

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
June 19, 2019 – 7 p.m. – Board Room**

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

- A. Roll Call
Donald Damon, 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 Information

- D. Communications and Announcements
 - 1. Deshmukh to Bukovac re: Moving Out of District Page 3
 - 2. Darien Woman's Club to Bukovac re: Soap Collection Page 4

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, May 15, 2019 Page 5
 - 2. Action on Bill/Additional Bills Page 8
 - 3. Ordinance #2019-2 Establishing A Regular Meeting Date Page 13
 - 4. Finance Committee Meeting Minutes June 11, 2019 Page 14
 - 5. Proposed Changes to Financial Policy Page 15

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 25 Information

- H. Department Reports Information
 - 1. Assistant Director Page 40
 - 2. Marketing Page 44
 - 3. Adult Page 46
 - 4. Circulation Page 51
 - 5. Technology and Technical Services Page 54
 - 6. Youth Page 57

- I. Staff Report
None

Board Meeting – June 19, 2019 - page 2

- J. Reports
 - 1. Treasurer’s Report Page 67 Information
 - 2. Chamber Reports (Jensen) Page 71 Information
 - 3. RAILS Page 73 Information
 - 4. Building and Grounds (none)
 - 5. Finance Committee (in omnibus)
 - 6. Planning/Outreach Committee (none)
 - 7. Policy Committee (none)

- K. Unfinished Business
 - 1. Appointment of Trustees Page 86 Action

- L. New Business
 - 1. Resolution #2019-A Honoring Beena Deshmukh Page 89 Action
 - 2. Strategic Plan 2019/2022 Page 90 Action
 - 3. Financial Forecast Page 92 Information
 - 4. Operating Budget 2019/2020 Page 94 Action
 - 5. FY19/20 Salary Scale Page 97 Action
 - 6. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit

- M. Scheduled Meetings

- N. Community Events

- O. Library Events

- P. Adjournment

Jamie Bukovac

From: Beena Deshmukh <bpdes@yaho.com>
Sent: Monday, June 03, 2019 8:37 AM
To: Jamie Bukovac
Subject: Moving

Good morning Jamie,
I wanted to let you know that we have accepted a contract on our house and if everything works out, we're moving on July 3.

Serving as a library trustee has been a wonderful experience for me!

Thank you

Beena

Sent from my iPhone
Beena Patel Deshmukh



April 25, 2019

Mrs. Jamie Bukovac
Library Director
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

Dear Mrs. Bukovac:

On behalf of the Darien Woman's Club I wish to thank for the support you gave us regarding our Soap Collection in December, 2018. In addition to the bin at the Indian Prairie Public Library, we also had bins at the Republic Bank of Chicago on 75th Street, First Merchants Bank on Cass Avenue, the Darien Park District, and the Darien Public Schools in Districts 61, 63, and 66. We collected more than nine hundred soap items that were distributed to two hundred fifty-three families. We are grateful for the generous spirit of the community. Thank you for your participation in our Soap Collection Drive.

Sincerely,

Mary Beardsley
Darien Woman's Club
Home Life Committee

5

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 15, 2019

**Board of Trustees Regular Meeting
May 15, 2019 – 7:30 p.m.**

- A. Trustee Oaths of Office – Wlosinski administered the Oath of Office to Donald Damon, Marian Krupicka and Victoria Suriano. Beena Deshmukh won re-election to the Board but was not in attendance tonight.
- B. Roll Call
President Suriano called the meeting to order at 7:32 p.m. Acting-Secretary Damon called the roll.
Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Victoria Suriano
Absent: Beena Deshmukh, Diane Ruscitti
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Monica Dzierzbicki
Others: Taylor Frawley, a Willowbrook resident interested in the open Trustee position

President Suriano asked for additions and/or corrections to the agenda. There were none.
- C. Election of Officers - The Nominating Committee presented the following slate for officers. President, Victoria Suriano; Vice-President, Donald Damon; Treasurer, Marian Krupicka; Secretary, Crystal Megaridis. Krupicka moved, Damon seconded to approve the slate as presented. Motion carried unanimously.
- D. Mission Statement: Secretary Megaridis read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Megaridis read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- E. Public Comment
- F. Communications and Announcements
1. White to Bukovac re: Per Capita Grant
Bukovac noted that we have received full funding the last two years.
- G. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, April 17, 2019
2. Action on Bills/Additional Bills
3. Nominating Committee Minutes May 15, 2019
4. Strategic Plan Retreat Minutes April 13, 2019

- 6
5. Building and Grounds Committee Minutes April 30, 2019
Damon moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

H. Items Deleted from Omnibus Consent Agenda - none

At this point the Board proceeded with the Staff Report. Dzierzbicki left at 7:45 p.m. and the Board continued with the rest of the agenda.

I. Library Director's Report

Bukovac passed out the postcard that we'll be sending to Willow Springs residents regarding the special IPPL library card price we offered in partnership with the Village of Willow Springs. The postcard highlights the exclusive services we offer to our cardholders. We will be doing a similar mailing to Burr Ridge and Farmingdale. Megaridis said she really appreciated what the library did for staff during National Library Week.

J. Department Reports

Krupicka noted the money we earned through the "One Dime at a Time" program at Whole Foods. She suggested a thank-you note be sent to Whole Foods on behalf of the Board.

- K. Staff Report – Monica Dzierzbicki, Mid-Kids Librarian, spoke to the Board about the Summer Challenge we're offering to little kids, mid-kids and teens. The Youth staff promotes the summer challenge during their school visits. In addition to the reading challenge for mid-kids, there is an outdoor challenge and music challenge. Little kids can participate in the Early Literacy Challenge which has activities for each early literacy skill (read, talk, sing, play, write). Each challenge has 25 activities. To successfully complete a challenge, you must complete 10 of the activities. Summer programs being offered include labs, art focused activities, and a family campout on the library lawn. The Board complimented the Youth department on all of the amazing things they're doing.

L. Reports

1. Treasurer's Report– backup in packet.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – Krupicka reported that the committee met on April 30. She highlighted the minutes from the meeting which were approved in tonight's Omnibus.
5. Finance Committee – no report.
6. Planning/Outreach Committee – no report.
7. Policy Committee – no report.

M. Unfinished Business

1. Strategic Plan 2019-2022 – The packet contains the proposed strategic plan with the vision, mission, strategic directions, and key initiatives. The proposed plan is based on the work done at the retreats. Bukovac reviewed the summary document. She has started working with staff on action steps. The Trustees discussed the vision statement they developed at their last meeting. They also discussed a second vision statement developed by the Visioning Committee. After much brain-storming they decided to continue thinking about the statement and will send any additional ideas to Bukovac for the June packet.

N. New Business

1. Committee Appointments – Suriano reviewed the committees. No one asked for changes. Suriano stated that the committees will remain the same.

O. Scheduled Meetings

1. A Finance Committee meeting was scheduled for June 11 at 10:30 a.m.

P. Community Events

Q. Library Event

Bea's Garden Celebration, May 19 at 2 p.m.

R. Adjournment

At 8:58 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS May 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	3165 thru 3296	\$ 120,148.21
MB-Salaries for May	566 thru 592	\$ 8,333.20
Hinsdale Bank-Direct Deposits	& 28168 thru 289418	\$ 171,725.11

MONTH'S TOTAL: \$ 300,206.52

9

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of May 31, 2019

Type	Date	Num	Name	Amount
10122 · MB	Checking			
Bill Pmt Check	05/01/2019	3165	Allard, Jamie	33.57
Bill Pmt Check	05/01/2019	3166	Baker & Taylor	6,339.29
Bill Pmt Check	05/01/2019	3167	Baker & Taylor (video)	343.32
Bill Pmt Check	05/01/2019	3168	BCBS	11,008.56
Bill Pmt Check	05/01/2019	3169	Blackstone Audio, Inc.	7.95
Bill Pmt Check	05/01/2019	3170	CareerBuilder Employment Screening, LLC	85.00
Bill Pmt Check	05/01/2019	3171	Case Lots Inc.	92.85
Bill Pmt Check	05/01/2019	3172	Center Point Large Print	101.28
Bill Pmt Check	05/01/2019	3173	Colonial Life	82.53
Bill Pmt Check	05/01/2019	3174	Current Technologies	10,789.30
Bill Pmt Check	05/01/2019	3175	Dell Marketing L.P.	882.75
Bill Pmt Check	05/01/2019	3176	DEMCO	252.79
Bill Pmt Check	05/01/2019	3177	Fortress Data Management	80.00
Bill Pmt Check	05/01/2019	3178	Gale/CENGAGE Learning	290.04
Bill Pmt Check	05/01/2019	3179	Grainger	107.36
Bill Pmt Check	05/01/2019	3180	Ingram Library Services	157.65
Bill Pmt Check	05/01/2019	3181	Midwest Tape	1,144.83
Bill Pmt Check	05/01/2019	3182	NCPERS Group Life	48.00
Bill Pmt Check	05/01/2019	3183	OverDrive	1,571.88
Bill Pmt Check	05/01/2019	3184	Penguin Random House LLC	217.50
Bill Pmt Check	05/01/2019	3185	Peregrine, Stime, Newman, Ritzman & Bruck	1,155.00
Bill Pmt Check	05/01/2019	3186	Quill	125.18
Bill Pmt Check	05/01/2019	3187	Recorded Books, LLC	98.19
Bill Pmt Check	05/01/2019	3188	Regent Book Company	17.09
Bill Pmt Check	05/01/2019	3189	Runco	18.91
Bill Pmt Check	05/01/2019	3190	Today's Business	895.00
Bill Pmt Check	05/01/2019	3191	Trapp, Sandra	125.00
Bill Pmt Check	05/01/2019	3192	Very Smart People LLC	200.00
Bill Pmt Check	05/01/2019	3193	Wenstrup, Gary	180.00
Liability Check	05/02/2019	3194	Nationwide Retirement	700.00
Liability Check	05/02/2019	3195	Vantagepoint	1,404.89
Bill Pmt Check	05/01/2019	3196	Shirley P. Jensen	61.10
Bill Pmt Check	05/01/2019	3197	Anthony Lucarelli	218.95
Bill Pmt Check	05/01/2019	3198	Shirley P. Jensen	70.71
Bill Pmt Check	05/09/2019	3199	Art Excursions, Inc.	325.00
Bill Pmt Check	05/09/2019	3200	Asimakopoulos, Jennifer	73.84
Bill Pmt Check	05/09/2019	3201	Blackstone Audio, Inc.	359.98
Bill Pmt Check	05/09/2019	3202	Case Lots Inc.	293.90
Bill Pmt Check	05/09/2019	3203	Creekside Printing	2,100.00
Bill Pmt Check	05/09/2019	3204	Garver, Valerie Dr.	258.00
Bill Pmt Check	05/09/2019	3205	Groot Industries, Inc.	442.10
Bill Pmt Check	05/09/2019	3206	Jensen, Heather Forster	9.81
Bill Pmt Check	05/09/2019	3207	Midwest Tape	3,754.75
Bill Pmt Check	05/09/2019	3208	Neviol Inc.	4,725.00

10

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of May 31, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	05/09/2019	3209	OverDrive	500.95
Bill Pmt Check	05/09/2019	3210	Recorded Books, LLC	420.90
Bill Pmt Check	05/09/2019	3211	Runco	449.68
Bill Pmt Check	05/09/2019	3212	Scharping, Ronald A.	50.00
Bill Pmt Check	05/09/2019	3213	Speciality Mat Service	278.79
Bill Pmt Check	05/09/2019	3214	Unique Management	35.80
Bill Pmt Check	05/09/2019	3215	Wenstrup, Gary	180.00
Bill Pmt Check	05/09/2019	3216	Williams., Natalie	213.35
Bill Pmt Check	05/09/2019	3217	Willowbrook/Burr Ridge Chamberof Commerce	150.00
Bill Pmt Check	05/10/2019	3218	Bareja, Jyoti	50.00
Bill Pmt Check	05/10/2019	3219	Chicago Swordplay Guild	300.00
Bill Pmt Check	05/10/2019	3220	Koller, Johnathan	125.00
Bill Pmt Check	05/10/2019	3221	Patel, Kinita	9.25
Bill Pmt Check	05/10/2019	3222	People's Resource Center	54.00
Bill Pmt Check	05/10/2019	3223	Rader, Carrie	25.00
Bill Pmt Check	05/10/2019	3224	Sheehan, Debbie	13.05
Bill Pmt Check	05/10/2019	3225	Turpin, Becky	75.00
Bill Pmt Check	05/15/2019	3226	Allard, Jamie	42.35
Bill Pmt Check	05/15/2019	3227	Bal Industries	390.00
Bill Pmt Check	05/15/2019	3228	Call One	189.84
Bill Pmt Check	05/15/2019	3229	Case Lots Inc.	1,510.30
Bill Pmt Check	05/15/2019	3230	CNA Insurance	30.00
Bill Pmt Check	05/15/2019	3231	Comcast	191.85
Bill Pmt Check	05/15/2019	3232	Runco	115.35
Bill Pmt Check	05/15/2019	3233	Sebert Landscaping	805.00
Bill Pmt Check	05/15/2019	3234	Tjarks, Tonya	11.50
Bill Pmt Check	05/15/2019	3235	Williams., Natalie	85.59
Liability Check	05/16/2019	3236	Nationwide Retirement	984.25
Liability Check	05/16/2019	3237	Vantagepoint	1,292.80
Liability Check	05/16/2019	3238	State Disbursement Unit	493.94
Bill Pmt Check	05/16/2019	3239	American Library Association	48.70
Bill Pmt Check	05/16/2019	3240	Baker & Taylor	331.01
Bill Pmt Check	05/16/2019	3241	Baker & Taylor (video)	63.66
Bill Pmt Check	05/16/2019	3242	Bank of America	6,168.98
Bill Pmt Check	05/16/2019	3243	Blackstone Audio, Inc.	93.97
Bill Pmt Check	05/16/2019	3244	Directline II USA, Inc.	115.64
Bill Pmt Check	05/16/2019	3245	Gale/CENGAGE Learning	312.69
Bill Pmt Check	05/16/2019	3246	Ingram Library Services	138.76
Bill Pmt Check	05/16/2019	3247	Midwest Tape	2,508.34
Bill Pmt Check	05/16/2019	3248	Modern Way Cleaners	30.00
Bill Pmt Check	05/16/2019	3249	Nguyen, Bichthuy T.	75.00
Bill Pmt Check	05/16/2019	3250	OverDrive	1,157.88
Bill Pmt Check	05/16/2019	3251	Pearson Education, Inc.	527.02
Bill Pmt Check	05/16/2019	3252	Roy, Nancy	34.54
Bill Pmt Check	05/16/2019	3253	Streett, Cathy	182.76

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of May 31, 2019

11

Type	Date	Num	Name	Amount
Bill Pmt Check	05/16/2019	3254	Thomson Reuters West	77.27
Bill Pmt Check	05/16/2019	3255	Uline	92.06
Bill Pmt Check	05/16/2019	3256	Williams., Natalie	94.94
Bill Pmt Check	05/23/2019	3257	Anderson, Emily	27.28
Bill Pmt Check	05/23/2019	3258	Baker & Taylor	10,263.63
Bill Pmt Check	05/23/2019	3259	Baker & Taylor (video)	37.59
Bill Pmt Check	05/23/2019	3260	BCBS	14,491.86
Bill Pmt Check	05/23/2019	3261	Blackstone Audio, Inc.	345.00
Bill Pmt Check	05/23/2019	3262	Canon Solutions America Inc.	221.00
Bill Pmt Check	05/23/2019	3263	Case Lots Inc.	503.60
Bill Pmt Check	05/23/2019	3264	Center Point Large Print	148.02
Bill Pmt Check	05/23/2019	3265	CNA Surety	30.00
Bill Pmt Check	05/23/2019	3266	Dynegy Energy Services	4,779.12
Bill Pmt Check	05/23/2019	3267	Fortress Data Management	500.00
Bill Pmt Check	05/23/2019	3268	Goddard, Leslie Elizabeth	300.00
Bill Pmt Check	05/23/2019	3269	Hilgenberg, Lisa	150.00
Bill Pmt Check	05/23/2019	3270	HR Source	1,040.00
Bill Pmt Check	05/23/2019	3271	Ingram Library Services	70.82
Bill Pmt Check	05/23/2019	3272	LM Information Delivery, Inc.	11.40
Bill Pmt Check	05/23/2019	3273	Midwest Tape	1,512.60
Bill Pmt Check	05/23/2019	3274	OverDrive	5,149.98
Bill Pmt Check	05/23/2019	3275	Penguin Random House LLC	276.75
Bill Pmt Check	05/23/2019	3276	Principal Life Insurance Company	1,102.33
Bill Pmt Check	05/23/2019	3277	Quill	498.22
Bill Pmt Check	05/23/2019	3278	Recorded Books, LLC	31.50
Bill Pmt Check	05/23/2019	3279	Runco	13.14
Bill Pmt Check	05/23/2019	3280	VSP Vision	157.31
Bill Pmt Check	05/23/2019	3281	HR Source	100.00
Bill Pmt Check	05/28/2019	3282	Allard, Jamie	36.13
Bill Pmt Check	05/28/2019	3283	Birmingham, Laura	180.79
Bill Pmt Check	05/28/2019	3284	DuPage County Public Works	715.60
Bill Pmt Check	05/28/2019	3285	FedEx	13.03
Bill Pmt Check	05/28/2019	3286	FSS Technologies	112.50
Bill Pmt Check	05/28/2019	3287	Johnson Controls Fire Protection LP	160.00
Bill Pmt Check	05/28/2019	3288	NCPERS Group Life	48.00
Bill Pmt Check	05/28/2019	3289	Runco	249.85
Bill Pmt Check	05/28/2019	3290	Sebert Landscaping	1,168.00
Bill Pmt Check	05/28/2019	3291	Today's Business	500.00
Bill Pmt Check	05/28/2019	3292	Wlosinski, Maria	40.60
Bill Pmt Check	05/28/2019	3293	Yott, Jill	15.96
Liability Check	05/30/2019	3294	Nationwide Retirement	984.25
Liability Check	05/30/2019	3295	Vantagepoint	1,292.80
Liability Check	05/30/2019	3296	State Disbursement Unit	493.94

Total 10122 · MB Checking
TOTAL

120,148.21
120,148.21

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2019

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/03/2019	18,688.54
ILDOR-State	Payroll taxes	05/03/2019	3,525.24
EFTPS-Federal	Payroll taxes	05/17/2019	18,782.80
ILDOR-State	Payroll taxes	05/17/2019	3,562.21
EFTPS-Federal	Payroll taxes	05/31/2019	18,931.32
ILDOR-State	Payroll taxes	05/31/2019	3,573.24
DAC	Deposit to HRA	05/06/2019	2,187.50
Nicor	Gas	05/14/2019	702.60
INB Bank/MB	Credit Card Fee	05/02/2019	104.81
Hinsdale Bank	Fee-Direct Deposit	05/02/2019	25.00

ORDINANCE #2019-2

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, 2019 through June, 2020 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 17, 2019
- August 21, 2019
- September 18, 2019
- October 16, 2019
- November 20, 2019
- December 18, 2019
- January 15, 2020
- February 19, 2020
- March 18, 2020
- April 15, 2020
- May 20, 2020
- June 17, 2020

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

Passed and approved this 19th day of June, 2019.

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

Indian Prairie Public Library District
Finance Committee Minutes
June 11, 2019 – 10:30 a.m.

Present: Krupicka, Damon, Ruscitti, Suriano, Bukovac

Bukovac reviewed the list of capital projects and the financial forecast. The project for FY19/20 is the renovation project. Bukovac stated the LED lights and enlarging the Reading Garden and adding steps to the Prairie Path will come out of the FY19/20 operating budget. Ruscitti inquired about a potential property freeze. Bukovac stated that currently the only potential property tax freeze is part of the state income tax law and affects only certain school districts. Bukovac shared the impact the minimum wage law will have on the library's budget. For the first few years it is a small impact but overall it is not a huge impact.

Bukovac reviewed the proposed operating budget for FY 19/20. The budget includes \$50,500 for reserves. The committee members agreed to present the budget.

Bukovac reviewed the salary schedule for FY19/20. The trustees discussed the salaries of various positions. The schedule will be presented to the board.

The committee members reviewed the financial policy. Ruscitti suggested modifications to 920.8-2 relative to investment advisors and 950.2-2-1 and 950.2-202 relative disbursements.

Ruscitti inquired if the library should have a policy relative to cyber-security. Damon stated that companies normally have procedures, not policies, relative to cyber-security. Bukovac said she would look into this.

Adjournment 12:07 p.m.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FINANCIAL POLICY

TABLE OF CONTENTS

900 Policy Statement
910 Sources of Revenue
920 Investment of Funds
930 Budgeting of Funds
940 Accounting
950 Expenditures
960 Conflict of Interest
970 Insurance

FINANCIAL POLICY

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

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

910 Sources of Revenue

910.1 Tax Levy

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

910.2 Borrowing Funds

910.2-1 Buildings and Equipment

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

910.2-2 Tax Anticipation Warrants

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

910.2-3 Issuance of Bonds

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

910.3 Donations of Money or Property

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

FINANCIAL POLICY

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

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

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

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

910.4 Sale or Disposition of Property

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

910.5 General Operating Receipts

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

910.6 Grants

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

920 Investment of Funds

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

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

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

FINANCIAL POLICY

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

FINANCIAL POLICY

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

FINANCIAL POLICY

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

920.8 Authorized Financial Dealers and Institutions

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

920.8-2 Should it become necessary to use an investment advisor ~~or money manager,~~
~~the Treasurer shall establish a policy regarding their selection. The Library Board of Trustees must authorize such policy.~~ The Finance Committee shall be responsible for determining the appropriate parameters and making a recommendation to the board as to selection of an investment advisor.

920.9 Reporting

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

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

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

930 Budgeting of Funds

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

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

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

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

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

FINANCIAL POLICY

940 Accounting

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

950 Expenditures

950.1 Purchases

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

Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or his authorized agent

FINANCIAL POLICY

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

FINANCIAL POLICY

950.2 Disbursements

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

950.2-2 Disbursements are subject to the following limitations:

950.2-2-1 ~~Payments for goods or services greater than \$50.00 and up to \$300.00 must be authorized by the Director. Payments may be made from the Minor Expenditure Checking Account (MEA). Checks require one of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, or Library Director.~~

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

950.2-2-3 Payroll checks require two of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-4 Donations From the Library to Organizations or Individuals

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

950.2-2-5 No payments, including those for credit card charges, may be made by telephone.

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

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

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

FINANCIAL POLICY

950.2-4 The Director shall present a monthly financial report and list of bills for approval to the board. One Trustee, as assigned on a rotating schedule, will review the bills, checks, and documentation before each board meeting.

950.2-5 Bills will be paid promptly to avoid interest and late fee charges and to comply with the Local Government Prompt Payment Act. (75 ILCS 16/30-55.12)

950.2-6 The district shall publish an annual statement of receipts and disbursements. (30 ILCS 15/1, 15/2, 15/2.1, 15/3, 15/3a, 15/4, 15/4a, 15/5, 15/6)

960 Conflict of Interest

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

970 Insurance

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

970.2 The library shall annually purchase a bond as set by law.

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

25

**Director's Report
June 2019**

Agenda

Omnibus:

The proposed changes to the Financial Policy are recommended by the Finance Committee. They are in sections 920.8 and 950.2 and bolded.

Unfinished Business:

Taylor Frawley has submitted her answers to our questionnaire and will join us for an interview. Asma Akhras is no longer living in Dubai and is interested in being a trustee. Asma will also join us for a chat.

New Business:

At this meeting the vision statement needs to be finalized and the strategic plan approved.

The financial forecast assumes a 2% increase in property tax revenue and projected costs are assumed to be normal. The capital projects are at the bottom of the pages. FY 19/20 shows \$600,000 budgeted for a renovation.

The Operating Budget consists of an overview of the revenue and expenditures 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%, we're earning more interest, and the per capita grant will be full funded. I'm able to set aside just over \$50,000 for reserves.

The Finance Committee also reviewed the proposed salary schedule for FY19/20. 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.

Strategic Plan FY 19/20

The Visioning Committee continued developing action steps for the plan. We also did a first run at identifying 1st, 2nd, and 3rd year action steps. I'm reviewing the work and formatting it for a final review by the committee plus discussion as to timelines and staff assignments.

In order to educate staff and keep them informed about the strategic plan I'm developing a special staff blog. I'll be putting background articles and data used by the Visioning Committee there. Updates along the way will go on the blog and there will be Q and A that lists questions from staff and my answers to their questions.

Staff

Staff Institute Day was June 7. As we do each year, we honored staff for their longevity. I've attached the list of staff to my report. Each department gave a report highlighting some of their

services including new services. I gave a report on the budget. There has been discussion among staff about not charging fines and doing automatic renewals. I talked about this relative to the income the library receives from fines and how these changes would impact the budget. As part of that I talked about the difference between tax-capped libraries and those who are not tax-capped including the large differences in budgets. I also talked about the new minimum wage law and what that means for the salary schedule rankings and salaries for newer staff relative to staff who have been at the library for a while.

I shared the new strategic directions and key initiatives with the staff. I reviewed the process for developing the new strategic plan and the plan's emphasis on doing more outreach and programming in the community. The theme for my talk is that we know that there are a number of things we need to do and we have to work with what we've got to make these things happen. There are no additional resources to call on. I highlighted two key projects for the coming year – examining the current staffing model and discussion relative to a building renovation. I've attached the power point for your review. Most of this information you've seen but I added several slides relative to "This is what we know" which highlights the areas that we need to work on going forward.

In the afternoon, speaker Laurie Guest (whom we've used before for staff institute days) presented on dealing with change. Laurie and I had also put together a small group exercise to spark creativity and ideas for the library. We created case studies about companies and things they do that make them stand out from the crowd. Examples include Chewy which, when a customer's pet dies, refunds the money from their last order, sends them a sympathy card and flowers, and asks them to donate any remaining food to an animal shelter. The staff had a great time and came up with terrific ideas that we'll evaluate for implementation. The response to the entire day has been very good.

Tracy Richter was hired as a Circulation Services Associate June 6. Carson Wagner was hired as a Teen Summer intern starting June 9. Carson's position is funded through a grant. Sue Jones has resigned as a Circulation Page June 6 because of a family emergency.

Continuing Education

All administration staff attended the staff institute day

Meetings

One SWAN Board meeting
 Two department heads meetings
 Two Visioning Committee meetings
 Debbie two one-on-ones
 Laura one one-on-ones
 Natalie one one-on-ones
 Tony two one-on-ones
 Ann two one-on-ones
 Finance Committee meeting
 Meeting with Tony and Shirley to discuss services for businesses
 Meeting with Tony and Jennifer to discuss collections
 Meeting with Laura and Jill to discuss various marketing and promotional projects

Meeting with speaker Laurie Guest to develop activities for Staff Institute Day
Bea's Garden Dedication

Nancy attended the HR Resource Roundtable

Jamie Bukovac, Director

Service Awards are awarded at 5-year anniversaries.

5 years

Jamie Allard, Administrative Associate

Jez Layman, Adult Services Librarian

10 years

Greg Meronek, Circulation Page

Mary Lynn Sobun, Kids & Teens Page

15 years

Denise Tucker, Adult Services Associate

20 years

Maria Wlosinski, Administrative Associate

Monica Dzierzbicki, Kids & Teens Librarian

Carol Shackleton, Circulation Services Associate

30 Years

Shirley Jensen, Adult Services Assistant Department Head

IPPL Strategic Plan 2019-2022

Societal Trends

- ▶ Older generations are using more technology
- ▶ Millennials are liking the physical format
- ▶ “Girl Power” - girls seeking non-traditional skills/careers
- ▶ People are using virtual reality to create team experiences
- ▶ The popularity of board games is growing - more collaboration and less competition
- ▶ Pop culture, fandoms on the rise
- ▶ DIY is very popular
- ▶ We’re in a “sharing culture”
- ▶ People want and use “third spaces”
- ▶ The Apple retail model of providing service is growing
- ▶ Streaming is taking over downloading
- ▶ Lifelong learning continues

What's important to people?

- ▶ Curation
- ▶ Personalization
- ▶ Convenient, Easy, Flexible
- ▶ Expertise is important and people want help with decision making
- ▶ Surprise & delight
- ▶ Lifelong learning
- ▶ People want to make connections
- ▶ The experience matters

Library Trends - Circulation

- ▶ 24.2% reduction in overall circulation since FY13/14
- ▶ 27.8% reduction in circulation of physical materials since FY13/14
- ▶ 53% increase in circulation of digital materials since FY13/14

Library Trends - Patron Cards

- ▶ FY 2004/2003 = 25,905
- ▶ FY 2017/2018 = 21,576

Library Trends - Usage Since FY13/14

- ▶ Visitors slightly down at 7.7%
- ▶ Assistance at Ask Us Desks steady
- ▶ Program attendance up 59%
- ▶ Conference room use up 67%

What is happening at the Adult Ask Us Desk October 2018/March 2019?

- ▶ Do You Have an Item 51.05%
- ▶ Room Registration 9.323%
- ▶ Reference Request 8.62%
- ▶ Directional 7.54%
- ▶ Identify an Item 7.06%
- ▶ Program Registration 11%
- ▶ Readers' Advisory 2.71%
- ▶ Training 1.65%
- ▶ Computer Assistance 1.06%

What is happening at the K&T Adult Ask Us Desk October 2018/March 2019

- ▶ Reference - Finding specific titles, placing holds 53%
- ▶ Technology 21%
- ▶ Directional 9%
- ▶ Program Registration/Information 7%
- ▶ Supplies 5%
- ▶ Other 4%
- ▶ Behavior 1%

Survey Says - March 2019

How important do you think it is that the library provide these aspects of community life?

- ▶ Providing a trusted place for people to get information 90.36%/8.75%
- ▶ Providing opportunities for people of all ages to learn. 89.54%/9.2%
- ▶ Helping people use technology 70.81%/26.24%
- ▶ Serving as a gathering and meeting place 56.14%/33.8%
- ▶ Encouraging the development of residents' talents/creativity 54.76%/35.64%
- ▶ Bringing people together to engage in discussion/share ideas 53.85%/36.4%
- ▶ Offering a variety of entertainment options 43.90%/41.8%

Survey Says - March 2019

How much does the library contribute to the community in these ways?

- ▶ Providing a trusted place for people to get information 85.09%/12.38%
- ▶ Providing opportunities for people to learn 78.53%/17.52%
- ▶ Helping people use technology 64.77%/28.33%
- ▶ Serving as a gathering and meeting place 59.24%/29.99%
- ▶ Offering a variety of entertainment options 51.59%/35.74%

Survey Says - March 2019

How important is it that the library provide these types of spaces?

- ▶ Quiet Space 85.69%/13.12%
- ▶ Space for individuals to study or work 84.85%/13.59%
- ▶ Space for residents to use computers and learn about new technology 73.63%/24.02%
- ▶ Meeting space that supports group discussion, presentations, workshops 65.37%/29.4%
- ▶ Living room type space for relaxation and reading 57.31%/31.82%
- ▶ Space for community events 53.65%/37.46%
- ▶ Small rooms 52.68%/37.10%
- ▶ Space for professionals, entrepreneurs, small businesses to work 41.51%/44.26%
- ▶ Creative space supporting arts and crafts 38.09%/43.37%
- ▶ Hands-on space for DIY and making 35.59%/40.68%

Survey Says - March 2019

Q5 What can we do to improve library services?

Top Themes:

Programming

Teaching technology

Making/crafting

Space - Quiet

Space - Private rooms

Space - Outdoor

Physical Collections

Digital collections

Note: A number of suggestions were made for things we already do

Survey Says - November 2017

Learning and Making

How important is it that the library provide learning and making activities for the community?

Very important or important

92.46% of 18 - 24 year old respondents

84.09% of 25 - 34 year-old respondents

89.52% of 35 - 44 year-old respondents

73.79% of 45 - 54 year-old respondents

73.81% of 55 - 64 year-old respondents

69.42% of 65 - 74 year old respondents

65.84% of 75+ year-old respondents

This is what we know

We have identified areas in which we need to improve our service model

- ▶ Patrons cannot be “pinballed” around the library in order to accomplish what they want.
- ▶ We need move our customer service into a hospitality model. What does this look like? One example - the staff person leaves the desk and walks the patron to where they need to go and makes sure they get what they need even if that’s at another desk or on another floor

This is what we know

We have to provide for more types of spaces in our building

- ▶ Individual and group spaces
- ▶ quiet space
- ▶ programming space
- ▶ maker space for all ages

This is what we know

We have to provide more programming

- ▶ More topics
- ▶ Target more demographics
- ▶ More programming evenings and weekends

This is what we know

We need to provide more technology services

- ▶ More classes both basic and advanced
- ▶ Help people use technology
- ▶ Add more of what we have in equipment
- ▶ Add new technology as it comes along
- ▶ Provide more staff training and increase levels of knowledge

This is what we know

We have to assess our collection development

- ▶ More copies of the hot, trending items, both physical and digital - people don't want to wait
- ▶ Provide a larger "library of things" and move beyond just technology equipment
- ▶ Kids have kits, adults want them too

... and we have to do more with merchandising our collections

This is what we know

We need to develop more relationships and get more feedback from our patrons

- ▶ Spending more time talking with residents both inside and outside the building
- ▶ Staff roaming the building and being proactive in talking with members and guests rather sitting at a desk and being reactive
- ▶ Do more surveying and using other methods for feedback

This is what we know

We have to be out in the community more than we are

- ▶ Outreach to businesses
- ▶ Liaison with organizations
- ▶ Senior living residences
- ▶ Community events
- ▶ Being at places like Panera
- ▶ Willowbrook Corner
- ▶ Schools

This is what we know

We have to do more with
marketing and promotion -
people don't know all that
we do and offer

Assistant Director's Report: June 2019

Building:

Joe is currently working on adding door openers to the 1st floor Men's and Women's bathrooms and the 2nd floor family bathroom. The doors will open and close once the button is pressed.

Two 4' adult benches have been added to the dry "river bed" so visitors may sit and relax and enjoy the area.

A plaque commemorating Bea's Garden has been added to the area.

Machines dispensing free sanitary products have been added to the 1st floor Women's, the 2nd floor family bathroom, and both all-gender bathrooms in Kids & Teens.

Our plant beds are undergoing weed treatment, still trying to kill off the Japanese knotweed that was treated last year.

A new 2" x 3" concrete planter for the front entrance is on order.

Volunteers:

The Volunteer Luncheon is Friday, June 21st at noon. It is a great opportunity for our volunteers to interact with each other and hear about the various way they help throughout the library. I hope you can all join us!

IPPL Foundation & Friends:

In May, the Book Sale made \$656.49 and movie donations brought in \$72.20.

The circulating tote bags project is underway. The tote bags have arrived and are currently in process. The bags should be out on display and ready for checkout very soon. If patrons inquire, bags will be available for purchase for \$10.

I wrote a thank you letter to Whole Foods on behalf of the Board of Trustees thanking them for the "One Dime at a Time" program. It is included in correspondence.

Staff Institute Day 2019:

Another successful Staff Institute is in the books. On Friday, June 7th, we had 79 staff attend the day-long training. We started the day off with an ice breaker. The staff broke up into pre-selected groups and asked a series of questions that they each answered. Before coming back together, staff discussed commonalities among their answers. The rest of the morning included longevity awards, department reports and an update from Jamie. Our highlight of the afternoon was speaker Laurie Guest.

Laurie gave a great workshop on dealing with change. Staff were again broken out in to groups (the same as in the ice breaker) to work on a case study. Groups reported out their ideas for the library after working together as a group.

Programming:

Cindy planned and hosted four programs for adults in May.

Date	Program	Attendance
5/7	Simon & Garfunkel	52
5/16	Beginning Genealogy	14
5/22	Edouard Manet	57
5/29	Paul Simon	42

I coordinated and am hosting the upcoming "Grilling with Meathead" program featuring grill master Meathead Goldwyn on Thursday, June 13th.

Night of Ice and Fire:

We held a Game of Thrones-themed "Night of Ice and Fire" on the eve of the series finale. 117 people attended the event. Some attendees came in full costume, which was a lot of fun. The Chicago Swordplay Guild demonstrated various types of swordplay throughout the entire event. They also brought dull swords, helmets and chain mail for people to try on and take photos. The Wild Blossom Meadery sold samples and glasses of various meads. Attendees also enjoyed a scavenger hunt and a trivia game. Library staff sold GOT cupcakes and other treats throughout the evening. Everyone seemed to enjoy the two-hour event.

Community:

Kids & Teens staff will be presenting a story time at Darien's 50th Birthday Ice Cream Social Celebration. The story time will be at 5:30. The celebration will take place on the grounds of the Old Lace Schoolhouse. There will be other entertainment.

We will be hosting a display commemorating the 50th anniversary of Woodstock from Republic Bank. Republic Bank put together the display for a special event and they asked us if we would like to display it at the library. We will host the display from Monday, June 17th through Thursday, June 27th.

Contributing to the Profession:

I was named President of the LACONI Administrator's Section at the May 31st LACONI meeting. My terms lasts through December 2020. As President, I will be responsible for running the meetings and organizing the annual trustee banquet.

Also at our May meeting, sections voted to merge the Administrator's and the Middle Managers sections. By merging both groups, we will have a larger base people to help plan and put on programs.

Marketing:

The direct mail postcard to Willow Springs was mailed in late May. The printer dropped off extra postcards, which I brought to the Willow Springs Village Hall.

Theresa and Jill created the fabulous summer newsletter. The astronaut on the front was hand-drawn by Theresa.

Theresa designed the logo for Bea's Garden.

Dave has been busy creating promotional videos. In May, he created videos for PopCon, Night of Ice and Fire and the Sound. Videos were used in-house, on social media and as a paid ad on YouTube.

Jill's marketing report is attached.

Continuing Education:

I attended an LACONI workshop on May 31st. HR Source gave an update on the new Minimum Wage law, updates to the Expense Reimbursement Act and updates to the Nursing Mothers' Act. I learned ways other libraries are dealing with the Minimum Wage increase.

Meetings:

- 5/16 One on one with Dave
- 5/16 One on one with Theresa
- 5/20 One on one with Jill
- 5/21 Visioning Committee
- 5/22 One on one with Cindy
- 5/23 One on one with Dave
- 5/23 One on one with Theresa

5/23 Department Head Meeting
5/27 One on one with Jill
5/28 One on one with Jamie
5/28 Visioning Committee
5/30 One on one with Dave
5/30 One on one with Theresa
5/30 Tech Fair Committee
5/31 LACONI Administrator's Meeting
6/3 One on one with Jill
6/4 Department Heads Meeting
6/5 One on one with Cindy
6/6 One on one with Dave
6/6 One on one with Theresa
6/7 Staff Institute Day
6/10 One on one with Cindy
6/11 Department Heads Meeting
6/12 One on one with Jill
6/13 One on one with Dave
6/13 One on one with Theresa
6/17 One on one with Jill
6/18 Visioning Committee
6/19 Board Meeting

Submitted by:

Laura Birmingham

Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees
May 1-31**

Continuing Education

May 8: "Webinar," Fundraise like Netflix"

Meetings & Events

Throughout the month of May: Continued Katrice's Training

May 13: Monica & Megan, Re: Bea's Garden

May 15: Laura & Theresa, Re: Communications Audit

May 19: Bea's Garden Event

May 20: Shirley, Re: Website, Small Business Saturday, & Expo

May 29: Ann, Re: Website

Enews

Enews was sent on Thursday during May.

Thursday, May 2: 17 percent open; 3 percent click

Thursday, May 9: 17 percent open; 4 percent click

Thursday, May 16: 16 percent open; 3 percent click

Thursday, May 23: 16 percent open; 2 percent click

Thursday, May 30: 16 percent open; 5 percent click

Social Media Followers through May 31.

Facebook Likes: 1,742 (+21)

Instagram: 413 (+13)

Twitter: 1,044 (-1)

Note: I am pleased to report since I began six months ago, Facebook likes grew by 100 organic likes or 6.2 percent. We steadily gain likes because of consistent posts and meaningful content. In addition, we grew Instagram by 149 followers or 56.4 percent.

Social Media Advertising

For a few events we tried some targeted social media advertising. For the YouTube ads, David Bunn created some eye-catching videos. For Facebook, we boosted existing posts.

Campaign	Advertising Channel	Duration	Cost	Impressions
Ice & Fire	You Tube	21 days	\$55.11	4,238
Ice & Fire	Facebook	13 days	\$15	1,186
The Sound	Facebook	13 days	free credit \$15	1,638
The Sound	You Tube	8 days	\$11.92	949

Social Media Featured Posts

We continue to post on Facebook daily and Instagram at least five days a week.

Most popular posts included . . .

- A photo from the 3D Pikachus for PopCon.
- A photo of the Iron Throne for the Night of Ice & Fire.
- The 3D printer in action working on printing a dragon egg for the Night of Ice & Fire.
- Informative/trending articles about local parks in our community, the death of Grumpy Cat, and the library book that was returned after 75 years.



Adult Services Monthly Report

May 2019

I met with two librarians from Sycamore Public Library – Monica Dombrowski, Library Director and Kim Halsey, Adult Services Manager – about how Indian Prairie organizes the adult non-fiction collection. I also sent them our classification schemes.

I broke out our World Book resources into individual components on the Databases (All Topics) page of the website. I'm hoping by doing this it will spur usage of the individual resources contained in our World Book subscription.

As part of my work on the budget, come July 1 we will see some additions to our online resources as well as some that are going away. Even though we have only subscribed for a year, we are dropping CultureGrams due to its high cost/low usage. However, I feel that it had valuable information and picked up AtoZ Databases Global Road Warrior and AtoZ the USA products for significantly less. Global Road Warrior was also named a Library Journal Best New Database in 2018. These two cover the same information territory that CultureGrams did.

The other drop is DemographicsNow, from Gale. Even with a push by Shirley to market the product to businesses we did not see a corresponding increase in usage. The resource had the highest cost to use ratio of all of our online resources. Unfortunately, I was unable to find any product on the market that would provide the same information at a reduced cost.

We recently cancelled our print ValueLine subscription this year as we are paying for access to the online resource, which not only duplicates what is available in print but contains much more information. I did discover that we did not subscribe to the historical archive of ValueLine online, so I picked up access to the archive. This is important because as soon as a new report comes out, the old one goes into the archive. If a patron only checks every so often, they could miss a report. This aligns the online experience with what patron's came to expect with the paper subscription.

Lastly, due to an issue with the way Weiss Financial Ratings was delivering statistics, they have given us free access to a tool on their website called Medigap. This tool allows those seeking Medicare supplement plans the best match for their situations. I have also arranged a representative of Weiss to come in October, during the Medicare enrollment period, to demonstrate the tool to our patrons.

I also completed weeding of all collection areas I am responsible for: Money Management, True Crime, Biography, 100s, 300s, and 700-749. I was able to do this in two months. Had I weeded as has been tradition, it would have taken me well over a year to do the weeding. So far, weeding has freed up 80 shelves in the non-fiction collection (all top shelves) and has allowed us to window a significant part of this collection.

This month saw the return of Ravinia's Words & Music ticket giveaway. We held a drawing from May 28 through June 10 for the tickets. We had tickets to give away for 19 different Ravinia performances.

Monthly Highlights

- Shirley has been working on a collection of what she is calling "bookazines". These are special issues of magazine titles that are not including in our regular magazine subscriptions. She would source them from local bookstores and then display them on the magazine endcaps.

- Jennifer refreshed Debbie Sheehan in Ask Us Desk duties as Debbie expressed an interest in being a fill-in sub when we are short Associates. She, with assistance from Jez, submitted a nomination for Indian Prairie for the Readers' Advisory Service Award. We expect to hear in July if the library has been selected to win this award.
- Jez was busy with PopCon and A Night of Ice & Fire events this month. One hundred fifty patrons came through the two hours of PopCon and 120 attended the adults only Night of Ice & Fire event held after hours. She heard nothing but positive comments on both.
- Joe has been aggressively weeding his collections based on lists provided to him. He is also developing DVD binge boxes, which are collections of movies based around a series, a theme, or an actor.

Community

- Shirley assisted the WBBR Chamber plan their upcoming business expo. She attended WBBR Women in Business and the Darien Chamber Board meetings.
- Jennifer and the Associates fulfilled eight information requests for area book clubs (six via e-mail, two by print pickup) for three new titles and five that had been previously requested by other groups. One patron commented "Thank you so much for the resources for *Lilac Girls*. Our book club is anxious for the discussion and these will be very helpful." She also completed one Books Just for You personalized recommendation request.

Contributing to the Profession

- Shirley attended the latest Southwest Suburban Business Librarians Networking group. This a group that she helped to found and continues to grow. Their next meeting will take place at Indian Prairie in August.
- Jennifer attended the Adult Reading Roundtable Steering Committee. For the eMediaLibrary consortium, she created a networking group via RAILS and setup a listserv. She, along with six librarians from the eMediaLibrary consortium, met with an Overdrive rep to discuss annual statistics; concerns and challenges; and forthcoming changes.
- Jez gave a presentation at Reaching Forward about audiobook collections. She responded to a librarian from River Forest regarding our audiobook iPods. As part of her participation as treasurer of the LACONI Reference and Adult Services group, she helped to organize their last meeting on teen programming. She continues to be involved in the 20s/30s Programming Group through RAILS and will be taking over as leader as the current leader has changed positions at their library and will no longer be doing programming.

Meetings

Date	Meeting	Staff
1-May	WBBR Business Expo Planning Meeting	Shirley
1-May	Adult Services Monthly Department Meeting	All Librarians & Associates
1-May	Meeting with Laura re: PopCon	Jez & Emily
2-May	ARRT Steering Committee Meeting	Jennifer
3-May	Reaching Forward Conference	Jez & Emily
7-May	Visioning Committee Meeting	Tony & Shirley
9-May	Night of Ice & Fire Planning Meeting	Jez

14-May	WBBR Women in Business Meeting	Shirley
15-May	Meeting with Jamie	Tony & Shirley
15-May	One-on-One with Jamie	Tony
16-May	Darien Chamber Board Meeting	Shirley
16-May	eMediaLibrary Meeting with Overdrive Rep	Jennifer
16-May	RASS Meeting	Jez
16-May	RASS Planning Meeting	Jez
20-May	Meeting with Librarians from Sycamore PL re: de-Dewey	Tony
20-May	Meeting with Jill	Shirley
21-May	Visioning Committee Meeting	Tony & Jennifer
21-May	Darien Dash Meeting	Shirley
22-May	Meeting with Ann	Shirley
22-May	20s/30s Programmers Meeting	Jez
23-May	Department Heads Meeting	Tony
23-May	DUX Meeting	Tony
23-May	Desk Training with Debbie	Jennifer
24-May	Meeting with SCORE Reps	Shirley
24-May	Meeting with Heidi re: Fall Programming	Jez
29-May	WBBR Business Expo Planning Meeting	Shirley
30-May	Business Librarians Networking Meeting	Shirley
30-May	Meeting with Recorded Books reps	Jez

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-May	7:00 p.m.	#LibSocial - String Art	Jez	8
2-May	2:00 p.m.	Thursday Afternoon Movies: <i>The Wife</i>	Joe	48
3-May	7:00 p.m.	BizConnection: Online Advertising	Shirley	4
4-May	10:00 a.m.	ESL Conversation Group	Joe	12
6-May	6:00 p.m.	Chess Club	Denise	13
6-May	7:00 p.m.	Great Decisions	Mary K.	12
7-May	7:00 p.m.	Simon & Garfunkle: Sound and then Silence	Cindy	52
8-May	10:00 a.m.	Job Club: Rejoining the Workforce	Jez	5
8-May	7:00 p.m.	Novel Idea Book Club	Mary P.	17
13-May	6:00 p.m.	Chess Club	Denise	12
15-May	6:30 p.m.	GenLit Book Club	Jennifer	14
16-May	2:00 p.m.	Thursday Afternoon Movies: <i>Old Man & The Gun</i>	Joe	37
16-May	6:30 p.m.	Crime Readers Book Club	Kathy	16
16-May	7:00 p.m.	Beginner's Genealogy	Mary K.	14
17-May	7:00 p.m.	#LibSocial - Totes	Jez	9
18-May	10:00 a.m.	ESL Conversation Group	Joe	9
20-May	6:00 p.m.	Chess Club	Denise	11

20-May	7:00 p.m.	Great Decisions	Mary K.	21
21-May	7:00 p.m.	Branding & Networking	Jez	6
22-May	1:00 p.m.	4th Wednesday: Edouard Manet	Cindy	57
22-May	7:00 p.m.	TEDTalk: How to Listen to (and Learn from) People	Mary K./Jez	13
23-May	11:30 a.m.	Mahjong Club	Denise	8
23-May	1:00 p.m.	Genealogy Group	Denise	28
29-May	5:30 p.m.	#LibSocial Crafterworks - Sea Glass	Jez	3
29-May	7:00 p.m.	Paul Simon: Still Brilliant After All These Years	Cindy	42
30-May	2:00 p.m.	Thursday Afternoon Movies: <i>Adrift</i>	Joe	36
			Total	507

Volunteers

- Thirteen volunteers completed 220 hours of service.
 - Court Ordered/Community Service: 11 volunteers performed 211 hours of service.
 - Regular volunteers: one volunteer did 5.5 hours of service.
 - Veteran’s History Project: one volunteer did 3.5 hours of service.

Proctoring

- Shirley and Joe each proctored one exam.

Social Media & e-Newsletter Reach

- Twitter – 255 profile visits; 11.5k impressions; 8 mentions; 1042 followers (-1)
- Meetup
 - #LibSocial – 714 followers (+21)
 - Indian Prairie Public Library – 207 followers (+6)
 - Board Game Group – 207 followers (+10)
- New eBooks eNewsletter – sent to 169 addresses. Had 91 opens (54% open rate) and 12 clicks.
- Bestseller Preview eNewsletter – sent to 488 addresses. Had 215 opens (44% open rate) and 73 clicks.
- Audiobooks eNewsletter – Sent to 175 people. Had 72 opens (41% open rate) and 34 clicks.
- #LibSocial eNewsletter – sent to 7302 addresses. Had 1573 opens (42% open rate) and 141 clicks.
- Jobs & Careers eNewsletter – sent to 171 addresses. Had 71 opens (26% open rate) and 34 clicks.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	198
Endcap	166

Display	314
---------	-----

Twenty-nine people were observed using the collaboration station this month. Activities included puzzles, *Game of Thrones* activity sheets, and paint-by-sticker.

Circulation Services

May 2019

As a reminder, our total circulation now includes Inter Library Loan items sent out to other libraries. I am also adding the Inter Library Loan “sent” items from May 2018 to last year’s total in order to make a proper comparison.

Checkouts and renewals were just about the same as last year. This year we circulated 54,751 as compared to 54,329 last year (a difference of only 422) Electronic circulation is up quite a bit. In fact, it’s because of the electronic circulation that we are higher overall this year. We circulated 6,465 this year compared to 4,273 last year. This is a 51% increase.

ILL’s processed were slightly lower this year. We processed 7,922 this year and 8,047 last year.

A total of 7,490 holds were placed in May. Patrons placed 5,964 (79%) holds while staff placed 1,526(or 21%) holds.

13,035 items were checked out or renewed by staff at the desk. This is **25%** of total checkouts/renewals. 26,001 items were checked out or renewed by patrons at one of our self-check machines, 5,961 items were renewed by patrons through Enterprise or BookMyne and 6,465 items were electronically checked out by patrons – for a total of 38,427 items checked out through some sort of self service. This is **75%** of total checkouts/renewals. In addition we sent out 3,289 items to other SWAN libraries for a grand total of 54,751 items circulated in May.

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	Passport Questions	Notary Questions	Other
2798	143	140	334	95	82	124	27	279

Express Checkout Statistics

Station #1 (1 st floor)	7,640
Station #2 (1 st floor)	5,095
Station #3 (1 st floor-ADA)	4,494
Station #4(1 st floor – Hot Picks)	1,433
Station #5 (2 nd floor – K&T)	7,325

Passports: The circulation staff accepted 73 passports in May. We accepted 43 in April last year. This is a 70% increase!

Notary Public: We notarized 131 documents in May.

User Ex

The Circulation staff have continued to be available to help patrons at the Express Checkout stations throughout the week as well as when scheduled as Lobby Hosts on the weekends.

Willow Springs Cards Issued

We issued 1 new family card in May and renewed 2.

What's New

We had another credit card machine installed near the passport desk in order to accept payments in a more secure way.

Staffing

Carol Shackleton will be retiring at the end of June after working at Indian Prairie Library for 20 years.

Tracy Richter was hired as a Circulation Associate.

Sue Jones has resigned from her Interlibrary Loan Page position because of family obligations, She will be staying on as a substitute.

Workshops and Meetings Attended:

- May 7 Visioning Committee
- May 14 Department Heads
- May 15 Circulation Advisory
- May 15 One on One with Jamie
- May 15 Staff evaluation
- May 21 Visioning Committee
- May 23 Meet with Jennifer A.
- May 23 Department Heads
- May 28 Staff evaluation
- May 29 Circulation Associate Interview
- May 30 Meet with Ann Stovall
- May 31 One on One with Jamie

- May 30 Worked the Reader's Advisory desk (1-4)

Debbie Sheehan
Head of Circulation Services

	Circulation Statistics											
Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
July	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767		61,849
Aug.	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603		58,027
Sept.	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	*	40,505
Oct.	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829		53,121
Nov.	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105		50,846
Dec.	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477		48,713
Jan.	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767		53,392
Feb.	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259		50,374
Mar.	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	&	59,223
Apr.	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453		54,270
May	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329		54,751
June	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743		
Renewals through the	1,284											
Electronic Circ			3,852									
Yearly												
Total	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477		585,071
*Parking lot construction & InterLibrary Loan sent added												

Technology & Technical Services Board Report May 2019

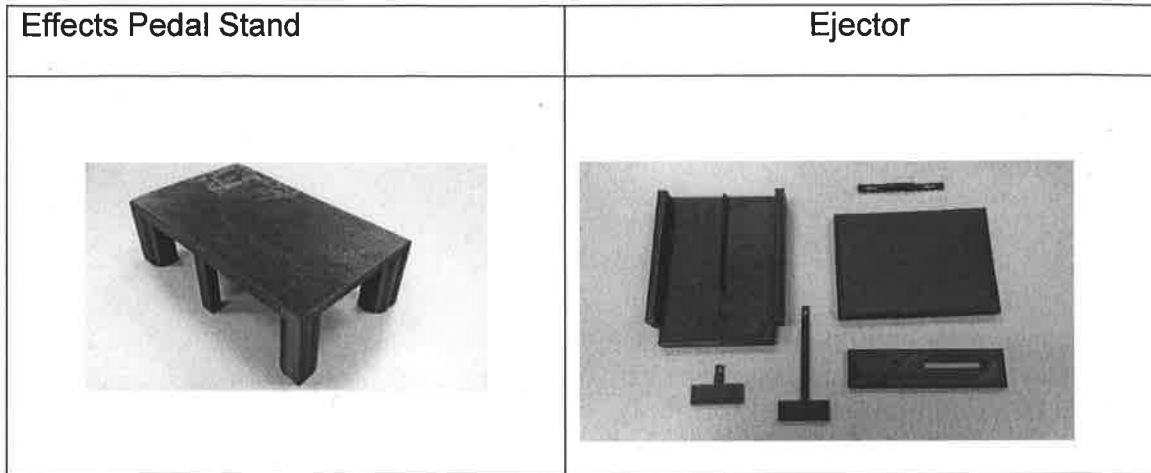
Improvements for Public, User Experience & Strategic Goals

- Tech Takeout
 - Digital Magnifiers: Two new devices are now available to help people with low vision regain their independence. The ZooMAX, is good for reading books. It is a handheld 7-inch screen video magnifier for viewing in close-up and distance modes. Features include superb distance viewing, effortless panning and reading lines to help locate content, which helps people with vision distortion. The ZooMAX mini is a 3.5-inch screen portable magnifier for on the go users for viewing restaurant menus, signs and more. Funding provided by the Lions Club.
 - Digital DSL Camera: A Canon Rebel EOS T3i (previously used by staff) is now available as part of our digital media takeout collection. It includes a video microphone and tripod. DSL cameras are perfect for taking professional headshots, vacation photography, photos of inventory or selling online, and more.
- Tech Tutor Volunteers – We have started a new 1-on-1 technology assistance volunteer program. Starting mid-June, we will have someone available every other Tuesday and Thursday afternoon. We have received four more application and T.J. is in the process of interviewing them.
- Photo Editing: GIMP, a free image editing software is now available on all MAC public computers and laptops as an alternative easy way for patrons to edit photos.
- Passport Service: A new credit card machine is now available at the Circulation desk to make it easier and more secure when processing passport payments.

Statistics

Maker (DIY)

- 3D Printer- 6 print requests were processed. Interesting prints: “Effects Pedal Stand”, and Ejector (6-piece patron project), and several character figures.
- Carvey- 6 print requests were processed from the String Art with Carvey class.



Technology Help Desk

- Technology Reference: 1418
- Technology Other: 64
- Individual Training: 377

Tech Takeout-

- Checkouts: 154
- Unique Tech Takeout Users: 102

Public Technology Programs & Classes

- 6 classes offered with total attendance: 34
- 1-on-1 Assistance
 - T.J.- Showed patron how to convert VHS tapes to DVD using the converter in the library.
 - T.J. – Helped patron with downloading music to burn to a CD

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thu., May 1, 7 PM	String Art with Carvey	T.J./Jez	6
Fri., May 2, 6:30 PM	Intermediate Excel	Ron	11
Fri., May 3, 6:30 PM	Online Advertising for Small Businesses	Mike G.	5
Thurs., May 9, 6:30 PM	Lego Robotics	Jack	1
Tues, May 14, 1:30 AM	Video Editing Basics	Dave	7

Tues., May 14, 6:30 PM	Pop Art Photo Creation	Theresa	4
------------------------	------------------------	---------	---

Continuing Education & Training

- I trained Katrice how to update the library's website.
- I trained Lexi & Debbie how to collection development ordering using the vendor B&T's online system.
- Anna attended a SLUI Workshop on May 7, which included Sirsi/Dynix features & product direction and circulating Non-traditional materials.
- I attended a Maker Space networking group meeting at New Lenox Public Library.
- April attend the SWAN Acquisitions Users Group meeting on May 9.

Sharing

- T.J. shared information on our Roku service with Westmont Library.
- T.J. shared information on our Smart Home kits with Memorial Hall Library.
- April shred information with Westmont Library on SWAN acquisitions ordering and physical year rollover process.

Contributing to the Profession

- I presented on a panel with five other libraries on IT Service Models in Libraries a LACONI workshop at Tinley Park Library on May 10.

Personnel/Staff Meetings

- May 7 & 10: T.J. met with Tech Tutor applicants.
- May 8: Technology Center Desk Staff Meeting with T.J. and I.
- May 13: 1-On-1 meetings with Anna
- May 13: 1-On-1 meetings with April
- May 14 & 31 – 1-On-1 meetings with Jamie
- May 14 & 22: 1-On-1 meetings with T.J. - went over annual evaluation
- May 21: T.J. & I- Visioning Committee meeting
- May 14 & 23- Department Head Meeting
- May 29- Met with Jill to discuss Website
- May 22- Met with Shirley to discuss new online and print magazine collections
- May 30: T.J. & I – Tech Fair meeting

59

**Youth Services
Monthly Report to the Board
May 2019**

Programs

In May, Youth Services presented 26 programs at IPPL with 597 people in attendance. We also participated in 16 events out in the community serving 3,135 people.

Date	Description	K&T Staff	Attendance
1-May	Scratch	Jack	7
1-May	Baby Brilliance	Jack	6
1-May	Fantastic Families	Jimmy	25
1-May	Talented Toddlers	Kristina	20
2-May	Baby Brilliance	Jack	12
2-May	Junior Genius	Heather	20
2-May	Shake, Shimmy, and Dance	Kristina, Lexy	65
2-May	Ukrainian Storytime	Kristina	6
4-May	PopCon	Jack, Monica	150
6-May	Pop-Up: Mother's Day Gift Boxes	Heidi	8
6-May	Toddler Finger Painting	Kristina, Lexy	16
8-May	Yoga for Mid-Kids with Bumblebee Yoga	Monica	4
9-May	LEGO Challenge Adult	Jack	2
10-May	Mini-Scientists Academy: Boxed-in	Monica	8
11-May	Prairie Patch planting	Monica, Natalie, Kelli	29
14-May	Homeschooling SMART: Bugging Out	Monica	14
14-May	Rainbow Club	Heidi	5
16-May	Ukrainian Storytime	Kristina, Lexy	10
17-May	Dungeons and Dragons	Jimmy	7
18-May	Teen Yoga Break	Heidi	1
18-May	Teen Advisory and Service Committee	Heidi	14
19-May	Bea's Garden Opening	Monica, Heather, Megan	153
20-May	Monday Night Games	Heidi	0
21-May	Pop-Up: Cupcakes and Coloring	Heidi	9
22-May	Volunteering orientation - Mission Math	Jack	3
28-May	Volunteering orientation - Mission Math	Jack	3
		TOTAL:	597

PopCon

Monica Dzierzbicki and Jack Schultz helped plan and present the PopCon, including creating a Junior Jedi/Sith Academy. Kids were able to test their skills in the Youth at three stations; Yoda's "How strong is the Force in You," Light Saber skill test, and the Kyber Crystals obstacles. This event celebrates two May the 4th be With You and Free Comic Book Giveaway day.

Toddler Finger Painting

Kristina and Lexy presented the last Toddler Finger Painting class of the quarter on May 6. First, she read a book about coloring called "I Don't Draw I Color." The kids then worked on a project where they put

tape on paper, painted over it, and removed the tape. This project taught the concept of positive and negative space.

Pop-Ups for Teens

Heidi Estrada offered a pop-up program in the Teen Lounge for teens to make decorative paper boxes for Mother's Day gifts. Heidi used leftover supplies from the DIY Happy Trees program.

Heidi also held a pop-up program in the Youth Room - Cupcakes and Coloring. Some of the teens had expressed they were stressed out, and a number of our after school regulars are graduating this year. The teens ate cupcakes to celebrate our graduates and colored to help relieve stress.

Ukrainian Storytime

Kristina Guchenia presented two Ukrainian Storytime classes this month. The first story was called "Kotihoroshko" and was about a boy going to save his brothers and sisters from a dragon. After the story, the kids made their own paper dragons and colored pictures based on the story. In the second class, the story was called "Oh." In this story, a boy works for a wood nymph but then escapes to find his family. As a craft, the kids made their own wood nymph and colored pictures based on the story. All of these activities helped with their fine motor skills and with story comprehension.

Bea's Garden Opening

We officially opened Bea's Garden, our newest outdoor learning space on May 19. A whole team including Natalie Williams, Megan Lawrence, Laura Birmingham, Monica Dzierzbicki, Jill Yott, Joe Eskew, Jamie Bukovac, and Heather Forster Jensen worked together to provide the dedication and reception. Bea's Garden was funded through a donation from the Lawrence family and was created to honor the memory of Beatrix Lawrence. In addition to the dedication, the event also included bee-related activities in LittleShop and in the Kids & Teens department, as well as musical entertainment by Miss Jaime's Farm.

Community

Date	Description	K&T Staff	Attendance
1-May	Lakeview Jr HS hands-on tech	Monica	17
2-May	Whole Foods Storytime	Kristina, Lexy	33
7-May	Gower Summer Slide Parent Event	Natalie	61
10-May	Barbara's Bookstore Storytime at the Burr Ridge Village Center	Heather	6
15-May	Elizabeth Ide Elementary (K-2nd grades) Summer Challenge presentation to students and faculty.	Monica, Kristina	353
15-May	Summer Challenge Visit at Eisenhower Jr. High	Heidi	530
20-May	Gower West Elementary (K, 1,2, & 4th grades) Summer Challenge presentation to students and faculty.	Monica	366
21-May	Delivered gaming systems to Lakeview Jr. High	Jack	20
21-May	Gower West Elementary (3rd grade) Summer Challenge presentation to students and faculty.	Monica, Lexy	123
21-May	Kingswood Academy (K-8th grade) Summer Challenge presentation to students and faculty.	Monica	85
23-May	Summer Challenge Visit at Lakeview Jr. High	Heidi	361
24-May	Our Lady of Peace School Visit	Kristina	232
28-May	Burr Ridge Middle (5th-7th grades) Summer Challenge presentation to students and faculty.	Monica	240
28-May	Anne M. Jeans Elementary (K-4th grades) Summer Challenge presentation to students and faculty.	Monica	324

29-May	Burr Ridge Middle School Jr. Achievement	Jack	35
29-May	Prarieview School Visit	Kristina	349
		TOTAL:	3135

(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.)

Lakeview Junior High - Hands-on Tech

Monica Dzierzbicki visited with students from Lakeview Junior High as part of the monthly hands-on tech at lunch activities. To promote of the upcoming teen summer events and the new circulating gaming consoles, students were able to use the Nintendo Switch and create cards & notes on the Cricut embossing machine.

Burr Ridge Middle School Junior Achievement Day

Jack Schultz visited Burr Ridge Middle School as part of their Junior Achievement career event. Jack spoke to several groups of youth who were identified by a career path test as being interested in going into Library Science. The students had many great questions and played a library history quiz game that Jack made up for the event.

LittleShop

In the LittleShop, Heather Forster Jensen provided materials for the final two spring activities, a Very Hungry Caterpillar craft and coffee filter butterflies. The caterpillar craft tied in with Eric Carle's book and involved identifying food items. The butterfly craft provided an opportunity to practice with colors and make patterns. Both projects involved fine motor skill development with the utilization of crayons, markers, glue and scissors.

Heather was also involved with developing kids' activities for the Pop Con and Bea's Garden Grand Opening events. For Pop Con, Heather prepared cardstock superhero masks utilizing the Ellison die-cut machine in the WouldShop. For the Bea's Garden event, Heather offered three activity stations to celebrate the introduction of the bug hotel in the library's garden: look and find garden sensory tubes, honeybee slime table, and a bee headband craft.

WouldShop

To continue support of the newly opened insect garden, we presented two bug-related activities. For the first activity, participants created bugs from circuits, and for the second, they made a beaded bug craft.

Seed Library

Number of Checkouts: 3

Number of Seed Packets Checked Out: 6

Number of Donations: 2 – including a Lemon Verbena plant donations in the Prairie Patch

(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	K&T Staff
13-May	Training staff for school visits	Monica, Kristina
14-May	Training staff on collection databases	Monica, Lexy
14-May	EasyBlog News post training with Dave	Kelli
15-May	Poster printer training	Kelli, Jack

16-May	Blog training with Dave	Megan
23-May	Training new associate on procedures for the Book Buddy VolunTEEN orientations and weekly summer programs.	Monica, Kristina
31-May	Makerspace meetup at New Lenox Library	Jack

Contributing to the Profession

Date	Description	K&T Staff
6-May	LACONI program planning committee	Natalie
10-May	LACONI YSS Bard Meeting	Natalie
13-May	Reaching Forward	Jack
16-May	Takes on Teen Programming presentation at Library Administrators Conference of Northern Illinois' (LACONI) Reference/Adult Services Section (RASS) Presentation	Heidi

Takes on Teen Programming

Heidi Estrada participated on a panel presentation with four other teen librarians hosted by Library Administrators Conference of Northern Illinois' Reference/Adult Services Section (LACONI RASS) called Takes on Teen Programming: Tales of Teen Advisory Boards and Pop Up Programs That Work. Heidi shared information about the Teen Advisory and Service Committee (TASC), volunteers, and programs and activities that lend themselves to pop-up programs and information gathering.

Meetings & Planning

Date	Description	K&T Staff
1-May	One on one	Natalie, Monica
1-May	One on one and desk training	Natalie, Lexy
2-May	Garden Planning	Megan, Natalie
3-May	One on one with Jamie	Natalie
6-May	Garden Planning	Megan, Natalie
7-May	Visioning Committee	Jack, Natalie
8-May	Annual Performance Review	Jimmy, Natalie
8-May	YS Department Spring Cleaning	Natalie, Monica, Megan, Lexy, Kristina, Heather
9-May	One on one	Lexy, Natalie
9-May	One on one	Heidi, Natalie
9-May	Garden Planning	Megan, Natalie
11-May	Mid-Kid Space Survey and one on one	Natalie, Monica
13-May	Final planning and preparations for the opening of the insect garden dedication and reception.	Monica, Megan
13-May	Bea's Garden Planning	Megan, Monica, Jill
15-May	Library Board presentation on Summer Challenge 2019	Monica
21-May	Transition orientation meeting	Jack
23-May	Storytime Organization Planning	Heather, Lexy
24-May	Fall Programs	Heidi
28-May	One on one	Jack, Natalie
28-May	One on one	Natalie, Lexy

29-May Kids & Teens Department

Heidi, Natalie, Jack, Monica,
Lexy, Heather, Jimmy, Megan,
Kelli, Kristina

61

30-May	Tech Fair Meeting	Jack, Natalie
30-May	Teen Summer Intern Interview	Jack, Natalie
30-May	One on one	Heidi, Natalie
30-May	Meeting with Jill and Laura to discuss newsletter editing	Natalie
30-May	LittleShop updates	Natalie, Lexy, Megan

Submitted by Natalie Williams, Head of Youth Services 6/5/2019

STATISTICS FOR	May-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	29,009	30,524	318,745	339,343	-6.07%
Teen	1,906	2,066	23,669	25,482	-7.11%
Kids	14,082	14,466	167,270	166,020	0.75%
ILLs Sent	3,289	3,404	36,773	38,662	-4.89%
TOTAL	48,286	50,460	546,457	569,507	-4.05%
Electronic Circulation	6,465	4,273	65,380	52,889	23.62%
GRAND TOTAL CIRC.	54,751	54,733	611,837	622,396	-1.70%
% Reciprocal Borrowing	13%	14%	13%	14%	
Patron Visits	25,402	32,195	341,768	369,658	-7.54%
Current Cards					
Resident	142	138	22,954		
Non-Resident	80	79	1,110	1,055	5.21%
TOTAL	222	217	24,064		
Non-Resident Households	43	40	513	493	4.06%
Patron Assistance					
Adult - Reference	2,533	2,515	31,081	32,705	-4.97%
Kids - Reference	1,355	838	15,173	10,970	38.31%
Technology - Reference	1,418	1,029	12,847	11,353	13.16%
TOTAL REFERENCE	5,306	4,382	59,101	55,028	7.40%
Adult - Other	593	906	7,883	9,809	-19.64%
Kids - Other	145	1,218	5,853	18,556	-68.46%
Technology - Other	64	100	785	1,011	-22.35%
TOTAL OTHER	802	2,224	14,521	29,376	-50.57%
GRAND TOTAL ASST.	6,108	6,606	73,622	84,404	-12.77%
ILL/Reserves					
Holds	7,490	8,200	83,129	86,825	-4.26%
ILLs Sent	3,289	3,404	36,773	38,662	-4.89%
ILLs Checked Out	4,172	4,071	43,525	43,578	-0.12%
ILLs Received	4,633	4,643	48,479	49,124	-1.31%
Programs - Adult					
# Programs	14	14	128	140	-8.57%
Attendance	334	530	3,003	3,368	-10.84%
Technology Classes					
# Programs	6	6	76	84	-9.52%
Attendance	34	54	789	815	-3.19%
Individual Technology Training					
# of Patrons	440		2,480		
Groups					
# Programs	12	17	150	135	11.11%
Attendance	173	177	1,654	1,603	3.18%
Others					
#Programs	0	0	15	19	-21.05%
Attendance	0	0	393	439	-10.48%
Programs - Teen					
# Programs	12	8	109	84	29.76%
Attendance	887	58	2,221	1,234	79.98%
Programs - Kids					
# Programs	30	34	435	987	-55.93%
Attendance	2,853	5,381	14,448	18,294	-21.02%
GRAND TOTAL ATT.	4,721	6,200	24,988	25,753	-2.97%

STATISTICS FOR	May-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,948	3,199	33,027	33,835	-2.39%
Kids Computers	540	992	6,915	12,169	-43.18%
Teen Laptop	38	114	692	1,360	-49.12%
Adult Laptop	86	106	1,061	1,603	-33.81%
TOTAL PATRON USE	3,612	4,411	41,695	48,967	-14.85%
Hours Used					
Adult Computers	2,392	2,406	25,886	26,298	-1.57%
Kids Computers	354	550	4,379	7,182	-39.03%
Teen Laptop	38	99	737	1,501	-50.90%
Adult Laptop	158	223.50	1,870	2,946.50	-36.53%
TOTAL HOURS USED	2,942	3,278.50	32,872	37,927.50	-13.33%
Wireless Total Connections	9,773	7,795	97,773	86,787	12.66%
IPPL Total Web Site Access	15,650	17,518	188,452	250,728	-24.84%
IPPL Total Page Views	40,820	44,198	479,494	459,118	4.44%
Subscription Database Logins	5,100	3,118	35,756	36,486	-2.00%
Outreach-Homebound					
Items Delivered	193	156	1,444	1,666	-13.33%
Volunteers					
Number Active	63	60			
Hours Worked	431.25	448.25	4,092.50	4,111.75	-0.47%
Staff Training Hours	48	664	740.50	1,385.50	-46.55%
Room Use					
Youth Room					
Library	17	8	233	227	2.64%
Non-Library	8	2	120		
Meeting Room					
Library	33	30	373	406	-8.13%
Non-Library	12	11	140	80	75.00%
Conference Rooms	444	422	4,736	4,440	6.67%
Lobby Programs	2	4	46	30	53.33%
Board Room					
Library	19	15	281	194	44.85%
Non-Library	23	22	243	214	13.55%
Clavinova	0	0	3	2	50.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - May 2019

64

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	495	2	8	489	35	19	37	27
Non-Fiction	43009	334	972	42371	2960	5893	3294	6865
Fiction	36759	409	355	36813	3788	5531	4197	5886
ADULT TOTALS	80263	745	1335	79673	6783	11443	7528	12778
KIDS								
Non-Fiction	10906	104	19	10991	857	4154	961	4173
Fiction	21789	146	212	21723	1760	3948	1906	4160
KIDS TOTALS	32695	250	231	32714	2617	8102	2867	8333
TEEN								
Non-Fiction	542	41	55	528	64	124	105	179
Fiction	3670	82	26	3726	604	489	686	515
TEEN TOTALS	4212	123	81	4254	668	613	791	694
BOOK TOTALS	117170	1118	1647	116641	10068	20158	11186	21805

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6448	85	12	6521	383	165	468	177
Music CDs	8003	22	36	7989	329	492	351	528
Playaway	356	5	1	360	14	6	19	7
DVDs (DVD & Blu-ray)	20432	104	160	20376	1422	1261	1526	1421
ADULT TOTALS	35239	216	209	35246	2148	1924	2364	2133
KIDS								
Audiobooks on CD	619	5	6	618	34	19	39	25
Music CDs	812	0	7	805	53	21	53	28
Playaway	97	3	1	99	7	6	10	7
DVDs (DVD & Blu-ray)	4226	17	34	4209	342	390	359	424
KIDS TOTALS	5754	25	48	5731	436	436	461	484
TEEN								
Audiobooks on CD	221	6	25	202	29	29	35	54
Playaway	28	1	0	29	4	9	5	9
DVDs (DVD & Blu-ray)	520	19	0	539	56	96	75	96
TEEN TOTALS	769	26	25	770	89	134	115	159
AUDIOVISUAL TOTALS	41762	267	282	41747	2673	2494	2940	2776

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	117	8	0	125	26	8	34	8
Tech Takeout (except digital content devices)	95	3	0	98	35	0	38	0
CD-ROMs	45	0	0	45	0	13	0	13
ADULT TOTALS	257	11	0	268	61	21	72	21
KIDS								
Kits (STEM, Book bundles, etc.)	136	6	0	142	34	6	40	6
Puzzles (New Aug. 2018)	16	0	0					
Playaway Launch Pads	24	0	0	24	6	0	6	0
KIDS TOTALS	176	6	0	166	40	6	46	6
TEEN								
Equipment (CD Players, etc.)	6	0	0	6	5	1	5	1
Console Games	682	20	10	692	52	38	72	48
Board Games	68	2	0	70	36	0	38	0
TEEN TOTALS	756	22	10	768	93	39	115	49
OTHER TOTALS	1189	39	10	1202	194	66	233	76
COLLECTION TOTALS	160121	39	10	160150			14359	24657

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- May1 2019

65

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 201)	29506	0	29506	0	0	0	0	29506
TOTALS FOR ALL AGES	229,277	69,927	29506	269,667	0	0	0	29506
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,974	29	0	3,003	212	0	241	0
eMedia (Overdrive Advantage)	980	6	0	986	82	0	88	0
Fiction								
eMedia (Overdrive Consortium)	12,388	88	0	12,476	846	0	934	0
eMedia (Overdrive Advantage)	4,302	44	0	4,346	505	0	549	0
Preloaded eReaders	6	75	0	81				
ADULT TOTALS	20,644	167	0	20,811	1645	0	1812	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	98	0		98	6		6	
eMedia (Overdrive Advantage)	32	0		32	6		6	
Fiction								
eMedia (Overdrive Consortium)	1,795	12		1,807	116	0	128	0
eMedia (Overdrive Advantage)	309	0		309	55	0	55	
KIDS TOTALS	2,234	12		2,246	171	0	195	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	132	0		132	4		4	
eMedia (Overdrive Advantage)	17	0		17	2		2	
Fiction								
eMedia (Overdrive Consortium)	2,753	12		2,765	157	0	169	0
eMedia (Overdrive Advantage)	521	0		521	40	0	40	
TEEN TOTALS	3,423	12		3,435	203	0	215	0
BOOK TOTALS	255,578	70,118		296,159	2019	0	2,222	29506

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	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
Yearly Total for All Ages	366,094	14354	43151	337,297	0	0	0	9397
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	4,211	19	0	4,230	221		240	0
eMedia Advantage (Overdrive)	822	57		879	136		193	0
Preloaded Audiobook iPods	39	0	2	37	43	2	39	
Movies								
Preloaded Roku Titles	1,081	10		1,091	129		139	
ADULT TOTALS	6,153	86		6,237	529	2	611	18794
KIDS								
Audiobooks								
eMedia Library (Overdrive)	295	1		296	17		18	
eMedia Advantage (Overdrive)	28	0		28	5		5	
Movies								
Preloaded Roku Titles	155	3		158	19		22	
KIDS TOTALS	478	4		482	41	0	45	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	265	2		267	36		38	0
eMedia Advantage (Overdrive)	47	0		47	10		10	0
TEEN TOTALS	312	2		314	46	0	48	0
AUDIOVISUAL TOTAL	373,037	92		344,330	616	2	704	28191
COLLECTION TOTALS	628,615	70,210		640,489	2635	2	2,926	57697

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2019

Balance on hand as of April 30, 2019.....	2,313,733.11
Cash Receipts for May.....	120,321.81
Cash Disbursements for May.....	370,289.78
Cash on hand as May 31, 2019.....	2,063,765.14

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.441%	
General.....	(11,949.54)
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,774.94
Children's Endowment.....	3,007.74
Endowment.....	11,643.00
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	20,960.55
Hinsdale Bank & Trust - Checking.....	3,182.16
Fifth Third - Savings - Rate 1.60%	
General.....	100,388.62
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2019.....	2,063,765.14

FUND BALANCES AS OF 05/31/2019

Corporate Fund.....	1,775,374.23
Building & Maintenance Fund.....	11,312.14
I.M.R.F. Fund.....	10,699.14
Liability Fund.....	(494.39)
Social Security Fund.....	908.67
Special Reserve Fund.....	5,774.94
Deferred Property Taxes.....	217,300.25
Current Liabilites.....	42,890.16
Grand Total All Funds.....	2,063,765.14

68

**Indian Prairie Public Library District
Consolidated Revenue Report for May 2019**

Percent of Year: 91.67

	RECEIVED May 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,575,861.15	100.39%	3,562,098.00	-13,763.15
41150 · Non-current Property Taxes	0.00	27.40	0.00%	0.00	-27.40
43100 · Interest-Tax Levy	0.00	1,191.05	0.00%	0.00	-1,191.05
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,577,079.60	100.42%	3,562,098.00	-14,981.60
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	265.94	0.00%	0.00	-265.94
TOTAL INTERGOVERNMENTAL	0.00	53,427.19	100.50%	53,161.00	-266.19
INTEREST					
43500 · Interest - Investment	323.76	23,011.21	460.22%	5,000.00	-18,011.21
TOTAL INTEREST	323.76	23,011.21	460.22%	5,000.00	-18,011.21
DESK MONIES					
45100 · Copier	333.70	3,827.50	83.21%	4,600.00	772.50
45120 · Computer Copies	1,360.57	13,688.33	91.26%	15,000.00	1,311.67
45200 · Fines/Fees	4,511.26	44,723.09	82.82%	54,000.00	9,276.91
45250 · Gifts/Donations	0.00	1,095.00	1095.00%	100.00	-995.00
45300 · Lost Materials	747.20	7,722.36	96.53%	8,000.00	277.64
45350 · Non-Resident Fees	7,469.61	87,792.86	102.09%	86,000.00	-1,792.86
45400 · DVD Fines	166.85	1,262.66	105.22%	1,200.00	-62.66
45450 · Top Picks	47.30	213.30	106.65%	200.00	-13.30
45550 · Meeting Room Rental	0.00	738.75	369.38%	200.00	-538.75
45600 · ILL Fees	139.48	1,181.98	147.75%	800.00	-381.98
45650 · 3D Printing	31.60	242.60	80.87%	300.00	57.40
45660 · Carvey	0.00	42.50	42.50%	100.00	57.50
45700 · Passport Fees	2,555.00	27,335.00	136.68%	20,000.00	-7,335.00
45750 · Notary Fees	142.00	1,360.00	136.00%	1,000.00	-360.00
TOTAL DESK MONIES	17,504.57	191,225.93	99.86%	191,500.00	274.07
OTHER INCOME					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	701.60	2,007.34	100.37%	2,000.00	-7.34
46800 · Collection Agency Fee	20.00	200.00	100.00%	200.00	0.00
* 49000 · Operating Transfer In	8,789.30	245,918.74	0.00%	0.00	-245,918.74
TOTAL OTHER INCOME	9,510.90	249,006.08	8586.42%	2,900.00	-246,106.08
GRAND TOTAL	27,339.23	4,093,750.01	107.32%	3,814,659.00	-279,091.01

* Operating Transfer In reflects \$245,918.74 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$9,100.00

69150 · Parking Lot Rehab - Manhard Consulting - \$16,417.05

69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50

69150 · Parking Lot Rehab - J & R 1st In Asphalt, Inc. - \$160,051.00

69125 · Masonry Project - Chicago Project Mgmt. - \$2,550.00

69125 · Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks & Server - \$11,236.19

Indian Prairie Public Library District Consolidated Expenditures Report for May 2019

Percent of Year: 91.67

	May 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 • Salaries	247,190.08	1,958,251.13	87.57%	2,236,300.00	278,048.87	2,258,663.00	86.70%
61310 • Benefits - Medical / Life Ins.	21,772.28	126,136.42	80.55%	156,600.00	30,463.58	166,600.00	75.71%
61330 • Benefits - IMRF	0.00	158,618.32	77.95%	203,487.00	44,868.68	277,000.00	57.26%
61340 • Benefits - FICA	18,677.13	147,400.50	86.34%	170,722.00	23,321.50	230,000.00	64.09%
61400 • Staff Development	765.91	14,318.32	84.23%	17,000.00	2,681.68	19,000.00	75.36%
61600 • Board Development	0.00	775.00	77.50%	1,000.00	225.00	2,000.00	38.75%
61710 • Workers Compensation	0.00	4,778.00	78.33%	6,100.00	1,322.00	10,000.00	47.78%
61720 • Unemployment Insurance	425.11	2,662.39	97.03%	2,744.00	81.61	3,800.00	70.06%
TOTAL PERSONNEL	288,830.51	2,412,940.08	86.36%	2,793,953.00	381,012.92	2,967,063.00	81.32%
MATERIALS							
62100 • Books	24,741.01	185,491.60	84.22%	220,250.00	34,758.40	234,000.00	79.27%
62200 • Periodicals	11.40	26,831.13	86.20%	31,125.00	4,293.87	33,000.00	81.31%
62300 • Audio	7,008.38	36,770.18	76.68%	47,950.00	11,179.82	50,000.00	73.54%
62400 • Video	4,783.65	62,300.82	83.12%	74,950.00	12,649.18	82,000.00	75.98%
62500 • Multi-Media	1,396.84	5,955.27	58.10%	10,250.00	4,294.73	13,000.00	45.81%
62600 • Electronic Reference Resources	182.88	63,417.23	98.26%	64,540.00	1,122.77	65,000.00	97.56%
62700 • Software	59.99	5,280.19	75.43%	7,000.00	1,719.81	8,000.00	66.00%
62800 • ESL	598.30	968.21	96.82%	1,000.00	31.79	1,300.00	74.48%
62900 • Materials Supplies	1,956.24	21,063.50	104.28%	20,200.00	-863.50	24,000.00	87.76%
TOTAL MATERIALS	40,738.69	408,078.13	85.50%	477,265.00	69,186.87	510,300.00	79.97%
BUILDING							
63200 • Cleaning Service	5,393.79	61,470.96	85.97%	71,500.00	10,029.04	78,000.00	78.81%
63300 • Utilities (1-8-11 • Gas)	702.60	10,096.93	84.14%	12,000.00	1,903.07	16,000.00	63.11%
63300 • Utilities (1-8-12 • Electric)	4,779.12	57,682.49	91.56%	63,000.00	5,317.51	68,000.00	84.83%
63300 • Utilities (1-8-13 • Telephone)	386.61	3,575.27	81.26%	4,400.00	824.73	6,000.00	59.59%
63300 • Utilities (1-8-14 • Water/Sewer)	715.60	6,040.42	80.54%	7,500.00	1,459.58	10,000.00	60.40%
63300 • Utilities (1-8-15 • Garbage Disposal)	442.10	4,213.22	140.44%	3,000.00	-1,213.22	4,000.00	105.33%
63400 • Maintenance Supplies	1,537.22	17,021.18	100.13%	17,000.00	-21.18	22,000.00	77.37%
63500 • Security System Monitoring	112.50	675.00	84.38%	800.00	125.00	1,200.00	56.25%
63600 • Property Maintenance	1,413.00	38,766.00	155.06%	25,000.00	-13,766.00	34,000.00	114.02%
63800 • Building Maintenance/Repair	1,501.10	47,860.52	87.02%	55,000.00	7,139.48	65,000.00	73.63%
TOTAL BUILDING	16,983.64	247,401.99	95.45%	259,200.00	11,798.01	304,200.00	81.33%
OPERATIONS							
64200 • Supplies - Office	755.06	10,639.17	79.69%	13,350.00	2,710.83	16,000.00	4.72%
64300 • Photocopy Supplies	680.05	3,320.50	66.41%	5,000.00	1,679.50	6,000.00	55.34%
64400 • Patron Card Supplies	0.00	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 • Passport Postage	316.05	1,865.24	81.10%	2,300.00	434.76	4,000.00	0.00%
64500 • Postage	15.75	3,638.48	82.69%	4,400.00	761.52	5,000.00	72.77%
64600 • Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 • Travel	152.65	931.00	143.23%	650.00	-281.00	900.00	103.44%
64800 • Organizational Memberships	1,179.00	3,132.00	104.40%	3,000.00	-132.00	4,000.00	78.30%
64900 • Bank Fees	129.81	2,719.52	90.65%	3,000.00	280.48	4,000.00	67.99%
TOTAL OPERATION	3,228.37	26,770.94	78.05%	34,300.00	7,529.06	43,900.00	60.98%
AUTOMATION							
65100 • Supplies-Public Toner	627.20	7,018.16	100.26%	7,000.00	-18.16	8,500.00	82.57%
65150 • Supplies-Staff Toner	120.99	6,962.07	99.46%	7,000.00	37.93	8,500.00	81.91%
65160 • Supplies-Maker	42.30	268.05	33.51%	800.00	531.95	1,200.00	22.34%
65200 • Technology-Prof Services	0.00	1,425.00	28.50%	5,000.00	3,575.00	8,000.00	17.81%
65300 • Purchase of Equipment	0.00	14,794.74	105.68%	14,000.00	-794.74	20,000.00	73.97%
65400 • Automation Equip Mnt/Repair	164.27	3,657.08	77.81%	4,700.00	1,042.92	6,000.00	60.95%
65500 • Software	1,424.00	12,810.05	100.18%	12,787.00	-23.05	20,000.00	64.05%
65600 • SWAN	0.00	42,338.00	99.88%	42,388.00	50.00	43,000.00	98.46%

70

**Indian Prairie Public Library District
Consolidated Expenditures Report for May 2019**

Percent of Year: 91.67

	May 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	771.85	6,042.22	91.03%	6,638.00	595.78	8,000.00	75.53%
TOTAL AUTOMATION	3,150.61	95,315.37	95.02%	100,313.00	4,997.63	123,200.00	77.37%
CONTRACTUAL SERVICES							
66100 · General Professional Services	1,240.00	7,855.00	98.19%	8,000.00	145.00	20,000.00	39.28%
66200 · Credit Bureau	35.80	528.05	58.67%	900.00	371.95	1,200.00	44.00%
1-10-22 · Equip-Photocopier Maint Cont	0.00	2,396.35	0.00%	0.00	-2,396.35	0.00	0.00%
66300 · Copier	221.00	2,533.28	84.44%	3,000.00	466.72	5,000.00	50.67%
66900 · Fees - Bond Registrar	60.00	160.00	72.73%	220.00	60.00	1,500.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,556.80	13,472.68	111.16%	12,120.00	-1,352.68	27,700.00	48.64%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
TOTAL INSURANCE	0.00	16,828.00	97.57%	17,247.00	419.00	36,000.00	46.74%
MARKETING							
68110 · Marketing Newsletter	2,100.00	27,525.26	78.64%	35,000.00	7,474.74	37,000.00	74.39%
68111 · eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	150.00	283.75	56.75%	500.00	216.25	1,800.00	15.76%
68310 · Marketing Supplies	295.69	632.62	126.52%	500.00	-132.62	1,000.00	63.26%
68410 · Marketing-Information Printing	40.37	1,850.51	84.11%	2,200.00	349.49	5,000.00	37.01%
68500 · Legal Notices	0.00	1,191.47	79.43%	1,500.00	308.53	2,000.00	59.57%
68600 · Programming	3,521.10	21,295.99	83.84%	25,400.00	4,104.01	30,000.00	70.99%
TOTAL PUBLIC INFORMATION	6,107.16	54,568.10	81.32%	67,100.00	12,531.90	79,000.00	69.07%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	3,455.98	24,816.22	0.00%	43,891.00	19,074.78	100,000.00	0.00%
69125 · Masonry Project	0.00	47,395.00	0.00%	0.00	-47,395.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	187,287.55	0.00%	0.00	-187,287.55	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
69800 · Operating Transfer Out	8,789.30	245,918.74	0.00%	0.00	-245,918.74	0.00	0.00%
69900 · Contingency	1,418.00	9,796.83	105.68%	9,270.00	-526.83	20,000.00	48.98%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	8,789.30	11,236.19	0.00%	0.00	-11,236.19	0.00	0.00%
GRAND TOTAL	363,048.36	3,801,825.82	99.66%	3,814,659.00	12,833.18	5,011,363.00	75.86%

Operating Transfer Out reflects \$245,918.74 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$9,100.00

69150 · Parking Lot Rehab - Manhard Consulting - \$16,417.05

69150 · Parking Lot Rehab - Construction & Geotech - \$1,719.50

69150 · Parking Lot Rehab - J & R 1st In Asphalt, Inc. - \$160,051.00

69125 · Masonry Project - Chicago Project Mgmt. - \$2,550.00

69125 · Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks & Server - \$11,236.19

Chamber Report
May 2019

Darien

I attended the Board meeting on May 16. We finalized plans for the Darien Dash at Community Park. In addition, we discussed Dancing with the Chamber Stars which takes place October 26 this year. The event will support the Hinsdale High School Foundation.

The Day of the Dash, Saturday 5/19, began with sunshine and then grayed over. The soggy grounds from all the rains made it tough going at times, but many hands (board members and volunteers) made lighter work. Participants and organizers seemed pleased with the event.

There's a delay in starting the Shop Local card program. The library still plans on participating with an offer when things get going.

Willowbrook/Burr Ridge

I attended the Women in Business meeting, now held at Panera Bread, on May 14. I began working with Michelle Jones from Edward Jones about setting up an informational seminar here for the group/chamber. Another Business Expo planning meeting took place on the 29th. Committee head Michelle D'Andrea from the Crowne Plaza and chamber staff have things well in hand.

About 35 exhibitors attended the June 5 Expo. I had a good location and set out some giveaways Jill had given me and my "The library can help your business. Ask me how!" sign. A steady stream of passersby came through for the first hour or so, then things petered out and many exhibitors packed up 45 minutes early. I got several business specific questions, but a number of the chamber members actually had businesses in different towns. I could still help them: for example, one business wanted information about our SCORE programs. I did get a few specific questions regarding our services as well as signups for the BizConnection newsletter. As always, people also inquired about doing informational programs here so I passed along Cindy's information.

Shirley Pride Jensen
Assistant Head of Adult Services and Business Liaison
6/6/2019

72



**Darien Chamber
of Commerce**

YOUR CONNECTION TO BUSINESS SUCCESS

May 28, 2019

Darien Chamber of Commerce Board Members
1702 Plainfield
Darien, IL. 60561

Re: Darien Dash 2019

Dear Chamber Board Members,

On behalf of the office of the Darien Chamber of Commerce, please accept my sincere thanks and appreciation to each of you for all your support and assistance with the 2019 Darien Dash.

This event could not be a success without your dedication, time and involvement. I personally extend my deepest appreciation to each and everyone affiliated with this Board!

Sincerely,

April Padalik

Executive Director
Darien Chamber of Commerce
Your Connection to Business Success!

1702 Plainfield Road
Darien, IL 60561
Phone: (630) 968-0004
Fax: (630) 852-4709
Email: www.darienchamber.com



E-News June 12, 2019

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

73

In this Issue:[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#) |[E-Resources](#) | [Deals, Discounts, Grants](#) | [Conferences](#) | [Illinois State Library](#) | [Other Library](#)[News](#) | [Member News](#) | [More Links](#)

Current RAILS News

RAILS Closed for Independence Day

RAILS will be closed on Thursday, 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 Closed for Staff In-Service

RAILS offices will be closed on Thursday, July 25, for a staff in-service meeting. RAILS delivery service and ILDS (Illinois Library Delivery Service) to CARLI (Consortium of Academic and Research Libraries in Illinois) locations will not operate. CTL (Continental Transport Logistics) delivery service to Burr Ridge and Wheeling area libraries will operate on the normal schedule.

RSA staff support will be limited on the day of the in-service. Members should watch for more information from RSA prior to July 25. SWAN and PrairieCat will not be affected.

Something for Everyone at the July 18 Member Update!

Be sure to mark your calendar for the Thursday, [July 18 RAILS Member Update](#), from 10 a.m.-noon. You'll hear the latest news about RAILS' *My Library Is...* campaign, designed to help libraries of all types and sizes to tell their stories and articulate their value to library stakeholders, including the debut of our new campaign website. We will share toolkits, continuing education (CE) opportunities, videos, talking points, etc. via the website and will encourage all RAILS members to share their best practices, success stories, etc. as well.



You'll also hear the latest about our grant to recreate the L2 member database and CE events calendar ([librarylearning.info](#)), revised membership standards, efforts to help with the unserved challenge in Illinois, [Find More Illinois](#), the [Explore More Illinois](#) cultural attractions pass program, and much more. There will also be reports from RAILS members, including an effort to create a community dementia resource center with the help of a RAILS partnership grant. All attendees will be invited to share their library news as well.

You can attend the update at a variety of videoconference locations or via one-way streaming video (RAILS Live). Don't miss the fun; [register today!](#)

Thanks to all who have sent contributions for RAILS soon to debut *My Library Is...* website! RAILS will share a variety of helpful tools, continuing education opportunities, videos, and more via the site to help libraries of all types and sizes to tell their stories and articulate their value to different library stakeholders. We will also encourage members to share their information as well. The site will debut sometime in June.



74

Currently, we are looking for member contributions to "seed" the site before it debuts. If you have templates, talking points, videos, success stories, press releases, etc. that have been effective for you in telling your library's story, please send them our way. For more information on how you can contribute, visit the [News from RAILS](#) section on our website.

Please send your items to communications@railslibraries.info. With your help, we will have more content available at the website launch. (You will be able to share items directly to the site after it launches.) Thanks in advance for anything you can contribute!


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

The board of each public library in RAILS is required by [Illinois law](#) to decide annually whether your library will participate in the state's nonresident fee program and to inform RAILS about the board's action within 30 days.

A library can fulfill this requirement by updating its nonresident card participation and fee information in [L2](#). Once logged into L2, view your library's profile and click the "edit nonresident card status" link in the right-hand sidebar. While you are logged into L2, please take a moment to update any other library or personal information that may need completing.

For more information about the Illinois public library nonresident services program, see the [Illinois State Library's website](#).

[Complete the form](#) by Sunday, June 30. If you have any questions, contact [Joe Filapek](#), 630.734.5132.

 Look for this symbol throughout issues of the *RAILS E-News* for items supporting the [My Library Is...](#) campaign.

Continuing Education (CE)

RAILS Continuing Education

Data CE Series

[Introduction to Statistics for Librarians, July 10 or 11](#)
Fear numbers no more and build data confidence with this daylong workshop. This course will explain the purpose of simple statistical functions, and demonstrate in everyday language how they can be easily applied to



75

- Calculate basic descriptive statistics such as mean, median, and mode
- Analyze frequency distributions of variables such as survey responses
- Calculate the rate of change to understand trends
- Create graphs to illustrate basic numerical facts

This one-day workshop will be held on two separate days at two separate locations from 9:30 a.m.–4:00 p.m. See more details and register on L2 for either Wednesday, [July 10 at Peoria Public Library](#) or Thursday, [July 11 at RAILS in Burr Ridge](#). Participants need only to sign up for one instance as the content will be the same each day. The \$20 fee includes lunch and course materials.

[View the entire series](#) of CE events centered around data analysis and collection. There are still open spaces in these June events:

- ["Great Graphs: Transform Spreadsheets into Stories with Data Visualization," June 20"](#)
- ["Report Redesign," June 27"](#)

Webinar on Strategies for Minimum Wage Compliance, June 26

If you missed the recent LACONI event on minimum wage compliance presented by HR Source, RAILS will offer a webinar version of this presentation on Wednesday, June 26, from 1:30–3:00 p.m. The legal and compensation experts from HR Source will discuss short- and long-term compliance strategies. This session will also cover recent wage and hour updates regarding employee expense reimbursements, payments for nursing breaks, and updates to the Fair Labor Standard Act. [See more details and register on L2.](#)

More 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.

"Diversity, Equity, and Inclusion: Nine Conversations that Matter to Health Sciences Librarians with Jessica Pettitt" Webinar

The National Network of Libraries of Medicine invites you to join this series of [nine, 60-minute webinars](#). Are you concerned or confused about topics under the umbrella of diversity, equity, and inclusion, and would like to have conversations that include both internal and external dialogues about our similarities and differences? Learn more about the [individual webinars and register](#).

If you don't have a National Library of Medicine/National Network of Libraries of Medicine account, don't worry, [just create one](#), it's free!

"Creating Local Linkages"

This free online course gives public library staff the opportunity to gain skills to use digital history sources and develop local history projects. The curriculum will be taught as an eight-week online course four times in 2019 and 2020. For additional information, visit the course [website](#).

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

Networking Opportunities

76

Deere and Company Event

You're invited to connect with colleagues and take a tour of the Deere & Company headquarters. On Friday, July 19, noon-3:30 p.m., RAILS, Special Libraries Association(SLA) Illinois, and SLA Iowa are offering a [networking event at the Deere & Company Administrative Center](#) in Moline, IL.

This event is open to all library staff from any type of library, especially special libraries. The event will include a presentation by Deere & Company library staff, news and updates from RAILS, SLA Illinois and SLA Iowa, an opportunity for networking, as well as a tour of Deere & Company facilities. Lunch will be served.

RAILS Member Meetup, Princeville

Please join us for a RAILS Member Meetup on [Tuesday, August 6, 10:00-11:30 a.m.](#) at Lillie M. Evans Public Library District in Princeville, IL.

In addition to connecting with other librarians from across the area, there also will be a short presentation on the Bike the Trails Library to Library project (supported by a RAILS Partnership grant) as well as news and updates from RAILS. Snacks and beverages will be served.

RAILS Member Meetups are in-person, multitype library events for members to connect on issues related to the profession. All library staff from any type of library are invited.

E-Resources

eRead Illinois Axis 360 members – We Have a Newsletter Just for You!

Want to know what's going on with eRead Illinois Axis 360? There's a newsletter for that. Subscribe to get news about the program, tips for how to use the app, information about the collection, updates to the platform, and more!



[Read the latest](#) eRead Illinois Axis 360 e-news and [subscribe](#) to receive the e-news on a monthly basis.

Deals, Discounts, Grants

New Focus for RAILS CE Event and Partnership Grants: Details Coming Soon

During our 2018 strategic plan revision process, we heard repeatedly from libraries of all types and sizes that they needed help to more effectively tell their story and articulate their value to users, potential users, parent institutions, governing boards, funders, elected officials, and other stakeholders. As a result, RAILS will undertake a number of different projects

This includes changing the focus of our [Continuing Education Event grants](#) and our [Partnership grants](#). Members will be asked to focus their grant applications on events and projects that help promote libraries and tell the library story. Watch for further information coming soon with more specifics on how the two grant applications will change and what criteria will be used to judge the applications, as well as new application deadlines for the upcoming fiscal year.

ABOS Awards and Scholarship

The Association of Bookmobile & Outreach Services (ABOS), an affiliate of the American Library Association, is accepting applications for the [John Philip Excellence in Outreach Award](#), the [Carol Hole Conference Attendance Award](#), and the [Bernard Vavrek Scholarship](#). The deadlines for the awards and scholarship vary.

Conferences

Registration is Now Open for ILA Conference

Registration is open for the 2019 ILA Annual Conference at the Tinley Park Convention Center, October 22-24. The theme of this year's conference is "Shift: Where Will You Grow?" [For more information and to register.](#)

Plan on visiting RAILS at our booth in the exhibit hall. Staff members will be there to discuss RAILS services and more. RAILS is a platinum sponsor of the ILA conference and will be sponsoring the Wednesday exhibits lunch.

Registration Open for WiLSWorld 2019

WiLS' annual conference on innovative library practices in technology and collaboration will be held at the Pyle Center in Madison, Wisconsin, with programs on July 23 and workshops on July 24.

This year's keynote speaker is Rebecca Stavick, Executive Director of [Do Space](#) in Omaha, co-founder of [Open Nebraska](#), Library Journal [Mover & Shaker](#), and member of the [Urban Libraries Council](#) Executive Board.

Read more about the conference on the [WiLSWorld 2019 website](#), register, and more.

ILA Annual Conference Poster Session

The ILA Conference Program Committee is accepting applications for poster sessions for the 2019 ILA Annual Conference that will be held October 22-24 at the Tinley Park Convention Center. Poster sessions will be held in the exhibit hall on Wednesday, October 23, and Thursday, October 24.

All types of libraries (academic, public, school, and special) are invited to submit on any topic relevant to librarianship and may include a description of an innovative library program, an analysis of a solution to a problem, a report of a research study, or any other presentation that would benefit the larger library community.

The Poster Session Committee will consider the quality of the research, program, or project as presented in the abstract in making its decisions. [Applications](#) are due by Wednesday, July 31.

??

Illinois State Library News

78

Discount for Internet Librarian Conference

The Internet Librarian Group Discount is available for [ILLINET](#) member libraries to attend the Internet Librarian 2019 conference sponsored by Information Today. (All RAILS member libraries are ILLINET libraries.) The 2019 event will be held at the Monterey Marriott in Monterey, California, October 21-23.

When registering use code 19ILLI to receive the discount. [Please register online](#) no later than September 20.

For additional information, feel free to contact [Jill Heffernan](#) or call 217.557.7259.

Other Library News

ALA Releases New Libraries' Guide to the 2020 Census

The American Library Association released the Libraries' Guide to the 2020 Census, a new resource to prepare libraries for the decennial count of every person living in the United States.

ALA's new 18-page guide is to make sure library workers have answers, as public libraries are positioned to reach groups designated by the Census Bureau as "hard-to-count." Read the [full press release from ALA](#).

To download the Libraries' Guide to the 2020 Census and subscribe to ALA's 2020 Census newsletter, visit [ALA's 2020 Census web page](#), which also contains links to ALA policy statements about the census and primary data sources.

Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

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 goodbye to retiring directors. If you'd like to supply the years of service for a retiring director, please do so.

Carla Snowden is the new library supervisor at Havana CUSD. Vicki Bonnett retired this school year.

Trisha Scott is retiring as director of Beardstown Houston Memorial Public Library, effective June 12. Ethan McIntyre is interim director.



E-News June 5, 2019

79

[View this message in your browser.](#)**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#) |[E-Resources](#) | [Deals, Discounts, Grants](#) | [Conferences](#) | [Illinois State Library](#) | [Other Library](#)[News](#) | [Member News](#) | [More Links](#)

Current RAILS News

Look Who's on Board for 2019!

Please join us in congratulating the successful candidates in the recent RAILS Board election. New board members will be seated in July 2019.

At-Large Seats

- Scott Pointon, White Oak Library District
- Selina Gomez-Beloz, Waukegan Public Library
- Sarah McHone-Chase, Northern Illinois University

(Note: Originally, two at-large seats were available. RAILS Board member Liza Campbell resigned her at-large seat as of June 1, 2019. The nominating committee voted to have Sarah McHone-Chase fill the remainder of Liza's term, since Sarah was the third highest vote getter in this category.)

Public Library Trustee Seats

- Dianne Hollister, Bloomington Public Library
- Susan Busenbark, Kewanee Public Library

Special Library Seat

- Halle Cox, Kane County Law Library & Self Help Legal Center

Thanks to all candidates who ran in the election; we really appreciate your interest in RAILS! Thanks to all members who voted in the election as well.

Special thanks to the RAILS Nominating Committee for helping to recruit such a fine slate of candidates for the election. Committee members are:

- Kate Hall, Director, Northbrook Public Library, committee chair
- Peggy Danhof, Board President, Fountaindale Public Library District
- Leora Siegel, Director, Chicago Botanic Garden Lenhardt Library
- Lisa Marie Smith, Youth Services Librarian, Vernon Area Public Library District
- Alissa Williams, Director, Morton Public Library District

**Share Your Library's Story for New RAILS Website**

The RAILS' *My Library Is...* campaign, is designed to help our members tell their stories and promote their value to different stakeholders, including

response to numerous requests for this type of assistance from all sizes and types of RAILS libraries.

We plan to launch a campaign website in June, and we need your help! A major feature of the website will be the chance for members to share best practices and ideas that other libraries can use/imitate to tell their stories. We would like to have member content available to share when the website launches. We are especially looking for:

- [Library Stories](#) – share any stories (a brief paragraph is fine) about successful efforts to promote your library
- [Plans/Campaigns](#) – share Word or PDF templates for marketing plans or campaigns
- [Talking Points](#) – share brief sentences you have used to promote the library or a specific program/service
- [Printables](#) – share Word, PDF, or website links of print materials (flyers, brochures, bookmarks, etc.) that you have used to promote your library or libraries in general
- [Videos](#) – share links to videos you have used to promote your library
- [Press Releases](#) – share an example of a press release you have used to promote the library
- [Social Media Posts](#) – share a post from Facebook, Twitter, Instagram, etc. that worked for you

Please send your items to communications@railslibraries.info. You will be able to share items directly to the website after it launches. As mentioned above, we want to have content available at the launch. Thanks in advance for anything you can contribute!

Congratulations to RAILS' 2019 PR Xchange Award Winners

Over 440 entries in print and electronic formats were submitted to the [PR Xchange contest](#) from over 100 institutions and all library types. We are pleased to announce that three RAILS members are winners in this annual competition. Congratulations to the following libraries!

- **Schaumburg Township District Library**, Big Read brochure and Summer Challenge activity book
- **Ela Area Public Library**, Ela Summer Bingo
- **Arlington Heights Memorial Library**, FanCon Materials

Winning entries will be on display at the PR Xchange Event from 11 a.m.-1 p.m. on Sunday, June 23, in the ALA Exhibits Hall - Special Events Area, at the ALA Annual Conference in Washington, D.C.

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


The board of each public library in RAILS is required by [Illinois law](#) to decide annually whether your library will participate in the state's nonresident fee program and to inform RAILS about the board's action within 30 days.

A library can fulfill this requirement by updating its nonresident card participation and fee information in [L2](#). Once logged into L2, view your library's profile and click the "edit nonresident card status" link in the right-hand sidebar. While you are logged into L2, please take a moment to update any other library or personal information that may need completing.

For more information about the Illinois public library nonresident services

[Complete the form](#) by Sunday, June 30. If you have any questions, contact [Joe Filapek](#), 630.734.5132.

81

 Look for this symbol throughout issues of the *RAILS E-News* for items supporting the [My Library Is...](#) campaign.

Continuing Education (CE)

RAILS Continuing Education

Data CE Series

[Introduction to Statistics for Librarians, July 10 or 11](#)
Fear numbers no more and build data confidence with this daylong workshop. This course will explain the purpose of simple statistical functions, and demonstrate in everyday language how they can be easily applied to survey and other data. Through hands-on practice, participants will learn how to:



- Calculate basic descriptive statistics such as mean, median, and mode
- Analyze frequency distributions of variables such as survey responses
- Calculate the rate of change to understand trends
- Create graphs to illustrate basic numerical facts

This one-day workshop will be held on two separate days at two separate locations from 9:30 a.m.–3:30 p.m. See more details and register on L2 for either Wednesday, [July 10 at Peoria Public Library](#) or Thursday, [July 11 at RAILS in Burr Ridge](#). Participants need only to sign up for one instance as the content will be the same each day. The \$20 fee includes lunch and course materials.

[View the entire series](#) of CE events centered around data analysis and collection. There are still open spaces in these June events:

- ["Simple Spreadsheets: Data Analysis Techniques and Time-Saving Secrets," June 13](#)
- ["Great Graphs: Transform Spreadsheets into Stories with Data Visualization," June 20"](#)
- ["Report Redesign," June 27](#)

Webinar on Strategies for Minimum Wage Compliance, June 26

If you missed the recent LACONI event on minimum wage compliance presented by HR Source, RAILS will offer a webinar version of this presentation on Wednesday, June 26, from 1:30–3:00 p.m. The legal and compensation experts from HR Source will discuss short- and long-term compliance strategies. This session will also cover recent wage and hour updates regarding employee expense reimbursements, payments for nursing breaks, and updates to the Fair Labor Standard Act. [See more details and register on L2.](#)

[More CE...](#)

82

"Diversity, Equity, and Inclusion: Nine Conversations that Matter to Health Sciences Librarians with Jessica Pettitt" Webinar

The National Network of Libraries of Medicine invites you to join this series of [nine, 60-minute webinars](#). Are you concerned or confused about topics under the umbrella of diversity, equity, and inclusion, and would like to have conversations that include both internal and external dialogues about our similarities and differences? Learn more about the [individual webinars and register](#).

If you don't have a National Library of Medicine/National Network of Libraries of Medicine account, don't worry, [just create one](#), it's free!

"Creating Local Linkages"

This free online course gives public library staff the opportunity to gain skills to use digital history sources and develop local history projects. The curriculum will be taught as an eight-week online course four times in 2019 and 2020. For additional information, visit the course [website](#).

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

Networking Opportunities

Deere and Company Event

You're invited to connect with colleagues and take a tour of the Deere & Company headquarters. On Friday, July 19, noon-3:30 p.m., RAILS, Special Libraries Association(SLA) Illinois, and SLA Iowa are offering a [networking event at the Deere & Company Administrative Center](#) in Moline, IL.

This event is open to all library staff from any type of library, especially special libraries. The event will include a presentation by Deere & Company library staff, news and updates from RAILS, SLA Illinois and SLA Iowa, an opportunity for networking, as well as a tour of Deere & Company facilities. Lunch will be served.

RAILS Member Meetup, Princeville

Please join us for a RAILS Member Meetup on [Tuesday, August 6, 10:00-11:30 a.m.](#) at Lillie M. Evans Public Library District in Princeville, IL.

In addition to connecting with other librarians from across the area, there also will be a short presentation on the Bike the Trails Library to Library project as well as news and updates from RAILS. Snacks and beverages will be served.

RAILS Member Meetups are in-person, multitype library events for members to connect on issues related to the profession. All library staff from any type of library are invited.

Our [rotating collection](#) of hand-curated, frontlist e-books has been updated to include timely materials you can share with your patrons. This new collection includes a celebration of [Pride Month](#), books and comics that follow this year's summer reading theme, "[A Universe of Stories](#)," and the winners of the statewide [Indie Author Project](#) competitions. There are no holds or waiting for items in this community collection, and titles can be read by multiple users at the same time via [BiblioBoard](#).

Developed through a partnership between RAILS and BiblioLabs, Popup Picks are available to everyone in Illinois free of charge and without the need of a login or library card. [See more information](#) on Popup Picks and all our BiblioBoard offerings.

Deals, Discounts, Grants

Save on Bindery Shipping Charges

Does your library use HF Group AcmeBinding? If so, you can now send smaller orders and save on bindery shipping charges by using the new RAILS bindery pickup program. Your bindery shipments can be placed in RAILS delivery, and HF Group will pick them up from the RAILS Bolingbrook facility when there are four or more orders.

Interested? See the [procedures](#), [2019 schedule](#), and [HF Group information](#) on the RAILS website. **Bindery shipments must be received at RAILS Bolingbrook by June 13 to be included in the first pickup.**

ABOS Awards and Scholarship

The Association of Bookmobile & Outreach Services (ABOS), an affiliate of the American Library Association, is accepting applications for the [John Philip Excellence in Outreach Award](#), the [Carol Hole Conference Attendance Award](#), and the [Bernard Vavrek Scholarship](#). The deadlines for the awards and scholarship vary.

Conferences

Registration Open for WILSWorld 2019

WILS' annual conference on innovative library practices in technology and collaboration will be held at the Pyle Center in Madison, Wisconsin, with programs on July 23 and workshops on July 24.

This year's keynote speaker is Rebecca Stavick, Executive Director of [Do Space](#) in Omaha, co-founder of [Open Nebraska](#), Library Journal [Mover & Shaker](#), and member of the [Urban Libraries Council](#) Executive Board.

Read more about the conference on the [WILSWorld 2019 website](#), register, and more.

Save the Date for the SLA Symposium

The annual Illinois Special Libraries Association (SLA) symposium is slated for Thursday, August 15. The chapter is looking for your help on any and all of

84

If you would like to share your expertise, please contact SLA IL President-Elect [David Bender](#).

Summer Getaway 2019: Professional Learning for School Librarians

Back by popular demand, [Summer Getaway 2019: Professional Learning for School Librarians](#) will be hosted by the University of Illinois' School of Information Sciences from July 11-12. Led by school library professionals, each in-depth session offers a relaxed learning environment where authentic dialogue is encouraged.

School library professionals can customize the conference experience, electing to attend for one or two full days of engaged learning. PDHs are available.

Visit the #SG19 [conference website](#) to view this year's sessions and to complete the registration process. Early bird registration closes in just over two weeks, so don't delay! Breakfast and lunch are included in the cost of registration.

B'LONG Round-Up and Mini-Conference

The RAILS Bookmobile and Library Outreach Networking Group (B'LONG) [Round-Up and Mini-Conference](#) will be held on Friday, July 12, from 8:30 a.m.-2:30 p.m., at Warren-Newport Public Library in Gurnee.

Staff members working in any field of outreach services are invited to attend: bookmobile, senior services, preschool, school services, volunteer services, community engagement, and individuals serving special interest populations including Spanish speakers, the homeless, the LGBT community, hospitals, and correctional facilities.

The \$25 cost includes a full lunch and a light breakfast. [Lunch order form](#). [Registration and payment information](#).

ILA Annual Conference Poster Session

The ILA Conference Program Committee is accepting applications for poster sessions for the 2019 ILA Annual Conference that will be held October 22-24 at the Tinley Park Convention Center. Poster sessions will be held in the exhibit hall on Wednesday, October 23, and Thursday, October 24.

All types of libraries (academic, public, school, and special) are invited to submit on any topic relevant to librarianship and may include a description of an innovative library program, an analysis of a solution to a problem, a report of a research study, or any other presentation that would benefit the larger library community.

The Poster Session Committee will consider the quality of the research, program, or project as presented in the abstract in making its decisions. [Applications](#) are due by Wednesday, July 31.

Illinois State Library News

Discount for Internet Librarian Conference

The Internet Librarian Group Discount is available for [ILLINET](#) member

Monterey, California, October 21-23.

When registering use code 19ILLI to receive the discount. [Please register online](#) no later than September 20.

For additional information, feel free to contact [Jill Heffernan](#) or call 217.557.7259.

85

Other Library News

ALA Releases New Libraries' Guide to the 2020 Census

The American Library Association released the Libraries' Guide to the 2020 Census, a new resource to prepare libraries for the decennial count of every person living in the United States.

ALA's new 18-page guide is to make sure library workers have answers, as public libraries are positioned to reach groups designated by the Census Bureau as "hard-to-count." Read the [full press release from ALA](#).

To download the Libraries' Guide to the 2020 Census and subscribe to ALA's 2020 Census newsletter, visit [ALA's 2020 Census web page](#), which also contains links to ALA policy statements about the census and primary data sources.

Shedd Aquarium Offers New Programs for a Virtual Library Visit

Shedd Aquarium's [Live from Behind the Scenes](#) brings programs to your library without leaving your location. Shedd experts, from trainers to veterinarians, and animals will make a virtual visit to your location for a live 50-minute interactive experience with one of three programs: Penguins at Shedd, Sharks at Shedd, or Animal Health at Shedd (Turtles).

Your library will need the minimum equipment of a computer connected to the internet, webcam and/or microphone, and equipment to project the computer onto a large screen for the whole group to see. Each session happens in real time as Shedd's experts do their daily work — with your participants alongside them.

For more information or questions contact mschmidt@sheddaquarium.org.

Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

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 goodbye to retiring directors. If you'd like to supply the years of service for a retiring director, please do so.

Name: Taylor Frawley
Town: Willowbrook, IL

1. Please provide background information about yourself.

I have lived in this area for most of my life. I am a flight attendant for Southwest Airlines. Prior to that, I worked in government affairs for the American Academy of Sleep Medicine. I recently started a business, Treats, which sells bath products and jewelry. I will be a vendor at a few upcoming events in the western suburbs.

2. Tell us how the library contributes to the community.

In my opinion, libraries are a vastly underrated public service. IPPL especially goes above and beyond in serving its community. I was aware beforehand of some of the great things IPPL offers, but after researching all of the programs, I am truly blown away by the services provided - classes on genealogy, cooking, ESL, etc. to teaching job hunting skills, providing business headshots, even helping people learn about their phones.

IPPL does everything, and more, for a community that a library should. Bea's Garden, community seed swap, LGBT Rainbow Club are some other examples that I think show off the effort of the IPPL trying and succeeding in being an important cornerstone to the community.

3. What would be your vision for the library in relation to the community?

I spent a lot of time at the library as a child, completely lost interest and stopped going as a teenager, and fell back in love with the library as an adult. I think if I sought solace in the library, my teen years would have been easier.

Several studies show that the rate of depression and anxiety is at an all-time high for teenagers, partly due to social media.

My vision would be to create a teen advisory board to speak to their peers about how the library can benefit them. Get them to interact with others offline. Tell them all the cool stuff the library offers, not just books. Offer pizza and snacks at some of these programs. Possibly even reach out to teachers about projects that the library could offer help on after school.

I think it is harder than ever to be an impressionable teenager today with the pressures of social media. This may be overreaching, but my vision would be for IPPL to act as a lifeline for those kids who need it.

4. Tell us about your experiences with Indian Prairie.

I frequented the library as a young adult to check out CDs I had placed on hold - always a quick visit. I had no idea what I was missing. I now spend hours during my visits to the library. Besides checking out books, I really just enjoy exploring the library. I participated in a watercolor class over the past year, and was so impressed at the level of expertise offered by the instructor. I checked out a telescope a few weeks ago. Every time I receive the newsletter or visit, I learn about something new that the library offers, and am just so impressed.

5. What makes you most proud about Indian Prairie?

How much IPPL offers! I just told a co-worker with small children about reading to dogs with Pawsitive Therapy, and she couldn't believe that IPPL offers that as her library has no similar program. Talking to people in other communities reminds me how great IPPL is.

Also, the staff is incredibly helpful. I have interacted with staff at other libraries that remind me of dealing with staff at the DMV. There appears to be very little burnout at IPPL, and it seems like most employees here are happy and eager to help.

6. Are you or have you been affiliated with other organizations in the Indian Prairie community?

I was a CASA for DuPage County for two years. CASAs are Court Appointed Special Advocates that advocate on behalf of children in the foster care system.

7. Would you be willing and able to make presentations to village/city boards and attend community meetings/events?

Yes! When I worked in government affairs at the medical association, I would speak to audiences of hundreds of our physician members. It taught me how to be comfortable in giving presentations in a professional setting.

I would also love to attend community events.

8. Do you have anything else that you would like to share with the Board?

I would be interested in doing more cross promoting with local business such as Midtown Athletic Club, Portillo's, etc.

Also, I wonder what the Board thinks of an IPPL 5k for all ages.

Thank you for considering me as an applicant to the Board.

Resolution #2019-A

*A Resolution Honoring Beena Deshmukh
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Beena was Trustee on the Indian Prairie Public Library District Board from 2013 to 2019, serving as Secretary, Building and Grounds Committee Member, Policy Committee Member, and Planning/Outreach Committee Chairperson; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to her its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to her its heartfelt wishes for continued success and much happiness.

Adopted this 19th day of June, 2019.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

Strategic Plan FY 19/20

At this meeting we have to finalize the vision statement and approve the strategic plan. I've included the last version discussed at last month's meeting as well as some other ideas for you to think about.

Try thinking about the mission and vision in partnership -
"Because we provide opportunities to explore, connect and be inspired _____."

Lives are enriched and dreams realized.
Live enriched and dreams realized.

Fostering potential and enriching lives.
We foster potential and enrich lives.

Every person has the ability to fulfill their potential and enrich their quality of life.

Our community is enriched and residents achieve their dreams and aspirations.

Our community flourishes through discovery, learning, and innovation.

Our community looks to us for enrichment of their lives.

Indian Prairie Public Library Strategic Plan 2019-2022

Strategic Direction 1: Empowering

We empower people to fulfill their potential and cultivate their interests.

- 1 We care about people and cultivate relationships to connect around individual interests and their information, education, and entertainment needs.
- 2 We offer interest-driven programs that spark enjoyment, participation, learning, and creativity.
- 3 We curate dynamic collections that are exciting, responsive, and inclusive.
- 4 We provide opportunities for our residents to discover, learn about, and use technology.
- 5 We use innovative ways to reach and inform our community about all we have to offer and to share our stories of impact.

Strategic Direction 2: Welcoming

We are a welcoming place for all and a preferred destination.

- 1 Our commitment to exceptional experiences for everyone guides the development of our services and assures outstanding hospitality.
- 2 We continuously learn about our community's needs and interests to ensure we are inclusive.
- 3 Our physical and virtual spaces are welcoming, engaging, useful, and easy to use.

Strategic Direction 3: Connecting

We are a vital partner in a strong community and a catalyst for bringing people together.

- 1 We increase opportunities for people to connect and engage with each other.
- 2 We develop and nurture partnerships that benefit our community.
- 3 We grow our reputation as a valued community resource and partner.



OUR VISION Lives are enriched and dreams realized. **OUR MISSION** We provide opportunities to explore, connect, and be inspired.



FINANCIAL FORECAST

Taxes 2% increase; 2% interest

92

FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,870,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,879,037
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	107,634	65,914
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	833,608
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	333,608
Capital Projects			88,555	8,509		6,498	187,287	600,000
			chiller	study room		HVAC motor	parking lot	renovation
			10,000	4,214		5,775	47,395	
			YS furniture	sump pumps		HVAC repair	masonry	
				2,638		4,863	6,100	
				fabric/chairs		landscape projects	self checkout software	
				3,960		4,965	2,447	
				replay vinyl in exterior signs		sconce and globe lgt	self check computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
16,672	18,033	19,645	18,156	19,832	22,181	24,523	27,463	30,721	34,308
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
4,003,766	4,084,203	4,166,472	4,247,254	4,332,846	4,420,789	4,510,437	4,602,430	4,696,520	4,792,757
2,928,194	2,986,757	3,046,493	3,107,422	3,169,571	3,232,962	3,297,622	3,363,574	3,430,845	3,499,462
493,068	495,533	498,011	500,501	503,004	505,519	508,046	510,586	513,139	515,705
255,204	260,308	265,514	270,825	276,241	281,766	287,401	293,149	299,012	304,992
119,867	121,065	122,276	123,499	124,734	125,981	127,241	128,513	129,799	131,097
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934
3,935,704	4,003,648	4,072,893	4,143,466	4,215,392	4,288,698	4,363,412	4,439,561	4,517,173	4,596,278
68,062	80,555	93,578	103,788	117,454	132,091	147,025	162,869	179,347	196,479
833,608	901,670	982,225	907,804	991,592	1,109,045	1,226,136	1,373,161	1,536,030	1,715,377
901,670	982,225	907,804	991,592	1,109,045	1,226,136	1,373,161	1,536,030	1,715,377	1,799,856
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
401,670	482,225	407,804	491,592	609,045	726,136	873,161	1,036,030	1,215,377	1,299,856
		40,000 generator 128000 boiler	20,000 servers		15,000 HVAC bearings				12,000 humidifier 100,000 renovation

Operating Budget 2018/2019 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$2,870,778.00	73.06%	Property Taxes	\$3,659,490.00	93.12%
Materials	\$490,615.00	12.49%	State Grant	\$53,161.00	1.35%
Building	\$250,200.00	6.37%	Interest	\$15,000.00	0.38%
Operations	\$34,550.00	0.88%	Desk Monies	\$199,400.00	5.07%
Technology	\$118,680.00	3.02%	Other Income	\$2,900.00	0.07%
Contractual	\$14,620.00	0.37%			
Insurance	\$17,354.00	0.44%			
Public Information/Program	\$72,240.00	1.84%	Total	3,929,951.00	
Contingency	\$10,000.00	0.25%			
Reserves	\$50,554.00				
Total operating budget	\$3,929,591.00				

2019/2020 Operating Budget - Expenditures

	2018/19	2019/20
Personnel		
Salaries	2,236,300	2,294,105 2.6% Increase
Benefits - Med/Life Ins	156,600	174,732 estimating 11% increase in January
Benefits - IMRF	203,487	201,318 One less employee on IMRF
Benefits - FICA	170,722	170,513
Staff development	17,000	20,000 ILA In Chicago and PLA Conference
Board development	1,000	1,000
Worker's compensation	6,100	6,263
Unemployment insurance	2,744	2,847
Total Personnel	2,793,953	2,870,778

Materials		
Books	220,250	227,400 increased ebooks by \$10,000
Periodicals	31,125	30,025
Audio	47,950	52,350 increased eaudio books by \$4,500
Video	74,950	44,950
Streaming		31,000 increased by \$1,000
Multi-Media	10,250	11,250
Electronic ref. resources	64,540	64,640
Software/Games	7,000	7,000
ESL	1,000	1,000
Processing supplies	20,200	21,000
Total Materials	477,265	490,615

Building		
Cleaning service	71,500	71,500
Water/Sewer	7,500	7,500
Gas	12,000	12,000
Electric	63,000	63,000
Telephone	4,400	4,400
Maintenance supplies	17,000	17,000
Bldg maintenance/repairs	55,000	30,000 Joe is doing muc of the work himself
Security system	800	800
Property maintenance	25,000	40,000 we've had 2 bad winters....
Garbage disposal	3,000	4,000
Total Building	259,200	250,200

Operations		
Supplies - office	13,350	13,000
Photocopy supplies	5,000	5,000
Patron card supplies	600	600
Postage	4,400	4,400
Postage - Passports	2,300	2,300
Non-payment reimburse	2,000	2,000
Admin staff travel	650	750
Organizational membershi	3,000	3,500
Bank fees	3,000	3,000
Total Operations	34,300	34,550

Technology

Public toner	7,000	9,000
Staff toner	7,000	7,000
Maker supplies	800	700
Automation - prof services	5,000	5,000
Purchase of equipment	14,000	17,122
Automation equipment mai	4,700	9,868
Software	12,787	9,300
SWAN maintenance	42,388	47,166
Telecommunications	6,638	13,524
		adding fiber for Internet connection
Total Automation	100,313	118,680

Contractual Services

General prof. services	0	
Legal	4,000	4,000
Audit	4,000	4,000
Credit bureau	900	900
Equipment - photocopier	3,000	5,500
Bond Registrar	220	220
Total Contractual Services	12,120	14,620

Insurance

Multi peril - physical & liabil	10,797	11,323
Bonding	1,400	1,370
Officers/directors	2,900	2,511
Umbrella liability	2,150	2,150
Total Insurance	17,247	17,354

Public Information/Programs

Marketing supplies	500	500
Advertising	500	840
Newsletter	35,000	36,000
eNewsletter	2,000	2,000
Informational printing	2,200	2,200
Legal notices	1,500	1,500
Programs	25,400	29,200
		Increase monies for adult, teen, and pre-k
Total Public Information	67,100	72,240

Contingency	9,000	10,000
-------------	-------	--------

Total Expenditures	3,770,498	3,879,037
---------------------------	------------------	------------------

Total Operating Revenue	3,813,659	3,929,591
--------------------------------	------------------	------------------

Difference	43,161	50,554
-------------------	---------------	---------------

97

**INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2019-2020
EFFECTIVE 7/1/19**

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	9.59	14.39
Grade II Youth Services Page Summer Youth Services Associate	10.13	15.20
Grade III Building and Support Services Associate Technical Services Associate I Youth Services Support Associate	12.16	18.14
Grade IV Technology Services Associate Circulation Services Associate Communications Associate Interlibrary Loan Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Substitute Bookkeeper Substitute Associate	13.78	20.69
Grade V Administrative Associate Youth Services Associate Adult Services Associate Paralibrarian Technology/Digital Services Associate Technology Services Network Technician Assistant Circulation Supervisor	15.64	23.46
Grade VI Senior Circulation Supervisor Substitute Librarian	17.75	26.60
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Communications Coordinator Building Services Coordinator	23.29 45,409	34.91 68,084
Grade VIII Assistant Head of Youth Services Assistant Head of Adult Services Assistant Head of Technology Services	26.31 51,297	39.47 76,974
Grade IX Department Head	30.16 58,815	45.25 88,232
Grade X Assistant Director	34.08 66,453	51.14 99,728
Grade XI Library Director	To be set by Board	

Salary Schedule Library Comparisons - minimum salaries
FY2019/2020

	IPPL current		proposed		Downers	Woodridge	Tinley Park	Hinsdale	Lisle	Orland Park	Oak Lawn	Westmont	IPPL ranked within each position (low salary ranked 1)
	minimums	minimums	minimums	minimums									
asst director	65,149	67,103.47	70,000.00	70,000.00			81,060.00	62,124.00	72,706.00	73,517.00		61,201.00	3 out of 7
dept headA7:R	57,662	58,815.24	62,000.00	58,465.00			66,596.00	53,323.00	63,904.00	58,555.00	58,971.00	52,513.00	5 out of 9
asst dept head	50,291	51,296.82	50,270.00	50,270.00					49,398.00	52,258.00	52,888.00		3 out of 5
librarian	44,519	45,409.38	46,000.00	43,225.00			49,591.00	47,950.00	43,357.00	41,621.00	47,433.00	43,738.00	5 out of 9
marketing	44,519	45,409.38	62,000.00	58,465.00			49,591.00	47,950.00	38,092.00	52,258.00	47,433.00	43,738.00	3 out of 9
office coord	44,519	45,409.38	39,000.00	50,270.00			60,362.00	47,950.00	38,092.00	65,610.00	58,907.00	43,738.00	3 out of 9
admin associat	15.33	15.64	16.00	19.06			19.59	18.59	22.23	13.54	18.12		2 out of 7
senior circ sup	17.4	17.75		22.16			17.76	18.12	19.05	18.12			1 out of 7
asst. circ super	15.33	15.64	16.00	19.06				14.14	15.17				3 out of 5
AS/YS associat	15.33	15.64	16.00	20.09			17.76	15.69	17.17	17.00	16.77	15.81	1 out of 9
technology ass	15.33	15.64	12.00						19.53	17.00	16.77		2 out of 5
circ associate	13.51	13.78	12.00	13.49			13.23	11.92	13.26	12.08	12.59	12.24	9 out of 9
tech serv asso	13.51	13.78	12.00	16.39			14.58	17.17	13.54	13.54	14.38		3 out of 7
Tech Desk Ass	13.51	13.78	13.50				13.23		12.08	12.08			4 out of 4
tech serv asso	11.92	12.16	10.20	11.84			13.23	11.92	13.26	12.08	12.59	11.50	6 out of 9
page	9.40	9.59	10.20	10.86			9.10	9.09	10.00	8.59	9.63	10.00	4 out of 9

Kids & Teens

"Guys, guys, this place is amazing" a very excited pre-k friend

Circulation

Patron commented on how friendly and polite we are at Indian Prairie!

A family of 4 came in for passports. While I was helping them, the father commented on how polite and helpful we are. He said that he was very impressed with us. He had gone to the Westmont Post Office first but walked out because he was treated so poorly.

A patron approached the front desk with her young daughter to return a K&T Book Bundle backpack and she commented, "These are so great - she loved it! We're heading up to get another one."

Patron asked if we have a paper shredder available for checkout or offer shredding services.

Adult

Emily did a *fantastic* job helping a patron with her phone. She explained computer jargon in very easy to understand terms and was very patient. The woman really appreciated it and said how nice our library is and she was lucky she came when Emily was available.

Man complained that all the comfortable reading chairs seem to be in areas near where people are talking. (He was in a chair East of the magazines.) He suggested that the magazines and newspapers should be in the quiet area.

Patrons complained they cannot read the text on the black background in the newsletter. Some mentioned they like to make notes or highlight and cannot do so on that page.

Patron loved the after hours Game of Thrones event. She would like to attend more programs like that.

Patron Steve Berg said he doesn't care for taxes but he considers them well spent when he visits INS. He comes here to chill and get caught up on new DVD's. And everyone is nice!

Administration

From an attendee at the Simon and Garfunkel program:

This was our first attendance at a library event. Outstanding! We will certainly be back.

When my sister was looking over the program offerings in new Summer newsletter, she told me "Indian Prairie is the place to be!"

Little boy was showing his grandma around the library & as they started walking up the stairs he pointed to the alcove & said "that's the little living room!"



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.