

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Trustee Oaths of Office
- B. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- C. Election of Officers Action
- D. 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.
- E. Public Comment
- F. Communications and Announcements
 - 1. Reger to Bukovac re: AARP Tax Assistance Page 3
 - 2. Recognition from LADSE Page 4
- G. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, April 19, 2017 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bill/Additional Bills Page 12
 - 4. Nominating Committee Minutes May 15, 2017 Distribute @ mtg
- H. Items Deleted from Omnibus Consent Agenda Action
- I. Library Director's Report Page 17 Information
- J. Department Reports Information
 - 1. Assistant Director Page 19
 - 2. Marketing Page 22
 - 3. Adult Page 24
 - 4. Circulation Page 29
 - 5. Technology and Technical Services Page 33
 - 6. Youth Page 36

Board Meeting – May 17, 2017 - page 2

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

- L. Reports
 - 1. Chamber Meetings (Jensen) Page 47 Information
 - 2. RAILS Page 49 Information
 - 3. Building and Grounds Committee (None)
 - 4. Finance Committee (None)
 - 5. Planning/Outreach Committee (None)
 - 6. Policy Committee (None)

- M. Unfinished Business
None

- N. New Business
None

- O. Committee Meetings
Building and Grounds Committee meeting – May 30, 6:30 p.m.
Finance Committee meeting – June 14, 11:30 a.m.

- P. Community Events

- Q. Library Events

- R. Adjournment

Jamie Bukovac

From: Kenneth Reger <klr007@sbcglobal.net>
Sent: Monday, April 17, 2017 10:35 AM
To: Jamie Bukovac
Subject: 2017 Filing Season

Hi Jamie,

I would like to take this opportunity to thank you and your staff for making this another successful filing season for the AARP Tax-Aide Program. The assistance provided from your information technology department as well as those involved in scheduling the many clients that we prepared tax returns for is greatly appreciated.

It is a pleasure working with those involved in our program and I look forward to working with them for our 2018 Filing Season.

Ken Reger
District Coordinator

Indian Prairie Library

In Recognition of Your Participation in the
Vocational Alliance Business Education Partnership
and Your Commitment to
Helping Our Students Navigate Their Futures

2016-2017

LADSE District High Schools

- Lyons Township North
- Lyons Township South
- Hinsdale South DEH
- Hinsdale Transition
- Riverside Brookfield



Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 19, 2017

**Board of Trustees Regular Meeting
April 19, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:02 p.m. Acting-Secretary Megaridis called the roll.

Present: Donald Damon, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh, Marian Krupicka

Staff Present: Jamie Bukovac, Maria Wlosinski, Laura Birmingham

Others: Asma Akhras, newly elected IPPL Board Trustee and Sabastian Moreno from Hinsdale South High School Investment Club

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

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

Vision Statement: Acting-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.

- C. Public Comment – Sabastian Moreno from Hinsdale South High School Investment Club presented a donation to the Foundation for use by the Teen Advisory Board in the sum of \$300.00. The Club is grateful to Youth Services Librarian, Tyler Works, for his support of their investment efforts.

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant
2. Beardsley to Bukovac re: Darien Woman’s Club Soap Collection Project
3. Joe to Jamie re: Robotics Challenge Funded by Sadowski Donation
4. Bukovac to Congressman Foster re: Support of LSTA in Federal Budget
5. Promotion of Library in Darien Park District Book

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 15, 2017
2. Treasurer’s Report
3. Action on Bill/Additional Bills
4. Ordinance #2017-1 Authorizing Non-Resident Cards
5. Proposed Revisions to Policy 474 3D Printer
6. Resolution #2017-A Honoring Julia Lacayo

6

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Presentation on Telling the Library's Stories – Bukovac has been studying resources on fundraising geared to non-profits. A reoccurring message is that non-profits need to build relationships and not just fund-raise. This involves reputation building, relationship building and donor cultivation and retention. One of the ways we can build the library's reputation and relationships is to tell the library's stories. In addition to talking about our services and statistics, we need to tell what people are specifically doing with our services so that others can be inspired. Our goal is to create a story-telling culture at the library and use it to build our reputation and our relationships and cultivate donors. We will be collecting and writing these stories and creating a story bank. Bukovac will introduce this concept at a department head retreat.

H. Department Reports

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee- no report
4. Finance Committee – no report
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report

K. Unfinished Business

1. Auto Renewal on SWAN – SWAN is offering libraries the option of providing auto-renewal to patrons. The Board reiterated the concerns that they expressed at last month's meeting. They are concerned that auto-renewal would eliminate a sense of urgency for returning items in a timely manner resulting in reduced access for other patrons. They are also concerned about a potential loss of fine revenue. Megaridis moved, Ruscitti seconded to opt out of auto-renewal. Ayes: Damon, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh, Krupicka. Motion carried unanimously.

L. New Business

1. Hire Chicago Project Management as Consultant for Tuckpoint Project – Backup was distributed tonight. The Board reviewed Birmingham's recommendation. Damon moved, Lacayo seconded to hire Dan Ruzic of Chicago Project Management at a cost of \$5,000.00 as consultant for the tuck-pointing project. Ayes: Damon, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh, Krupicka. Motion carried unanimously.
2. Appointment of Officers Nominating Committee – Krupicka and Damon will be on the committee.
3. Appointment of Committees Effective May 2017 – Suriano distributed the committee list effective May 2017.

M. Scheduled Meetings

1. A Nominating Committee meeting was scheduled for May 15 at 10:00 a.m.
2. A Building and Grounds Committee meeting was scheduled for May 30 at 6:30 p.m.
3. A Finance Committee meeting was scheduled for June 14 at 11:30 a.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:05 p.m. Lacayo moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Acting-Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2017

Balance on hand as of March, 2017.....	2,553,167.65
Cash Receipts for April.....	12,683.15
Cash Disbursements for April.....	255,313.98
Cash on hand as April 30, 2017.....	2,310,536.82

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.776%

General.....	(150.06)
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,080.09
Children's Endowment.....	2,903.65
Endowment.....	11,240.09
MPI Investment (Corporate Fund).....	2,012,611.46

JP Morgan Chase - Checking

General.....	147,241.95
Hinsdale Bank & Trust - Checking.....	4,818.21

JP Morgan Chase - Savings - Rate .13%

General.....	100,187.43
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2017.....	2,310,536.82

FUND BALANCES AS OF 04/30/2017

Corporate Fund.....	2,071,413.46
Building & Maintenance Fund.....	19,385.97
I.M.R.F. Fund.....	1.94
Liability Fund.....	2.21
Social Security Fund.....	1.56
Special Reserve Fund.....	22,203.99
Deferred Property Taxes.....	107,409.89
Current Liabilites.....	90,117.80
Grand Total All Funds.....	2,310,536.82

Indian Prairie Public Library District Consolidated Revenue Report for April 2017

Percent of Year: 83.33

	RECEIVED April 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 - Property Taxes	0.00	3,396,909.54	98.85%	3,436,415.00	39,505.46
41150 - Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 - Interest-Tax Levy	0.00	2.02	0.00%	0.00	-2.02
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,397,248.55	98.86%	3,436,415.00	39,166.45
INTERGOVERNMENTAL					
42150 - YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 - Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 - LIMRICC	0.00	2,291.59	0.00%	0.00	-2,291.59
TOTAL INTERGOVERNMENTAL	0.00	2,881.59	9.01%	32,000.00	31,410.00
INTEREST					
43500 - Interest - investment	39.94	1,997.74	199.77%	1,000.00	-997.74
TOTAL INTEREST	39.94	1,997.74	199.77%	1,000.00	-997.74
DESK MONIES					
45100 - Copier	379.10	4,008.08	83.50%	4,800.00	791.92
45120 - Computer Copies	1,156.43	12,668.14	105.57%	12,000.00	-668.14
45200 - Fines/Fees	5,005.59	40,205.09	83.76%	48,000.00	7,794.91
45250 - Gifts/Donations	0.00	10,354.25	690.28%	1,500.00	-8,854.25
45300 - Lost Materials	709.69	9,600.01	80.00%	12,000.00	2,399.99
45350 - Non-Resident Fees	6,378.28	70,119.01	85.51%	82,000.00	11,880.99
45400 - DVD Fines	35.50	3,376.15	48.23%	7,000.00	3,623.85
45450 - Book Rental	30.75	504.15	50.42%	1,000.00	495.85
45550 - Meeting Room Rental	0.00	275.00	137.50%	200.00	-75.00
45600 - ILL Fees	150.96	561.64	80.23%	700.00	138.36
45650 - 3D Printing	153.60	403.90	80.78%	500.00	96.10
45700 - Passport Fees	1,650.00	2,525.00	0.00%	0.00	-2,525.00
TOTAL DESK MONIES	15,649.90	154,600.42	91.10%	169,700.00	15,099.58
OTHER INCOME					
46500 - OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 - Miscellaneous	-0.05	2,599.29	519.86%	500.00	-2,099.29
46800 - Collection Agency Fee	20.00	243.80	81.27%	300.00	56.20
* 49000 - Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	19.95	7,606.09	136.73%	5,563.00	-2,043.09
GRAND TOTAL	15,709.79	3,564,334.39	97.80%	3,644,678.00	82,635.20

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

10

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

Percent of Year: 83.33

	April 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	165,649.78	1,660,276.11	77.69%	2,137,000.00	476,723.89	2,179,740.00	76.17%
61310 · Benefits - Medical / Life Ins.	1,392.45	103,758.27	78.31%	132,500.00	28,741.73	132,000.00	78.60%
61330 · Benefits - IMRF	15,585.74	162,786.02	78.64%	207,000.00	44,213.98	225,000.00	72.35%
61340 · Benefits - FICA	12,482.93	122,904.79	75.17%	163,500.00	40,595.21	175,000.00	70.23%
61400 · Staff Development	2,257.73	12,886.64	79.06%	16,300.00	3,413.36	20,000.00	64.43%
61600 · Board Development	500.00	921.82	92.18%	1,000.00	78.18	3,000.00	30.73%
* 61710 · Workers Compensation	0.00	9,787.00	108.74%	9,000.00	-787.00	13,000.00	75.28%
61720 · Unemployment Insurance	275.71	2,480.07	73.38%	3,380.00	899.93	6,000.00	41.33%
TOTAL PERSONNEL	198,144.34	2,075,800.72	77.76%	2,669,680.00	593,879.28	2,753,740.00	75.36%
MATERIALS							
62100 · Books	11,723.90	163,553.97	68.96%	237,175.00	73,621.03	250,000.00	65.42%
62200 · Periodicals	191.67	28,631.03	90.32%	31,700.00	3,068.97	35,000.00	81.80%
62300 · Audio	3,267.92	33,194.30	68.09%	48,750.00	15,555.70	50,000.00	66.39%
62400 · Video	6,049.00	50,229.24	86.31%	58,200.00	7,970.76	60,000.00	83.72%
62500 · Multi-Media	210.21	7,122.45	89.03%	8,000.00	877.55	10,000.00	71.22%
62600 · Electronic Reference Resources	2,332.52	63,645.87	98.98%	64,300.00	654.13	68,000.00	93.60%
62700 · Software	455.91	5,008.16	71.55%	7,000.00	1,991.84	8,000.00	62.60%
62800 · ESL	0.00	596.45	29.82%	2,000.00	1,403.55	3,000.00	19.88%
62900 · Materials Supplies	955.42	14,368.91	66.83%	21,500.00	7,131.09	25,000.00	57.48%
TOTAL MATERIALS	25,186.55	366,350.38	76.54%	478,625.00	112,274.62	509,000.00	71.97%
BUILDING							
63200 · Cleaning Service	4,669.86	55,493.53	77.61%	71,500.00	16,006.47	80,000.00	69.37%
63300 · Utilities (1-8-11 · Gas)	131.74	8,120.18	62.46%	13,000.00	4,879.82	70,000.00	11.60%
63300 · Utilities (1-8-12 · Electric)	3,928.24	47,538.56	73.14%	65,000.00	17,461.44	100,000.00	47.54%
63300 · Utilities (1-8-13 · Telephone)	743.95	7,337.80	104.83%	7,000.00	-337.80	9,000.00	81.53%
63300 · Utilities (1-8-14 · Water/Sewer)	238.95	6,882.54	98.32%	7,000.00	117.46	15,000.00	45.88%
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	2,320.92	77.36%	3,000.00	679.08	15,000.00	15.47%
63400 · Maintenance Supplies	691.98	14,003.95	82.38%	17,000.00	2,996.05	20,000.00	70.02%
63500 · Security System Monitoring	0.00	531.00	44.25%	1,200.00	669.00	3,000.00	17.70%
63600 · Property Maintenance	767.00	15,308.97	61.24%	25,000.00	9,691.03	30,000.00	51.03%
* 63800 · Building Maintenance/Repairs	2,594.12	80,508.31	161.02%	50,000.00	-30,508.31	60,000.00	134.18%
TOTAL BUILDING	13,765.84	238,045.76	91.66%	259,700.00	21,654.24	402,000.00	59.22%
OPERATIONS							
64200 · Supplies - Office	1,059.19	8,858.34	63.27%	14,000.00	5,141.66	18,000.00	49.21%
64300 · Photocopy Supplies	264.42	3,916.26	78.33%	5,000.00	1,083.74	6,000.00	65.27%
64400 · Patron Card Supplies	376.18	376.18	62.70%	600.00	223.82	3,800.00	9.90%
64450 · Passport Postage	206.15	322.77	0.00%	0.00	-322.77	0.00	0.00%
64500 · Postage	-204.40	4,413.86	110.35%	4,000.00	-413.86	8,000.00	55.17%
64600 · Non-Payment Reimbursement	0.00	514.97	17.17%	3,000.00	2,485.03	5,000.00	10.30%
64700 · Travel	10.70	291.93	58.39%	500.00	208.07	1,000.00	29.19%
64800 · Organizational Memberships	20.00	1,186.00	65.89%	1,800.00	614.00	2,200.00	53.91%
64900 · Bank Fees	254.25	2,357.44	94.30%	2,500.00	142.56	3,000.00	78.56%
TOTAL OPERATION	1,986.49	22,237.75	70.82%	31,400.00	9,162.25	47,000.00	47.31%
AUTOMATION							
65100 · Supplies-Public Toner	641.97	5,610.31	80.15%	7,000.00	1,389.69	8,000.00	70.13%
65150 · Supplies-Staff Toner	615.02	5,296.42	88.27%	6,000.00	703.58	8,000.00	66.21%
65160 · Supplies-3D Printer	138.98	338.97	48.42%	700.00	361.03	1,100.00	30.82%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	211.05	10,139.85	81.12%	12,500.00	2,360.35	18,000.00	56.33%
65400 · Automation Equip Mnt/Repair	413.97	2,680.66	73.44%	3,650.00	969.34	5,000.00	53.61%
65500 · Software	154.95	15,360.54	83.03%	18,500.00	3,139.46	27,000.00	56.89%
65600 · SWAN	11,405.00	45,620.00	100.00%	45,620.00	0.00	47,000.00	97.06%

11

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

Percent of Year: 83.33

	April 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	0.00	1,718.65	71.61%	2,400.00	681.35	4,000.00	42.97%
TOTAL AUTOMATION	13,580.94	86,765.20	85.59%	101,370.00	14,604.80	126,100.00	66.81%
CONTRACTUAL SERVICES							
66100 · General Professional Services	2,153.50	9,361.00	144.02%	6,500.00	-2,861.00	17,000.00	55.06%
66200 · Credit Bureau	0.00	619.65	41.31%	1,500.00	880.35	2,000.00	30.98%
66300 · Equipment-Maintenance Repair	1,065.61	4,225.44	70.42%	6,000.00	1,774.56	8,000.00	52.82%
66900 · Fees - Bond Registrar	0.00	210.00	210.00%	100.00	-110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	3,219.11	14,416.09	102.24%	14,100.00	-316.09	27,000.00	53.39%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 · Marketing Newsletter	0.00	23,199.06	67.01%	34,619.00	11,419.94	37,000.00	62.70%
68111 · eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 · Marketing Advertising	17.50	265.00	53.00%	500.00	235.00	2,000.00	13.25%
68310 · Marketing Supplies	0.00	447.57	89.51%	500.00	52.43	2,000.00	22.38%
68410 · Marketing-Information Printing	123.02	1,728.74	69.15%	2,500.00	771.26	8,000.00	21.61%
68500 · Legal Notices	0.00	840.49	60.04%	1,400.00	559.51	2,000.00	42.02%
68600 · Special Events	1,023.47	14,647.57	59.54%	24,600.00	9,952.43	28,000.00	52.31%
TOTAL PUBLIC INFORMATION	1,163.99	42,766.43	64.98%	65,819.00	23,052.57	81,000.00	52.80%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69800 · Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	5,029.53	71.29%	7,055.00	2,025.47	50,000.00	10.06%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	257,047.26	2,872,216.86	78.81%	3,644,678.00	776,459.14	4,115,340.00	69.79%

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

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

ACTION ON BILLS April 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49655 thru 49740	\$ 65,354.80
Chase Bank-Salaries for April	36894 thru 36919	\$ 8,095.34
Hinsdale Bank-Direct Deposits	& 23752 thru 23910	\$ 111,956.60

MONTH'S TOTAL: \$ 185,406.74

Indian Prairie Public Library District
Account QuickReport
 As of April 30, 2017

13

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
VOID	02/09/2017	49480	Edmonds Incorporated	-124.24
VOID	03/09/2017	49599	Bal Industries	-1,080.00
Liability Check	04/06/2017	49655	Nationwide Retirement	660.00
Liability Check	04/06/2017	49656	Vantagepoint	968.19
Bill Pmt Check	04/06/2017	49657	Asimakopoulos, Jennifer	49.21
Bill Pmt Check	04/06/2017	49658	Bukovac, Jamie	115.70
Bill Pmt Check	04/06/2017	49659	Hudson, Nancy	6.42
Bill Pmt Check	04/06/2017	49660	Jensen, Heather Forster	5.35
Bill Pmt Check	04/06/2017	49661	Johnson, Gail	15.52
Bill Pmt Check	04/06/2017	49662	Layman, Jez	6.47
Bill Pmt Check	04/06/2017	49663	Palmisano, Stacy	65.50
Bill Pmt Check	04/06/2017	49664	Roy, Nancy	93.16
Bill Pmt Check	04/06/2017	49665	Salo, Kathryn	108.15
Bill Pmt Check	04/06/2017	49666	Sheehan, Debbie	12.31
Bill Pmt Check	04/06/2017	49667	Tucker, Denise	23.06
Bill Pmt Check	04/07/2017	49668	Alphagraphics	65.27
Bill Pmt Check	04/07/2017	49669	Aurico	35.00
Bill Pmt Check	04/07/2017	49670	Baker & Taylor	4,861.85
Bill Pmt Check	04/07/2017	49671	Baker & Taylor (video)	2,008.85
Bill Pmt Check	04/07/2017	49672	Better Business Planning, Inc.	149.38
Bill Pmt Check	04/07/2017	49673	Blackstone Audio, Inc.	356.23
Bill Pmt Check	04/07/2017	49674	Center Point Large Print	24.02
Bill Pmt Check	04/07/2017	49675	DEMCO	419.70
Bill Pmt Check	04/07/2017	49676	Findaway World, LLC	16.85
Bill Pmt Check	04/07/2017	49677	Gale/CENGAGE Learning	798.11
Bill Pmt Check	04/07/2017	49678	Guldberg, Barbara	11.72
Bill Pmt Check	04/07/2017	49679	Ingram Library Services	1,006.15
Bill Pmt Check	04/07/2017	49680	JanWay Company USA, Inc.	105.94
Bill Pmt Check	04/07/2017	49681	Kroeschell Service	903.12
Bill Pmt Check	04/07/2017	49682	Layman, Jez	36.62
Bill Pmt Check	04/07/2017	49683	Library Display Design Systems	206.73
Bill Pmt Check	04/07/2017	49684	Medicom Reimbursement Spec	17.50
Bill Pmt Check	04/07/2017	49685	Midwest Tape	1,555.22
Bill Pmt Check	04/07/2017	49686	OverDrive	118.21
Bill Pmt Check	04/07/2017	49687	Penguin Random House LLC	187.50
Bill Pmt Check	04/07/2017	49688	Quill	937.03
Bill Pmt Check	04/07/2017	49689	Recorded Books, LLC	294.05
Bill Pmt Check	04/07/2017	49690	Runco	196.22
Bill Pmt Check	04/07/2017	49691	Salo, Kathryn	57.34
Bill Pmt Check	04/07/2017	49692	Showcases	30.53
Bill Pmt Check	04/07/2017	49693	Willowbrook/Burr Ridge Chamb	20.00
Bill Pmt Check	04/07/2017	49694	Works, Tyler	244.05
Bill Pmt Check	04/17/2017	49695	Allimissis, Helen	12.80
Bill Pmt Check	04/17/2017	49696	Alphagraphics	57.75

Indian Prairie Public Library District
Account QuickReport
 As of April 30, 2017

14

Type	Date	Num	Name	Amount
Bill Pmt Check	04/17/2017	49697	Asimakopoulos, Jennifer	35.30
Bill Pmt Check	04/17/2017	49698	Baker & Taylor	3,690.54
Bill Pmt Check	04/17/2017	49699	Basecamp Web Solutions	45.00
Bill Pmt Check	04/17/2017	49700	Bottom Line Personal	39.00
Bill Pmt Check	04/17/2017	49701	Bukovac, Jamie	64.50
Bill Pmt Check	04/17/2017	49702	Call One	743.95
Bill Pmt Check	04/17/2017	49703	Canon Solutions America Inc.	1,065.61
Bill Pmt Check	04/17/2017	49704	Case Lots Inc.	543.00
Bill Pmt Check	04/17/2017	49705	Chicago Swordplay Guild	300.00
Bill Pmt Check	04/17/2017	49706	City of Darien	50.00
Bill Pmt Check	04/17/2017	49707	Closer Weekly	89.97
Bill Pmt Check	04/17/2017	49708	CNA Insurance	2,118.50
Bill Pmt Check	04/17/2017	49709	Colley Elevator Co.	383.00
Bill Pmt Check	04/17/2017	49710	Darien Garden Club	150.00
Bill Pmt Check	04/17/2017	49711	Dynegy Energy Services	3,928.24
Bill Pmt Check	04/17/2017	49712	Edmonds Incorporated	124.24
Bill Pmt Check	04/17/2017	49713	Fox Valley Fire & Safety	770.00
Bill Pmt Check	04/17/2017	49714	Garvey's Office Products	2.28
Bill Pmt Check	04/17/2017	49715	Illinois Library Association	450.00
Bill Pmt Check	04/17/2017	49716	Midwest Laser Specialists, Inc.	413.97
Bill Pmt Check	04/17/2017	49717	Midwest Tape	3,743.86
Bill Pmt Check	04/17/2017	49718	Military History Quarterly	49.95
Bill Pmt Check	04/17/2017	49719	Neviol Inc.	4,490.00
Bill Pmt Check	04/17/2017	49720	OverDrive	1,432.94
Bill Pmt Check	04/17/2017	49721	Quill	99.04
Bill Pmt Check	04/17/2017	49722	RAILS	751.00
Bill Pmt Check	04/17/2017	49723	Roy, Nancy	45.53
Bill Pmt Check	04/17/2017	49724	Runco	505.28
Bill Pmt Check	04/17/2017	49725	Sebert Landscaping	767.00
Bill Pmt Check	04/17/2017	49726	Shackleton, Carol	15.52
Bill Pmt Check	04/17/2017	49727	Speciality Mat Service	179.86
Bill Pmt Check	04/17/2017	49728	Stephens Plumbing & Heating, I	488.00
Bill Pmt Check	04/17/2017	49729	SWAN	11,405.00
Bill Pmt Check	04/17/2017	49730	Vogue Patterns	22.95
Bill Pmt Check	04/17/2017	49731	Waterlogic East LLC	363.84
Bill Pmt Check	04/17/2017	49732	World Book School and Library	2,332.52
Bill Pmt Check	04/17/2017	49733	Yiesla, Sharon A.	175.00
Bill Pmt Check	04/19/2017	49734	Bank of America	4,025.01
Bill Pmt Check	04/19/2017	49735	Kline, Cindy	37.78
Bill Pmt Check	04/19/2017	49736	Lucas Holdings, LLC	376.18
Bill Pmt Check	04/19/2017	49737	Quill	411.46
Liability Check	04/20/2017	49738	Nationwide Retirement	660.00
Liability Check	04/20/2017	49739	Vantagepoint	978.65
Liability Check	04/20/2017	49740	LIMRiCC	1,332.79

15

10:11 AM
04/06/17
Accrual Basis

Indian Prairie Public Library District
Account QuickReport
As of April 30, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Total 10121 - Checking			JP Morgan Chase	65,354.80
TOTAL				<u><u>65,354.80</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

April 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	04/07/2017	21,363.94
ILDOR-State	Payroll taxes	04/07/2017	2,843.99
EFTPS-Federal	Payroll taxes	04/21/2017	20,006.52
ILDOR-State	Payroll taxes	04/21/2017	2,658.83
IMRF	Payroll Pension	04/28/2017	20,891.03
Nicor	Gas	04/28/2017	131.74
DAC	Deposit to HRA	04/05/2017	1,756.94
Chase/US Bank	Credit Card Fee	04/04/2017	219.25
Hinsdale Bank	Fee-Direct Deposit	04/03/2017	35.00

Omnibus Consent Agenda

Item G4

(distributed @ meeting)

Indian Prairie Public Library
Nominating Committee
May 15, 2017 – 10:00 a.m.
Minutes

Present: M. Krupicka, D. Damon

Discuss nominations and make a recommendation of officers to the Board:

1. President: Victoria Suriano
2. Vice-President: Donald Damon
3. Treasurer: Marian Krupicka
4. Secretary: Beena Deshmukh

Adjourn: 9:20 a.m.

17

**Director's Report
May 2017**

Non-Resident Fee

The current fee is \$194.00 and the new fee is \$196.00 starting July 1.

FY 17-18 Budget

I received information from DuPage County as to what we should expect for tax revenue. It looks like we'll receive an additional \$35,588.00. I've prepared a budget and am in the process of reviewing this with the department heads. I'm also working with Laura to develop a capital projects plan for FY17-18 which will be presented to the Building and Grounds Committee for their review. Their recommendations will be part of the information I present to the Finance Committee.

Good Worx/Sunny Patch

You may have noticed the small vegetable/herb garden that has been set up near the entrance. We are once again working with Good Worx/Sunny Patch to provide a gardening program, not only for children but for adults as well. We added several additional beds this year. Food will once be grown and provided to families in need.

Federal Monies

President Trump's proposed budget to Congress includes removing appropriations for the Institute for Library and Museum Services (IMLS). The American Library Association (ALA) announced that on Monday, May 1, Congress reached an agreement on a bill to fund the U.S. government through September 2017. This FY2017 budget proposal includes \$231 million for IMLS, which represents an increase of \$1 million over their FY2016 allotment.

However, the 2018 federal fiscal year starts October 2017 and currently, the federal FY2018 budget proposal eliminates funding for IMLS.

IMLS is the primary source of federal support for the nation's 123,000 libraries and approximately 35,000 museums. In the past, IMLS has awarded about \$155 million in Library Services and Technology Act (LSTA) funds in support of library services to every state and territory in the country through a population-based formula grant program.

This is the grant program through which the Illinois State Library receives the federal LSTA funds to support statewide library services and provides funding to the systems to support delivery services (\$1,880,238), databases (\$1,104,630) and services for the blind (\$622,309) among other things. . In addition, the Illinois State Library was recently awarded two grants from IMLS to help libraries better serve patrons and family members impacted by Autism Spectrum Disorders (ASD).

30th Anniversary

We've begun planning activities for next year. These include featuring 30 special programs based on what has been popular through the years; 30 "golden tickets" that will be placed

randomly in books and each will be worth a prize; some type of contest where the winner will be a honorary librarian for a day; offering behind the scenes tours throughout the year; the Teen Advisory Board would like to video themselves and others about the impact the library has had on them; feature art programming with an artist in residence and creating a community art project; a "grand event" June 24 (the library's anniversary is July 1) for which we're developing ideas; and possibly a family festival celebrating our multi-cultural community.

Staff

I am preparing for a department head retreat on Tuesday, May 16 to discuss, among other things, the budget for the upcoming fiscal year; focusing on the goals of reputation building, relationship building, and donor cultivation and retention; integrating a culture of storytelling; reviewing and updating the FY17-18 strategic plan; and how to approach development of a new three-year strategic plan that will start in FY18-19. I will provide a report on the retreat at the June meeting.

Jessie Rowic has been hired as our new Circulation Services Associate starting May 1 at a salary of \$13.11/hour.

Continuing Education

Storytelling 101 for Fundraising. Laura, Marianne and I finished the 6-week course and started planning how to implement a process and best practices for integrating the principles to reach our goals of reputation building, relationship building, and donor cultivation and retention.

I have enrolled in an online course "Grant Writing: Strategies for Success" and had the first class the week of May 8. Topics will include Planning, Preparing, and Prioritizing for Grants; Designing Winning Grant Projects; Researching Funders and Finding Grant Opportunities; and Creating the Winning Proposal and Project Implementation. The course is divided into four sessions but participants have 8 weeks to complete the course.

Meetings

- Illinois State Library Advisory Committee meeting
- 30th Anniversary Committee meeting
- SWAN Board meeting
- Two department heads meetings
- Willowbrook Coalition meeting
- Debbie two one-on-ones
- Laura two one-on-ones
- Natalie three one-on-ones
- Tony two one-on-ones
- Ann two one-on-ones
- Met with Nancy, Maria, and Stacy to review and make changes to the new room reservation software product.

Nancy met with Republic Bank to discuss their services.

Jamie Bukovac, Director

Assistant Director's Report

May 2017

19

Building:

On Saturday April 22nd, Scout Troop 101 of Darien painted the Receiving Room interior walls and all the outside doors. The Troop was easy to work with and did a great job. The painting completes Alex Brands Eagle Scout badge. Alex is the Scout who built the Lego Wall for us.

On April 20th, I received notice from the Illinois Department of Commerce Office of Energy and Recycling that I was awarded the Energy Now Rebate grant I applied for back in August 2016. The way this program works is that the library has a state-approved contractor install approved LED light fixtures, the library pays for the fixtures and labor and then a rebate is given back to the library. The work had to be completed and paid for by the library by May 8th, so they did not give me a lot of time to make a decision. I then learned from our electrician that starting in late May, the ComEd rebate program will no longer be going through the Department of Commerce - ComEd will be giving rebates to consumers directly. Therefore, based on this information, I turned down the Energy Now rebate grant and will be working with the electrician on getting rebates on any LED replacements. I am creating a proposal for replacing some fixtures with LED lights for the Building and Grounds committee.

How To Expo 2017:

Our second How to Expo was held on Saturday, April 29th from 1pm-4pm. Despite the steady rain, we had a great turnout – 597 people.

How To Committee planned and executed the event. Members included Cindy Kline, Marianne Ryan, Natalie Williams, Jez Layman, TJ Szafranski, Debbie Sheehan, Nancy Roy and myself.

Several staff also worked the event as presenters. Mike Armstrong presented Basic Carpentry, Jason Peters presented Beginner's Tabletop Roleplaying Games and Jez Layman presented #Adulting101. Tony Lucarelli, Dave Bunn, Brett Butcher, Ann Stovall, TJ Szafranski and Tyler Works put together the "Maker Lab" demonstrating the Carvey, the green screen, the 3D printer and scanner, Tech Takeout kits and other technology gadgets for all ages. Natalie Williams, Heather Forster-Jensen, Heidi Estrada, Monica Dzierbicki and Jane Hartney held various activities including making puppets, making marbled paper, making musical instruments and "How To Disney" for the Kids and Teens department

Marianne did a great job documenting the event and took almost 900 photos!

Demonstrations took place all over the library. The Chicago Swordplay Guild, who was supposed to be outside, had to be moved inside due to the rain. That made for a great afternoon of swordfights on both floors of the library!

As you can see from this month's "Listening Posts" in this packet, the Expo had great reviews overall.

Here are a few comments overheard in the Maker Lab:

"Wow, that's amazing"

"Wow, you guys have projectors?"

- "I'd buy that from you right now" – teen talking about the cube fidget
- "I have a learned a lot"
- "This is fabulous; I need to move to this district"
- "Most innovative library in the area" - from a Westchester patron
- "This is really neat; do you do it every year?"
- "I'll be darned" – looking at the Tech Takeout list

Mary Paxson had someone stop at the adult Ask Us desk to comment on how great Hannah the card maker was. She said she was nice personally, was very prepared and organized, and really knew what she was talking about. "She couldn't say enough," says Mary.

Jez heard the following comments from people on the day of the event:

- "This is such a great idea. We love the library--you all do SO much, it's very impressive".
- "I can tell this took a lot of work from all of you and I really appreciate it. You did a great job."
- "My daughter and I couldn't leave--we wanted to see everything. I let my husband sit out in the car because we didn't want to miss anything!"
- "We can't pick a favorite thing. Everything was awesome."

I also received the following email from Cathy Streett who did a container gardening demonstration and is an active member of the Darien Garden Club:

"Just wanted to drop a line to thank you and your staff for your efforts organizing the How To Expo. It was a fun afternoon with lots of smiles from all ages. The children were so excited to "play in the dirt" and I had a very elderly lady thank me for letting her pot up a plant which she had not done in quite some time. What a great idea for the community! The garden club tables were visited by many, a win win for all.

It was great that your staff passed along water bottles and thank you for the treats in the goodie bags, the Dove chocolates are my "usual" afternoon pick me up so much appreciated! Please thank Jamie Allard also for her help setting up as well.

Looking forward to Sunday's seed exchange - it's always fun to help out at IPPL." – Cathy Streett

DarienFest 30th Anniversary Community Meeting:

I attended the planning meeting for the 2017 DarienFest. (Marian Krupicka was also in attendance.) First, very few people showed up to the meeting. There was four Chamber board members leading the meeting and about eight people in the audience (including Marian and I.) There was very little reporting out by the Chamber Board. The reported that they are still in the planning stages and that they are still looking for ideas from the community as well as assistance with set up and clean up at the Fest itself. The Chairperson who is in charge of the children's area was not present at the meeting and they had no updated information about it. We have been trying to contact the Chairperson in regards to how the library can participate in the children's area, but she has not responded to us. I reported to the Chamber Board that the library would be displaying the Chamber's Adirondack chairs this summer.

Friends of the Library:

The Book Nook made \$804.15 in April. The Friends also received a \$2500 donation to be used towards Friends' programs. The donor wishes to remain anonymous.

The Friends have some upcoming programs:

- 5/4 *Arrival*
5/6 *Guardians of the Galaxy*
5/18 *The Girl on the Train*

21

Marketing:

Marianne's report for April is attached.

Meetings:

- 4/20 One on one with Marianne
4/20 30th Anniversary Committee Meeting
4/25 One on one with Jamie
4/26 One on one with Jamie
5/2 Department Head Meeting
5/4 One on one with Marianne
5/9 One on one with Jamie
5/16 Department Head Retreat
5/17 Board Meeting

Community:

- 4/24 30th Anniversary of Darien Fest Meeting @ Darien Police station

Contributing to the Profession

- 4/28 Assistant Director's Quarterly Meeting @ Freeport Public Library

Submitted by: Laura Birmingham

Marketing Department Report – April 2017

How-To Expo

The 2017 How-To Expo took place on Saturday, April 29, and the event was promoted throughout April. In addition, Marianne created a Selfie Station with a backdrop and props for participants to take social media photos during the event.

Story Plan

Marianne attended a six-week online Storytelling Master Class with Jamie and Laura to enhance the library's story plan, including creating a culture of storytelling at the library. A planning session is scheduled for May 12. In addition, volunteer Deb Barrett continues to follow up on comments received from Marianne's November Share Your Story question, "Are you thankful for the library?", which prompted 40 responses. She is interviewing some of the commenters to write their stories for promotional use.

Newsletter

Production of the summer newsletter is underway, and it will be delivered to resident mailboxes by Saturday, May 20.

eNews

There are currently 17,748 (+78) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews on April 14, 21, and 28 to promote the How-To Expo. The links generating the most clicks in April were the links to the How-To Expo webpage in the April 11 (95) and April 25 (90) eNews.

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Marianne's video promoting the purchase of Reading Garden bricks, which reached 900 people and was viewed 384 times. In addition, the total number of page likes has grown to 1,423 (+11).

Suburban Life

Natalie has written a *Suburban Life* Community Voice column about the Seed Library and spring gardening programs for an upcoming issue. The article will be included in a future packet once it is published.

Reading Resolution

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

Marianne's Meetings

Community (Events)

Teen Job Fair on April 8

How-To Expo on April 29

Continuing Education

Storytelling Master Class w/Jamie & Laura on April 5

Nonprofit 911: The Anatomy of a Major Gift Ask Webinar on April 11

Storytelling Master Class w/Jamie & Laura on April 12

The Art of the Headline with Charlie Meyerson Workshop at Oak Park Public Library on April 28

Meetings

Meetings w/Laura on April 6 and 20

Meetings w/Theresa on April 7 and 14

Business Newsletter Meetings w/Shirley on April 5 and April 11

Summer Challenge Meeting w/Natalie & Theresa on April 10

30th Anniversary Committee Meeting on April 20

Theresa's Meetings

Continuing Education

Effective Classroom Training on April 6

Meetings

Summer Reading Challenge/Fiber Fest Logo Meeting w/Natalie & Marianne on April 10

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the Summer Challenge materials (logs, punch cards, etc.) and the summer newsletter.

Marianne Ryan, Marketing Coordinator

May 9, 2017

Adult Services Monthly Report

April 2017

We had another successful tax season and the last day AARP was here to assist patrons with taxes was April 10. The service started in February and 443 tax appointments fulfilled for individuals or couples. This service is very well received and we very much appreciate AARP providing volunteer tax assistance to our patrons.

I am on the SWAN DUX committee which is the committee that has oversight of patron interface on the SWAN catalog. I took part in a SWAN DUX mini conference on April 6. This was a half-day affair, from 9 a.m. to 1 p.m., which included sessions that DUX felt would be beneficial to the SWAN membership. There were 39 library staff members from various SWAN libraries in attendance. For my part, I presented on EBSCOAdmin about using the interface to configure Ebsco Discovery Services and pull statistics. For my other session, I drew from my experience in information technology and collaborated with a SWAN representative to talk about how to fill out a good SWAN help desk ticket.

The department continued our user experience discussion from staff institute day to talk about what things we think we can do right now to help with the user experience at the library. Collection signage was a frequently mentioned topic and I will be working on coordinating with Laura and Marianne regarding the issues raised.

I attended the Willowbrook Corner Coalition Community Connections night and spoke about jobs and careers resources provided by the library. I also took the opportunity to plug the Teen Jobs Fair that took place on the following day. Unfortunately, there was a small turnout for the Community Connections event, but those I spoke with did have a library card and do make use of our resources. I also found out that a few teens that had been in attendance at the Community Connections event did come to the library for the jobs fair.

I attended training for BlueCloud Analytics – the tool Sirsi/Dynix supplies to pull statistical information out of the catalog system – and learned a number of things that I will begin using to pull statistical reports on the collection.

Monthly Highlights

- Shirley has begun work on a business newsletter that will be mailed to local businesses. She is working on developing the mailing list for this initiative, which will be undertaken in July. She has also created an initial e-mail contact list for promoting our business programs and will use this list as a supplement for the business e-newsletter she is also working on.
- Jennifer has been working on transitioning our rental collection to a "hot picks" collection. Starting July 1, books from this collection will be able to be checked out for one week with no renewals and no holds allowed and \$1.00 per day for overdue items. This is a change from our current procedures – two day checkout with \$0.25 per day in overdue fines. The change brings us more in line with what other libraries in the area are doing and we are hoping that by allowing a full week checkout we will see more usage of this collection. We had also heard from a number of patrons who expressed the sentiment that two days was just not enough time and did not like the concept of renting materials.

- Mary K. and Jez presented a program in conjunction with National Library Week called *What Your Library Can Do for You*. They highlighted all the services the library offers and then took participants on a behind the scenes tour of the library. Several people – including those who extensively make use of library services – commented that they did not realize how much the library offers.
- Mary K. continues to do great work with her Great Decisions discussion series. This year she has worked very hard in securing speakers from local colleges and universities to come in and serve as experts in the topic under discussion. So far, professors from North Central College, Elmhurst College and College of DuPage have all come to lead discussions. She has also been assisting Kids & Teens with gardening related events that have been taking place at the library this spring.
- Joe has been coordinating the next Libraries English and Reading Network (LEARN) meeting for May at Arlington Heights Memorial Library. He has also been asked to present a workshop at the August SWANstravaganza Event scheduled for August 11 at Moraine Valley Community College on topics including starting a literacy/English language development program, key materials to purchase for a collection, and how to partner with local service agencies.
- Jez has been working with Anna Marie from Goodwill Workforce Services on creating a Job Club at the library. The first meeting will be in June and will be held regularly on the third Wednesday of the month. She has also been working on lining up presenters for programs about jobs and careers for Job Week, which is in September.

Community

- Tony attended a Willowbrook Corner Coalition Community Connections event on April 7.
- Shirley attended the WBBR Chamber luncheon and meeting on April 5. She also began going to the Darien Chamber’s Women in Business meeting on April 21 and has continued to attend the Darien Chamber Coffee Connection meetings, the most recent on April 25.
- Jennifer provided information to eight book groups, four via e-mail and four with print, on seven new titles. One title request was a duplicate of what a different group had previously requested. She has also arranged for Indian Prairie to be a possible destination for Overdrive’s Digital Bookmobile in 2018 (the 2017 schedule was set and filled already).
- Mary K. met with Flagg Creek Historical Society directors on April 17 to help them plan what to share and display for their upcoming program *Information You Can Find at Local Historical Museums*. She also attended the Darien Historical Society Board meeting on April 12.
- Joe contacted Maria Rodriguez at the United States Customs and Immigration Service to set up the annual Citizenship 101 program scheduled for August. On April 26, a WWII nurse was interviewed as part the Veteran’s History Project. A prior interview from another veteran is currently being processed for sending to the Library of Congress.

Contributing to the Profession

- As chair of the eMedia Library Overdrive Consortium, Jennifer coordinated and led their biannual meeting on April 11.
- Tony provided insight into using Communico Reserves for conference/study room registrations to Robin Lauren, Adult Services Manager at the Tinley Park Public Library on April 21. As discussed previously, he co-presented two sessions at the DUX *Quacking the Code* event on April

6. He was also asked to be a panelist at a session at ILA Annual on transitioning into a management position.

- Joe is coordinating the next LEARN meeting as discussed in the monthly highlights.
- Jez reached out to Miguel Figueroa and Megan Cusick at the ALA Office for Library Advocacy in regards to #LibSocial programming in response to an article on emerging adults that appeared on the I Love Libraries Blog. Her proposal to present at the ILA Annual Conference in October was accepted. Her session is *Budgeting to Blanket Forts: Programming for 20-30somethings*. She also had a discussion with digital services librarians from Tinley Park in regards to Communico and our experience with it at Indian Prairie.

Continuing Education

- Tony attended BlueCloud Analytics training at RAILS Service Center on April 25.
- Shirley trained John from Technology Services on use of the microfilm reader.
- Jennifer attended the Adult Reading Round Table genre study on speculative fiction at Lisle Public Library on April 6.
- Jez viewed a webinar title *Now Hear This: #LoveAudiobooks* on April 18.

User Experience

- Librarians and associates discussed ways we could improve the user experience right now based on our observations of other libraries on Staff Institute Day. We came up with 12 ideas that will be explored more fully in the near future.

Meetings

Date	Meeting	Staff
4-Apr	Department Head Meeting	Tony
5-Apr	One-on-One with Jamie	Tony
5-Apr	WBBR Chamber Luncheon	Shirley
5-Apr	One-on-One with Marianne	Shirley
5-Apr	Foreign Language Collection	Mary K. & Jez
6-Apr	DUX Quacking the Code Event	Tony
7-Apr	Willowbrook Corner Coalition Jobs & Careers Night	Tony
10-Apr	One-on-One with Jamie	Tony
11-Apr	One-on-One with Marianne	Shirley
12-Apr	Department Leadership Meeting	Tony, Shirley & Jennifer
12-Apr	One-on-One	Tony & Shirley
16-Apr	One-on-One	Jennifer & Ashe
17-Apr	Flagg Creek Historical Society	Mary K.
19-Apr	Monthly Department Meeting	All Librarians & Associates
19-Apr	Selectors Meeting	Tony, Shirley, Jennifer, Mary K., Jez, Christine
20-Apr	One-on-One	Tony & Jez
20-Apr	Fiber Fest Meeting	Ashe
20-Apr	One-on-One with Katie from K&T	Jez

20-Apr	30th Anniversary Committee	Jez & Cindy
21-Apr	Darien Chamber Women in Business	Shirley
24-Apr	One-on-One with Jamie	Tony
24-Apr	One-on-One with Ann regarding rental collection	Jennifer
25-Apr	Darien Chamber Coffee Connection	Shirley
26-Apr	Blue Cloud Analytics Training	Tony
26-Apr	Harry Potter Day planning	Jennifer & Jez
26-Apr	Darien Historical Society Archivist	Mary K.
26-Apr	Free Comic Book Day Committee	Jez
27-Apr	DUX Monthly Meeting	Tony
29-Apr	How-To Expo	Tony, Jez & Cindy

Programs

Date	Time	Program	Staff	Attendance
1-Apr	10:00 a.m.	ESL	Joe	12
3-Apr	9:00 a.m.	AARP Tax Aide	Denise	20
3-Apr	6:00 p.m.	Chess Club	Denise	18
6-Apr	1:30 p.m.	Thursday Afternoon Movie: <i>The Light Between the Oceans</i>	Joe	55
7-Apr	9:00 a.m.	AARP Tax Aide	Denise	29
7-Apr	7:00 p.m.	Bullet Journaling 101	Jez	5
9-Apr	2:00 p.m.	Hamilton's Women	Cindy	80
10-Apr	9:00 a.m.	AARP Tax Aide	Denise	26
10-Apr	6:00 p.m.	Chess Club	Denise	15
10-Apr	7:00 p.m.	Great Decisions	Mary K.	23
10-Apr	5:30 p.m.	What Your Library Can Do For You	Mary K. & Jez	10
12-Apr	7:00 p.m.	Novel Idea Book Club	Christine	12
12-Apr	7:00 p.m.	SCORE Roundtable	Shirley	9
12-Apr	1:00 p.m.	Shakespeare in the Garden	Cindy	21
15-Apr	10:00 a.m.	ESL	Joe	7
17-Apr	6:00 p.m.	Chess Club	Denise	16
18-Apr	7:00 p.m.	Gardening with Fewer Pesticides	Cindy	14
20-Apr	7:00 p.m.	Crime Readers Book Club	Ashe	12
20-Apr	1:30 p.m.	Thursday Afternoon Movie: <i>Sully</i>	Joe	68
24-Apr	7:00 p.m.	Great Decisions	Mary K.	20
24-Apr	4:00 p.m.	Button Making	Jez	40
26-Apr	6:30 p.m.	GenLit Book Club	Jennifer	12
26-Apr	1:00 p.m.	4th Wednesday: Medicare Part D	Cindy	14
27-Apr	1:00 p.m.	Genealogy Group	Mary K.	22
27-Apr	7:00 p.m.	Money Smart Week: How Money Works	Cindy	11

29-Apr	7:00 p.m.	SCORE - Following Your Dreams	Shirley	29
			Total:	600

Select comments:

Hamilton's Women

This was wonderful. Fun and informative. Love Leslie Goddard. Have her again.

An outstanding presentation. More historical events please.

Came from out of area for the speaker but would return for other programs!

Shakespeare in the Garden

Loved this program. Great speaker!

Gardening with Fewer Pesticides

Great speaker and presentation. Love gardening topics.

How Money Works

This was a great presentation. It helped me learn about diversification of assets.

Volunteers

- Twenty volunteers completed 191 hours of service.
 - Court Ordered/Community Service: 15 volunteers performed 172.5 hours of service.
 - Regular volunteers: three volunteers completed 11 hours of service.
 - Veteran's History: two volunteers did 7.5 hours of service

Proctoring

- Shirley proctored three exams.

Circulation Services

April 2017

29

Total checkouts and renewals for April were down from last year by 5,604 or 9%. We had 54,820 items circulated this month as compared to 60,424 last year. Just a note, Easter fell in March last year. Electronic circulation was up 4% this year – 4,475 circulations this year while we had 4,291 circulations last year.

ILL's processed were down this year. We processed 7,949 this year and 8,571 last year.

Patron visits were basically the same as last year (36,713 this year compared to 36,297 last year).

A total of 7,834 holds were placed in April. Patrons placed 6,014 (77%) holds while staff placed 1,820 (or 23%) holds.

19,360 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 24,390 items were checked out or renewed by patrons at one of our self-check machines, 6,595 items were renewed by patrons through Enterprise or BookMyne and 4,475 items were electronically checked out by patrons – for a total of 39,987 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

Community

Passports:

Circulation staff executed 82 passports in April! The net profit (when we take away \$206.15 spent on postage) was \$1843.85.

Notary Public:

Circulation Supervisors notarized 116 documents in April. Because many currency exchanges and banks no longer offer this service, this is an important service that we offer to the community. I will now be reporting this to you each month.

Jamie and I have been discussing all of the services the Check Out and Card Services Desk offers to our patrons. Beginning July 1. I will be reporting to you many more statistics that will give you a better picture of what happens in the Circulation Department beyond checking out and checking in items.

Continuing Education

I attended Blue Cloud Analytics statistics refresher training on April 12, at RAILS in Burr Ridge. All of the Circulation statistics are moving to this format.

User Experience

At the request of the Circulation Staff, Theresa Papaurelis created a great informational brochure for passports. (See attached). We have this available at all times.

Personnel

Nancy Hudson and I interviewed for an open Circulation Associate position. We hired Jessie Rowic as our new Associate.

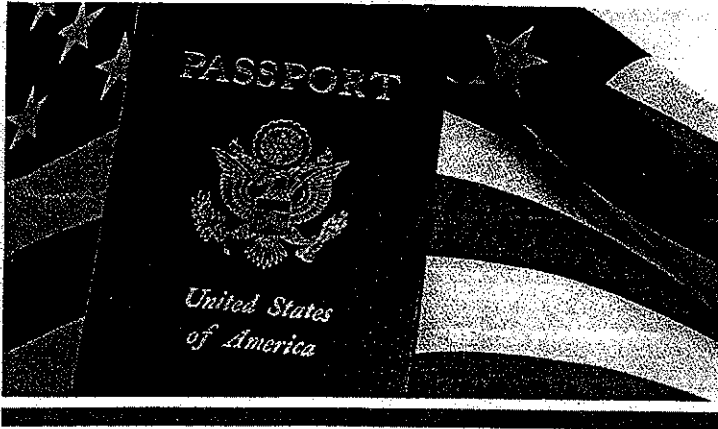
Workshops and Meetings Attended:

April 4	Department Heads
April 5	Circulation Users Group – Prairie Trails
April 6	Ann Stovall
April 10	One on One with Jamie
April 18	Laura Birmingham – How to Fest
April 27	One on One with Jamie
April 29	How-to-Fest

Scheduled for Passport Acceptance – 9 times in April

Debbie Sheehan
Head of Circulation Services

US Passport Applications at Indian Prairie Public Library



The Indian Prairie Public Library is an official Passport Acceptance Facility, accepting DS-11 applications for passports at the Checkout & Card Services Desk.

When Can I Apply?

Monday	10 a.m.–3 p.m.
Tuesday–Thursday	3–8 p.m.
Friday–Saturday	10 a.m.–3 p.m.
Sunday	1–4 p.m.

We do not take appointments and we may have a waiting list if we are busy. Applications must be completely prepared before they can be added to the wait list. *If our waitlist is longer than our processing hours can accommodate, we may not be able to add more applicants to the list.*

What Should I Bring?

Application

Applications may be filled out online at travel.state.gov and then printed single-sided. The library also provides applications. **Do not sign the application until asked to do so by an agent.** The application must be completely filled out.

Applicants and Relevant Parties

The applicant must be present. For all minor applicants under the age of 16, all parents/legal guardians and child(ren) must be present. (See reverse side for more information.)

Valid Photo Identification

Applicants and parents of applicants under the age of 16 must have valid photo ID. You must also have a photocopy of both sides of the ID on a single sheet of paper.

Original Proof of Citizenship

Such as certified, original, long form birth certificates; naturalization papers; or a US Passport for applicants over the age of 16.

(Continued on reverse side.)

(Continued from reverse.)

31

Fees

Two separate fees will be collected. All payments made to the State Department must be made by check, money order, certified check, or cashier's check. The processing fee to the library can be made by cash, check, or credit card. *Passport Services strongly advises that each individual application has a separate form of payment for any fees payable to the Department of State.*

Passport Photo

The library does not provide photo services. A 2x2" photo with a white background printed on photo quality paper is required.

It is recommended that you have your photo taken professionally instead of attempting it on your own. There are several places near the library that offer this service, including Walgreens and CVS.

Please note that eyeglasses must be removed for passport photos as of November 1, 2016.

The US State Department has strict photo guidelines and the acceptance of your photo is always at their discretion. For more detailed information about photo requirements, visit travel.state.gov.

What Else Do I Need to Know?

Applications for Minors Under 16

If one parent/legal guardian is unable to attend, a notarized DS-3053 Statement of Consent form must be submitted along with a copy of the front and back of the non-applying parent/legal guardian's ID.

For more information regarding parental/guardian requirements for minor passports, go to travel.state.gov.

Identification

Acceptable forms of identification are a valid Illinois driver's license, valid Illinois state ID card, valid passport, or military ID card.

Additional Documentation

Births abroad, domestic or foreign adoptions, minors between the ages of 16 and 17, and applicants undergoing a gender designation change all require additional documentation. For information on these requirements, visit travel.state.gov.

This is a general overview and not all situations are covered on this handout. If you have questions regarding this information, please contact the library at 630/887-8760 or visit passports.ippl.info. For more detailed information regarding passports, visit travel.state.gov.



401 Plainfield Rd., Darien, IL 60561
630/887-8760 | ippl.info | ippl@ippl.info

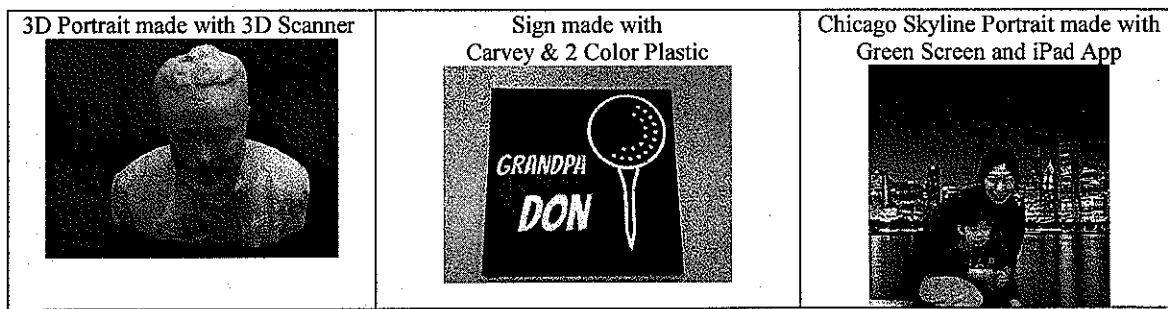


					Circ Stats							
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,345
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904*	60,424	54,820
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
Renewals through the webpack not included				1,284								
				Electronic Circulation	3,852							
Yearly												
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	575,477
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

TECHNOLOGY & TECHNICAL BOARD REPORT April 2017

Improvements for Public & Strategic Goals

- How-To-Expo - The Technology Committee (Tyler, T.J., Tony, Brett, Dave and I) put together a Maker Lab in the Teen Lounge. We promoted, demonstrated, and offered hands on learning opportunities on the Carvey, 3D printer, 3D Scanner, Green screen, Tech Takeout, and S.T.E.M. kits. The committee members all agreed that this event was very successful. We had over 25 pictures taken on the green screen, six 3D scans of patron's portraits, 24 Carvey creations and many people just stopped by to see what was going on and to find out more information. Here are just some of the comments people were saying:
 - "Wow, that's amazing"
 - "I have a learned a lot"
 - "Most innovative library in the area" - from a Westchester patron
 - "This is really neat; do you do it every year?"
 - "I'll be darned" – looking at the Tech Takeout list



- VHS to DVD Converter- A second VHS to DVD converter was add to Tech Takeout. This is one of our most popular conversion devices. We currently have seven holds.

User Experience (UX)

- Spine Labels- While visiting other libraries, Technical Services staff noticed that the spine labels on adult materials were easy to read. We discussed this and decided to increase the font size on our spine labels making it easier to read the call number.
- Locked Cases- To improve user experience checking out DVDs and music CDs, we have are phasing out using locked cases for CDs & DVDs. We have stopped processing new items in locked cases and are in the process of removing the locks from older materials. We have finished all kids and teen DVDs. This will also save staff time not having to lock or unlock the case and money, due to the cost of locked cases.

Technical Services

- Department Tour – I gave a “behind the scenes tour” of the Technical Services department for the What Your Library Can Do For You Tour conducted by Jez and Mary.
- CD Cases- April is researching non-locking CD cases. As we phase out locked cases, we will be replacing them with standard cases. These new standard cases are thinner, which will free up shelf space.
- Discard Issue- Anna discovered that roughly 2,000 discard items from March and April were showing back on-shelf. This was an unexpected result of the software when SWAN

was performing an update we requested. Anna and I worked with SWAN to get the issue resolved.

Technology Services

- Video Productions – Dave created two 1-minute promotional videos for the Carvey and 3D printer. The videos were used at the How-To-Expo and are available to view on our website.
- Website- I stylized the webpage created to promote the How-To-Fest and create a new webpage for the Carvey machine.

3D Printing- 34 print requests were processed.

- Interesting request: Bluetooth controlled house ventilation prototypes. The 3D portraits created of patrons using the 3D scanner at the How-To-Fest.

Wi-Fi Usage- 5,815 Wi-Fi total connections; 5,029 were from patrons using their own device.

Sharing

- T.J. emailed with Terry Vitacco, College of DuPage professor, about digital media skills as it relates to social media job postings.
- T.J. emailed with Deerfield Public Library about our Wi-Fi hotspots.
- I spoke with librarians from Niles and Fremont Public libraries regarding our experience with Communico.

Public Technology Programs & Classes

- Program Attendance Totals: 88
- One-on-one Training Sessions: 7

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 4/11 (6:30 P.M.)	Chromebook 101	Dave	5
Tuesday 4/12 (10 A.M.)	Computer Basics	T.J.	5
Thursday 4/13 (1 P.M.)	Intermediate iPad/iPhone	Dave	10
Thursday 4/13 (6:30 P.M.)	Intermediate Excel	Ron	10
Thursday 4/20 (6:30 P.M.)	Tech Talk-Smart TV's	Ann	18
Saturday 4/22 (10 A.M.)	Intermediate Android	Dave	13
Saturday 4/22 (2 P.M.)	Beyond Cable: Cutting the Cord	Ann	27

Training & Continuing Education

- Brett worked with Tyler to learn how to use the 3D scanner in preparation for the How-To-Expo.
- T.J., Dave and I attended the training presentation "Effective Classroom Training" by Gower Middle School teachers.
- I attended a webinar "Preparing for the Worst: Disaster Prep and Recovery for Nonprofits and Libraries."

Personnel/Staff Meetings

- 4/1- T.J. met with Heidi to discuss teen volunteers.
- 4/3 & 4/18- 1-On-1 meeting with Anna

- 4/5- T.J. met with Katie and Natalie to discuss a digital boot camp.
- 4/6- Attended Kids & Teens meeting to go over high demand hold and missing reports with selectors.
- 4/10- Brett & I met with our technology professional services company, Current Technologies to discuss recommendations for IT infrastructure improvements and disaster recovery including back-up options.
- 4/10- T.J., Dave and I met to finalize technology class and program offerings for summer newsletter
- 4/12- T.J. met with Dave to discuss video projects
- 4/4 - Department Head Meeting
- 4/20- Technology Committee meeting
- 4/18 & 4/26 - 1-On-1 meetings with T.J.
- 4/17- April attended the Acquisitions User Group meeting.
- 4/24- Met with Jennifer to discuss processing for changing the adult rental collection.
- 4/25- 1-On-1 meeting with Jamie

Ann M. Stovall, Head of Technical & Computer Services, May 11 2017

36

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

Programs

In April, Youth Services presented 59 programs at IPPL with 2,027 people in attendance. (This does not include the events and services we provided out in the community. See also Community section)

PROGRAMS			
Date	Description	Staff	Attendance
1-Apr	LEGO Sumo Challenge	Tyler, Monica, Natalie	54
3-Apr	Talented Toddlers (9:30am)	Heather	32
3-Apr	Junior Genius	Katie	16
4-Apr	Baby Brilliance (13 children + 13 adults)	Jane	26
4-Apr	Junior Genius	Katie	17
4-Apr	Bookgardeners: Lois Ehlert	Katie	28
5-Apr	Baby Brilliance (11 children + 12 adults)	Jane	23
6-Apr	Fantastic Families	Jane	37
6-Apr	Crafternoons	Heidi	6
6-Apr	Talented Toddlers (9:30am)	Heather	32
6-Apr	Talented Toddlers (10:30am)	Heather	24
7-Apr	Bullet Journaling 101	Katie, Jez	5
8-Apr	Teen Job Fair	Heidi	180
10-Apr	Talented Toddlers (9:30am)	Heather	32
10-Apr	Junior Genius	Katie	20
11-Apr	Baby Brilliance (15 children + 16 adults)	Jane	31
11-Apr	Junior Genius	Katie	20
11-Apr	Romp & Rhyme	Katie	20
12-Apr	Baby Brilliance (10 children + 12 adults)	Jane	22
13-Apr	Fantastic Families	Jane	26
13-Apr	Talented Toddlers (9:30am)	Heather	30
13-Apr	Talented Toddlers (10:30am)	Heather	22
14-Apr	Preschool Programmers	Tyler	18
14-Apr	Minecraft Club	Tyler	21
14-Apr	Bad Kitty Celebration	Monica	16
14-Apr	Preschool Programmers	Katie, Tyler	18
15-Apr	TAB	Heidi	14
17-Apr	Anime Addicts	Heidi	12
17-Apr	Talented Toddlers (9:30am)	Heather	24
17-Apr	Junior Genius	Katie	15
18-Apr	Baby Brilliance (15 children + 16 adults)	Jane	31
18-Apr	Junior Genius	Katie	21
18-Apr	Bookgardeners: Donald Crews	Katie	22
19-Apr	Baby Brilliance (5 children and 6 adults)	Jane	11
20-Apr	Fantastic Families	Jane	25
20-Apr	Crafternoons	Heidi	7

20-Apr	Talented Toddlers (9:30am)	Heather	34
20-Apr	Talented Toddlers (10:30am)	Heather	18
21-Apr	Mini-scientist Academy: Eggs & Chicks w/Darien Dragon 4H club	Monica	24
21-Apr	Shake, Shimmy, & Dance	Katie	47
23-Apr	Teen Service Day	Heidi	4
24-Apr	Talented Toddlers (9:30am)	Heather	35
24-Apr	Talented Toddlers (10:30am)	Heather	24
24-Apr	Junior Genius	Katie	16
25-Apr	Baby Brilliance (14 children + 18 adults)	Jane	32
25-Apr	Junior Genius	Katie	18
25-Apr	Romp & Rhyme	Katie	13
26-Apr	Baby Brilliance (9 children + 14 adults)	Jane	23
27-Apr	Fantastic Families	Jane	37
27-Apr	Monarch Challenge Family Book chat - cancelled	Monica	0
27-Apr	Talented Toddlers (9:30am)	Heather	26
28-Apr	Teen Movie Night: Nerve	Heidi	12
29-Apr	How-to Expo II	Tyler	200
29-Apr	How-To Expo - Marbled Paper	Heidi	108
29-Apr	How-to-Fest - Puppet Making	Monica	77
29-Apr	How-To Expo: Disney Travel Booth	Heather	63
29-Apr	How-to-Fest "How to Make Music"	Katie, Jane	129
30-Apr	How -To -Expo Early lit Music Making	Jane, Katie	129
TOTAL:			2027

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

Sumo Robotic Competition

Tyler and Monica completed the first ever LEGO Sumo Challenge which was sponsored by the Sadowski family. Overall, the event went very well. Everyone who signed up for the event attended. Eight different teams signed up with 3-4 members. We also had four volunteers from the MIT Alumni association, who all a big help with helping the teams during the build phase and the tournament phase. Staff have only heard positive feedback from people who attended. Tyler is exploring different ways to expand the tournament next and to potentially partner with the Hinsdale Central Robotics team on it. His main idea is to turn the tournament into an annual event.

Mini-scientist Academy: Eggs & Chicks

Monica assisted the Darien Dragon 4H club in the preparation and presentation of the Mini-Scientist Academy Eggs & Chicks program. The team worked with K - 3rd graders to explore six aspects of the egg to chick process. Experiments included measuring and weighing to Grade the eggs, chicken egg comparisons to other egg-laying animals, "is an oval the best shape for an egg?", examining the unfertilized egg, learning and labeling the parts, as well as, how the egg shell helps the chick. The 4-H student team of six third -5th graders were fantastic teachers and eager to share their knowledge.

Bookgardeners

Katie planned and presented the second week of Bookgardeners, based on Lois Ehlert's books and the third week, based on Donald Crews's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards. Katie also created a Take-Home activity packet and a Brochure for the both Bookgardeners programs. The

Brochures informed caregivers as to what activities happened in class and what early learning standard the children were working on at each station.

Community

Date	Description	Staff	Attendance
3-Apr	Holmes Elementary - Maker Club	Tyler	16
3-Apr	Meeting with Kayla, (Marketing Rep from Chick-fil-A) about marketing and sponsorship	Jane, Natalie, Kayla	3
5-Apr	Cub Scout - CNC Carving	Tyler	9
6-Apr	Whole Foods Storytime	Katie	18
10-Apr	Holmes Elementary - Maker Club	Tyler	18
10-Apr	Chick-fil-A storytime	Jane	12
11-Apr	Burr Ridge Village Center programming planning	Monica, Natalie, Heidi	5
12-Apr	Teens for Excellence after-school book club -Roller Girl	Monica, Natalie	5
12-Apr	Phone meeting with Rosie from Illinois extension about incubation project	Natalie	2
13-Apr	Meet with Jill and Rebecca from Willowbrook Corner about summer programming	Natalie	3
18-Apr	Holmes Elementary - Family Coding Night	Tyler, Monica	80
19-Apr	Cub Scout - Ozobot	Tyler	26
21-Apr	Burr Ridge Middle - Library Club, Simple Machines	Tyler	8
22-Apr	Burr Ridge Middle - Library Club, Simple Machines	Tyler	13
TOTAL:			218

(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.)

DuPage ROE - Makerspace Workshop

Tyler presented at a teacher workshop hosted the DuPage County Regional Office of Education (ROE). They hosted an all day workshop on how to develop a makerspace in a school setting. Tyler talked about how we use Sphero robots teach coding principles and they could be used with different age groups in a school setting.

Family Coding Night

Tyler and Monica participated in the Holmes Elementary Family Coding Night. The event went really well. We worked with many kids and their families to control and program robots. We were also able to promote different library resources to let them know they can check out different coding resources from the library and the different coding classes/events we offer here. Overall, it was a great opportunity. Lissa Blake, Holmes technology teacher, was very thankful for help planning and participating in the event.

WouldShop

In the WouldShop, Heather featured two themes in April, beginning with rain projects, designing rain boots and decorating and folding umbrellas. Four new "Learn and Leave" kits were added to the WouldShop as well. Heather also set up the egg and chicken projects for the second half of the month, a life cycle wheel and chick collage. The theme extended to the incubation unit by the Kids and Teens

Desk, where Heather created a display around the egg-hatching project, with an observation journal where kids and families can draw or write their observations throughout the hatching process.

Displays

Heather continued the baseball themed book displays from the end of March into April, before switching to "Egg-celent Reads" for Early Literacy, featuring books with chickens, ducks, and geese, to coordinate with our egg-hatching project. The Mid-Kid display switched to National Poetry Month, with both novels in verse, as well as poetry book selections.

Heather also completed the design and printing of the 2018 Challenge Brochures for Monarch, Bluestem, and Caudill. The brochures are now available for families in the Mid-Kid Space.

Seed Library

Number of Checkouts: 24

Number of Seed Packets Checked Out: 52

Number of Donations: 15

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

Continuing Education

Date	Description	Staff
1-Apr	YarnCon	Heidi
3-Apr	Ages & Stages in Early Literacy Programming (Association of Library Services to Children, Early Childhood Programs and Services Series)	Katie
3-Apr	Early Literacy Library Spaces (Association of Library Services to Children, Early Childhood Programs and Services Series)	Katie
6-Apr	Developing Lesson Plans, Classroom Management, Effective Instruction Training with Gower Middle School	Katie, Natalie, Tyler, Monica, Jane, Heather, Ann, T.J., Dave, Theresa
7-Apr	Early Literacy Outside the Library Walls (Association of Library Services to Children, Early Childhood Programs and Services Series)	Katie
7-Apr	Early Literacy and STEAM ((Association of Library Services to Children, Early Childhood Programs and Services Series))	Katie
11-Apr	Tinker Meeting	Tyler
27-Apr	Project Outcomes webinar	Natalie

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

YarnCon

Heidi Estrada attended Chicago's YarnCon in preparation for the IPPL Fiber Fest. Heidi took a class on hand-spinning yarn and spoke to the instructor about the possibility of leading a demonstration or class at IPPL. Heidi also spoke with other organizations to introduce herself and propose the idea of participating in the IPPL Fiber Fest. She will follow up with these organizations to make further plans for their involvement.

Contributing to the Profession

Date	Description	Staff
11-Apr	Tinker Meeting	TW
5-Apr	Consulted Lisa from Cengage on Mid-Kid Reluctant Readers	Natalie
13-Apr	DuPage ROE - Makerspace Workshop	TW
30-Apr	Caldecott Committee Work	Katie

Pages

The youth pages continue to do an excellent job shelving youth materials quickly and accurately. They also continue to work on our department shelf reading study. Sam Perez is assisting Tyler on assessing which iPad apps are used frequently. Tyler plans to use this data to make informed decisions on which apps to replace before the start of summer.

Meetings & Planning

Date	Description	Staff
3-Apr	One-on-one with Jamie	Natalie
4-Apr	Dept Heads	Natalie
5-Apr	Youth Services Associate Interview - Veronica	Natalie, Tyler
5-Apr	Youth Services Associate Interview - Jimmy	Natalie, Tyler
5-Apr	One-on-one with Jamie	Natalie
6-Apr	K&T Department Meeting	Heidi, Natalie, Tyler, Monica, Katie, Jane, Heather
6-Apr	K&T Selectors Meeting	Katie, Natalie, Tyler, Monica, Heidi, Ann
6-Apr	K&T Dept Meeting	Katie, Natalie, Tyler, Monica, Heidi, Jane, Heather
7-Apr	Carvey Meeting	Tyler
10-Apr	Meeting with Katie D., Rachel, & Social Worker for HSHS Transition Student Jack R. re new developmental work requirements.	Jane
10-Apr	Annual Evaluation	Heidi, Natalie
10-Apr	Barbara's Bookstore	Heidi, Natalie, Monica
10-Apr	One-on-one with Jamie	Natalie
10-Apr	Meeting with Marketing	Natalie
10-Apr	Youth Services Associate Interview - Julia	Natalie, Tyler
11-Apr	Youth Services Associate Interview - Carey	Natalie, Tyler
13-Apr	Follow up meeting with Julia regarding interview	Natalie
17-Apr	Bookseller Meeting: Rob Innes	Katie, Monica, Heidi
20-Apr	Tech Committee	Tyler
20-Apr	IPPL 30th Anniversary Committee	Monica, Jamie B., Marianne, Jez, Laura B, Cindy K.
20-Apr	Department Heads Prep	Katie, Jez
20-Apr	Fiber Fest Planning with Ashe	Natalie, Heidi
22-Apr	Deidre's orientation	Natalie, Deidre
24-Apr	Summer Assistant	Tyler

25-Apr	Meeting with Natalie about time sheet	Jane, Natalie
25-Apr	VolunTEEN Applications	Heidi, Monica
25-Apr	Summer VolunTEEN orientation planning	Monica, Heidi
25-Apr	Meeting with Dave about Live Cam, Summer website, Garden events video	Natalie
26-Apr	Harry Potter Fest Planning	Heidi, Katie, Jane, Heather, Monica, Jez, Jennifer
26-Apr	Free Comic Book Day Planning	Heidi, Monica, Jez
26-Apr	Jimmy's Orientation	Natalie, Jimmy
27-Apr	Meeting with Natalie at K&T Ask Us Desk about Sunday hours change in July	Natalie, Jane
29-Apr	How -to -Expo Music Makers for Pre-K & K	Jane, Katie

User Experience (UX)

The K&T staff have been working through the UX plan that Natalie created last fall. This month, they accomplished the following:

- ✓ Read Chapters 9-end of "Useful, Usable, Desirable"
- ✓ Discussed User breakdowns and how to overcome negative situations
- ✓ Participated in Staff Day library visits and discussions

Submitted by Natalie Williams, Head of Youth Services 5/3/2017

STATISTICS FOR	Apr-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	32,418	36,307	333,516	360,162	-7.40%
Teen	2,383	2,820	26,820	28,941	-7.33%
Kids	15,544	17,006	170,158	195,184	-12.82%
TOTAL	50,345	56,133	530,494	584,287	-9.21%
Electronic Circulation	4,475	4,291	44,639	43,858	1.78%
GRAND TOTAL CIRC.	54,820	60,424	575,133	628,145	-8.44%
% Reciprocal Borrowing	15%	12%	14%	13%	
Patron Visits	36,713	36,297	358,321	358,569	-0.07%
<u>Current Cards</u>					
Resident	140	125	20,599	21,455	-3.99%
Non-Resident	82	94	927	983	-5.70%
TOTAL	222	219	21,526	22,438	-4.06%
Non-Resident Households	35	48	442	528	-16.29%
<u>Patron Assistance</u>					
Adult - Reference	3,068		29,958		
Kids - Reference	893	1,282	11,809	13,930	-15.23%
Technology - Reference	1,087		9,770		
TOTAL REFERENCE	5,048	4,679	51,537	45,998	12.04%
Adult - Other	746		8,611		
Kids - Other	1,985	2,115	23,691	18,959	24.96%
Technology - Other	114		1,151		
TOTAL OTHER	2,845	4,252	33,453	39,255	-14.78%
GRAND TOTAL ASST.	7,893	8,931	84,990	85,253	-0.31%
<u>ILL/Reserves</u>					
Holds	7,834	8,503	79,441	78,937	0.64%
ILLs Sent	3,246	3,514	36,281	35,367	2.58%
ILLs Checked Out	4,247	4,684	42,715	43,125	-0.95%
ILLs Received	4,703	5,057	47,361	46,159	2.60%
<u>Programs - Adult</u>					
# Programs	12	6	114	88	29.55%
Attendance	356	259	2,385	2,342	1.84%
<u>Technology Classes</u>					
# Programs	8	9	83	67	23.88%
Attendance	92	100	868	716	21.23%
<u>Individual Technology Training</u>					
# of Patrons	76	125	801	872	-8.14%
<u>Groups</u>					
# Programs	11	14	117	128	-8.59%
Attendance	169	149	1,395	1,336	4.42%
<u>Others</u>					
#Programs	3	7	26	31	-16.13%
Attendance	75	776	599	1,274	-52.98%
<u>Programs - Teen</u>					
# Programs	8	7	87	74	17.57%
Attendance	240	452	1,457	1,430	1.89%
<u>Programs - Kids</u>					
# Programs	52	54	388	308	25.97%
Attendance	1,858	1,722	11,739	8,484	38.37%
GRAND TOTAL ATT.	2,866	3,583	19,244	16,454	16.96%

STATISTICS FOR	Apr-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,342	3,648	34,427	37,265	-7.62%
Kids Computers	1,187	1,505	14,346	14,864	-3.48%
Teen Laptop	168	224	2,054	2,007	2.34%
Adult Laptop	160	207	1,643	2,012	-18.34%
TOTAL PATRON USE	4,857	5,584	52,470	56,148	-6.55%
Hours Used					
Adult Computers	2,451	2,532	24,996	25,918	-3.56%
Kids Computers	724	943	8,893	9,702	-8.34%
Teen Laptop	184	320	2,575	2,640	-2.46%
Adult Laptop	302	400	2,954.50	3,309	-10.71%
TOTAL HOURS USED	3,661	4,195	39,418.50	41,569	-5.17%
Wireless Total Connections	8,953		87,668		
IPPL Total Web Site Access	26,604	25,866	257,655	277,983	-7.31%
IPPL Total Page Views	39,553	53,292	396,789	563,023	-29.53%
Subscription Database Logins	2,219	2,373	22,102	25,391	-12.95%
Outreach-Homebound					
Items Delivered	127	114	1,487	1,499	-0.80%
Volunteers					
Number Active	62	58			
Hours Worked	422.75	382	3,584.75	4,656	-23.01%
Staff Training Hours	72	133.50	1,507.50	1,457.50	3.43%
Room Use					
Youth Room	35	39	216	292	-26.03%
Meeting Room					
Library	42	50	401	374	7.22%
Non-Library	6	4	73	80	-8.75%
Conference Rooms	349	390	3,764	2,695	39.67%
Lobby Programs	4	1	41	42	-2.38%
Board Room					
Library	14	22	162	179	-9.50%
Non-Library	18	21	193	215	-10.23%
Clavinova	0	0	0	7	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - April 2017

44

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1001	1	1	1001	44	146	45	147
Non-Fiction	49873	276	273	49876	3087	5535	3363	5808
Fiction	38490	353	333	38510	3332	4107	3685	4440
ADULT TOTALS	89364	630	607	89387	6463	9788	7093	10395
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17221	5	184	17042	894	675	899	859
Fiction	28027	63	27	28063	1772	4131	1835	4158
KIDS TOTALS	45269	68	211	45126	2666	4806	2734	5017
TEEN								
Non-Fiction	727	2	0	729	56	113	58	113
Fiction	3558	34	30	3562	527	518	561	548
TEEN TOTALS	4285	36	30	4291	583	631	619	661
BOOK TOTALS	138918	734	848	138804	9712	15225	10446	16073

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6592	44	23	6613	432	53	476	76
Music CD	9762	63	28	9797	336	1069	399	1097
Playaway	339	0	0	339	4	36	4	36
DVDs (DVD & Blu-ray)	19469	168	414	19223	1410	1562	1578	1976
CD-ROMs	85	0	0	85	0	5	0	5
Console Games (Feb 2016)	43	2	0	45	52	4	54	4
ADULT TOTALS	36290	277	465	36102	2234	2729	2511	3194
KIDS								
Audio Books	704	0	0	704	4	14	4	14
Music CDs	937	0	102	835	51	19	51	121
Playaway	94	0	0	94	10	4	10	4
DVDs (DVD & Blu-ray)	4906	11	0	4917	441	156	452	156
Playaway Launch Pads (New)	19	0	0	19	5	1	5	1
KIDS TOTALS	6660	11	102	6569	511	194	522	296
TEEN								
Audio Books on CD	233	1	0	234	10	4	11	4
Playaway	45	0	0	45	9	0	9	0
DVDs (DVD & Blu-ray)	631	10	0	641	65	17	75	17
CONSOLE GAMES	570	1	4	567	77	32	78	36
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1537	12	4	1545	161	53	173	57
AUDIOVISUAL TOTALS	44487	300	571	44216	2906	2976	3206	3547
COLLECTION TOTALS	183405	1034	1419	183020	12618	18201	13652	19620

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- April 2017

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26844	239	113	26970	2268	1582	2507	1695
TOTALS FOR ALL AGES	142,575	239	113	142,701	2268	0	2507	1695
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,462	36		2,498	153	0	189	0
eMedia (Overdrive Advantage)	749	10		759	70	0	80	0
Fiction								
eMedia (Overdrive Consortium)	10,212	132		10,344	700	0	832	0
eMedia (Overdrive Advantage)	3,044	40		3,084	482	0	522	0
ADULT TOTALS	16,467	218		16,685	1405	0	1623	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	89	1		90	8		9	
eMedia (Overdrive Advantage)	7	5		12	1		6	
Fiction								
eMedia (Overdrive Consortium)	1,470	21		1,491	143	0	164	0
eMedia (Overdrive Advantage)	176	20		196	19	0	39	
KIDS TOTALS	1,742	47		1,789	162	0	218	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	2		2	
eMedia (Overdrive Advantage)	10	1		11			1	
Fiction								
eMedia (Overdrive Consortium)	2,383	32		2,415	227	0	259	0
eMedia (Overdrive Advantage)	430	10		440	55	0	65	
TEEN TOTALS	2,944	43		2,987	284	0	327	0
BOOK TOTALS	163,728	547		164,162	4119	0	4,675	1695

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	6,018	243	0	6,261	1561	0	1804	0
Yearly Total for All Ages	337,783	243	0	338,026	1561	0	1804	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,719	13		3,732	147		160	0
eMedia Advantage (Overdrive)	508	13		521	114		127	0
Movies								
Preloaded Roku Titles	707	17		724	141		158	
ADULT TOTALS	4,934	43		4,977	402	0	445	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	254	2		256	18		20	
eMedia Advantage (Overdrive)	5	0		5	4		4	
Movies								
Preloaded Roku Titles	116	1		117	29		30	
KIDS TOTALS	375	3		378	51	0	54	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	208	2		210	42		44	0
eMedia Advantage (Overdrive)	24	1		25	6		7	0
TEEN TOTALS	232	3		235	48	0	51	0
AUDIOVISUAL TOTAL	343,324	292		343,616	2062	0	2354	0
COLLECTION TOTALS	507,052	839		507,778	6181	0	7,029	1695

Chamber Report

Darien Chamber:

The Darien Women in Business group met on April 21. The group discussed current Chamber events and activities including the Dos de Mayo networking event and the Adirondack chair fundraiser. The library will serve as a display location for the chairs on a rotating schedule coordinated by Laura.

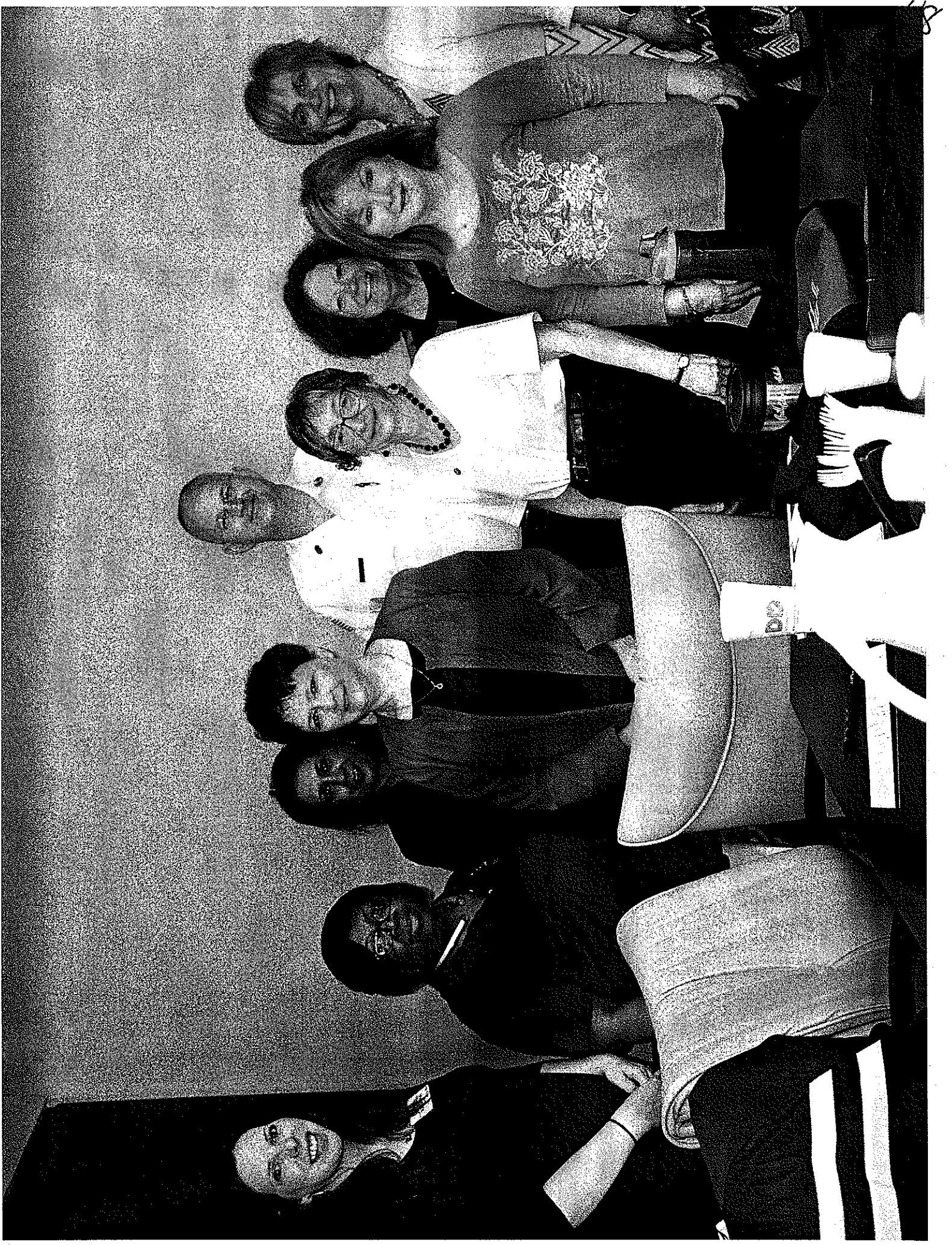
On April 25, I attended the early morning Coffee Connection with eight other participants from businesses as well as organizations (township and fire department). We each spoke about our organization and promoted specific events and activities. I have attached a photo of the group.

On April 18, we cancelled the brown bag Lunch and Learn planned for April 19 due to lack of registrants. We came to the decision after communication with Clare at the Chamber, who had also sent out an additional notice. One database presenter would have come in from out-of-town for this chamber event.

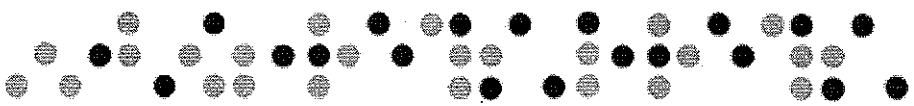
Willowbrook/Burr Ridge Chamber:

Although I could not attend the April meeting of the Business Expo committee, I staffed their information desk at the May 3 monthly meeting and luncheon, held at Ashton Place. This is a good way that we can show our business face to the community. I spoke with a member who, as the parent of a teen who came, raved about our recent Teen Job Fair and I described some of our job programming. At lunch, I sat at a table with a member who told me he comes to our SCORE roundtable discussions, along with several others I had not previously met. Entrepreneur Howard Heil of HeilH2O presented the program.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison
5/3/17



rails



e-news

Urgent! Votes Needed in Board Election

The RAILS Board election is open [via the RAILS website](#) until Friday, May 12, at 5 p.m. Each RAILS library agency (school district office, main public library location, etc.) can cast one ballot. Usually, the library director casts the ballot.

Since RAILS Board members act on important issues affecting the system and represent the interests of all members across our 27,000 square mile area, this is your opportunity to help shape the future of RAILS. Please [vote today!](#)

1 Terabyte Computers Starting at \$50!

This is the best deal you'll see all year: 500 GB–1 TB hard drives, 12 –16 GB memory, less than four-years old, with a starting bid of \$50. There's more to see at [RAILS' online auction](#) which runs through May 15, 5 p.m., including filing cabinets and folding tables starting as low as \$2, and office chairs and bookshelves starting as low as \$3.

Successful bidders will need to make arrangements to pick up items at the Burr Ridge service center between 8 a.m.–2 p.m., May 16–23. Acceptable forms of payment are cash, a certified check, or a check drawn on a library account.

No Guarantees for FY2018 Federal Library Funding

You may have heard the partial good news that federal library [funding is assured for FY2017](#). However, there are no guarantees that funding will be granted for FY2018. This includes Library Services and Technology Act (LSTA) funding through the Institute of Museum and Library Services, which supports delivery and other core library system services. That is why you must contact your Senators now to show your support and ask for theirs!

Use ALA's [Legislative Action Center](#) to contact both of your Senators and ask them to support federal funding for libraries by signing on to both the Reed/Collins LSTA and Reed/Grassley/Stabenow IAL "Dear Appropriator" letters. The deadline is May 19. [Read more.](#)

Budget and Grants and Member Update, Oh My!

We hope you will join us for the RAILS Member Update on Thursday, June 15, from 10 a.m.–noon. Topics include:

- RAILS FY2018 budget and program/service plans
- Innovative RAILS member library projects and [RAILS Multitype Collaborative Grants](#)
- Update on plans to help serve the unserved in Illinois
- Member concerns about OCLC pricing model

May 10, 2017

[RAILS Links](#)

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[Member Directory](#)

[Contact RAILS](#)

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[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

Upcoming Meetings

[RAILS Board Meeting May 26](#)

[Member Update June 15](#)

RAILS Networking Events

[May 16 Islamic Foundation School](#)

[May 17 Moline Area](#)

[Networking and CE Event](#)

Upcoming RAILS CE

[E-Content Love and Learning Webinar May 17](#)

[Webinar on Welcoming](#)

[English Language Learners June 13](#)

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

[Webinar on Service Learning](#)

You can attend the update at a variety of RAILS videoconference locations or via one-way streaming (RAILS Live). View [more information/register](#).

Time Is Running Out! Complete Our E-News Survey and Win \$50!

All library staff at all types of RAILS libraries are encouraged to participate in this [5–10 minute survey](#). Members who complete the survey by the deadline of Friday, May 12, and supply their contact information will be entered into a drawing for a \$50 Visa® Gift Card. Thanks in advance for your input!

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

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

E-Content Love and Learning Webinar May 17

Libraries have the power to drive e-book discovery because they know what people need and read in their communities. E-book innovation + publisher collaboration = library domination @ your library will discuss how RAILS created partnerships with publishers and an e-book vendor with our [PopUp Picks](#) project to leverage library expertise to connect community members to their next great read and increase community engagement. [Register](#) for this webinar held Wednesday, May 17, 11:30 a.m.–12:30 p.m., or [download the registration form](#).

Webinar on Welcoming English Language Learners June 13

Learn how to create a friendly environment for English Language Learners and their families at your library in this webinar on Tuesday, June 13, 3:00–4:30 p.m. The presenters will share marketing tips and programming activities, and they will also discuss parent resources and partnerships within the community and schools. Log into L2 for [more information/registration](#).

Workshop on Supporting Diversity and Inclusivity in Libraries June 21

Libraries are positioned to be powerful advocates for diversity and inclusion in their communities. Join us on Wednesday, June 21, 1–4 p.m., at Hinsdale Public Library to hear from three libraries who are supporting this aim in different ways. Log into L2 for [more information/registration](#).

Moline Area Networking and Continuing Education Event May 17

Join the gathering of Moline Area Librarians on Wednesday, May 17, 2:00–4:30 p.m., at the RAILS Coal Valley service center. The program starts with general information sharing at 2 p.m. with a follow-up education session with Kathy Olesen-Tracy from the Center for the Application of Information Technologies about "Meeting Adult Education Needs In Your Community." RAILS staff member Veronda Pitchford will also be available to discuss current/future group database purchases. See L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Webinar on Service Learning and Information Literacy May 24](#)

[Developing Shareable Metadata Workshop May 31](#)

[Talking Books Webinar May 24](#)

[Meeting Adult Education Needs May 17](#)

[STEM Workshops May 23, Rock Falls May 25, Alpha Park](#)

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50

[Webinar on Talking Books May 24](#)

STEM Workshops

- [Tuesday, May 23, 10 a.m.–noon](#), Rock Falls Public Library District
- [Thursday, May 25, 10 a.m.–noon](#), Alpha Park Public Library District

RAILS Networking/Continuing Education Group Grants

RAILS is offering a limited number of grants to member networking groups to fund continuing education events available to RAILS members and of interest to a wide range of library staff. Priority will be given to networking groups that have not received a grant in the past 12 months. The application deadline is May 31. Questions? Contact [Joe Filapek](#), 630.734.5132. [View grant application/conditions](#).

Last Chance to Join This Unique Opportunity at Islamic Foundation School

All library staff working in all types of libraries are invited to hear the latest RAILS news and network with colleagues at the Islamic Foundation School in Villa Park on Tuesday, May 16, at 10 a.m. Shala Khan, Library Media Specialist, will give a tour of the school's three unique library spaces. [Register/more information](#).

Illinois Library Association (ILA) Election Results

Congratulations to ILA President-Elect Cynthia Fuerst (Vernon Area Public Library District), and Directors-at-Large: Kate Kite (Six Mile Regional Library District), Brian Shepard (Indian Trails Public Library District), Reina Williams (Library at Rush University Medical Center, Chicago), and RAILS' own Anne Slaughter for being elected to the ILA Executive Board.

One More Chance to Celebrate the Awesomeness of Your Peers

The deadline has been extended and the nominations are due by May 22 for the Illinois Library Association (ILA) awards. The program recognizes excellence in librarianship and library service in Illinois. [More information/nominate](#).

Do They Still Teach That? Ethics in LIS Curricula

Join the Freedom to Read Foundation (FTRF) and American Library Association Office for Intellectual Freedom (ALA OIF) for their May 25, 1 p.m. webinar, Do They Still Teach That in School? Ethics in LIS Curricula. The webinar will cover topics around the necessity of an LIS (Library and Information Science) masters degree, proficiency and skills in graduates, and professional ethics. FTRF members can register for free using [this form](#). The cost for ALA members and non-members are \$20 and \$25 respectively. [Register](#) or call 800.545.2433 ext. 4226 for more information.

Free Talking Book Supplies

The Illinois Talking Book Outreach Center has a supply of pamphlets and posters from the National Library Service for the Blind and Physically Handicapped to share with you. Please let us know your needs before June 30. We will be forwarding what is left to the Illinois State Library Talking Book and Braille service in early July. Please send requests to info@illinoistalkingbooks.org or call 800.426.0709.

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of library

RAILS Member Question of the Month

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

For the new [People-Connect Institute \(PCI\) Webinars](#) service, how is the limit of four webinars per library calculated? After we receive access to our selected webinars, can we watch them multiple times?

RAILS is offering members access to live and archived webinars through PCI Webinars. Each library may request up to four PCI Webinars during the year. If a library requests access to an archived webinar, they will receive instructions that include a link to the recording and often links to slides and supplemental materials as well. The archived recording may be viewed multiple times by library staff. RAILS staff will be tracking the number of webinar requests, not the number of viewings, per library organization as a whole.

If a library requests an upcoming live webinar, they will receive a link to join the webinar that should be used on one computer only and group viewings are encouraged. Live webinars are recorded and added to the archive. When the archived recording is available, the requesting library will also receive instructions for viewing the archived webinar and may view it multiple times.

More [information and to request a webinar](#). Questions? Contact ce@railslibraries.info or 779.205.4202.

Library News

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

[Retirement Announcement. Michelle Pfister](#)

Fast Facts Survey

[Courtesy Phone](#)

[Staff Employment Anniversary Dates](#)

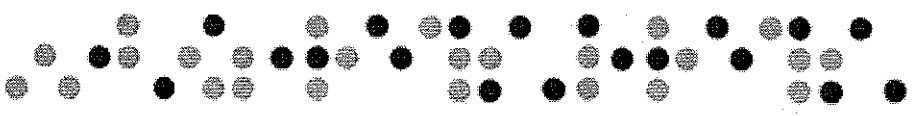
[Barcode Duplicators](#)

[PC Reservation Software](#)

[Out of State Interlibrary Loan Fees](#)

[Interlibrary Loan Fees](#)

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e-news

All RAILS Libraries Urged to Vote in Board Election

The RAILS Board election is open [via the RAILS website](#) until Friday, May 12, at 5 p.m. Each RAILS library agency (school district office, main public library location, etc.) can cast one ballot. Usually, the library director casts the ballot.

Four candidates are running for one academic library seat, three candidates are running for one school library seat, and four candidates are running for four public library trustee seats. (Due to a recent resignation from the RAILS Board, there are now four open public library trustee seats. The candidate in fourth place after the election will fill the remaining term of the board member who resigned.)

Since RAILS Board members act on important issues affecting the system and represent the interests of all members across our 27,000 square mile area, this is your opportunity to help shape the future of RAILS. Please [vote today!](#)

Win \$50 by Completing Our RAILS E-News Survey!

RAILS wants to ensure that this weekly *E-News* is as useful to our members as possible and that it includes the information you need/want to know. Please take a moment to [complete this 5–10 minute survey](#). All library staff at all types of RAILS libraries are encouraged to participate. Members who complete the survey by the deadline of Friday, May 12, and supply their contact information will be entered into a drawing for a \$50 Visa® Gift Card. Thanks in advance for your input!

RAILS' Online Auction Now Accepting Bids!

[RAILS' online auction](#) of unneeded items runs through May 15. Successful bidders will need to make arrangements to pick up items at the Burr Ridge service center between 8 a.m.–2 p.m., May 16–23. Acceptable forms of payment are limited to cash, certified check, or a check drawn on a library account.

Reminder: Required Delivery Count May 8–12

All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery between Monday, May 8 and Friday, May 12. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, May 5, after your delivery items have been picked up for that day, please

May 3, 2017

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Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

RAILS Networking Events

[May 16 Islamic Foundation School](#)

Upcoming RAILS CE

[Webinar on Service Learning and Information Literacy May 24](#)

[Developing Shareable Metadata Workshop May 31](#)

[Talking Books Webinar May 24](#)

[Meeting Adult Education Needs May 17](#)

[STEM Workshops May 23, Rock Falls May 25, Alpha Park](#)

[Group Process Facilitation Skills May 11](#)

[Notary Public Workshop May 9](#)

[information.](#)

Record-Setting Senate Support Needed to Save Federal Library Funding

In March, we asked you to contact your Member of Congress to ask for their continued support of federal funding for libraries. Library advocacy efforts resulted in one-third of Representatives signing letters of support. Now it's imperative to let your Senators know how important libraries are to your community.

The President is proposing total elimination of the [Institute of Museum and Library Services \(IMLS\)](#). IMLS distributes federal funding for all library types and museums, including the [Library Services and Technology Act \(LSTA\)](#). The Illinois State Library has used LSTA to help fill the gap caused by state funding shortfalls. This funding supports delivery and other core library system services. We must convince the majority of Senators to put their support for LSTA and [Innovative Approaches to Libraries \(IAL\)](#) in writing!

It's quick and easy to let your voice be heard! Use ALA's [Legislative Action Center](#) to contact both of your Senators and ask them to support federal funding for libraries by signing on to both the Reed/Collins LSTA and Reed/Grassley/Stabenow IAL "Dear Appropriator" letters. The deadline is May 19. [Read more.](#)

Overlay Software Demos: Your Feedback Needed

The RAILS Overlay Software Search Working Group has invited three vendors to give software demonstrations in May. This is your opportunity to provide feedback that will help shape our software choice. Visit the Library Learning (L2) link below for each demo, or register to receive an email alert to the recording when available. Read more on the [RAILS website.](#)

- [Thursday, May 18](#)—SHAREit from Auto-Graphics
- [Friday, May 19](#)—Relais D2D from OCLC
- [Monday, May 22](#)—Innovative Resource Sharing from Innovative Interfaces

Webinar on Service Learning and Information Literacy May 24

What is service learning and how can librarians engage with service learning and community engagement initiatives on their campus? Learn how to connect service learning and information literacy through the use of the Framework for Information Literacy for Higher Education in this webinar on Wednesday, May 24, 1–2 p.m. Log into L2 for more [information/registration.](#)

Developing Shareable Metadata Workshop May 31

Hannah Stitzlein from the Illinois Digital Heritage Hub will offer a workshop on best practices to create and develop quality metadata that functions well in the Digital Public Library of America (DPLA) on Wednesday, May 31, 1–4 p.m., at the RAILS Burr Ridge service center and streaming online via RAILS Live. See L2 for more [information/registration.](#)

Webinar on Talking Books May 24

Rose Chenoweth, Director, Illinois Talking Book Outreach Center, will discuss talking books in this webinar on Wednesday, May 24, 10:00–11:30 a.m. Learn about the Talking Book Ambassador program and promoting talking book services in your community. Log into L2 for more [information/registration.](#)

Meeting Adult Education Needs in Your Community May 17

RAILS members are invited to a learning event presented by national adult education expert

[May 10 - Fonduliac](#)

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learn how to position and promote existing resources for adult learners studying for high school equivalency exams. Kathy will also discuss the national changes for high school equivalency programs that impact how libraries work with adult learners. See L2 for more [information/registration](#).

Other RAILS CE Opportunities

[Notary Public Workshop May 9](#)

[Group Process Facilitation Skills Workshop May 11](#)

STEM Workshops

- [Tuesday, May 23, 10 a.m.–noon](#), Rock Falls Public Library District
- [Thursday, May 25, 10 a.m.–noon](#), Alpha Park Public Library District

Legal Issues for Supervisors Workshops

- [Wednesday, May 10, 12:30–4:30 p.m.](#), Fondulac Public Library District (East Peoria)

RAILS Networking/Continuing Education Group Grants

RAILS is offering a limited number of grants to member networking groups to fund continuing education events available to RAILS members and of interest to a wide range of library staff. Priority will be given to networking groups that have not received a grant in the past 12 months. The next application deadline is May 31. Questions? Contact [Joe Filapek](#), 630.734.5132. [View grant application/conditions](#).

New Additions to the CE Archives

If you missed the recent RAILS webinars on adult programming, collection development, IT security, open access resources, programming ideas for makerspaces, and social media, recordings are now available on the [RAILS CE Archives](#) page. Log into the RAILS website (with the email address and password used for L2) to view full content.

Time's Running out to Show Your Peers How Much You Love Them!

Hurry! Nominations are due by May 15 for the Illinois Library Association (ILA) awards. The program recognizes excellence in librarianship and library service in Illinois. [More information/nominate](#).

Save Your Place at the Great Lakes Resource Sharing Conference

Register for the [Great Lakes Resource Sharing Conference](#) "Harnessing the Winds of Change!," in Oak Brook, June 8–9. A block of rooms has been reserved at the Doubletree in Oakbrook for June 7–June 10. The [special room rate](#) will be available until May 18 or until the group block is sold-out, whichever comes first.

Reaching Forward May 5

RAILS provides programs/services of interest to all library staff. Be sure to stop by our booth at the annual [Reaching Forward](#) conference on May 5 to discover what we have for YOU and to pick up some great giveaways!

Freedom to Read Grant

Would you like to create a program, community conversation, or display celebrating the freedom to read? Applications are open for libraries to receive a grant from the Freedom to

with questions.

Financial Education Library Grants

The Illinois [JumpStart Coalition](#) is accepting applications for their Financial Education Library Grants. Recipients will receive a selection of print materials for the age group(s) of their choice to help establish an onsite financial education library. All Illinois libraries are welcome to apply. [More information/apply](#). The deadline is June 9.

Meet Carnegie Medal Authors at ALA

[Carnegie Medalists](#) Colson Whitehead (fiction) and Matthew Desmond (non-fiction), along with featured speaker Sara Paretsky, will be at the Chicago Hilton on June 24, from 8–10 p.m., during the American Library Association ([ALA](#)) [Conference](#). ALA conference attendees can [add this event](#) to their registration, view [ticket prices](#), and RSVP for the event using [this form](#).

Seeking Voracious Readers for Social Justice

Join the revolution! The American Library Association (ALA), in a joint initiative of the Office for Intellectual Freedom and the Office for Diversity, Literacy, and Outreach Services, is seeking librarians with voracious reading appetites, and a commitment to social justice. Your mission, should you choose to accept it, will be to

- read, every month, one or two works of diverse, small, independent, and self-publishers in the Chicagoland area; and
- judge them worthy of being included in [ALA's Our Voices Chicago](#) collection.

For more information contact [Shumeca Pickett](#) at Our Voices Chicago.

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.

Amanda Bennett is the new director of Sandwich Public Library District effective May 1.

Patti Smith is the new director of Robert Rowe Public Library effective July 1.

Library News

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

[Marseilles Library Gets Two Grants](#)

[Bartlett Library Hosted Drive for Animals in Need](#)

[Plan Approved for New Lake Villa District Library](#)

[Check out These Changes at Thomas Ford Memorial Library!](#)

[Joliet Public Library Launches Project Next Generation 2017](#)

Adult

Patron was very happy that we had a VHS converter. She thought her home movies would be lost forever as VHS becomes outdated and now she can preserve those memories for the next generation.

A patron sent us a book request and when we notified her that we had placed an order for it and she would be put on hold for it, she responded "Thank you! I love my library!!"

I was stopped by a very kind toddler who wanted to tell us "this library is so, so much fun. I love your books."

A patron stopped me to say how much she loves our library, especially Kids & Teens. She brings her daughter every Thursday. She is from Western Springs, but comes to us because we are the best & offer so many great things for free.

Numerous comments about the purple oxalis plant on the Ask Us Desk: beautiful, is it real?, looks like butterflies, never seen anything like it.

Technology

Administration

As I was leaving yesterday, walking past The Meeting Room, two elderly women were leaving and I heard them say, "This was good class, we learned things today." Mike

A man came up to the K&T desk asking about set up for the authors' fair because he was going to need an outlet. I offered to show him the meeting room & we told him he could send an email requesting to be placed near one. After we walked out I introduced myself as one of the security monitors & he said he knew who I was because he had seen me around often. He went on to say that he thought I did a great job at keeping certain people in line while always being positive & it made him feel good to bring his son up here. Jamie A

I commented to a mother & her 3 kids about how they must be avid readers with all the books they were carrying & suggested they get some Friends' bags. She laughed & said we have such a great selection that it is often hard to stop themselves! Jamie A

A patron that used the meeting room on Sunday came into the admin office on Monday to let me know that the room worked out very well for his choral performance and that the electric piano was great.

Kids & Teens

A family with two teenage boys spent this afternoon with us. Mom and dad were playing checkers while the boys got books and read in the Mid-kid hangout. Upon leaving the Mom and Dad were telling me about their game. Both parents were laughing and saying, we had a good time today.

“I moved to the area in June. The day after I moved in, I went to the library. Once I was settled at the library, I was settled!”

“I love the library! I live in unincorporated Darien and purchase a card. It is worth every penny. I would pay 2 or 3 times as much if I had to.”

A boy was using the Kids and Teens space while his mom and sister were working on Girl Scout projects in the department. In addition to asking for books about Mustangs and GTOs, he also worked on the Lego wall. He came to get me after he finished his project - writing "Welcome" with Lego blocks on the front side so that everyone coming into the library would see it and feel welcomed!

Circulation

Patron says we do a great job and loves our services.

Patron came up and asked if we had any handouts from a technology class that she could not attend. I sent her to the computer desk to see if they had something. She returned a short time later and said they had no handouts but she was welcome to come back to the library and use any of the equipment that they had. Patron then remarked that she was at programs at both Downers Grove and Westmont and our library was by far the best.

“Do you sell Amazon gift cards? Too bad, would have saved me a trip.”

A patron wanted some documents notarized. He said, “Wow! It is so nice to know that my library does these things. And I also see that you do passports now.”

Patron returning a STEM kit said, “These are great! I’m going upstairs to see if they have a different one.”

A patron picking up her holds remarked that her library card is, “The best card in my wallet.”

Patron exclaimed, “My library card is the most important card in my wallet.”

A patron found a cell phone in the parking lot and brought it to the desk. As we were talking, the patron noticed a young girl looking on the ground as if she lost something. She approached the young girl and sure enough, it was her cell phone. The young girl was so happy and thanked the patron for turning it in.

Patron raved how helpful the crew at the Ask Us Desk is.

Kids & Teens

A patron asking to register for Storytime programs mentioned her frustration with a lack of consistency she has experienced with Adult Computer classes. As an IPPL cardholder she has registered and attended computer classes. Her frustration comes from the people who walk-in who are not IPPL cardholders. Her request is to keep programs that are noted as IPPL cardholders only for IPPL walk-ins as well.

A caregiver of a young toddler said: "We were at the park today and he insisted that we come here to the library."

At the self-check, "You know that at Westmont, you can lay ten books down and they all check-out. Do you think yours will ever do that?"

Circulation

"This is just the nicest library in the world."

"Do you have bags to check out? All the other libraries do."

"Wonderful library"

"You have a wonderful library! I'm a Westmont patron but your library is so much better!"

A patron from Downers Grove told us she likes our library more because we have more paperbacks, the layout is nicer here more seats with backs and the people are a little nicer. It's nice and new here."

While on my phone time, I had a patron call me regarding our passport acceptance. I gave her all the information I could in as much detail as I could and she said she would come in and pick up the application. I still happened to be here when she came in for the application and she thanked me for being so helpful and informative while on the phone.

While renewing a patron's card, he remarked that in all the years he's been coming here our staff has always been friendly and very helpful. He's never had a bad experience at our library.

A patron from Bensenville's library said that she liked our library better because it's newer and didn't smell "woody". We're nice too!!

Adult

A young man came to our What Your Library Can Do for you program and commented at how impressive it is that we offer so many things. He never used libraries before our #LibSocial programs and recently got a card. Now he's excited to try all of the services we offer and even checked out 3 items before he left!

After being asked if she would like us to pull author information and discussion questions for her book club, a patron responded, "Oh, yes please! We love the resources! We use those questions all the time. It's such a wonderful service to offer!"

Patron came in and asked for help at the Adult Ask Us Desk. I put an item on hold for her. Then she began to talk about how much she liked our library. She said that she pays for her card and it is worth every penny because of our classes, service, and item she can order. She was "Very happy with Indian Prairie Library"

Technology

Administration

How to Expo

"I told my library about this."

"It was a blast! Great event!"

"A woman complained that she had to wait for 1 ½ hours to have the coins she had brought looked at. She said that people brought 20 different coins at a time and that the presenter "talked too much". She said there should be a limit on how many coins one could bring in. Another gentleman commented that people waiting to have their coins evaluated should be given a number."

"I love this! I even parked at Culver's."

"Lots of fun, great stuff!"

"Is this the first year?"

"This is our first time here, this is awesome!"

"Interesting"

"Enjoyed the dog training. She was very good."

"Mommy, I want to make a salami rose!"

April 2017 Listening Posts

61

“Wonderful event really enjoyed the variety “

“Coin appraisal took excessively long. Some people waiting for two hours. Several patrons had too many coins and they should have been limited.”

“It was great! We had a good time.”

“You did a beautiful job”

“This is great the for kids”

“Lots of fun, great stuff”

“That was a delight”

“Thank you for pulling this together, it was great.”

“I had a good time, so I’m glad you did it.”

“Will you be doing this again next year?”