda

New Business:

I've provided three financial forecasts which were reviewed by the Finance Committee. The first assumes no property tax increase for three years starting with the FY19/20 budget. Projected costs for each major budget line are reduced in this scenario. The second scenario assumes a 1% increase in property tax revenue each year. In this scenario the projected costs for personnel have been reduced. The third forecast assumes a 2% increase in property tax revenue and projected costs are assumed to be normal. Of course, property tax revenue is not this linear and, as we've seen, in some years there is a small increase and in other years a larger increase such as what we have this year.

The financial forecasts include the capital projects at the bottom of the pages. I've added money to replace the study tables and chairs in the adult department and moved up a portion of budgeted renovation money in case we decide to do some renovation this year or next.

The Operating Budget consists of an overview of the revenue and expenditures, a detailed revenue sheet and details for expenditures.

The operating budget is in very good shape given that the tax cap took into account a CPI of 2.1%. Previous years the CPI has been .8%, .7% and 1.7%. We also are earning more interest through our bank accounts and have been notified that the per capita grant will be over \$50,000.00 as opposed to \$31,000.00.

You'll see that we have a surplus of \$49,161.00. There are some expenditure requests in the packet based on recommendations from the Building and Grounds Committee. (These were also reviewed by the Finance Committee.) However, those total just \$16,086.00. The Building and Grounds Committee and the Finance Committee also discussed installing LED bulbs throughout the building and outside. The Finance Committee is recommending we wait until after the parking lot project is completed to discuss the LED project further.

The Finance Committee also reviewed the proposed salary schedule for FY18/19. I continue to track how IPPL's salaries compare to other libraries. The board's philosophy has always been to at least keep IPPL salaries in the middle range compared to other libraries. We're not successful in this effort in all positions but it is particularly important with the professional positions so that we are a competitive employer in the market.

Library Newsletter

Good news – the newsletter will now be 16 pages (instead of 12) for the fall, spring and summer issues and 12 pages (instead of 10) for the winter issue. I asked Marianne to get quotes for a 16-page newsletter because I feel the newsletter is a major marketing tool and 12 pages was just not enough room to create an eye-catching publication. Marianne was able to locate a printer (whose primary focus is newsletters) to produce 16 pages for the same cost we've been paying for 12 pages.

Masonry Project

Laura has provided information in her report about this project. The bid notice will be displayed for 30 days starting next week. The project will include masonry repairs, removing and replacing window sealant, painting lintels, and repair of vertical expansion joints. The owner's rep is estimating it will be a two week project. The bid will be awarded the end of July and I'd like to see the work scheduled around the parking lot project.

Parking Lot Project

The first meeting with the owner's rep and the engineering consultant went very well. The parking lot has held up well given that it is 22 years old. There is pavement failure with a lot of "alligator cracking. They suspect there is not base failure but they won't know until they dig up the lot. If we don't do the project soon, there will be base failure which would double the cost of the project. The majority of the curbs are in good shape and the islands are holding up. The bids will go out July 9 and the board will approve the contractor at the August meeting. I've said that construction should start September 10 or later to accommodate DarienFest.

I met with the Steven Manning, the Darien City Planner, to discuss a variation in the code requiring 9' parking spaces. I had suggested 8'6" to gain more spaces. Our spaces are currently about 10'. The engineer had created a site plan showing some areas with 9' spaces and some areas with 8'6". The areas with 9' spaces do provide extra spaces in the lot. After considering the discussion with Steven Manning I recommend that we plan on 9' spaces, which will provide some additional spaces, and then monitor the parking lot for the following year to see if we need more spaces and should apply for a variance.

Software for the Library Calendar, Program Registration and Room Booking

Two years ago we moved to a product called Communico. We have not been satisfied with the product relative to their pricing. I tasked Ann Stovall, Jane Hartney, Jez Layman, and Stacy Palmisano to study the current product and other products and provide a recommendation as to how we should move forward. The committee did select another product called "LibCal" which should be up and running by August 1 and provide some savings for our budget.

Family Center

Natalie, Katie, and I continue to work on plans for the Family Center. Right now we're planning to close down the space for the last two weeks in July to do the work that will be needed, all of which will be done by our custodian, Mike. All the furniture is ordered and some of it is starting to arrive. Natalie and Katie are planning an activity for the grand opening on July 28. Natalie and Katie felt that the name of the space should be changed since Family Center is rather broad and doesn't convey the age group the space serves. Right now we're thinking of LittleTown – it ties into the LittleShop and it's going to be a town. Plus "little" implies it is for younger children.

Staff

Kathleen Buckley has been hired as an Adult Services Associate at a salary of \$15.03/hour starting May 29. Emily Anderson has been hired as a Substitute Adult Services Associate at a salary of \$13.24/hour starting June 21. Debbie Somchay has been hired as a Substitute Adult Services Librarian at a salary of \$17.06/hour starting June 15. Judi Rath has been hired as a Substitute Adult Services Librarian at a salary of \$17.06/hour starting June 15.

Continuing Education

All staff attended the staff institute day

Meetings

Two SWAN Board meeting

SWAN Directors meeting

Two department heads meetings

Department Head retreat

Debbie two one-on-ones

Laura two one-on-ones

Natalie three one-on-ones

Tony two one-on-ones

Ann two one-on-ones

Building and Grounds Committee meeting

Finance Committee meeting

Meeting with Natalie and Katie to discuss the Family Center changes

Meeting with Marianne and Laura to discuss articles for the fall newsletter

Meeting with the Darien City Planner re the parking lot project

Meeting with owner's rep and engineers re the parking lot project

Meeting with owner's rep re the masonry project

Meeting with the staff committee selecting the new calendar/program registration/ room booking software

Stacy attended the meeting of the staff committee selecting the new calendar/program registration/ room booking software

Jamie Bukovac, Director

**Assistant Director's Report
June 2018**

Masonry Project Update:

Chicago Project Management (the consultants we hired to assist with the masonry project) has reviewed the scope of the project and drafted bid documents. Bid notice will be available on our website and will be advertised in the newspaper for 30 days as required by law. Consultants will conduct a pre-bid meeting with qualified bidders. Consultants will review all bids and do reference checks on the low bidder(s). The Board will give final approval on the bid following their reference checks. We hope to coordinate the work around the parking lot project. For the most part, the work will not interfere with library operations. The only issue will be is when workers are working above and around the front entrance or in the book drop drive. They will try to schedule this work before the library opens.

Building:

Sebert Landscaping removed tree roots and reset part of the brick garden, which had become uneven due to the tree roots.

I met with an engineer from Com Ed who did an audit of our building lighting. He made several recommendations on converting bulbs and fixtures to LED. I am working with lighting sales and our electrician on quotes for the different areas. ComEd is offering rebates on some fixtures and an "instant" discount (a reduced rate to purchase) on replacement bulbs.

Social Media:

As of June 1st, we have:

- 1,582 likes on Facebook (+14)
- 1,549 followers on Facebook (+17)
- 122 followers on Instagram (+6)
- 978 followers on Twitter (+11)

IPPL Foundation and Friends:

The Book Nook made \$847.41 in May.

The Foundation and Friends hosted the following movies in June:

June 7th: *Darkest Hour*

June 21st: *Lady Bird*

Contributing to the Profession:

I am the new Vice-President of the LACONI (Library Administrator's Conference of Northern Illinois) Administrator's Section. My duties will include planning programs and meetings the upcoming 2018-2019 year. My term is one year and I will be President next year. I am excited for this new challenge!

30th Anniversary Celebration/"Pet-Palooza":

I am happy to report that we have received several sponsorships for our 30th anniversary bash:

The Sadowski Family - \$1,395 to cover the expenses for the "Pet-Palooza" portion of the day

Finan Animal Hospital - \$750 (Andrew Salgado concert)

IPPL Foundation and Friends - \$500 (Andrew Salgado concert)

Darien Kiwanis Club - \$500 (Miscellaneous expenses)

Countryside Bank - \$250 (Miscellaneous)

MB Bank - \$250 (Miscellaneous)

Hinsdale Bank and Trust - \$250

Burr Ridge Veterinary Clinic - \$100

GRAND TOTAL: \$3,995 - the sponsorships exceeds the amount we are spending on the event!

The day will be broken down into two parts: The Pet-palooza from 12-3 and the performance by Andrew Salgado from 3:30-5.

The Pet-palooza will include:

- Jeff Misher, "Dogs in Art" program
- Clifford the Big Red Dog costume character
- Two performances by Noodles the Wonder Dog
- A pet parade, led by Clifford the Big Red Dog
- Artos, the Willowbrook K-9 officer
- A pet-related selfie station
- Ask the Vet with sponsor Finan Animal Hospital
- A supply drive for local pet shelters and rescues
- A balloon artist
- A face painter
- Crafts for all ages
- Comfort dogs
- A hot dog vendor (hot dogs, chips and drinks available for purchase)

In addition:

- Countryside Bank will provide water and pre-packaged snacks (and dog treats!) to all attendees.
- The Hinsdale Humane Society will have a craft for kids and pet safety demonstrations.
- Bentley's Pet Stuff (Willowbrook) will provide samples and treats.
- The Dog District (Darien) will showcase some adoptable rescue dogs.
- Technology staff will be demonstrating pet signs- on the Carvey and creating dog/cat tags on the 3D printer.

Continuing Education:

I attended a workshop "recruiting and Hiring Methods for Non-traditional Library Positions" given by Mike Tempkin from Shaker Recruitment Marketing. It was a very interesting workshop and I learned a lot how the various search engines work and best practices for posting jobs online.

Marketing:

Marianne's report is attached.

Meetings:

- 5/17 One-on-one with Marianne
- 5/24 One-on-one with Jamie
- 5/29 Department Head Meeting
- 5/30 LACONI Meeting @ La Grange Park Library
- 5/31 One-on-one with Marianne
- 6/5 One on one with Jamie
- 6/6 Meeting with David Vinjamuri
- 6/13 30th Anniversary Committee Meeting
- 6/14 LACONI Meeting @ La Grange Park Library
- 6/14 One on one with Marianne
- 6/19 Department Head Meeting
- 6/20 Library Board Meeting

Desk Time:

5/25 Ask Us Desk (Reference) - 4 hours

Submitted by: Laura Birmingham, Assistant Director



Marketing Department Report – May 2018

Newsletter

The summer newsletter was delivered to resident mailboxes by Saturday, May 19. Production of the fall newsletter, which will be 16 pages, will begin in early July. Marianne is working on a page layout plan, and Theresa is working on a redesign. Marianne has met with the new printer to coordinate deadlines, carrier routes, and other necessary information for the transition.

eNews

There are currently 17,050 (+74) email addresses on the mailing list. Marianne will redesign the eNews to coordinate with the new newsletter design later this summer. Marianne also created a Foundation & Friends eNewsletter. The June issue was sent to 105 donors on June 4 and received a 54% open rate (65% desktop, 35% mobile). Marianne has also been updating the Foundation & Friends blog with articles from the eNewsletter every 2-3 weeks. This blog feeds to the new homepage at ipplfoundation.org.

Social Media

The total number of Facebook page likes has grown to 1,583 (+17). The post with the largest organic reach was Marianne’s May 11 link to the Penny Hoarder article “Calling All Bookworms: These Publishers Will Pay You to Write Book Reviews,” which reached 858 people with 10 reactions and 5 shares.

Darien Neighbors Magazine

Marianne submitted an Around the Block article (Pet-palooza) and calendar items for the July/August issue. Items for September/October are due Aug. 1.

30th Anniversary

The Marketing Department is very involved in the planning and promotion of the library’s 30th anniversary activities and events. Theresa is on the Art Contest committee and chairs the Artists in Residence committee. Marianne is on the Pet-palooza committee and chairs the 4th of July Parade committee. Marianne and Theresa created a Pet-palooza sponsorship flyer, and event promotional materials are in the works.

Darien 4th of July Parade

To promote the library’s 30th anniversary and Pet-palooza event, IPPL will participate the Darien Lions Club’s 4th of July Parade, per Strategy 3.1.3. The parade entry is being coordinated by a small committee: Marianne Ryan (Admin/chair), Nancy Roy (Admin), Carol Lazarski (Tech), and Nikki Kitley (Circ). A small group of 12 employees is participating in the parade.

Story Plan

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

Marianne's Meetings

Meetings

Meetings w/Laura on May 2, 17, 31

Meeting w/Theresa on May 25

Attended Dept. Heads Meeting on May 1

Meet w/Don Anderson from Creekside Printing on May 18

Continuing Education

The Future of Facebook and What it Means for Your Organization Workshop at DuPage Foundation on May 1

IPPL Staff Institute Day on May 4

Engagement Marketing: Put Your Library's Story to Work webinar (part 1) on May 16

Engagement Marketing: Put Your Library's Story to Work webinar (part 2) on May 30

Theresa's Meetings

Meetings

Meeting w/Marianne on May 25

IPPL Staff Institute Day on May 4

Met with Natalie to discuss Community Art Day mural on May 30

Community

Taught Create a Personal Logo class on May 1

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the summer newsletter, the bingo cards for the Adult Summer Challenge, and a logo for Pet-palooza (below).



Marianne Ryan, Marketing Coordinator
June 14, 2018

Adult Services Monthly Report

May 2018

We've learned about a new way to make our collection more discoverable by "windowing" the collection where possible.

Windowing involves clearing off a shelf that is at eye level by shifting the collection, then displaying three or four eye-catching books on the cleared shelf. We have partially implemented this in large print, biographies, the Dewey 200s and the Dewey 300s. I have made it a point to walk through these areas at least once a day to observe if use has increased.

I can say that I have either personally had to restock a shelf or have noticed a change at least a dozen times since we did this in the past week. I am going to be adding a tracking item to our statistics sheet to better track how often we restock the windowed shelves. The department will continue to window other areas of the collection where possible.

In May I worked on getting our online resources squared away for the coming year. Of note, we will be adding two new online resources for our patrons in July. Automate, an Ebsco product that provides vehicle repair information, will replace AllData. The limitation to AllData was that the company would not provide remote access to the product. Automate will allow remote access and uses the same source for vehicle repair information as AllData. Ebsco is also providing a discount to us for switching, and the product will end up costing less than AllData.

The other resource coming is Culture Grams from provider ProQuest. Culture Grams is a resource that used to be published in a paper version but ceased that version a number of years ago and is only available as an electronic product. Culture Grams is a rich resource for students working on projects for school where they need to find information on the culture of an area of the world. Travelers to foreign destinations will also find it useful to find out about the cultural norms of the place they will be visiting.

In April, I demoed for you our new Niche Academy product that provides video tutorials on various library online resources. In the first full month of implementation, May, videos offered by Niche Academy were viewed 475 times. The top five were:

1. Overdrive Libby	84
2. Hoopla	72
3. Consumer Reports	46
4. Lynda.com	44
5. RBDigital	40

I was involved in second interviews for our open Adult Services Associate position. We selected Kathleen (Kathy) Buckley to fill the position and she started on May 29. We asked our second candidate, Emily Anderson, if she would like to come on as a Substitute Adult Services Associate and she accepted. Her start date is June 21.

Monthly Highlights

- Shirley had a speaker from the Center for Entrepreneurship at College of DuPage out for a lunch-and-learn program that was well received. She facilitated arrangements for a WBBR Chamber program at the library that included a speaker. The WBBR coordinator raved about the facility

and sent photos of the meeting room to colleagues. She also hosted the first meeting of a Business Librarians networking group for librarians in the local area.

- Jennifer reviewed 21 applications for our open Adult Services Associate position. She and Shirley did first round interviews in the beginning of May and she and Tony did second round interviews the following week, hiring Kathleen Buckley as the new associate. She is starting to weed the mystery collection and weeded romance paperbacks.
- Mary K. held her last two Great Decisions discussions for the year. She was able to get two speakers from the South African Consulate to come and present on *South Africa's Fragile Democracy*. She also had Dr. Stacey Chamberlain from the UIC Center for Global Health present on *Global Health: Progress and Challenges*. She is currently in the process of weeding the Dewey 600s.
- Jez has been named Treasurer for the Reference and Adult Services Advisory Board of LACONI. After PopCon, she donated leftover comics to Ms. Jacky's Soldiers, which sends care packages to soldiers serving in Iran and Afghanistan. She has been heavily involved in the selection of new event and room management software for the library. The committee selected LibCal, a product from a company called Springshare.
- Joe has worked with a volunteer to establish a new ESL Reading & Discussion Group. This takes place on the Saturday mornings that are not the days that our established ESL Discussion Group meets. Since there is a wide range of English literacy levels among the participants, it has been a challenge selecting material that all participants can read so that these items can be discussed.

Community

- Shirley is setting up a networking breakfast with the WBBR Chamber Women in Business in September. This will be a joint event with the Darien Chamber Women in Business group. As previously discussed, she coordinated a WBBR Chamber program held at the library.
- Jennifer and the Associates provided information to two area book clubs this month, one via print pick up and one via e-mail. She believes that other book clubs are taking the summer off, as do the library's Novel Ideas and Crime Readers groups do. She had a conversation with an area resident who saw an article in the Chicago Tribune (from 2013!) about the library's GenLit book club who has now expressed an interest in joining the group.
- Mary K. assisted with the Darien Historical Society's Museum Open House on May 6. She created a bibliography of gardening titles for the Darien Historical Society and Darien Women's Club joint plant sale. She attended a community screening of the documentary *The Long Shadow* at Benedictine University.

Contributing to the Profession

- Shirley arranged the first meeting at the library of local librarians involved in business services.
- Jennifer attended an Adult Reading Round Table (ARRT) Steering Committee meeting. She also answered questions from an Overdrive Advantage library about how "recommend to library" works in Overdrive.
- Jez presented a joint program at Reaching Forward called *If Millennials Aren't Killing Libraries, Why Aren't They at Your Programs?* She was joined by librarians from Geneva, Arlington Heights, and Algonquin.

Continuing Education

- All staff attended Staff Institute Day and learned about becoming more inclusive and recognizing unconscious bias, assisting those on the Autism spectrum and those suffering from depression, as well as receiving fire extinguisher training from the fire department.
- Jennifer attended an ARRT program called *Reader's Advisory Outreach: Taking the Books on the Road*.
- Mary K. attended *Civic Engagement at the Library: Programs for the Political Climate* held at the Arlington Heights Memorial Library.
- Jez saw two demonstrations (Library Market and LibCal) of library event and room booking software as part of her involvement with the committee tasked with finding an alternative to Communico.

User Experience

- Shifting the DVD collection continues to make more space for our growing collections. We had to reshift the music CD collection as it was determined not enough space had been gained after the first shift. For the first time in months, our recently returned shelves for TV shows are being cleared in a timely fashion!
- Jez went to the Secretary of State's Office in Naperville to secure a box of 2018 Rules of the Road guides. The office no longer ships the guide to libraries, but will set aside a box for the library to pick up. We receive frequent requests by patrons for this item.
- The dummy cases we put into the collection for our oversize music CD collection are assisting with discoverability as I'm seeing more of our oversize collection out than had been previously.
- After moving the OPAC from the fiction area to the area by the database computers because of the reallocation of the furniture that had been by the database computers, we received a number of comments from patrons about the missing OPAC. Because of this, we determined that we only needed two OPACs by the new books and we moved one of the stand-up stations that had been there to the area by the database computers and moved the OPAC that had originally been moved back to where it had been in fiction.
- As previously discussed, the collection is being windowed to improve discoverability.

Meetings

Date	Meeting	Staff
1-May	Department Heads Meeting	Tony
1-May	Adult Services Associate Interview (2)	Jennifer & Shirley
2-May	Adult Services Associate Interview	Jennifer & Shirley
2-May	WBBR Chamber Luncheon Meeting	Shirley
4-May	Staff Institute Day	All Adult Services Staff
4-May	ARRT Steering Committee Meeting	Jennifer
6-May	Darien Historical Society Museum Open House	Mary K.
8-May	Adult Services Associate Interview	Tony & Jennifer
8-May	WBBR Chamber Women in Business Meeting	Shirley
9-May	Adult Services Associate Interview	Tony & Jennifer

9-May	Hiring Discussion - Adult Services Associate	Tony, Jennifer & Shirley
9-May	One-on-One with Jamie	Tony
10-May	Darien Chamber of Commerce Board Meeting	Shirley
14-May	One-on-One with Anna in Technical Services re: Magazines	Tony
15-May	Department Heads Retreat	Tony
16-May	Adult Services Department Meeting	All Librarians & Associates
16-May	RASS Board Meeting	Jez
17-May	One-on-One with T.J.	Jez
17-May	One-on-One	Tony & Jez
17-May	Event & Room Management Software Committee	Jez
17-May	One-on-One with Debbie	Jez
21-May	One-on-One	Tony & Jez
22-May	One-on-One	Tony & Shirley
22-May	One-on-One with Heidi re: On the Edge Planning	Jez
23-May	One-on-One	Tony & Jez
23-May	Business Librarians Group Meeting	Shirley
23-May	20/30 Programmers Meeting	Jez
24-May	One-on-One with Jamie	Tony
30-May	One-on-One with Ann re: Music newsletter	Jez
31-May	One-on-One	Tony & Mary K.
31-May	Library Market & LibCal Demonstrations	Jez
31-May	Event & Room Management Software Committee	Jez

Programs

Date	Time	Program	Staff	Attendance
2-May	2:00 p.m.	Drama Reading	Joe	6
2-May	7:00 p.m.	Containers & Window Boxes	Cindy	42
3-May	2:00 p.m.	Thursday Afternoon Movies: <i>Wonder</i>	Joe	29
3-May	7:00 p.m.	#LibSocial - Geek Trivia	Jez	11
5-May	10:00 a.m.	ESL Conversation Group	Joe	4
5-May	1:00 p.m.	IPPL PopCon	Jez	190
7-May	6:00 p.m.	Chess Club	Denise	14
7-May	7:00 p.m.	Great Decisions	Mary K.	17
8-May	7:00 p.m.	SCORE Small Business Roundtable	Shirley	2
9-May	10:00 a.m.	Job Club	Jez	1
9-May	12:00 p.m.	Lunch & Learn: Financial Breakthrough	Shirley	4
9-May	2:00 p.m.	Drama Reading	Joe	6
9-May	7:00 p.m.	Novel Idea Book Club	Mary P.	13
12-May	10:00 a.m.	ESL Reading Group	Joe	2
14-May	6:00 p.m.	Chess Club	Denise	10

14-May	7:00 p.m.	Great Decisions	Mary K.	19
15-May	7:00 p.m.	Before You Call the Handyman	Cindy	83
16-May	2:00 p.m.	Drama Reading	Joe	6
16-May	6:30 p.m.	GenLit Book Group	Jennifer	10
17-May	2:00 p.m.	Thursday Afternoon Movies: <i>Only the Brave</i>	Joe	30
17-May	7:00 p.m.	Crime Readers Book Club		17
17-May	7:00 p.m.	Make Your Job Search Doable	Jez	6
18-May	7:00 p.m.	#LibSocial - Board Games	Jez	13
19-May	10:00 a.m.	ESL Conversation Group	Joe	5
21-May	6:00 p.m.	Chess Club	Denise	15
22-May	7:00 p.m.	Al Capone & the 1933 World's Fair	Cindy	83
23-May	1:00 p.m.	4th Wednesday: Medicare Made Easy	Cindy	30
24-May	1:00 p.m.	Genealogy Group	Mary K.	22
24-May	7:00 p.m.	HR Solutions for Small Business Owners	Shirley	6
30-May	2:00 p.m.	Drama Reading	Joe	6
			Total	702

Select comments:

Containers and Window Boxes

IPPL has increased my computer literacy, allowed a wonderful space for class meetings, Literacy DuPage, etc; and introduced a wide range of subjects to my family.

Before You Call the Handyman

I have enjoyed the information available through the library. It has helped me keep up with the times, tech, home, discussions, etc. I also like the tech classes.

Al Capone and the 1933 World's Fair

Enjoyed learning more about Chicago history.

Medicare Made Easy

She was really excellent. So knowledgeable!

Volunteers

- Seventeen volunteers completed 217.75 hours of service.
 - Court Ordered/Community Service: 14 volunteers performed 208.5 hours of service.
 - Regular volunteers: two volunteers completed 4.5 hours of service.
 - Veteran's History Project: one volunteers completed 4.75 hours of service.

Proctoring

- Shirley proctored five exams and Joe and Mary K. proctored one each for seven total.

Circulation Services

May 2018

44

Total checkouts and renewals for May were down from last year by 3,564 or 6%. We had 51,329 items circulated this month as compared to 54,893 last year. Electronic circulation was also 6% lower than last year. We had 4,273 circulations this year while we had 4,565 circulations last year.

ILL's processed were slightly higher this year. We processed 8,077 this year and 7,774 last year.

Patron visits were lower than last year -12% (32,175 this year compared to 36,562 last year).

A total of 8,200 holds were placed in May. Patrons placed 6,475 (79%) holds while staff placed 1,725 (or 21%) holds.

15,221 items were checked out or renewed by staff at the desk. This is 30% of total checkouts/renewals. 26,430 items were checked out or renewed by patrons at one of our self-check machines, 5,405 items were renewed by patrons through Enterprise or Book Myne and 4,273 items were electronically checked out by patrons - for a total of 36,108 items checked out through some sort of self service. This is 70% of total checkouts/renewals.

From a Circulation perspective, the migration of the New 19 libraries went smoothly. We were able to come back on line first thing Tuesday, May 1. There were a few hiccups, but for the most part, things were fine.

We hired Catherine Tarver as our new Circulation Associate. She started on May 14.

We threw a library-wide baby shower for Circulation Associate Nikki Kitley on May 8. Nikki welcomed her baby girl on May 18 and will be off on leave for 12 weeks.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
2544	83	140	343	40	67

Because we are no longer renewing resident cards, I have deleted the "# of library cards renewed" column that has included with desk statistics.

Community

On May 2, Monica Guidi joined Natalie Williams at Anne M. Jeans School to represent the library and to issue library cards. We had two applications for cards filled out.

Passports:

Circulation staff accepted 43 passports in May.

Notary Public:

Circulation Supervisors notarized 139 documents in May.

User Experience

We have changed the name of our "self-checks" to "Express Checkout". Because we have taken away the barriers of the un-lockers and the payment swipes, these machines should truly allow patrons to check out faster. We have also changed the color of the Express Checkout screens to yellow and black. We think using brighter colors will make the Express Checkout stations more noticeable to patrons.

Sharing

I answered questions about our passport service from Nancy Castellanos of Fountaindale Library.

Workshops and Meetings Attended:

- May 1 Department Heads
- May 3 Three interviews for Circulation Associates
- May 4 Staff Institute
- May 7 Staff Evaluation
- May 8 One on One with Jamie
- May 9 Customer Service Workshop Palatine Library
- May 14 New staff orientation
- May 15 Department Head Retreat Thomas Ford Library
- May 16 Circulation Advisory RAILS
- May 22 One on One with Jamie
- May 22 Staff Evaluation
- May 29 Department Heads

Debbie Sheehan
Head of Circulation Services

Month	Circ Stats											
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453	
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329	
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867		
Renewals through the web	1,284											
Electronic Circulation			3,852									
Yearly												
Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	583,734	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

Technology & Technical Services Board Report May 2018

Improvements for Public, User Experience & Strategic Goals

- New Devices- The following devices are now available for checkout through Tech Takeout:
 - Two cable alternative kits for patrons that want to try to cut the cable TV cord or discover streaming TV. Each kit contains an over-the-air antenna and a Roku streaming device with Sling TV live streaming service. One of the kits contains a Wi-Fi hotspot. These became popular right away and there are at least three holds on each.
 - A drawing light box for tracing, drawing, and stenciling. This expands our technology devices for the arts. We currently have a drawing tablet that connects to a computer.

- Copy/Scan Station- Patron can now scan and print (B&W or Color), email or save to a flash drive in the Kids/Teen area. The scan station replaced the traditional B&W copier in this area. We upgraded the adult scan station computer and software. The new software interface includes assistive technology options to magnify or read screen text.

- Self-Checkout - The following changes were done to improve user experience at the self-check stations: changed color of screen to yellow with black text making them stand out and easier to read; removing AV security cases makes them quicker and easier to use so the name on the main screen was changed from "Self-Checkout Station" to Express Checkout"; to let users know that they can renew materials the button on the main screen was renamed to "Your Account/Renew Items" instead of "Your Account".

- Lobby Digital Kiosk Update- Dave updated the look and layout of the kiosk to improve the displaying of today's events by using a blog and switching the physical display to landscape. This new formatting allows us to display group events that take place in our conference rooms which we didn't have the room to do before.

TODAY AT THE LIBRARY



Artist in Residence: Dorothy Bury Shaw – Lobby-1st Floor 1:00pm

VolunTEEN Training for Summer Book Buddies – Youth Room-2nd Floor 2:00pm

VolunTEEN Training for Summer Math Challenge – Meeting Room-2nd Floor 2:00pm

Literacy DuPage – Room 101-1st Floor 2:00pm

Literacy DuPage – Room 101-1st Floor 4:30pm

- Catalog Search Update – To make it easier for our patrons to discover IPPL materials first, the SWAN catalog on our website and in the building now have our materials show up first as the primary result. Patrons can easily click on “all libraries” to view materials at all SWAN libraries.
- Barcode Projects Update- Barcodes are now on the front cover for the adult audiobooks, self-help, and cooking making them easier to checkout.
- Adult Music CD – This collection is now easier to browse by using dividers to identify where the genre starts and by using dividers in large collections such as rock to alphabetically identify specific artists within the collection.

Maker (DIY)

- 3D Printer- 29 print requests were processed. Most interesting print requests: Engine head and fuel pump cover for model gas engine and a Fathers’ Day name sign.
- Carvey- 5 request processed. Carved a Father’s Day sign, Christian crosses, and a Darien Garden Club sign.

Public Technology Programs & Classes

- Program attendance totals: 52
- One-on-one training sessions: 5

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 5/1 (6 P.M.)	Create a personal logo	Theresa	6
Sun. 5/6 (2 P.M.)	Simple and Easy Video Production	Dave	5
Tues. 5/8 (6 P.M.)	Build Your Own Website Program	Dave	15
Thur. 5/10 (6 P.M.)	3D Printing Basics Day 1	Ann	8
Sat. 5/12 (1 P.M.)	3D Printing Basics Day 2	T.J.	5
Sun. 5/20 (2 P.M.)	Digital Conversion Equipment Workshop	T.J.	10

Sharing

- I met with Dominique Thomatis, a student in the LTA program at College of DuPage to go over the workflow, department organization, cataloging process/system, etc. for her assignment on tracing a book from the moment it enters the Technical Services department until it is placed in the hands of the patron.
- T.J. shared information on loaning Rokus with Plainfield Library.

Training & Continuing Education

- 5/4 - All staff attended Staff Institute
- 5/17 – I attended a Sirsi/Dynix Users Group Meeting at St. Charles Public Library
- Brett attend a webinar on today’s cyber threats

- Anna trained Tony on circulation analysis for the magazine collection.

Personnel/Staff Meetings

- 5/1, & 5/29 - Department Head Meeting
- 5/7 - 1-On-1 meetings with April
- 5/7 & 5/21- 1-On-1 meetings with Anna
- 5/8, 5/11 & 5/24 - 1-On-1 meetings with Jamie
- 5/8 & 5/21 - 1-On-1 meetings with T.J.
- 5/10 - Technology Committee Meeting - T.J., Dave, Brett and I
- 5/24 - Met with T.J. to go over yearly evaluation
- 5/17 - Program Registration & Room Booking Software meeting with Jez and Jane.
- 5/18 - Department Head Meeting Retreat
- 5/22 - Technology Center Desk Meeting
- 5/24 - April attended a SWAN Acquisitions Users Group meeting
- 5/24 - Anna attended a SWAN Cataloging Advisory meeting
- 5/30 - 1-On-1 meetings with Brett

Ann M. Stovall, Head of Technical & Computer Services, June 7, 2018

50

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

Programs

In May, Youth Services presented 22 programs at IPPL with 510 people in attendance. We also participated in 23 events out in the community serving 4,967 people.

Date	Description	Staff	Attendance
1-May	Baby Brilliance	Jane	20
2-May	Baby Brilliance	Jane	25
3-May	Talented Toddler	Jane	0
3-May	Junior Genius	Katie	17
3-May	Shake, Shimmy, & Dance	Katie	81
3-May	Talented Toddlers 9:30am	Heather	29
5-May	Community Garden Planting	Monica, Natalie	34
7-May	Pop Con	Jack, Monica, Heidi	190
8-May	Baby Wearing Class	Katie	11
8-May	Bookgardeners	Katie	25
9-May	Headphone winder	Jack	3
10-May	Crafternoons: Bow ties	Jack	1
11-May	Dungeons and Dragons	Jimmy	10
11-May	Not Bored Game Night	Heidi	9
15-May	Spanish Bilingual Storytime	Heather	20
19-May	TASC Meeting	Heidi	14
21-May	Manic Monday	Heidi	3
24-May	Crafternoons	Heidi	3
31-May	Volunteer training	Jack, Heidi	15
TOTAL:			510

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

Teen Advisory Service Committee (TASC)

Heidi Estrada held the final meeting with TASC for this academic year. TASC members discussed recruitment and brainstormed ideas for possible service learning projects for next year. Heidi compiled the ideas in a form and will send them off to TASC members to vote. Heidi also compiled each members hours and meetings attended. She will email all members this information and any additional notes or comments about their service over the past year. The Sound Committee worked on a sign for the event. They finished off the meeting with a small party and games.

Bookgardeners

Katie Salo presented the third spring edition of Bookgardeners, based on author and illustrator Jan Thomas'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.

She created a survey to give to Bookgardeners participants. She has received six responses so far, which feature comments like "Absolutely wonderful program! Perfect content and activities for this age group. Time of class is ideal! Thank you for all your effort in making this our second home."

Katie finished analyzing the registration data of the Bookgardeners program. Her aim with Bookgardeners was to reach families not already served by morning storytimes, in particular kindergarten students. 79.86% of the registrations are not being served by morning storytimes (they used to come/now in school or they are new), while 20.14% of the registrations are currently attending morning storytimes. These numbers were collected from the beginning of the program and span from spring 2017 to spring 2018.

Pop Con

Monica Dzierzbicki, Heidi Estrada, and Jack Schultz worked with the Pop Con committee and members of the K&T department, to offer six different kids and family-friendly Avengers themed activities during the event. Kids and adults tested their skills at the Avengers Academy. Favorites were the Hulk Brick Smash, Spidey Web-slinging, and Black Widow's Laser Crawl. Everyone was also able to try his or her luck and win a bookmark at the Avengers Assemble Scavenger Hunt. Jack also ran super hero-themed escape rooms and created Iron Man Arch Reactors in the WouldShop.

Music Creation - Coming Soon

Jimmy Doane is currently experimenting with a program called StageLight EDU, a Digital Audio Workstation tailored for an educational setting. He is working through the built in "lessons" that come with the program, and is preparing classes or drop-in activities for kids and teens in the fall.

Community

Date	Description	Staff	Attendance
2-May	Food Pantry Book-a-mania Event at Anne M Jeans	Natalie	48
3-May	Whole Foods Kids Club Storytime	Jane	45
5-May	Little Red Donut Truck Visit	Natalie	60
7-May	YWCA Developmental Screening	Katie	14
10-May	Summer Challenge brochures delivered	Monica	0
10-May	Play to Learn with DuPage Children's Museum	Katie	21
14-May	Summer Challenge School Visit	Jimmy	343
14-May	Summer Challenge School Visit	Monica	356
14-May	Outreach Storytime @ Anne M. Jeans	Katie	37
15-May	Summer Challenge School Visit	Katie	449
16-May	Kindergarten Registration @ Gower West	Katie	150
17-May	Summer Challenge School Visit	Heidi	506
17-May	Eisenhower Jr. High Class Visit to Library	Heidi	20
17-May	Summer Challenge presentation (p.m. visit)	Monica	105
18-May	Barbara's Bookstore Storytime	Jane	10
21-May	Summer Challenge School Visit	Jack	337
22-May	Summer Challenge School Visit	Jane	505
22-May	Summer Challenge School Visit	Monica	210
23-May	Summer Challenge School Visit	Natalie	166
24-May	Career Day	Jack	30
24-May	Summer Challenge School Visit	Heidi	391
25-May	Summer Challenge School Visit	Jimmy	365
30-May	Summer Challenge School Visit	Jane	368
30-May	Summer Challenge School Visit	Katie	524
TOTAL:			4967

(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.)

Summer Challenge School Visits

Monica Dzierzbicki coordinated all of the staff visits to fourteen area K-8 schools to present information on our 2018 Summer Challenges.

WouldShop & LittleShop

In the WouldShop, Jack Schultz wrapped up the the human body science theme with two activities, a dancing wireman and an organ apron (an apron cut from a paper bag with all of the organs sketched onto it).

Heather Forster Jensen prepared two crafts during the month of May for the LittleShop. The first was a chicken craft to tie in with the egg-hatching project. The second was a paper craft to create a "spring garden."

Heather is preparing themes for summer in the LittleShop. Most of the themes will switch weekly and incorporate an item from one of the Summer Challenge lists, coordinating with the WouldShop and Willowbrook Corner Summer Day Camp.

Seed Library

Number of Checkouts: 21

Number of Seed Packets Checked Out: 44

Number of Donations: 18

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

Continuing Education

Date	Description	Staff
1-May	Webcast with author Katherine Applegate	Monica
8-May	Empowering Teens Part 2 Webinar	Heidi
17-May	Infopeople Webinar: Visual Merchandising for Public Libraries: Practical Strategies for Applying Bookstore Insights to Library Collections	Heather
23-May	Civil Engagement At the Library	Heidi

Infopeople Webinar

Heather Forster Jensen participated in a webinar on merchandising this month, which ties in with department-wide goals to provide an enhanced visual experience for our patrons. Heather provided an overview of the webinar at this month's department meeting, and she will provide more extensive training later this summer. In the meantime, Heather is experimenting with some visual merchandising rules. She completed a redesign experiment for the Children's Movies, Playaways, and Rokus, providing more face-out vs. spine-out display. She has also redone the signs for the Mid-Kid trending and new Junior Novels to be larger versions of the previous design. Heather will begin to incorporate some of the other display strategies on a trial basis in preparation for the larger discussion in August.

Contributing to the Profession

Date	Description	Staff
9-May	Association of Library Services to Children (ALSC) Blog Post	Katie
11-May	LACONI Youth Board Meeting	Natalie

Displays & Collections

Heidi Estrada and Heather Forster Jensen created a new display, "Good Eats" display that features books and movies about food.

Katie Salo updated the Beginning Readers displays to be "Funny Books" and "Series Books".

Monica Dzierzbicki completed the evaluation of the Mid-Kid magazines use study. The Page staff checked magazine use daily from March 1 - March 31. Based on the results, Monica will be discontinuing the subscriptions for three Mid-Kid magazines.

Heidi Estrada has continued work on the new Binge Boxes, kits that package movie themes or series together for the convenience of the viewer. Heidi has conceptualized the first 10 boxes and identified DVDs that are already in the collection that can be used for the boxes and items that will need to be ordered. The anticipated release date of Binge Boxes is mid-July.

Meetings & Planning

Date	Description	Staff
1-May	One on One with Natalie	Heidi, Natalie
1-May	Dept Heads	Natalie
2-May	Jimmy's Evaluation Meeting	Natalie, Jimmy
4-May	Staff Institute Day	Jimmy, Natalie, Katie, Jane, Monica, Heidi, Jack, Heather, Jack C, Barb, Mary Lynn, Sandi, Yulia, Pam, Galina
6-May	Meeting about editing variances for summer newsletter	Jane, Heather
7-May	One on one with Jamie	Natalie
9-May	One on One	Monica, Natalie
9-May	K&T Librarian Meeting	Katie, Natalie, Jack, Monica, Heidi
10-May	Technology mtg	Jack
10-May	Meeting about Hullabaloo event for summer reading	Jane, Katie
10-May	One-on-One with Natalie	Katie, Natalie
14-May	monthly mtg	Jack, Natalie
15-May	Dept Heads Retreat	Natalie
17-May	Communico Meeting	Jane
22-May	On the Edge planning with Jez	Heidi
22-May	One on one with Jamie	Natalie
23-May	Department meeting	Monica, Natalie, Jane, Jimmy, Heidi, Katie, Jack, Heather
24-May	Meeting with Stacy re Communico	Jane, Stacy
24-May	Monthly One on One Meeting	Heather, Natalie
28-May	monthly mtg	Jack, Natalie
29-May	Dept Heads	Natalie
30-May	Library Market review and database demo	Jane, Ann, Stacy, Jez
30-May	One on One with Natalie	Jane, Natalie,
30-May	LibCal review and database demo	Jane
30-May	Database review and decision by committee	Jane

30-May	Meeting with Natalie	Jimmy, Natalie
30-May	One on One with Natalie	Heidi, Natalie
30-May	Community Art planning with Theresa	Natalie
30-May	One on one with Jimmy	Natalie, Jimmy
31-May	One-on-One with Natalie	Katie, Natalie

Submitted by Natalie Williams, Head of Youth Services 6/9/2018

ALSC Blog

Pursuing excellence for library service to children

Association for Library Service for Children (ALSC)

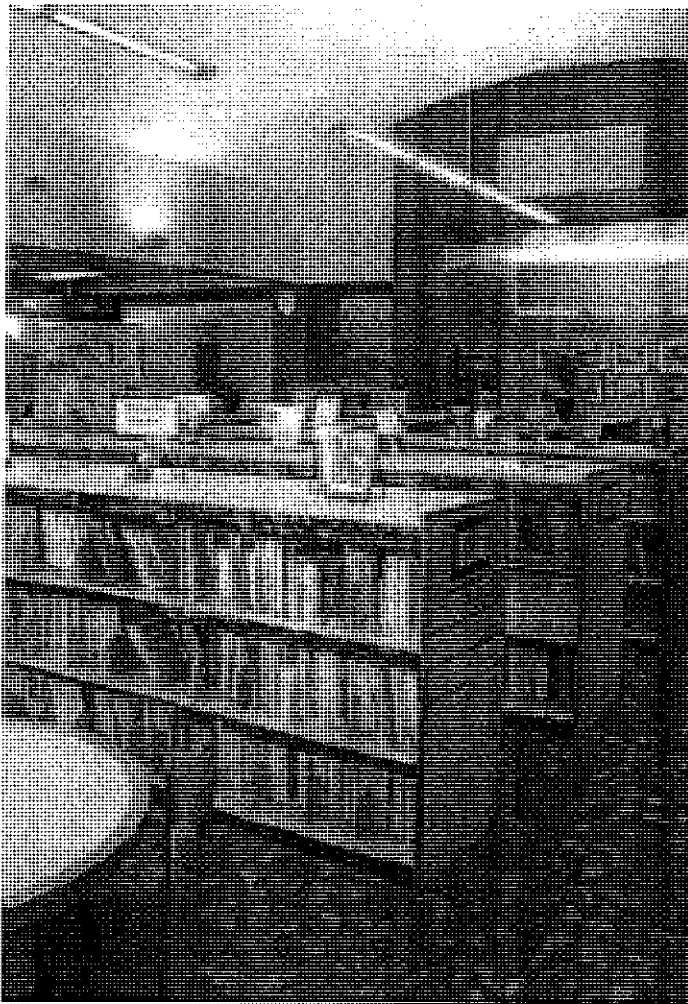
Blogger Katie Salo

Helping Patrons Navigate Beginning Readers

May 9, 2018

As the librarian responsible for the beginning readers section at my library, I've been working on ways to help my patrons navigate beginning readers. And there was a ton of room for improvement!

So...before I got started, this section looked like this:

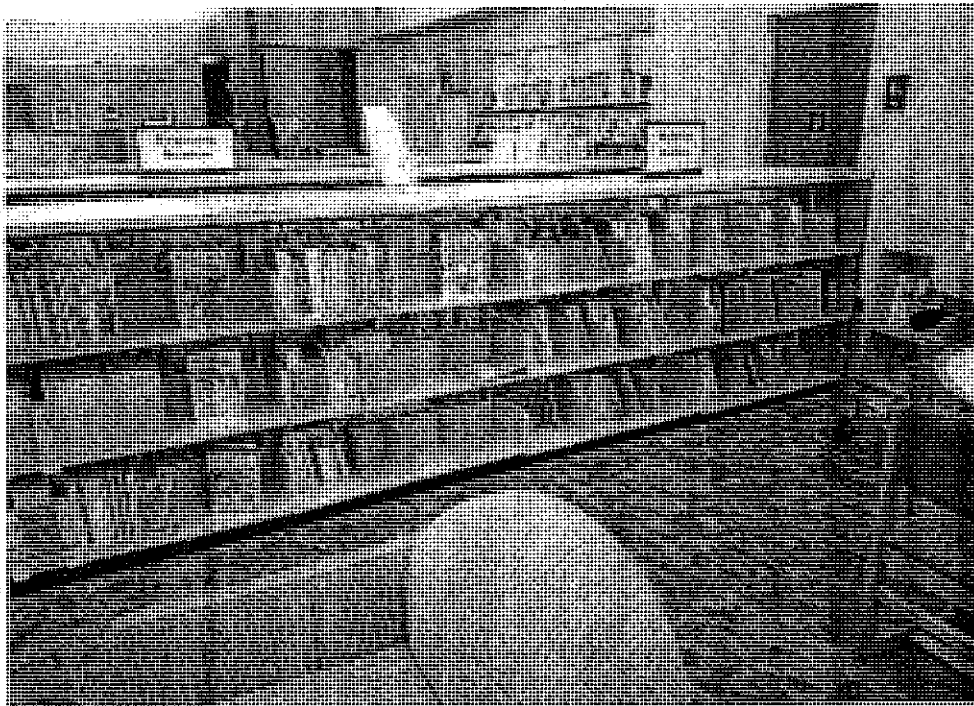


picture of my beginning readers section back in 2014 when I started. [Photo courtesy of the author.]

It's a functioning section, of course. Patrons could reach the books and browse. But it wasn't the experience that our picture book bins provided. Comparing the two sections (that are right next to each other), I could see that the readers were being left behind. I knew I needed a plan.

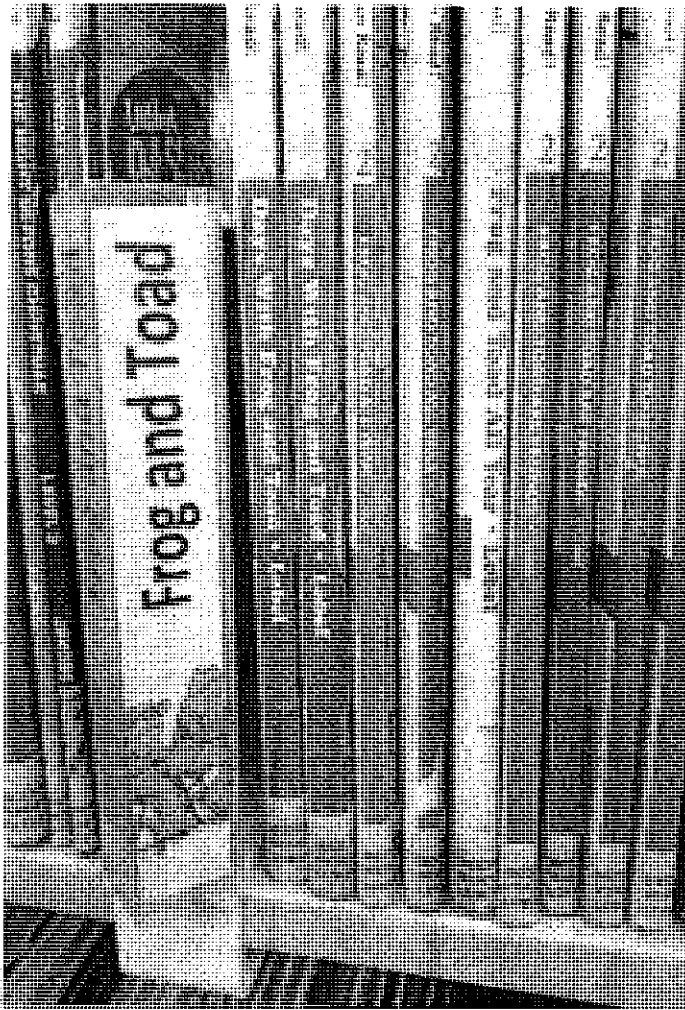
- Weed. The kind of deep weed where you not only check circulation and condition but also content. Is this book a good beginning reader? Has it been surpassed by a newer book?
- Tidy. Those half-haphazardly placed displays were not working and looked awful when empty. And the shelves were a nightmare! Nothing held up the books in a consistent way. Some shelves were full to the brim and some had books laying down by the end of the day.
- Educate. I had to start *reading* beginning readers. And get to know the series. And make an effort to find these books since review journals don't often cover them.
- Guide. I don't know if you can see it, but our series were marked with a plain label maker sticker on the shelf. Beginning readers could not actually use that system to find their favorite books.
- Promote. Connect readers with books. Teach caregivers how to choose books.

I got to work tackling that checklist. I weeded like I've never weeded before. The library bought us clear acrylic display holders and we got to put the black display arms in storage.



The readers section in process; all weeded, but half straightened, faced, and with shelf markers. [Photo courtesy of the author.]

I learned to love beginning readers, especially *Pig in a Wig* and *King & Kayla*. And I made some awesome shelf markers to help beginning readers actually see their favorites with pictures.



shelf marker for "Frog and Toad" books.

[Photo courtesy of the author.]

And you better believe that I am always working on promoting the collection. I now have two rotating displays in that area and find myself constantly booktalking to caregivers.



“Friends and Family Books” display done during the holiday season. [Photo courtesy of the author.]

But that doesn't mean my work is done. I still want to create a brochure that explains the section, compares the different leveling systems, and then reinforces that all reading is good reading and that leveling systems aren't designed to choose books. (Yes, dismantling the system!) I want to provide documents/guides for desk staff to make sure that caregivers are receiving the best service there regardless if I'm around to remember that there is a series about a girl and a cat (*Brownie and Pearl!*).

The library always continues to grow and change. And isn't that one of the best parts?

What have you done to help patrons navigate beginning readers? How can you improve your section? Let me know in the comments!

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

STATISTICS FOR	May-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	30,524	32,748	339,343	366,264	-7.35%
Teen	2,066	2,659	25,482	29,479	-13.56%
Kids	14,466	14,921	166,020	185,079	-10.30%
TOTAL	47,056	50,328	530,845	580,822	-8.60%
Electronic Circulation	4,273	4,565	52,889	49,204	7.49%
GRAND TOTAL CIRC.	51,329	54,893	583,734	630,026	-7.35%
% Reciprocal Borrowing	14%	16%	14%	14%	
Patron Visits	32,195	36,562	369,658	394,883	-6.39%
Current Cards					
Resident	138	135		20,567	
Non-Resident	79	89	1,055	945	11.64%
TOTAL	217	224		21,512	
Non-Resident Households	40	39	493	455	8.35%
Patron Assistance					
Adult - Reference	2,515	3,232	32,705	33,190	-1.46%
Kids - Reference	838	1,030	10,970	12,839	-14.56%
Technology - Reference	1,029	1,012	11,353	10,782	5.30%
TOTAL REFERENCE	4,382	5,274	55,028	56,811	-3.14%
Adult - Other	906	942	9,809	9,553	2.68%
Kids - Other	1,218	2,719	18,556	26,410	-29.74%
Technology - Other	100	124	1,011	1,275	-20.71%
TOTAL OTHER	2,224	3,785	29,376	37,238	-21.11%
GRAND TOTAL ASST.	6,606	9,059	84,404	94,049	-10.26%
ILL/Reserves					
Holds	8,200	8,137	86,825	87,578	-0.86%
ILLs Sent	3,404	3,444	38,662	39,725	-2.68%
ILLs Checked Out	4,071	3,846	43,578	46,561	-6.41%
ILLs Received	4,643	4,330	49,124	51,691	-4.97%
Programs - Adult					
# Programs	14	14	140	128	9.38%
Attendance	530	598	3,368	2,983	12.91%
Technology Classes					
# Programs	6	7	84	90	-6.67%
Attendance	54	61	815	929	-12.27%
Individual Technology Training					
# of Patrons	39	122	550	923	-40.41%
Groups					
# Programs	17	17	135	134	0.75%
Attendance	177	215	1,603	1,610	-0.43%
Others					
# Programs	0	0	19	26	-26.92%
Attendance	0	0	439	599	-26.71%
Programs - Teen					
# Programs	8	13	84	100	-16.00%
Attendance	58	675	1,234	2,132	-42.12%
Programs - Kids					
# Programs	34	41	987	429	130.07%
Attendance	5,381	5,183	18,294	16,922	8.11%
GRAND TOTAL ATT.	6,239	6,854	26,303	26,098	0.79%

STATISTICS FOR	May-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,199	3,267	33,835	37,694	-10.24%
Kids Computers	992	1,270	12,169	15,616	-22.07%
Teen Laptop	114	251	1,360	2,305	-41.00%
Adult Laptop	106	166	1,603	1,809	-11.39%
TOTAL PATRON USE	4,411	4,954	48,967	57,424	-14.73%
Hours Used					
Adult Computers	2,406	2,605	26,298	27,601	-4.72%
Kids Computers	550	853	7,182	9,746	-26.31%
Teen Laptop	99	241	1,501	2,816	-46.70%
Adult Laptop	223.50	300	2,946.50	3,254.50	-9.46%
TOTAL HOURS USED	3,278.50	3,999	37,927.50	43,417.50	-12.64%
Wireless Total Connections	7,795	9,327	86,787	96,995	-10.52%
IPPL Total Web Site Access	* 17,518	29,558	250,728	287,213	-12.70%
IPPL Total Page Views	* 44,198	45,061	459,118	441,850	3.91%
Subscription Database Logins	3,118	2,291	36,486	24,393	49.58%
Outreach-Homebound					
Items Delivered	156	136	1,666	1,623	2.65%
Volunteers					
Number Active	60	74			
Hours Worked	448.25	360	4,111.75	3,944.75	4.23%
Staff Training Hours	664	60.25	1,385.50	1,567.75	-11.62%
Room Use					
Youth Room					
Library	8	14	227	230	-1.30%
Non-Library	2				
Meeting Room					
Library	30	32	406	433	-6.24%
Non-Library	11	8	80	81	-1.23%
Conference Rooms	422	371	4,440	4,135	7.38%
Lobby Programs	4	6	30	47	-36.17%
Board Room					
Library	15	17	194	179	8.38%
Non-Library	22	20	214	213	0.47%
Clavinova	0	0	2	0	

* WEBSITE STATISTICS ARE LOWER BECAUSE THE LIBRARY DOES NOT CURRENTLY HAVE A MOBILE APP.

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2018

61

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	477	0	0	477	46	568	46	568
Non-Fiction	46002	361	182	46181	3489	7771	3850	7953
Fiction	38616	305	435	38486	3780	4159	4085	4594
ADULT TOTALS	85095	666	617	85144	7315	12498	7981	13115
KIDS								
Reference	0	0	0	0	0	21	0	21
Non-Fiction	15001	133	144	14990	1201	2507	1334	2651
Fiction	24165	385	654	23896	2033	6157	2418	6811
KIDS TOTALS	39166	518	798	38886	3234	8685	3752	9483
TEEN								
Non-Fiction	574	3	2	575	99	290	102	292
Fiction	3447	57	7	3497	721	963	778	970
TEEN TOTALS	4021	60	9	4072	820	1253	880	1262
BOOK TOTALS	128282	1244	1424	128102	11369	22436	12613	23860

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	6133	43	1	6175	492	1026	535	1027
Music CD	8163	50	14	8199	451	1519	501	1533
Playaway	349	0	0	349	20	9	20	9
DVDs (DVD & Blu-ray)	20316	115	114	20317	1723	794	1838	908
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	88	7	2	93	47	6	54	8
ADULT TOTALS	35107	215	131	35191	2733	3379	2948	3510
KIDS								
Audio Books	602	0	0	602	47	170	47	170
Music CDs	844	6	74	776	49	60	55	134
Playaway	97	0	0	97	20	19	20	19
DVDs (DVD & Blu-ray)	4287	24	35	4276	355	1014	379	1049
Playaway Launch Pads (New)	18	0	0	18	0	1	0	1
KIDS TOTALS	5848	30	109	5769	471	1264	501	1373
TEEN								
Audio Books on CD	205	7	0	212	31	16	38	16
Playaway	33	0	0	33	2	11	2	11
DVDs (DVD & Blu-ray)	545	2	2	545	88	182	90	184
CONSOLE GAMES	632	10	2	640	105	49	115	51
PC-GAMES	0	0	0	0	0	4	0	4
BOARD GAMES	22	0	0	22	22	0	22	0
TEEN TOTALS	1437	19	4	1452	248	262	267	266
AUDIOVISUAL TOTALS	42392	264	244	42412	3452	4905	3716	5149
COLLECTION TOTALS	170674	1508	1668	170514	14821	27341	16329	29009

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- May 2018

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	29699	55	216	29538	2825	357	2880	573
TOTALS FOR ALL AGES	229,470	55	216	229,309	2825	0	2880	573
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,728	19		2,747	197	0	216	0
eMedia (Overdrive Advantage)	879	9		888	113	0	122	0
Fiction								
eMedia (Overdrive Consortium)	11,348	93		11,441	861	0	954	0
eMedia (Overdrive Advantage)	3,682	50		3,732	521	0	571	0
ADULT TOTALS	18,637	171		18,808	1692	0	1863	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	1		1	
eMedia (Overdrive Advantage)	25	0		25	12		12	
Fiction								
eMedia (Overdrive Consortium)	1,656	8		1,664	144	0	152	0
eMedia (Overdrive Advantage)	244	6		250	41	0	47	
KIDS TOTALS	2,017	14		2,031	185	0	212	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	127	1		128	6		7	
eMedia (Overdrive Advantage)	15	0		15	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,569	13		2,582	131	0	144	0
eMedia (Overdrive Advantage)	467	2		469	18	0	20	
TEEN TOTALS	3,178	16		3,194	159	0	175	0
BOOK TOTALS	253,302	256		253,342	4861	0	5,130	573

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	9,040	46	0	9,086	2484	0	2530	0
Yearly Total for All Ages	365,737	46	0	365,783	2484	0	2530	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,950	18		3,968	183		201	0
eMedia Advantage (Overdrive)	650	21		671	111		132	0
Movies								
Preloaded Roku Titles	920	13		933	163		176	
ADULT TOTALS	5,520	52		5,572	457	0	509	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	277	0		277	21		21	
eMedia Advantage (Overdrive)	20	1		21	9		9	
Movies								
Preloaded Roku Titles	133	2		135	14		16	
KIDS TOTALS	430	3		433	44	0	46	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	224	1		225	14		15	0
eMedia Advantage (Overdrive)	37	0		37	5		5	0
TEEN TOTALS	261	1		262	19	0	20	0
AUDIOVISUAL TOTAL	371,948	102		372,050	3004	0	3105	0
COLLECTION TOTALS	625,250	358		625,392	7865	0	8,235	573

Chamber Report

Darien:

I attended a Chamber board meeting on May 10. Discussion topics included a DarienDash report. April and the board considered the Dash successful with good participation, logistics, and financial results. We continued with more DarienFest planning. It is expected that Board members will participate on a committee or two and attend related meetings whenever available.

Due to the Memorial Day Holiday, the coffee connection group did not meet this month. I planned on assisting with the Women in Business Fashion show, but it was cancelled due to low response this year.

Willowbrook/Burr Ridge:

I attended a WBBR Women in Business meeting on May 8 and we discussed some networking opportunities and began planning for fall/winter events. Following up on this, I set up a networking breakfast with this group for September 7 before the parking lot concerns kick in. I will work with Denise Marchetti and Cheryl Collins on this. Ann or T.J. will do the presentation.

I facilitated some arrangements for a WBBR Chamber program here on May 17 that included a speaker. Things went smoothly although all the WBBR staff in attendance bemoaned the low attendance because registrations showed more would come. They appreciated the meeting space and I suspect they will arrange other events here in the future.

Shirley Pride Jensen

June 5, 2018



E-News June 13, 2018

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

65

In this Issue:[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#)[E-Resources](#) | [Other Library-Related News](#) | [Member News](#) | [More Links](#)**Current RAILS News****RAILS Closed for Independence Day**

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

RAILS Offices Closed for In-Service Day July 27

RAILS offices will be closed on Friday, July 27, for a staff in-service meeting. View a list of other RAILS [holidays & closings](#).

RAILS delivery service and ILDS (Illinois Library Delivery Service) to CARLI (Consortium of Academic and Research Libraries in Illinois) locations will not operate on July 27. CTL (Continental Transport Logistics) delivery service to Burr Ridge and Wheeling area libraries will operate on the normal schedule.

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

#BraggingRights: July 31 Member Update

The next RAILS member update will be Tuesday, July 31, 1:30-3:30 p.m. Please [register here](#). In addition to sharing the latest RAILS news, we are interested in hearing from all types and sizes of member libraries about new and/or interesting things you are doing. Any event, partnership, activity, staff initiative, etc. that you think other libraries would be interested in is fair game.

There is no need for a formal presentation. You just need to attend at an available RAILS [videoconference location](#) and share for about five minutes how you got the idea for your project, how it worked for you, and any other information you think is important for other libraries to know. Please contact [Mary Witt](#) by June 25, if you are interested, so we can leave space for you on the agenda.

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

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

66

Continuing Education (CE)

Webinar on Copyright for Digital Collections July 17

Hannah Stitzlein, Illinois Digital Heritage Hub (IDHH), will discuss how copyright works within the context of digital content in this webinar on Tuesday, July 17, 1:30–3:00 p.m. Learn how to make informed copyright decisions and how to utilize standardized rights statements for clearer copyright and reuse descriptions. Log into L2 for [information/registration](#).

Webinar on Conducting Workplace Investigations July 24

Jim Griffin, Management Association, will discuss procedures and tools for conducting an effective workplace investigation in this webinar on Tuesday, July 24, 1:30–3:00 p.m. Learn about the laws impacting workplace investigations and the legal liability for failing to take action. Log into L2 for [information/registration](#).

Dewey Decimal Classification Workshops

Karen Snow, School of Information Studies at Dominican University, will present two identical workshops on the Dewey Decimal Classification (DDC) System. In these hands-on workshops, participants will learn about the structure of DDC, and how to build basic and complex DDC numbers using WebDewey. See L2 to register to attend at one of the following locations:

- [Monday, July 16, 8:30 a.m.–4:30 p.m., Warrenville Public Library](#)
- [Thursday, July 19, 8:30 a.m.–4:30 p.m., RAILS East Peoria](#)

Other RAILS CE Opportunities

[Webinar on Digitizing Your Local Newspaper Collections June 19](#)

[Rescheduled: Workshop on Developing Metadata for the Digital Public Library of America \(DPLA\) June 28](#)

ADDITIONAL CE...

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

- [The Summer Getaway 2018: Professional Development for School Librarians July 12-14](#)
- [OER: From Vision to Action August 1-2](#)

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Networking Opportunities

Upcoming RAILS Networking/Member Meetups

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

69

- [Thursday, June 21, 10:00-11:30 a.m., at RAILS Coal Valley service center](#)
- [Thursday, June 28, 10:00-11:30 a.m., at Lake Bluff Public Library](#)
- [Thursday, July 12, 10:00-11:30 a.m., at Chillicothe Public Library District](#)

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

As a reminder, RAILS members are also invited to request a member visit. Dan Bostrom, RAILS Member Engagement Manager, will come to your library to chat with you (and your staff if desired) about what RAILS has to offer of specific interest to you. Simply fill out the [Request a Site Visit form](#) on our website.

E-Resources

BiblioBoard: June is Pride Month

Help your patrons celebrate Pride Month and the LGBTQ community with the [LGBTQ Romance collection](#). *At the Corner of Rock Bottom & Nowhere* is a novel set in Las Vegas when a blackjack dealer meets a now-homeless former ad exec. and a relationship grows. The love story, *Exception to the Rule*, is about two young women who, if willing to give up all they think they know, may find their true selves in one another.

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. [See more information](#) on all our BiblioBoard offerings.

Other Library-Related News

FCC Repeals Net Neutrality: Actions You Can Take

Although the Federal Communications Commission (FCC) repealed net neutrality this week, House Representatives can still put enforceable net neutrality protections in place by signing the Congressional Review Act (CRA) discharge petition and voting to block the FCC's repeal.

Although it's unlikely for consumers to see changes to their internet service immediately, there are no enforceable protections to ensure blocking or throttling don't occur. In the recent [District Dispatch article](#) from the American Library Association (ALA), several steps are laid out for ways we can continue to fight.

Call for Applicants: Student Interns at HSLI Annual Conference

Students are encouraged to consider volunteering at the [2018 Annual Conference](#) of the Health Science Librarians of Illinois (HSLI) in Rockford, IL, at the Cliffbreakers Riverside Hotel & Conference Center from September 26-28. Conference registration fees will be waived for two volunteers who help

68

To apply, students need to fill out this [form](#) and attach their resume. Applications are due **Monday, August 20**. Applicants will be informed of the decision by Monday, August 27. Please contact [Michelle Nielson Ott](#) with questions.

Upcoming YALSA News & Events

View a [list of the latest happenings](#) from the Young Adult Library Services Association (YALSA) that may be of interest to you and your community. The list includes free resources, projects, and ways to connect with YALSA at the American Library Association conference in New Orleans.

Nominations Open for the Best Small Library in America Award

Library Journal's annual award for the Best Small Library in America honors the U.S. public library that most profoundly demonstrates outstanding service to populations of 25,000 or less. The winning library will receive a \$5,000 cash award, and two finalists will be awarded \$1,000 each. Visit Library Journal's website for [submission requirements](#), [award details](#) and more. Nomination deadline is July 2.

ILA Resources and Technical Services Forum Scholarship

The Illinois Library Association (ILA) Resources and Technical Services Forum has established a scholarship to offset registration, travel, and lodging fees for one technical services staff member who would not otherwise be able to attend the ILA Annual Conference, not to exceed \$1,000.

Priority will be given to first-time attendees. Applications must be received by Friday, July 6. Winner will be notified by August 10. [Apply here](#).

OCLC ARC18 Conference

The OCLC Americas Regional Council Conference, [ARC18 Change the Game](#), will be held October 25-26, in Chicago. Join fellow OCLC member leaders to discuss how libraries can move beyond incremental progress and instead change the game, transforming not only libraries but communities. Share ideas and experiences that dramatically expand the boundaries of librarianship.

Advance registration for \$195 runs May 22-June 30. [View the ARC18 website](#) for more registration deals and dates.

Member News

[Library News](#) [Director Updates](#) [Member Questions](#) [Past News](#) [Subscribe](#)

RAILS Library Director News

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

Charity Gallardo is the new Executive Director at La Grange Public Library, effective August 8.

Doreen Dalman has retired as the director of the South Beloit Public Library. Brenda Weinberg is the interim director.

Mary Lopez is the new director of Town and Country Public Library District.

69

Member Question

RAILS regularly 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.

How do I post my library news on the RAILS website?

RAILS encourages libraries to share their news on the RAILS website. Others like to see what you are doing and to share in your successes. We post links to the shared library news in the weekly *RAILS E-News*.

Begin by logging into the [RAILS website](#) with the email address and password you use for L2. After doing so, you'll see your name in the upper right-hand corner; click the drop-down arrow, and click Add Content. When the Add Content page opens, click Article. Under Article Type, click the radio button next to Library News.

Continue to fill in the Title and Body of your article. If you have an image (which we recommend adding), upload it, then scroll to the bottom and click Save. Your article will post immediately once you save it. That's it! If you have any questions, contact [Nicole Zimmermann](#).

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.

- [New Executive Director to Start at La Grange Public Library in August](#)
- [Glen Ellyn Public Library Partners with SCARCE for Summer Reading](#)

Fast Facts Surveys

- [Video Game Lending](#)
- [Movie Showings - Projector/DVD Player](#)
- [Health Insurance Companies and Employee Contributions](#)
- [Vinyl Records](#)

More Links

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

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

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You are receiving *RAILS E-News* because you are a member of a RAILS library and we would like to inform you of RAILS services.

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[unsubscribe from this list](#) | [update subscription preferences](#)



E-News June 6, 2018

[View this message in your browser.](#)**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#)| [E-Resources](#) | [Deals, Discounts, Grants](#) | [Other Library-Related News](#) | [Member News](#) |[More Links](#)**Current RAILS News****Share Your Success Stories at July 31 Member Update**

The next RAILS member update will be Tuesday, July 31, 1:30-3:30 p.m. [Register here](#). Based on member feedback, in addition to sharing the latest RAILS news, we are also inviting members to share new and/or interesting things happening at their libraries for part of the session. (This will be in addition to our usual member update go-around where we ask members to briefly share their news and will give you a bit more time to talk about your special project.)

We are interested in hearing from all types and sizes of libraries. We will ask you to speak for five minutes or less and to attend at one of our many available [videoconference locations](#). You do not need to make a formal presentation or use any sort of visuals (PowerPoint, etc.). Just talk about how you got the idea for your project, event, etc. and how it worked for you.

If you have a fantastic event to share with your library colleagues, a project, an internal or external partnership you are proud of, a great display, a staff event that worked well for you, or any of the other wonderful things that happen every day at our libraries, we hope you will share your story! Please contact [Mary Witt](#) by June 25, if you are interested, so we can leave space for you on the agenda.

RAILS Closed for Independence Day

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

Still Time to Join the Networking Event in Lincolnshire

Take this opportunity to network with other library colleagues and share ideas over lunch. The event is hosted at Vernon Area Public Library. All library staff - working in all types of libraries - are invited to attend. You will also have an opportunity to talk with RAILS Staff and Board members. [Please register](#).

All attendees are invited to stay for the monthly RAILS Board meeting at 1 p.m.

Last Chance for RAILS Online Auction

RAILS' online auction ends June 10. Successful bidders will need to make arrangements to pick up items at the Burr Ridge service center between 8 a.m.-2 p.m., June 11-15. Acceptable forms of payment are limited to cash,

70

RAILS Offices Closed for In-Service Day July 27

RAILS offices will be closed on Friday, July 27, for a staff in-service meeting. View a list of all RAILS [holidays & closings](#).

RAILS delivery service and ILDS (Illinois Library Delivery Service) to CARLI (Consortium of Academic and Research Libraries in Illinois) locations will not operate on July 27. CTS (Continental Transportation Solutions) delivery service to Burr Ridge and Wheeling area libraries will operate on the normal schedule.

RSA will be available for use, but support may be limited. Members should watch for more information from RSA prior to July 27. SWAN and PrairieCat will not be affected.

Advocacy Alerts

Here are some updates from the American Library Association (ALA)'s District Dispatch on a few of the issues currently going on and information about how you can get involved. Click the links to find out more and/or take action.

- [#FundLibraries](#): decisions about what programs will receive federal funding
- [Marrakesh Treaty Implementation Act](#): provides copyright exception for libraries to make accessible copies of articles and books
- [Museum and Library Services Act Reauthorization](#): support of the Institute of Museum and Library Services and the Library Services Technology Act
- [Net Neutrality](#): protections that limit the power of Internet Service Providers to slow, block, or control the information we access
- [Federal Depository Library Program \(FDLP\) Modernization Act of 2018](#): modernize the FDLP and related programs that provide public access to government information

Continuing Education (CE)

Dewey Decimal Classification Workshops

Karen Snow, School of Information Studies at Dominican University, will present two identical workshops on the Dewey Decimal Classification (DDC) System. In these hands-on workshops, participants will learn about the structure of DDC, and how to build basic and complex DDC numbers using WebDewey. See L2 to register to attend at one of the following locations:

- [Monday, July 16, 8:30 a.m.-4:30 p.m., Warrenville Public Library](#)
- [Thursday, July 19, 8:30 a.m.-4:30 p.m., RAILS East Peoria](#)

Rescheduled: Workshop on Developing Metadata for the Digital Public Library of America (DPLA) June 28

Hannah Stitzlein from the Illinois Digital Heritage Hub (IDHH) will discuss best practices for developing shareable metadata that will work well in DPLA in this workshop at the RAILS East Peoria service center, on Thursday, June 28, 9:30 a.m.-12:30 p.m. See L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Librarian's Guide to Homelessness June 14](#)

72

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- [Thursday, June 21, 10:00-11:30 a.m., at RAILS Coal Valley service center](#)
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RAILS Member Meetups are in-person, multitype library events for all levels of library professionals. Want to host a RAILS Member Meetup in the future? Please contact RAILS Member Engagement Manager, [Dan Bostrom](#), 630.734.5152.

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E-Resources

BiblioBoard: Pre-Vacation Planning to the American West

Are your patrons or you in need of some ideas for your summer get-away? [BiblioBoard](#) offers destination inspiration! You may choose to browse images, maps, historical information, and literature on the [Grand Canyon](#), [Colorado](#), and [Yosemite](#). All are popular U.S. destinations for families, couples, and solo travelers alike. Use the search tool on any page and type in your destination of choice to whet your appetite.

May we also suggest the wonderful [collections on John Muir](#), naturalist, writer, and artist of the American West? Explore his [travels](#), [nature writings](#), and more. They are sure to get you in the mood for a road trip!

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and

93

Sparks Podcast: Championing E-Books

In [our latest podcast](#), RAILS Executive Director Deirdre Brennan talks with RAILS Director of Membership Development and Resource Sharing Veronda Pitchford and Mitchell Davis, Founder and CEO of BiblioBoard, about the e-book industry. Specifically, they discuss what RAILS and BiblioBoard have done in partnership to advance the cause of e-books in libraries.

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

Deals, Discounts, Grants

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, 2019. Join or renew now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education.

Other Library-Related News

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Advance registration for \$195 runs May 22-June 30. [View the ARC18 website](#) for more registration deals and dates.

Call for Proposals for 3rd Upper Midwest Digital Collections Conference

The 3rd [Upper Midwest Digital Collections Conference](#) (#UMDCC18) will be held November 8-9 at St. Catherine University, St. Paul, Minnesota. The deadline to [submit proposals](#) is Wednesday, June 13.

94

written proposal, knowledge about the topic submitted, and how the proposal relates to the goals of the conference and suggested topics. Contact [Sara Ring](#) with questions or visit the [conference website](#) for more information.



RAILS Library Director News

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

Roberta Thomas is retiring as library director from Grayslake Area Public Library District. Jan Davis will serve as interim director.

Rachel Lenstra is the new director at Galena Public Library.

Susan Sebillie and Diana Slininger are serving as interim co-directors at Silvis Public Library.

Connie Beetz will retire from Graves-Hume Public Library District, effective June 30. Emily Kofoid will be the new director, effective July 1.

Angela Richardson is the new library head at the Illinois Math and Science Academy effective January 1.

Miriam Hess has retired from Wheaton Academy. Sandy Gum continues as Library Associate.

Paula Graff is the interim director at Sherrard Public Library District.

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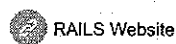
- [Green Thumbs at Work in Northlake Public Library's Learning Garden Project](#)
- [Wonder Woman Day at the Elk Grove Village Public Library](#)
- [Summer Reading Enhances Literacy of All Kinds](#)

Fast Facts Surveys

- [Loan History](#)
- [Credit Card Point of Sale Systems](#)

More Links

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



FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

June 2018 - \$500,000 maintained for capital

Taxes no increase for 3 years, then 95

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

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	projected <u>2018</u>	proposed <u>2019</u>
Revenues							
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,474,987	3,562,098
taxes for bonds	#	244,535					
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161
Desk monies	#	185,300	177,100	170,028	180,127	183,800	190,400
Interest	#	30,928	25,993	29,619	34,000	30,000	30,000
Miscellaneous	#	583	3,054	2,785	3,649	2,400	2,700
Collection Agency Fee		430	280	420	300	170	200
Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,733,718	3,838,659
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,702,209	2,793,953
Materials	#	474,667	473,567	463,236	476,858	476,375	477,265
Building	#	225,516	226,611	256,313	292,133	246,000	259,200
Technology	#	112,570	125,096	120,229	104,065	100,485	100,313
Operations	#	39,040	34,857	33,357	30,673	33,200	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,755	17,247
Public Information/Programs	#	63,125	58,767	74,797	63,395	66,600	67,100
Contingency	#	34,789	18,287	5,911	6,435	5,000	52,161
Debt Service	#	461,598					
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,659,344	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	74,374	25,000
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085	1,065,085
less. Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	966,085	565,085
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	250,000
		YS furniture		sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe light self checkout soft	
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp. HVAC VAV	
						5,642	
						HVAC - pumps	

1%; 2% interest

76

olic information 0

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
3,562,098	3,562,098	3,562,098	3,597,719	3,633,696	3,670,033	3,706,733	3,743,801	3,781,239
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
190,400	190,400	190,400	192,304	194,227	196,169	198,131	200,112	202,113
21,302	14,928	13,137	10,917	7,447	7,625	8,168	8,788	10,089
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<u>3,807,100</u>	<u>3,800,726</u>	<u>3,798,935</u>	<u>3,834,240</u>	<u>3,868,670</u>	<u>3,907,127</u>	<u>3,946,332</u>	<u>3,986,001</u>	<u>4,026,741</u>
2,807,923	2,821,962	2,836,072	2,850,253	2,864,504	2,878,826	2,893,220	2,907,687	2,922,225
477,265	477,265	477,265	477,265	477,265	477,265	477,265	477,265	477,265
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
100,313	100,313	100,313	100,313	100,313	100,313	100,313	100,313	100,313
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,333	17,420	17,507	17,595	17,683	17,771	17,860	17,949	18,039
67,100	67,100	67,100	67,100	67,100	67,100	67,100	67,100	67,100
<u>3,780,799</u>	<u>3,800,273</u>	<u>3,819,925</u>	<u>3,839,756</u>	<u>3,859,768</u>	<u>3,879,965</u>	<u>3,900,348</u>	<u>3,920,921</u>	<u>3,941,686</u>
26,301	452	-20,990	-5,516	8,902	27,162	45,984	65,080	85,055
1,065,085	746,386	656,838	545,848	372,332	381,234	408,396	439,381	504,460
746,386	656,838	545,848	372,332	381,234	408,396	439,381	504,460	589,515
500,000	500,000	500,000	372,332	381,234	408,396	439,381	500,000	500,000
<u>246,386</u>	<u>156,838</u>	<u>45,848</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,460</u>	<u>89,515</u>
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128,000					
renovation			boiler					

ware

<u>2029</u>	<u>2030</u>
3,819,051	3,857,242
30,000	30,000
204,135	206,176
11,790	13,903
1,000	1,000
300	300
2,000	2,000
<hr/> 4,068,276	<hr/> 4,110,621

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

<hr/> 3,962,646	<hr/> 3,983,804
-----------------	-----------------

105,630	126,816
---------	---------

<hr/> 589,515	<hr/> 695,145
695,145	709,962
500,000	500,000

<hr/> 195,145	<hr/> 209,962
---------------	---------------

12,000
humidifier

100,000
renovation

FINANCIAL FORECAST

Taxes 1% increase; 2% interest

78

FISCAL YEAR ENDING JUNE 30 AS INDICATED

personnel line 1.75 percent increase, materials .5, building technology 1, operations 0, contractual .5 insurance 1, pub

June 2018 - \$500,000 maintained for capital

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Miscellaneous	#	583	3,054	2,785	3,649	2,400	2,700
Collection Agency Fee		430	280	420	300	170	200
Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,733,718	3,838,659
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,702,209	2,793,953
Materials	#	474,667	473,567	463,236	476,858	476,375	477,265
Building	#	225,516	226,611	256,313	292,133	246,000	259,200
Technology	#	112,570	125,096	120,229	104,065	100,485	100,313
Operations	#	39,040	34,857	33,357	30,673	33,200	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,755	17,247
Public Information/Programs	#	63,125	58,767	74,797	63,395	66,600	67,100
Contingency	#	34,789	18,287	5,911	6,435	5,000	52,161
Debt Service	#	461,598					
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,659,344	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	74,374	25,000
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085	1,065,085
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	966,085	565,085
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	250,000
			YS furniture	sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe ligl	self checkout softw
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp HVAC VAV	
						5,642	
						HVAC - pumps	

2,
lic information .5

79

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
3,633,340	3,669,673	3,706,370	3,743,434	3,780,868	3,818,677	3,856,864	3,895,432	3,934,387
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
194,208	196,150	198,112	200,093	202,094	204,115	206,156	208,217	210,299
21,302	15,654	14,578	13,054	9,499	8,780	7,581	5,578	3,342
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,882,150	3,914,777	3,952,360	3,989,881	4,025,761	4,064,872	4,103,900	4,142,528	4,181,327
2,842,847	2,892,597	2,943,217	2,994,724	3,047,131	3,100,456	3,154,714	3,209,922	3,266,095
479,651	482,050	484,460	486,882	489,317	491,763	494,222	496,693	499,177
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
101,316	102,329	103,353	104,386	105,430	106,484	107,549	108,625	109,711
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,419	17,594	17,770	17,947	18,127	18,308	18,491	18,676	18,863
67,436	67,773	68,112	68,452	68,794	69,138	69,484	69,831	70,181
3,819,534	3,878,555	3,938,579	3,999,622	4,061,703	4,124,839	4,189,050	4,254,354	4,320,771
62,615	36,222	13,781	-9,741	-35,942	-59,968	-85,150	-111,827	-139,443
1,065,085	782,700	728,923	652,704	474,962	439,020	379,053	278,903	167,076
782,700	728,923	652,704	474,962	439,020	379,053	278,903	167,076	27,633
500,000	500,000	500,000	474,962	439,020	379,053	278,903	167,076	27,633
282,700	228,923	152,704	0	0	0	0	0	0
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128,000					
renovation			boiler					

ware

<u>2029</u>	<u>2030</u>
3,973,730	4,013,468
30,000	30,000
212,402	214,526
553	-2,814
1,000	1,000
300	300
2,000	2,000
<hr/> 4,219,985	<hr/> 4,258,480

3,323,252	3,381,409	1.75
501,672	504,181	0.5
315,963	322,283	2
110,808	111,916	1
34,300	34,300	0
12,740	12,804	0.5
19,051	19,242	1
70,532	70,884	0.5

<hr/> 4,388,318	<hr/> 4,457,018
-168,333	-198,538
27,633	-140,700
<hr/> -140,700	<hr/> -451,238
-140,700	-451,238
<hr/> 0	<hr/> 0

12,000
humidifier

100,000
renovation

FINANCIAL FORECAST

Taxes 2% increase; 2% interest

81

FISCAL YEAR ENDING JUNE 30 AS INDICATED

personnel line 2.2 percent increase, materials .5, building 2 automation 1, operations 0, contractual .5 insurance 1, put

June 2018-\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	projected <u>2018</u>	proposed <u>2019</u>
Revenues							
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,474,987	3,562,098
taxes for bonds	#	244,535					
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161
Desk monies	#	185,300	177,100	170,028	180,127	183,800	190,400
Interest	#	30,928	25,993	29,619	34,000	30,000	30,000
Miscellaneous	#	583	3,054	2,785	3,649	2,400	2,700
Collection Agency Fee		430	280	420	300	170	200
Donations and gifts	#	2,150	1,659	2,773	10,514	9,121	100
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,733,718	3,838,659
Expenditures							
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,702,209	2,793,953
Materials	#	474,667	473,567	463,236	476,858	476,375	477,265
Building	#	225,516	226,611	256,313	292,133	246,000	259,200
Technology	#	112,570	125,096	120,229	104,065	100,485	100,313
Operations	#	39,040	34,857	33,357	30,673	33,200	34,300
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120
Insurance	#	16,458	15,104	16,398	16,807	16,755	17,247
Public Information/Programs	#	63,125	58,767	74,797	63,395	66,600	67,100
Contingency	#	34,789	18,287	5,911	6,435	5,000	52,161
Debt Service	#	461,598					
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,659,344	3,813,659
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	74,374	25,000
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,466,085	1,065,085
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	966,085	565,085
Capital Projects			88,555	8,509		6,498	20,000
			chiller	study room		HVAC motor	servers
		10,000		4,214		5,775	250,000
			YS furniture	sump pumps		HVAC repair	parking lot
				2,638		4,863	45,000
				fabric/chairs		landscape projects	tuck point
				3,960		4,965	6,000
				replay vinyl in exterior signs		sconce and globe ligl self checkout soft	
				5,800		2,110	60,000
				Technical Serv furniture		mid-kids lounge	adult furniture
						2,210	45,000
						self-check comp HVAC VAV	
						5,642	
						HVAC - pumps	

Public information .5

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
3,633,340	3,706,007	3,780,127	3,855,729	3,932,844	4,011,501	4,091,731	4,173,566	4,257,037
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
194,208	198,092	202,054	206,095	210,217	214,421	218,710	223,084	227,546
21,302	15,403	14,575	13,820	11,580	12,745	14,023	15,118	16,626
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,882,150	3,952,801	4,030,056	4,108,944	4,187,941	4,271,967	4,357,764	4,445,068	4,534,508
2,855,420	2,918,239	2,982,440	3,048,054	3,115,111	3,183,644	3,253,684	3,325,265	3,398,421
479,651	482,050	484,460	486,882	489,317	491,763	494,222	496,693	499,177
264,384	269,672	275,065	280,566	286,178	291,901	297,739	303,694	309,768
101,316	102,329	103,353	104,386	105,430	106,484	107,549	108,625	109,711
34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300	34,300
12,181	12,242	12,303	12,364	12,426	12,488	12,551	12,613	12,676
17,419	17,594	17,770	17,947	18,127	18,308	18,491	18,676	18,863
67,436	67,773	68,112	68,452	68,794	69,138	69,484	69,831	70,181
3,832,107	3,904,198	3,977,802	4,052,952	4,129,683	4,208,027	4,288,020	4,369,698	4,453,096
50,043	48,604	52,254	55,992	58,258	63,940	69,744	75,370	81,412
1,065,085	770,128	728,732	690,985	578,977	637,235	701,175	755,919	831,289
770,128	728,732	690,985	578,977	637,235	701,175	755,919	831,289	912,701
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
270,128	228,732	190,985	78,977	137,235	201,175	255,919	331,289	412,701
45,000	90,000	90,000	40,000			15,000		
HVAC VAV	HVAC VAV	HVAC VAV	generator			HVAC bearings		
300,000			128000					
renovation			boiler					

<u>2029</u>	<u>2030</u>
4,342,178	4,429,021
30,000	30,000
232,097	236,738
18,254	20,006
1,000	1,000
300	300
2,000	2,000
<u>4,625,828</u>	<u>4,719,065</u>

3,473,186	3,549,596	2.2
501,672	504,181	0.5
315,963	322,283	2
110,808	111,916	1
34,300	34,300	0
12,740	12,804	0.5
19,051	19,242	1
70,532	70,884	0.5

<u>4,538,253</u>	<u>4,625,205</u>
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87,576 93,860

912,701	1,000,277
<u>1,000,277</u>	<u>982,137</u>
500,000	500,000

500,277	482,137
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12,000
humidifier

100,000
renovation

Operating Budget 2018/2019 Overview

Expenditures		Percentage Operating	Revenue		Percentage Revenue
Personnel	\$2,793,953.00	74.22%	Property Taxes	\$3,562,098.00	93.40%
Materials	\$477,265.00	12.68%	State Grant	\$53,161.00	1.39%
Building	\$259,200.00	6.89%	Interest	\$5,000.00	0.13%
Operations	\$34,300.00	0.91%	Desk Monies	\$190,500.00	5.00%
Technology	\$100,313.00	2.66%	Other Income	\$2,900.00	0.08%
Contractual	\$12,120.00	0.32%			
Insurance	\$17,247.00	0.46%			
Public Information/Program	\$67,100.00	1.78%	Total	3,813,659.00	
Contingency	\$3,000.00	0.08%			
Total operating budget	\$3,764,498.00				

FY 18/19 Income

85⁷

Income	FY17/18	FY18/19
41000 · Property Tax & Levy Interest		
41100 · Property Taxes	3,472,004.00	3,562,098.00
41150 · Non-current Property Taxes	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.00
Total 41000 · Property Tax & Levy Interest	3,472,004.00	3,562,098.00
42000 · Grants		
42200 · Per Capita Grant	32,000.00	53,161.00
Total 42000 · Grants	32,000.00	53,161.00
43000 · Interest		
43500 · Interest - Investment	1,500.00	5,000.00
Total 43000 · Interest	1,500.00	5,000.00
45000 · Desk Monies		
45100 · Copier	4,800.00	4,600.00
45120 · Computer Copies	15,000.00	15,000.00
45200 · Fines/Fees	49,000.00	54,000.00
45250 · Gifts/Donations	500.00	100.00
45300 · Lost Materials	12,000.00	8,000.00
45350 · Non-Resident Fees	84,000.00	86,000.00
45400 · DVD Fines	1,000.00	1,200.00
45450 · Top Picks		200.00
45550 · Meeting Room Rental	200.00	200.00
45600 · ILL Fees	700.00	800.00
45650 · 3D Printing	500.00	300.00
45660 · Carvey	300.00	100.00
45700 · Passport Fees	15,000.00	20,000.00
Notary Fees		1,000.00
Total 45000 · Desk Monies	183,000.00	190,500.00
46000 · Other Income		
OCLC Refund	700.00	700.00
46700 · Miscellaneous	2,000.00	2,000.00
46800 · Collection Agency Fee	300.00	200.00
Total 46000 · Other Income	3,000.00	2,900.00
Total Income	3,691,504.00	3,813,659.00

2018/2019 Operating Budget - Expenditures

86

	2017/18	2018/19	
<u>Personnel</u>			
Salaries	2,186,000	2,236,300	2.3% increase in budget line
Benefits - Med/Life Ins	145,000	156,600	estimated 10% rate increase January
Benefits - IMRF	206,771	203,487	rate went down for 2019
Benefits - FICA	167,214	170,722	
Staff development	16,300	17,000	
Board development	1,000	1,000	
Worker's compensation	9,000	6,100	
Unemployment insurance	3,070	2,744	rate went down for 2019
Total Personnel	2,734,355	2,793,953	2.2% increase in personnel line
<u>Materials</u>			
Books	231,000	220,250	reduced reference, adult/youth non-fiction and teen fiction, increased ebooks for youth
Periodicals	33,425	31,125	
Audio	46,150	47,950	adult audio books increased
Video	65,200	74,950	increased streaming services
Multi-Media	8,000	10,250	increased kits
Electronic ref. resources	62,400	64,540	Adding CulturaGrams
Software/Games	7,000	7,000	
ESL	2,000	1,000	
Processing supplies	21,200	20,200	
Total Materials	476,375	477,265	
<u>Building</u>			
Cleaning service	71,500	71,500	
Water/Sewer	8,200	7,500	based on usage
Gas	11,500	12,000	based on usage
Electric	63,000	63,000	based on usage and lower cost
Telephone	7,000	4,400	switched to VOIP
Maintenance supplies	17,000	17,000	
Bldg maintenance/repairs	45,000	55,000	
Security system	800	800	
Property maintenance	19,000	25,000	
Garbage disposal	3,000	3,000	
Total Building	246,000	259,200	
<u>Operations</u>			
Supplies - office	13,500	13,350	
Photocopy supplies	5,000	5,000	
Patron card supplies	600	600	
Postage	4,400	4,400	
Postage - Passports	2,800	2,300	
Non-payment reimburse	2,000	2,000	
Admin staff travel	500	650	
Organizational membership	1,900	3,000	includes Shirley's Chamber expenses, annual survey subscription
Bank fees	2,500	3,000	
Total Operations	33,200	34,300	

Technology

Public toner	7,000	7,000	
Staff toner	6,000	7,000	
Maker supplies	800	800	
Automation - prof services	5,000	5,000	
Purchase of equipment	14,000	14,000	
Automation equipment maint.	4,700	4,700	
Software	14,485	12,787	
SWAN maintenance	45,620	42,388	
Telecommunications	2,880	6,638	enhanced Internet service (1gb), added back-up for Internet
Total Automation	100,485	100,313	

Contractual Services

General prof. services	0	0	
Legal	3,000	4,000	
Audit	3,800	4,000	
Credit bureau	1,200	900	
Equipment - photocopier	4,500	3,000	purchasing new admin copier- lower monthly cost
Bond Registrar	220	220	
Total Contractual Services	12,720	12,120	

Insurance

Multi peril - physical & liability	10,305	10,797	
Bonding	1,400	1,400	
Officers/directors	2,900	2,900	
Umbrella liability	2,150	2,150	
Total Insurance	16,755	17,247	

Public Information/Programs

Marketing supplies	500	500	
Advertising	500	500	
Newsletter	35,000	35,000	Pricing the same but will be 16 page newsletter
eNewsletter	2,000	2,000	
Informational printing	2,200	2,200	
Legal notices	1,000	1,500	
Programs	25,400	25,400	
Total Public Information	66,600	67,100	

Contingency 5,000 3,000

Total Expenditures 3,691,490 3,764,498

Total Operating Revenue 3,691,504 3,813,659

Difference 49,161

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2018-2019 PROPOSED

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	9.40	14.11
Grade II Youth Services Page Summer Youth Services Associate	9.94	14.90
Grade III Building and Support Services Associate Technical Services Associate I Youth Services Support Associate	11.92	17.78
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 Substitute Associate	13.50	20.28
Grade V Administrative Associate Youth Services Associate Adult Services Associate Paralibrarian Technology/Digital Services Associate Technology Services Network Technician Assistant Circulation Supervisor	15.33	23.00
Grade VI Senior Circulation Supervisor Substitute Librarian	17.40	26.08
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator	22.83 44,517	34.23 66,755
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	25.79 50,283	38.70 75,454
Grade IX Department Head	29.57 57,667	45.25 88,242
Grade X Assistant Director	33.41 65,148	51.14 99,718
Grade XI Library Director	To be set by Board	

Salary Schedule Library Comparisons - minimum salaries
FY2018/2019

	IPPL current minimums	proposed minimums	Downers	Woodridge	Tinley Park	Hinsdale	Glen Ellyn	Lisle	Orland Park	Oak Lawn	Westmont	IPPL ranked within each position (low salary ranked 1)
asst director	62,945	65,148.08	70,000.00		79,549.00	62,124.00		71,356.00	72,075.00		61,201.00	3 out of 7
dept head	55,717	57,667.10	62,000.00	57,319.00	65,354.00	53,323.00	57,012.00	62,703.00	57,407.00	57,365.00	52,513.00	7 out of 10
asst dept head	49,297	50,282.94		49,284.00			49,883.00	48,473.00	51,233.00	51,448.00		4 out of 6
librarian	43,644	44,516.88	46,000.00	42,377.00	48,666.00	47,950.00	43,646.00	42,546.00	40,805.00	46,141.00	43,738.00	6 out of 10
marketing	43,644	44,516.88	62,000.00	57,319.00	48,666.00	47,950.00	43,646.00	37,387.00	51,233.00	46,141.00	43,738.00	4 out of 10
office coord	43,644	44,516.88	39,000.00	49,284.00	59,236.00	47,950.00	49,883.00	37,387.00	64,324.00	41,382.00	43,738.00	5 out of 10
admin associate	15.03	15.33	16.00	18.69	17.42		18.36	16.85	13.27	16.32		2 out of 8
senior circ super	17.06	17.40		21.73	17.42	18.59	16.06	21.82	18.68	17.62		2 out of 8
asst. circ super	15.03	15.33	16.00	18.69		14.14	12.30		14.87			4 out of 6
AS/YS associate	15.03	15.33	16.00	19.70	17.42	15.69	16.06	16.85	16.67	16.32	15.81	1 out of 10
technology assoc	15.03	15.33	12.00				18.36	19.17	16.67	16.32		2 out of 6
circ associate	13.24	13.50	12.00	13.23	12.98	11.92	10.76	13.01	11.85	12.25	12.24	10 out of 10
bldg servces asso	13.24	13.50		12.65	17.42	15.69	12.30	13.01	13.27	16.32		5 out of 8
tech serv assoc 2	13.24	13.50	12.00	16.07	14.31		14.06	16.85	13.27	12.25		4 out of 8
Tech Desk Assoc	13.24	13.50	13.50		12.98				11.85	12.25		5 out of 5
tech serv assoc 1	11.69	11.92	10.20	11.13	12.98	11.92	10.76	13.01	11.85	12.25	11.50	7 out of 10
page	9.22	9.40	10.20	10.65	8.93	9.09	8.25	8.89	8.42	9.37	10.00	6 out of 10

Proposal to Charge \$1.00 per Notary Stamp Effective July 1, 2018.

This is recommended by the Finance Committee. Debbie Sheehan surveyed other entities who perform notary services and they charge \$1.00 per notary stamp.

Proposal to Replace Kids & Teens Study Tables and Chairs

This was recommended by the Building and Grounds Committee and reviewed by the Finance Committee

Purchase 11 tables and 33 chairs at a cost not to exceed \$10,000.00

Proposal for Landscape Projects

This was recommended by the Building and Grounds Committee and reviewed by the Finance Committee

Remove the 3 pine trees at the NE corner and replace with 2 pine trees - \$2,405.00

Place granite cobbles in island across from the book drop due to loss of grass from de-icer - \$2,147.00

Place granite cobbles along west side of north parking lot entrance due to loss of grass - \$1,534.00

Total - \$6,086.00

May 2018 Listening Posts

93

Kids & Teens

One of our storytimes grown-ups stopped by the K&T Desk to tell me that her child plays school and storytime at home and insists on being called "Ms. Feather"...all because of our Miss Heather! (This little one is still working on consonants.)

Mom came to library with her daughter, a first grader, and stated that they had attended a program at Morton Arboretum last week and the performer had asked her daughter "what she likes to do that makes her happy?" Her daughter responded "Go to the library!" I of course asked mom to contact Marianne for our anniversary stories! Mom has a video of the occasion!!!!

Circulation

Patron commented that we should offer canvas bags to checkout like Downers Grove Library does. She said that it is very convenient.

Patron was very happy about having notary service available.

"Can't understand why copier by the elevator and not at the Tech Center, makes no sense."

While checking out a patron they said that the Medicare workshop was very informative.

A regular patron said "This place is like my "Cheers"."

Adult

While we were pulling a book, a patron commented that our pull-out subjects are her favorite thing, that they make browsing so easy and she can find new things to try.

"Wow! They even have passport services here."

"I appreciate the variety of programs, addressed to all ages of library patrons." (Comment made by a patron attending the Medicare Made Easy program.)

"Great Decisions is great!"

Technology

I was removing older "NEW" books when I heard a member say that the online catalog he was using (between New Books & Hot Pick Books) was so slow it was useless. I tried it myself and it was frustratingly slow.

"I got the job!" Weeks after I helped her apply.

"You're brilliant!" After helping her convert her resume in Google Drive to pdf and uploading it to the website she was applying to. She kept getting a password protected copy.

"I love your stapler! Usually it is hard to staple multiple pages."

Administration



Meeting Ground Rules

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